

Now Is a Good Time to Assess Sanitation Efforts in Your Facility

The Occupational Safety and Health Administration (OSHA) believes that a clean and sanitary workplace is a safer workplace. Hygiene has always been a focus of the agency, which has a [sanitation standard](#) to prove it. In fact, OSHA has some very stringent requirements for sanitation on the job that were put in place long before the country was dealing with a global pandemic.

As you take action to reduce the risk of COVID-19 transmission in your facility, now would be a good time to make sure your general sanitation efforts meet OSHA's high standards.

Waste in the Workplace

As any OSHA compliance officer would tell you, there is probably nothing that will catch an inspector's attention faster than employees working around foul-smelling garbage. To protect yourself from this potential problem, take a look at the way you dispose of trash in your facility and then see if you can answer the following four questions:

1. Can you smell the trash?

If so, you have a problem. OSHA requires you to use special containers for any solid or liquid waste that is putrescible. This is merely a fancy way of saying smelly trash. Technically, "putrescible" means capable of decaying or rotting. That is why OSHA will probably assume that you have not complied with the Sanitation Standard if your trash smells bad.

For this kind of smelly trash, OSHA says you need a receptacle with a solid, tight-fitting cover unless you can maintain the container in a sanitary condition without a cover. Unless you want to pay workers to spend their workweek scrubbing garbage cans, you should get a cover.

Even if the trash can has a cover, it must not leak. You will not get off the hook for having a cover if disgusting fluid is oozing out the bottom.

2. Do you remove the trash daily?

If not, you should be concerned. OSHA says you have to remove all trash, whether it is putrescible or not,

in such a manner as to avoid creating a menace to health. This means workers cannot spill it all over the place on their way out the back door. You also need to get rid of it often enough so that it does not stick around and cause an unsanitary condition. In some particularly hot locations, removing it once a day might not be enough.

3. Do you see any bugs?

OSHA's sanitation rules include vermin control. If the workplace is enclosed, OSHA wants you to keep bugs outside. OSHA says it is up to you to decide how you accomplish this. Just make sure insects stay outside.

Plus, as if bugs were not bad enough, OSHA does not want to see any mice or rats in your facility. Rodents of any kind are not allowed. The same is true of



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vermin in general. Keep vermin out of your trash, even if this means you have to employ a continuous and effective extermination program.

4. Is the workplace dirty?

You can score high marks on trash removal once it gets in your trash cans, but this might not be good enough. The trash has to get in the cans in the first place. OSHA places this obligation on you through a sentence in [29 CFR 1910.141](#) that says you must keep the workplace clean.

Finally, if you use the “know-it-when-you-see-it” method to determine when something is garbage, you might be standing on dangerous ground. No matter what you call it, OSHA probably covers it with the Sanitation Standard.

If you use the “know-it-when-you-see-it” method to determine when something is garbage, you might be standing on dangerous ground.

Other Words for ‘Trash’

You might not consider something to be garbage until it makes its way into a trash bin, but OSHA uses just about every word you can think of to define trash in the standard. Presumably, OSHA has done this to ensure it has not missed anything and so you cannot escape a citation on a technicality.

Here is what OSHA says is covered by the Sanitation Standard:

- Sweepings
- Solid waste
- Liquid waste
- Refuse
- Garbage

Cleaning in the Age of COVID-19

If you feel that you’ve met OSHA’s requirements for waste disposal, now it’s time to ensure the cleaning methods used in your facility are acceptable given the current COVID-19 crisis. The agency recommends that employers implement the following action items:

- **Clean surfaces using soap and water, then use disinfectant.** Disinfecting kills germs on surfaces.
- **Practice routine cleaning of frequently touched surfaces.** More frequent cleaning and disinfection may be required based on level of use.
- **Surfaces and objects in public places should be cleaned and disinfected before each use.** High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfection To-Do’s

- **Disinfect** with a household disinfectant that kills COVID-19, as identified by the Environmental Protection Agency.
- **Wear** disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- **Additional** personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- **Gloves** and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. ■

