

VIAMED Ltd

Company Personnel Manual

Section 28. Hygiene

General:

It is the responsibility of everyone employed by Viamed, to ensure his or her own personal cleanliness and hygiene. There are two sets of toilet facilities available on the premises, and one toilet at the warehouse.

The toilets are equipped with washing facilities, bacterial soap and paper towel dispensers.

Due to the nature of the products and services we provide, all staff must wash their hands prior to using the toilets, and also afterwards.

All personnel must wear clean and tidy clothes appropriate to their particular function within the company.

Workshop personnel are supplied with industrial clothing, which must be cleaned weekly (at least). (See Section 16. Dress Code)

There is no excuse for lack of cleanliness among staff.

There must be no spitting at all. Anyone found to have been spitting on the premises will be dealt with under the disciplinary procedures.

Toilets:

Visitors use our toilets, and sometimes it is the first impression they get of the company. Sometimes it is the last impression they have before they make a decision.

It is the responsibility of everyone to ensure the cleanliness of the toilets, and that no litter is left, and no breeding ground for germs is allowed to develop.

Toilets must at all times be kept clean and tidy.

Bacterial Soap is supplied, and must not be allowed to run out, inform management when it is running low.

The paper towel holder and, toilet roll holders should never be empty; always ensure that one full wrapped pack is in the holder with at least one open pack. At least one full pack should be spare at all times. Either inform management or replace if you use the last one.

The washbasins should be rinsed, and wiped with a paper towel, after use. Any excess water around the bowl due to the sprinkler taps should be mopped up.

Kitchen:

It is the responsibility of everyone to ensure the cleanliness of the kitchen and that no litter (newspapers etc.) is left around, and that no breeding ground for germs is allowed to develop.

The waste bins should be emptied before they become too full & the bags should be pricked before placing in the outside wheelie bin.

All used crockery & cutlery must be placed in the dishwasher, and not left on the side or in the sink.

If the dishwasher is full the contents must be emptied, dried and put away, or the dishes must be washed.

The person who uses the last paper towel is responsible for refilling the holder.

The drinks machine tray must not be allowed to overflow.

Used plastic cups must be placed in the waste bin.