

# HAND WASHING

Today's Toolbox talk will address the topic of hand washing in the workplace

This toolbox talk is designed to educate and should not be considered as an exhaustive method of training. The information should be taken into consideration along with the guidelines set out in the Employee Handbook and all other company workplace health and safety policies and procedures.

Hand washing, also known as hand hygiene, is the act of cleaning hands for the purpose of removing soil, dirt, and micro-organisms.

We do this so any diseases and conditions that are spread by not washing hands with soap and clean, running water are prevented. Hand-washing with soap removes germs from hands. This helps prevent infections because: People frequently touch their eyes, nose, and mouth without even realising it.

## STEPS OF HAND WASHING



### STEP ONE

Wet your hands with clean, warm, running water, turn off the tap, and apply soap.



### STEP TWO

Lather your hands by rubbing them together with the soap.

### STEP THREE

Scrub your hands for at least 40-60 sec. Wash palms, fingers, thumbs, nails and wrists.

### STEP FOUR

Rinse your hands well under clean, warm running water.

### STEP FIVE

Dry your hands using a clean towel or air-dry them.



## HERE'S A HANDY TIP

Sing **Happy Birthday to Yourself** to make sure that you are washing your hands for long enough!



# HEALTH

If any staff member has a contagious infection or is suffering gastric symptoms such as diarrhoea or vomiting, they should not go to work.

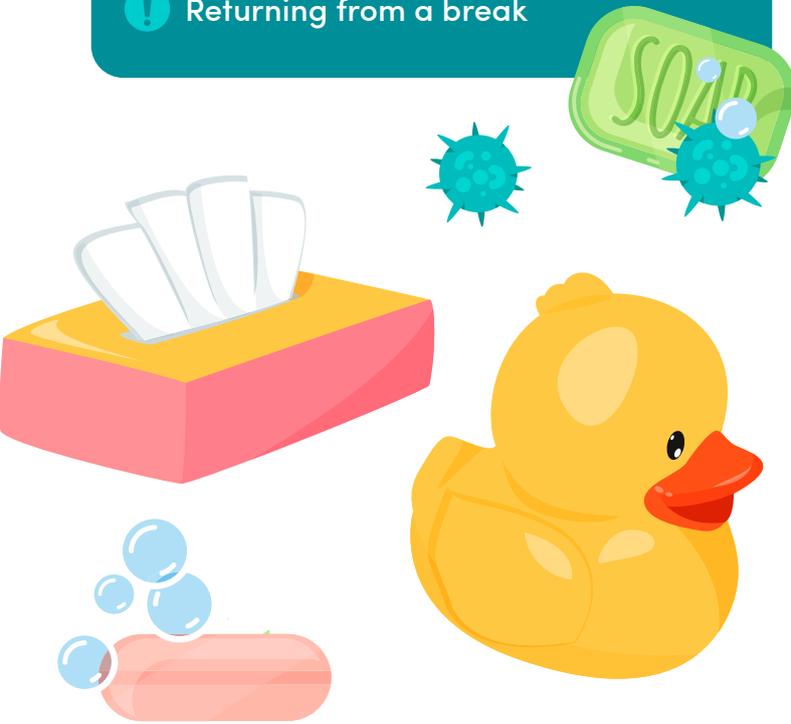
Hands should be washed and dried thoroughly as soon as you enter the workplace as well prior to departure. You must also wash your hands at any other time when there might be a risk of spreading germs for example:

## BEFORE

- ! Handling food and eating or drinking
- ! Touching the hair, scalp or body
- ! Starting a shift
- ! Returning from a break

## AFTER

- ! Going to the toilet
- ! Sneezing
- ! Coughing
- ! Eating
- ! Drinking
- ! Touching the hair, scalp or body
- ! Smoking
- ! Wearing disposable gloves
- ! Handling or disposing of waste
- ! Touching animals
- ! Handling money
- ! Handling cleaning cloths and cleaning equipment



## MAKE SURE YOU ALWAYS

- ! Cover any sores, scratches etc. with a waterproof bandage or dressing
- ! Cover coughs, sneezes with a tissue or your arm. Avoid using your hands and turn away from others and food if you cough or sneeze
- ! Dispose of tissues and disposable gloves in a rubbish bin immediately
- ! Always wash and dry hands thoroughly before handling food
- ! Clothing should be clean
- ! Don't handle food unnecessarily
- ! Do not smoke around food or food surfaces





# WHAT IS HYGIENE?

Hygiene – (named after Hygeia, the Greek goddess of health)

Good personal hygiene is necessary for a healthy and positive work environment and can play a role in avoiding both illness and injury. A high standard of personal hygiene is essential when interacting with our guests and your colleagues.

## PERSONAL PROTECTION PROCESSES – INFECTION CONTROL

Infection control procedures all employees are required to adhere to relating to good personal hygiene include:



### HAND WASHING

The spread of many pathogens can be prevented with regular hand washing.



### PHONES, KEYBOARDS, MICE

(the computer kind). Wipe down with antibacterial wipes



### PERSONAL ITEMS

Don't share drink bottles, kitchen utensils and cups. Wash all utensils and preparation surfaces thoroughly with hot water and detergent after use.



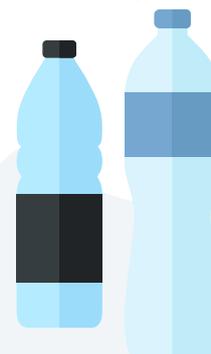
### TISSUES

When you use a tissue, ensure you dispose of it thoroughly and wash your hands or use hand sanitiser afterwards.



### UNBROKEN SKIN

Intact and healthy skin is a major barrier to pathogens. Cover any cuts or abrasions with a waterproof dressing.



### HYDRATION

Keep hydrated

### SOCIAL DISTANCING

1.5 m

Stay 1.5 metres away



### MONEY

Avoid touching money or customer EFTPOS cards



### AVOID FACE TOUCHING

Avoid touching your mouth, eyes and nose as much as possible

# INFECTION CONTROL AND CLEANLINESS

Infection control procedures relating to cleanliness in the workplace include:



Maintaining a distance of 4 metres from anyone who is coughing or sneezing



Avoid shaking hands, hugging or any form of physical contact where possible



Use elbows or feet to push doors open rather than hands



Use disposable towels to cover door handles when opening particularly from bathrooms or food prep areas



Regularly washing the floors, bathrooms and surfaces (such as tables and bench tops) with hot water and disinfectant



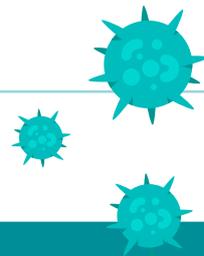
Thoroughly washing and drying mops, brushes and cloths after every use – drying mops and cloths is particularly important, since many pathogens rely on moisture to thrive



When using disinfectants always wear gloves, clean the surfaces before using the disinfectant and always follow the manufacturer's instructions exactly



Spot cleaning when necessary



If you have symptoms of novel coronavirus (COVID-19) and have travelled overseas in the past 14 days, or have been in contact with someone who has novel coronavirus (COVID-19), you need to ensure that you:

- Do not come into work, advise the Employer immediately
- See a doctor immediately. Before your appointment, call ahead and tell the staff what your symptoms are and tell them your travel history or that you may have been in contact with a potential case of coronavirus
- Advise the Employer of outcome of doctors consultant including any testing and timeframes
- Remain away from the workplace until such time as medically cleared to return to work
- Notify the Employer of any test results for COVID-19