Promote Hygiene in the Workplace: Action Items to Fight COVID-19

Implement the following practices in your workplace to [reduce the transmission of COVID-19](#):

- **Stop handshaking** — use other non-contact methods of greeting.
- **Clean hands at the door and schedule regular handwashing reminders via email.**
- **Create reminders to employees to avoid touching their faces and cover coughs and sneezes.**
- **Disinfect surfaces like doorknobs, tables, desks and handrails regularly.**
- **Increase ventilation by opening windows or adjusting air conditioning.** Provide soap, water and paper towels for workers, customers and visitors to wash their hands, and encourage frequent and proper handwashing.
- **Provide hand sanitizer with at least 60% alcohol and encourage workers to use it frequently when they cannot readily wash their hands.**
- **Identify high-traffic areas**, as well as surfaces or items that are shared or frequently touched, that could become contaminated. Target these areas for enhanced cleaning and disinfection using [EPA-registered disinfectants](#) and adherence to Centers for Disease Control and Prevention guidance for controlling the spread of COVID-19.
- **Use videoconferencing for meetings when possible.** When not possible, hold meetings in open, well-ventilated spaces.
- **Adjust or postpone large meetings or gatherings.** ■

From the Case Files

Failure to Maintain Safe Exit Routes Leads to Steep Fines

OSHA has cited a well known shipping services company for repeatedly putting workers at risk by obstructing exit routes at its Sharonville, Ohio, distribution center. The company faces \$208,603 in proposed penalties.

OSHA inspectors determined that the company failed to maintain exit routes at multiple facility locations. Violations included allowing packages to accumulate in aisles, installing equipment in an area that limited entry to an access route, and access routes that were reduced to just seven inches.

"Failing to maintain required access routes is a serious hazard that can put workers' safety at risk, especially in an emergency evacuation situation," said OSHA Area Office Director Ken Montgomery, in Cincinnati. "This employer's failure to follow required exit route safety requirements has been cited at other [company] facilities. Maintaining safe, well-marked exit routes must be part of a comprehensive safety and health program."

At press time, the company was contesting the findings before the independent Occupational Safety and Health Review Commission.

Editor's Commentary: In the event of an emergency, the ability of employees to [safely exit a building](#) largely depends on how easily they can maneuver exit routes. According to OSHA, "No materials or equipment may be placed, either permanently or temporarily, within the exit route." In addition:

- **At least two exit routes must be available in a workplace to permit prompt evacuation of employees and other building occupants during an emergency.** The exit routes must be located as far away as practical from each other so that if one exit route is blocked by fire or smoke, employees can evacuate using the second exit route.
- **More than two exit routes must be available in a workplace if the number of employees, the size of the building, its occupancy, or the arrangement of the workplace is such that all employees would not be able to evacuate safely during an emergency.**
- **A single exit route is permitted where the number of employees, the size of the building, its occupancy or the arrangement of the workplace is such that all employees would be able to evacuate safely during an emergency.** ■

Worker Dies as a Result of Forklift Overturn

OSHA has cited a concrete manufacturer based in St. Croix, U.S. Virgin Islands for crushing and other hazards following a September 2019 employee fatality. OSHA cited the concrete factory for willful, serious and other-than-serious violations, with proposed penalties of \$90,217.

The employee suffered fatal injuries after the forklift he was using to lift and move a 3,200-pound bag of cement overturned due to an unstable load. OSHA cited the company for not training forklift operators on how to properly lift and transport loads, as well as failing to ensure that operators knew how to handle stable loads and wear seat belts while operating forklifts.

Following the fatality, OSHA inspectors returned to the factory and found that the company continually failed to ensure that employees handled safely arranged loads, resulting in the willful violation. "Proper training on the safe use of a forklift could have prevented this tragedy," said OSHA Puerto Rico Area Director Alfredo Noguera. "Identifying hazards and implementing best practices during the load-handling process can protect workers from serious and fatal injuries."

