

1.0 Policy

1.1 PURPOSE

To establish the requirement and responsibilities for routine hygiene standards within our businesses. To ensure that work areas, toilets and rest areas are maintained in a clean manner and present an acceptable appearance.

1.2 POLICY

Arden Dies Ltd strives to provide a safe and healthy environment for its employees, staff, and visitors. In the interest and welfare of everyone's health and wellbeing, we offer a Hygiene proactive policy. The guidelines outlined in this document represent the expected Hygiene standards and practices for Arden Dies Ltd. We also strive to reduce the risk of product contamination, through the implementation of management audits, using our housekeeping standards and cleaning policies/inspections. An employee's failure to comply with the policy and procedures outlined in this document, could lead to ill health, and the business may be justified in implementing disciplinary action, up to and including termination.

1.3 SCOPE

This Standard Practice applies to all personnel at Arden Dies, visitors and is also applicable to subcontractors.

All personnel will work towards maintaining their respective workplace in a clean and orderly manner. All employees will utilize all toilet and canteen facilities provided in a respectful manner, in support of our cleaning staff.

Hygiene encompasses all activities related to the cleanliness of our facilities, rest rooms and toilets, equipment and the elimination of nonessential materials and hazardous conditions.

The following general hygiene practices must be applied to all areas within the business:

1. All persons are required to wash their hands after using the toilet
2. All persons are required to up keep the cleanliness of our facilities
3. Overalls to be worn: Overalls supplied to be worn at all times, overalls are part of our employees PPE and therefore have to be worn to protect all employees.
4. No drinks other than water or juices are allowed on the shop floor and these must be in a capped retainer.
5. No Glass/Ceramic Cup Policy on the shop floor: - Please keep the workshop areas free from Glass or Ceramic cups to reduce the risk of contamination. Use Plastic or stainless steel cups with Caps.
6. Blue Plasters: All plasters must be blue so they are easy to spot to prevent contamination.
7. End of shift Hand Cleaning: all employees are allocated clean up time, which is provided so you to wash your hands with soap and apply barrier creams to prevent any potential risk of infection at the end of each shift or prior to a break.
8. All keyboards and desk tops should be wiped down with sanitiser wipes, frequently to remove dirt.

2.0 INSPECTIONS

Toilets & Canteens areas will be cleaned daily and a cleaning log kept for reference. Inspected for deficiencies in cleanliness and good physical appearance will be carried out as part of the general housekeeping policy. Inspections must be performed at a frequency that will ensure the desired level of cleanliness and appearance are maintained.

Supervisors of administrative areas should monitor these areas to insure that hygiene and housekeeping is acceptable.

Supervisors should use the inspection checklist supplied, or tailor one to the individual departmental area. All deficiencies noted during the inspection should be documented in sufficient detail to allow the use of the checklist as a cleanup guide.



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Hygiene deficiencies that pertain to the business facilities should be documented on the housekeeping audit sheet and forwarded to our Maintenance manager, copy supplied to our work shop managers.

During inspections, any safety related deficiencies that constitute hazardous conditions must be given priority attention. Hazardous conditions that constitute imminent danger shall be immediately reported to the departmental supervisor who, in turn, will notify the Operations Director.

Inspection guidelines:

1. Our Housekeeping & Hygiene policies are integrally linked, as good housekeeping is required to achieve the Hygiene standards expected. Therefore both disciplines need to be maintained as an integral part of every work operation.
2. Receptacles are available for waste and debris.
3. Cleaning and removal of waste, debris, and dust is being performed regularly.
4. A sufficient number of waste receptacles are available to make their use convenient.
5. Wash rooms, toilets, drinking fountains, canteens, kitchens and other similar facilities are being constantly maintained in a sanitary condition.

3.0 RESPONSIBILITIES

3.1 Cleaning Staff shall

- a. Our cleaning staff will clean our Toilets & Canteens to the current high standards and record the time and date each facility location is cleaned by completing the record sheets provided.
- b. Insure that requirements of this Standard Practice are being followed by conducting inspections, reviews, spot-checks, and other warranted follow-up action.

3.2 Supervisors shall

- a. Plan for the necessary funding to insure good hygiene standards are maintained.
- b. Conduct or arrange for inspections in their area of responsibility.
- c. Insure that each work area under their supervision is maintained at an acceptable level of appearance and cleanliness.
- d. Initiate corrective action for deficient items noted during inspections.

3.3 Personnel shall

Follow the requirements of this Standard Practice.

4.0 Revisions

Rev	Date	By	Revision Details
01	16/09/14	RG	First issue