

# Workplace Hygiene Checklist

By Jake R Brady

- Workplace Cleanliness
  - Passageways, floors, doorways, exit routes are free of greasy dirt and dust.
  - Ceiling and walls are free of dirt and dust.
  - Worktables, chairs and furniture are free of dirt and dust.
  - Cabinets, racks & storage facilities are free of greasy dirt and dust.
  - Electrical & mechanical equipment are free of greasy dirt and dust.
  - Concealed places, such as corners, pillars and under tables are cleaned up.
  - Tools, equipment and facilities common in use are cleansed and disinfected.
- Personal Hygiene Facilities
  - Waterclosets and urinals are provided with flushing facilities.
  - Washing basins and water taps are provided.
  - Liquid soap is provided.
  - Drying facilities (towels, napkins and/or hand driers) are provided.
  - Toilet paper is provided.
  - Covered rubbish bins are provided.
  - Toilets are ventilated.
  - Air traps are ensured not dry.
  - Toilets are cleansed and disinfected at least daily.
- Pest Control
  - Pest control exercise is carried out at least yearly.
  - Insecticide and/or insect trap are used where necessary.
  - Rodent prevention measures are used.