Editor's Commentary: To avoid overturns, OSHA specifies the following:

- **Secure the load so it is safely arranged and stable.** Do not carry damaged merchandise unless it has been secured by wrapping or banding.
- **Ensure the load is centered.** Use caution when handling off-center loads that cannot be centered.
- **Distribute the heaviest part of the load nearest the front wheels of the forklift.** The load center is the distance from the face of the forks to the load's center of gravity. Many forklifts are rated using a 24-inch load center, which means that the load's center of gravity must be 24 inches or less from the face of the forks.
- **Do not overload.** Know the stated capacity of your forklift and do not exceed it. Only by keeping within the weight limit can you operate the forklift safely.
- **A forklift's capacity is rated for a specified load center.** If the load is off-center, improperly distributed or oversized, it may exceed capacity and result in an unbalanced forklift. ■



Workplace Wellness Amid the Pandemic

If your company has not yet taken steps to address your employees' health and wellness, now would be a good time to do so. It's a move many companies are making in the midst of a global pandemic, according to a [Willis Towers Watson survey](#) examining the business impact of COVID-19 on health benefits.

The survey found that nearly half of respondents (47%) are enhancing health care benefits, 45% are broadening their wellbeing program and 33% plan to make changes to paid time off (PTO) or vacation programs.

"Although most employers anticipate a significant negative impact from COVID-19, many are taking steps to protect the health and well-being of their employees," says Regina Ihrke, senior director and wellbeing leader, North America, Willis Towers Watson. "Employers are doing what they can to support their workers through this difficult time. The pandemic has led to high levels of employee anxiety and stress, so employers are making it easier for employees to get help across all aspects of the wellbeing spectrum."

The Centers for Disease Control and Prevention (CDC) is a strong advocate of company wellness programs, also known as Workforce Health Promotion programs, which the agency says can have a significant impact on the health and wellness of workers. These programs have evolved over the years from company-wide fitness programs to comprehensive programs that focus on such issues as nutrition, weight control, mental health, chronic disease prevention, smoking cessation, stress management and workplace environment, policies and productivity.

The Willis Tower Watson survey shows that supporting physical and emotional health is a top priority for most employers, as 64% believe COVID-19 will have a moderate to large impact on employee well-being. More than three in four (77%) are offering or expanding access to virtual mental health services. Maintaining physical health is also important with

60% of employers offering new easy-to-implement virtual solutions such as virtual workouts to support employees who work from home. Another 19% are planning or considering these solutions. Half (50%) promote healthy nutrition and weight management for at-home employees, and 25% are planning or considering adding these programs.

Promote Health and Wellness with Remote Workers

The CDC makes it clear that wellness programs need to reach all employees — no matter where they work. Here are some tips for interacting with your remote employees:

Create Personal Connections. Like employees who work on-site, employees who work remotely can benefit from personal interactions and communication.

- **Use multiple channels** — such as e-mail, webinars, training videos and phone conferences — to communicate about the job, the organization, the wellness program and other benefits.
- **Connect and build relationships with remote employees through regular, one-on-one conversations to**

check in about their job and to share information on health and wellness topics.

Flexible Work Schedules. Flexible schedules can benefit all employees, whether on-site or remote. The flexibility allows additional time for sleep and exercise, which promotes good health and creativity. Employers can encourage remote workers to use flexible work schedules to address their health and well-being needs whether to exercise, meditate, volunteer or go to a doctor's appointment.

Connect to Technology Resources. Employers can use technology to engage remote workers in their health and well-being.

- **Create a challenge so remote employees can participate on a team and monitor physical activity through an online tracking system.** This can create value and team-building for employees who are otherwise isolated from their co-workers.
- **Set achievable goals and rewards to help motivate remote employees to participate in health and wellness campaigns throughout the year.** ■



Safety Rules for Flammables

Flammables have a low flash point, which is the temperature at which a liquid gives off sufficient vapor to form an ignitable mixture with air. Because they are so dangerous, employees must take special precautions when working with and around flammable liquids. In addition to safe work practices, this means wearing the correct type of protective equipment when required. The following rules also apply:

- **Smoking must be prohibited in any area where flammables are being used or stored.** Smoke in designated areas only.
- **Flammables must be stored in approved safety containers.** Do not store flammables in open cans, even on a temporary basis.
- **All drums containing flammable liquids must be liquid- and vapor-tight.**
- **All containers of flammable liquids must be bonded and grounded during dispensing.**
- **All secondary containers must be properly labeled.**
- **Flammable liquid spills should be cleaned up immediately.** Employees should report large spills to their supervisor. ■

All drums containing flammable liquids must be liquid- and vapor-tight.

