



## PERSONAL HEALTH AND HYGIENE POLICY

**Blue Transport Solutions 2017**

### **POLICY STATEMENT**

It is the expectation of this company that all workers will respect the rights of other persons in the workplace to work in surroundings that are conducive to their personal health and comfort. We expect that all workers will adhere to accepted community standards of hygiene (both bodily and clothing) while at work in a company workplace, and to adopt hygiene practices to reduce the risk of spreading illness and infections while at work.

All personal hygiene management practices will reflect legislated health and safety standards for the workplace.

Failure to adhere to these standards may result in the offender not being allowed to start work until they have met these standards to the satisfaction of their supervisor and company management. Persons working in public interface areas are expected to maintain a suitable standard of bodily cleanliness at all times.

### **AIMS AND OBJECTIVES**

All workers are expected to meet accepted standards or guidelines with respect to personal grooming and hygiene including bathing and oral hygiene, not using heavily-scented perfumes, colognes or lotions, and clean, well-groomed hair (including facial hair).

Clothing worn at work should be appropriately clean, and should be laundered regularly. Clothing must not be heavily soiled or smelly at the beginning of any shift, and workers are encouraged to change from work clothing to clean personal clothing for travel, especially if using public transport. Any clothing identified with company logos or name must be in a clean, tidy condition when worn outside company premises.


It is equally important that all workers adopt health hygiene practices that will reduce the risk of spreading of illness and infections by following rules to cover the nose and mouth when sneezing, covering the mouth when coughing, disposing of used tissues in bins, and washing hands frequently and especially before using kitchen utensils, crockery and cutlery. All persons must wash hands thoroughly after using the toilet and before eating.

### **RESPONSIBILITIES**

The company will ensure that all workers are fully informed of the intent, aims and objectives of this policy and its implementation. The company will ensure that adequate facilities and consumables are available for hand washing at all times, including hygienic methods of drying hands (e.g., single use paper towels, air driers, etc.).

All persons are required to comply with this policy and procedures at all times. Any person failing to meet the requirements of this policy will be liable to action under company counselling and disciplinary procedures.

### **AUTHORISED BY**

Signed:  Position: Managing Director Date: 5 / 4 / 2017