Office Safety Reminders

You don't have to work in an industrial setting or warehouse in order to have safety concerns. Here are a few tips for staying safe in an office environment. Share them with your employees to help them avoid potential injuries:

- **Report torn or worn carpet,** or slippery floors.
- **Always keep cabinet doors and desk drawers closed** when not in use.
- **Do not run electrical cords across high-traffic areas.**
- **Avoid using extension cords.** If you must use one, use it only on a temporary basis.
- **Maintain proper posture while seated at a desk.**
- **Do not lean on the back legs of chairs.**
- **If you must sit or stand for prolonged periods of time,** take regular breaks to move and stretch your muscles.
- **Keep regularly used items within easy reach to avoid musculoskeletal disorders.**
- **Always stack supplies carefully so they won't topple.**
- **If you must lift a heavy load,** follow safe lifting

procedures.

- **If you must reach a high shelf,** use a step stool or ladder. Do not stand on chairs or shelves.
- **Know your role in an emergency situation,** including your exit route and evacuation location.
- **Know where the closest fire extinguisher is kept.** ■

A Review of Warehouse Hazards

Shipping and receiving and general [warehouse work](#) can take a toll on those who work in these environments. There are many hazards to look out for, including:

- **Back injuries,** which can result from improper lifting or a fall
- **Materials that are improperly stacked on pallets or on overhead shelves,** which can fall onto workers
- **Box cutters,** which can cause serious cuts and lacerations
- **Mechanical aids,** such as forklifts, dollies, carts and similar equipment, all of which have their own hidden dangers
- **Hazardous materials,** which can be a hidden danger for warehouse workers who may inadvertently move these substances without even knowing of their hazards
- **Poor housekeeping in general,** which can lead to slips, trips and falls ■

Frostbite? Act Fast

Working in cold temperatures can have harsh consequences for those who are not properly prepared. One common result of exposure to the cold is frostbite. Frostbite means there is freezing in deep layers of skin and tissue. The skin becomes pale and waxy white. It also becomes hard and numb. Frostbite usually affects the hands, fingers, feet, toes, ears and nose.

To [treat a frostbite victim](#), get him or her to a warm, dry area and remove any wet or tight clothing that could cut off blood flow to the affected area. Do not rub the affected area because this will damage the skin and tissue. Next, gently place the affected area in warm water. Do not pour water directly on the affected area. After warming, the skin may become puffy and blister. When feeling, movement and color have returned to normal, dry the area and wrap it. Then seek medical attention. ■

Companies Pay a Price for Violations Related to COVID-19

Since the start of the coronavirus pandemic, OSHA has issued citations arising from more than 244 inspections for violations relating to the virus, resulting in proposed penalties totaling more than \$3.3 million.

The following are examples, to date, of requirements that employers have most frequently failed to follow:

- **Provide a medical evaluation before a worker is fit-tested or uses a respirator.**
- **Perform an appropriate fit test for workers using tight fitting respirators.**
- **Assess the workplace to determine if COVID-19 hazards are present**, or likely to be present, which will require the use of a respirator and/or other personal protective equipment (PPE).
- **Establish**, implement, and update a written respiratory protection program with required worksite-specific procedures.
- **Provide an appropriate respirator and/or other PPE to each employee when necessary to protect the health of the employees** (ensuring the respirator and/or PPE used is the correct type and size).
- **Train workers to safely use respirators and/or other PPE in the workplace**, and retrain workers about changes in the workplace that might make previous training obsolete.
- **Store respirators and other PPE properly in a way to protect them from damage**, contamination, and, where applicable, deformation of the facepiece and exhalation valve.
- **For any fatality that occurs within 30 days of a work-related incident**, report the fatality to OSHA within eight hours of finding out about it.
- **Keep required records of work-related fatalities**, injuries and illnesses.

Click [here](#) for a summary of OSHA's COVID-19-related enforcement efforts, including the names of companies that have been fined for COVID-19-related violations. ■



A Look at How OSHA Prioritizes Inspections

According to the most recent [data](#) available, Federal OSHA conducted 33,393 inspections in 2019. Out of this number, 919 inspections were conducted as a result of fatalities or catastrophes, 7,391 were the result of complaints, 6,718 were the result of referrals, 3,465 were classified as “other unprogrammed inspections” and 14,900 were programmed inspections.

Normally, OSHA conducts workplace inspections without providing advance notice to employers. In fact, it is this element of “surprise” that scares many companies into compliance. You never know when an OSHA inspector will show up at your door. However, the agency does strive to focus its inspection resources on the most flagrant violators — those employers with the most hazardous working conditions.

Here is a look at how OSHA prioritizes its inspection process:

1. Imminent danger situations. Hazards that could cause death or serious physical harm

receive top priority. Compliance officers will ask employers to correct these hazards immediately — or remove endangered employees.

2. Fatalities and catastrophes. Incidents that involve a death or the hospitalization of three or more employees come next. Employers must report such catastrophes to OSHA within eight hours.

3. Complaints. Allegations of hazards or violations also receive a high priority. Employees may request anonymity when they file complaints.

4. Referrals. Information about hazards from other federal, state or local agencies, individuals, organizations or the media receive consideration for inspection.

5. Follow-ups. Checks for abatement of violations cited during previous inspections are also conducted by the agency in certain circumstances.

6. Planned or programmed investigations. Inspections aimed at specific high-hazard industries or individual workplaces that have experienced high rates of injuries and illnesses. ■

Six Rules for Machine Safeguarding

As most employers know, protecting your workers from [machine-related hazards](#) is easier said than done. Moving machine parts have the potential to cause severe workplace injuries, such as crushed fingers or hands, amputations, burns or blindness.

Safeguards are essential for defending workers from these types of preventable injuries. Any machine part, function or process that may cause injury must be safeguarded. When the operation of a machine or accidental contact injure the operator or others in the vicinity, the hazards must be eliminated or controlled.

When selecting appropriate machine guards, you should strive to find the most effective, yet practical option. Not only must a guard prevent your employees from being injured, but it should also allow them to get their work done without hindering productivity. At the same time, safeguards must meet the following general requirements:

Prevent Contact

The safeguard must prevent hands, arms and any other part of a worker's body from making contact with dangerous moving parts. A good safeguarding system eliminates the possibility of the operator or another worker placing parts of his or her body near hazardous moving parts.

Secure

Because a safeguard that can easily be made ineffective is no safeguard at all, workers must not be able to remove or tamper with guards. Guards and safety devices should be made of durable material that will withstand the conditions of normal use. They must be firmly secured to the machine.

Protect from Falling Objects

The safeguard should ensure that no objects can fall into moving parts. A small tool that is dropped into a cycling machine could become a projectile that could strike and injure someone.

Prevent New Hazards

A safeguard defeats its own purpose if it creates a hazard of its own, such as a shear point, a jagged edge or an unfinished surface that could cause a laceration. The edges of guards, for instance, should be rolled or bolted in such a way that they eliminate sharp edges.

Create No Interference

Any safeguard that impedes a worker from performing the job quickly and comfortably might soon be overridden or disregarded. Proper safeguarding can actually enhance efficiency as it can relieve a worker's apprehensions about getting injured.

Allow Safe Lubrication

If possible, workers should be able to lubricate the

machine without removing the safeguards. Locating oil reservoirs outside the guard, with a line leading to the lubrication point, will reduce the need for the operator or maintenance worker to enter the hazardous area. ■

Does Your Facility Meet First-Aid Requirements?

Review the following list to gauge how well your facility complies with [OSHA's first-aid requirements](#):

- **Is there a hospital, clinic or infirmary** for medical care near your workplace or is at least one employee on each shift currently qualified to render first aid?
- **Have all employees who are expected to respond to medical emergencies as part of their job responsibilities received first-aid training?**
- **Do all employees who are expected to respond to medical emergencies as part of their job responsibilities have available to them, and understand how to use, the appropriate personal protective equipment to protect against exposure to bloodborne diseases?**
- **If employees have had an exposure incident involving bloodborne pathogens, was an immediate post-exposure medical evaluation and follow-up provided?**
- **Are medical personnel readily available for advice and consultation on matters of employees' health?**
- **Are emergency phone numbers posted?**
- **Are fully supplied first-aid kits easily accessible to each work area, periodically inspected and replenished as needed?**
- **Is there an eyewash station or sink available for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?** ■

Does OSHA Consider Face Coverings PPE?

The CDC recently determined that some cloth face coverings may serve as source control while also providing the wearer with some personal protection. Does this mean that OSHA considers face coverings PPE?

The answer is no. While OSHA continues to strongly encourage workers to wear face coverings when they are in close contact with others to reduce the risk of spreading COVID-19, the agency does not consider cloth face coverings PPE and they are not required under [OSHA's PPE standard](#). ■



Safety Strategies

Stress in the Workplace Takes a Toll on Employees

According to research conducted by the [American Psychological Association](#), one-third of working Americans say they typically feel tense or stressed out during the workday. Stress on the job is nothing new. But sometimes, stress can lead to breakdowns in safety. When safety is on the line, actions must be taken to address problems that could lead to accidents and injuries.

The National Institute for Occupational Safety and Health (NIOSH) reveals the following contributors to employee stress:

- **The Design of Tasks.** Heavy workloads, infrequent rest breaks, long work hours and shift work; hectic and routine tasks that have little inherent meaning, do not utilize workers' skills and provide little sense of control
- **Management Style.** Lack of participation by workers in decision-making, poor communication in the organization, lack of family-friendly policies
- **Interpersonal Relationships.** Poor social environment and lack of support or help from co-workers and supervisors
- **Work Roles.** Conflicting or uncertain job expectations, too much responsibility, too many "hats to wear"
- **Career Concerns.** Job insecurity and lack of opportunity for growth, advancement, or promotion; rapid changes for which workers are unprepared
- **Environmental Conditions.** Unpleasant or dangerous physical conditions such as crowding, noise, air pollution or ergonomic problems.

Find Ways to Support Employees

What can managers and supervisors do to help manage employee stress? NIOSH has some interesting answers:

- **Recognize employees for good (and safe) work performances.**
- **Provide opportunities for career development, such as continuing education or even the chance to attend an industry conference or event.**

- **Help to foster an organizational culture that values the individual worker.**
- **Act in a manner that is consistent with organizational values.** Some other ideas to consider include:
 - Ensuring that workloads are in line with employees' capabilities
 - Clearly defining employees' roles in the workplace

Getting your group together to participate in fun safety activities, for example, is one way to build camaraderie and break the ice, so to speak. Isn't it time that you addressed stress in your work establishment? ■

Safety Requires Eliminating Language Roadblocks

Overcoming language and literacy barriers is crucial to providing a safe work environment for a multilingual workforce. In fact, OSHA specifies that employers must instruct their employees "[using both a language and vocabulary that the employees can understand.](#)"

Therefore, companies that employ workers who do not understand English should identify the languages spoken by their employees and then design and implement multilingual training.

Additionally, to the extent feasible, employee training should be developed at a literacy level that corresponds with the literacy level of the workforce. This also applies to any training documents that require a worker's signature. Companies may need to provide special safety training for workers with low literacy levels to meet their safety responsibilities.

What Should Training Include?

Regardless of the language used, at a minimum all safety training should address the following:

- **Known hazards**
- **Required safe work practices**
- **Specific safety protection for tasks performed**
- **Methods to identify and avoid hazards**
- **The names of company representatives to contact if safety and/or health issues arise** ■

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Communications

Senior Editor **ROBI L. GARTHWAIT**
Senior Graphic Designer **KEVIN O'LEARY**
Brand Manager **DEBRA DEPRINZIO**

Sanitation and Hygiene Safety Meeting Presentation

Today we're going to focus on a topic that can impact your health in a positive way. We're going to talk about sanitation in the workplace.

An important aspect of sanitation is maintaining good hygiene. Good hygiene in the workplace helps to prevent the spread of germs, disease and even toxic materials. Let's review some ways that you can maintain good hygiene:

- **Wear clean clothes.** If your clothes become soiled or stained, change into something clean. If you are required to shower and change at the end of a work shift, please do so.
- **Wash your hands.** This is one of the most basic principles of good hygiene, yet it is often overlooked. Wash your hands frequently and thoroughly, especially after using the restroom.
- **Protect open wounds.** You should always make sure that any open sore or wound on your body is covered properly. Not only does this protect you, but it protects your co-workers as well.
- **Remember protective gear.** If you are required to touch or come in contact with anything that is potentially dangerous, make sure you wear the appropriate protective gear. Even some seemingly harmless substances can spread germs or bacteria, so don't take any chances.

Protect Against Hazardous Substances

Some of us, due to the nature of our work, wear clothing that can get contaminated with hazardous substances

during the course of the day. What are some rules to follow if this is the case?

- **Remove the clothing only in an assigned area and wear gloves to do so.**
- **Take clothing off from top to bottom.**
- **Dispose of clothing in the proper receptacles.**
- **Do not enter a clean area while wearing contaminated clothing or equipment.**
- **Never store street clothes with work clothes.**
- **Avoid washing street clothes with work clothes.**

Additional Pointers

What are some other actions we can take to maintain a sanitary workplace?

- **Only eat in designated areas.** Bringing food and/or drinks into the work area can attract insects and rodents. Additionally, food may become contaminated if chemicals are used in the area.
- **Don't let trash or debris pile up.**
- **Make sure all waste is put in the proper receptacles.**
- **Cover your mouth and nose when you cough or sneeze.**

Finally, we can't maintain a safe workplace if we fail to maintain a healthy workplace. Therefore, it's important to remember that we all play a role in keeping our work environment clean and sanitary.

Thanks for your attention.

Have a safe day.

Meeting Date: _____

Participant's Name: _____

Sanitation and Hygiene Safety Meeting Bulletin

Test Your Knowledge of Sanitation Safety Basics

1 Why is it important to maintain good hygiene in the workplace?

2 True or False? Wearing clean clothes has nothing to do with maintaining good hygiene.

True False

3 What should you do if you have a cut or open wound on your hand?

4 What does protective gear have to do with good hygiene?

5 If your work exposes you to hazardous substances, what rules should you keep in mind for removing clothing?

6 Fill in the blank: We can't maintain a safe workplace if we fail to maintain a _____ workplace.

7 True or False. It's generally OK to eat your lunch at your workstation.

True False

8 True or False? Not all waste can go in the regular trash can.

True False

9 Fill in the blank. We all play a role in keeping our workplace _____ and _____.

Answers:

1. Good hygiene in the workplace helps to prevent the spread of germs, disease and even toxic materials.
2. The answer is False. Wearing clean clothes is an important aspect of good hygiene. If your clothes become soiled or stained, change into something clean. If you are required to shower and change at the end of a work shift, please do so.
3. You should always make sure that any open sore or wound on your body is

covered properly. Not only does this protect you, but it protects your co-workers as well.
4. Wearing protective gear can help to prevent you from coming into contact with dangerous substances — such as germs or bacteria — that can cause injury or make you sick.
5. The answers include:
• Remove the clothing only in an assigned area and wear gloves to do so.
• Take clothing off from top to bottom.

• Dispose of clothing in the proper receptacles.
• Do not enter a clean area while wearing contaminated clothing or equipment.
• Never store street clothes with work clothes.
• Avoid washing street clothes with work clothes.
6. The answer is "healthy."
We can't maintain a safe workplace if we fail to maintain a healthy workplace.
7. The answer is False. You should only eat in designated areas. Bringing food and/or drinks into the work area can attract insects and rodents. Additionally, food may become contaminated if chemicals are used in the area.
8. The answer is True. Certain waste requires special disposal procedures.
9. The answer is "clean" and "sanitary." We all play a role in keeping our workplace clean and sanitary.