

# HYGIENE IN THE WORKPLACE

*Good hygiene in the workplace is essential for maintaining a healthy environment for all employees and limiting the spread of illness.*



## WORKPLACE SANITATION

- Restroom facilities should be regularly cleaned and well-stocked with disinfecting soap and/or sanitizers with at least 60% alcohol concentration.
- Frequently clean all commonly touched work surfaces.
- Use disinfecting cleaning agents and follow the directions on the label.
- Ensure there is potable water available.
- Discourage workers from sharing drinks.

## PROPER HAND WASHING

This is the single most important way to prevent the transmission of infectious diseases. **It is critical after performing these activities:**

- Before and after using the restroom
- Eating foods or drinking beverages
- Returning to work after a break
- Coughing, sneezing or blowing the nose
- Touching dirty surfaces or utensils
- Handling dirty materials or trash
- Performing equipment maintenance
- Before and after treating a wound

### Steps of Proper Hand Washing

- Wet your hands, and apply soap.
- Lather your hands thoroughly
- Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song twice.
- Rinse your hands well.
- Dry your hands using a clean towel .

## RECOGNIZING ILLNESS

It is important to properly self-evaluate when you are showing signs of illness. Symptoms of respiratory illness include cough, sneezing, runny nose, fever, scratchy throat, and nasal breathing. Workers who are ill should stay home. If a worker shows signs of illness, tell your supervisor and go home.

## ACTION ITEMS

- Encourage sick workers to stay home
- Develop flexible leave policies that encourage workers to stay home, without penalty, if they are sick.
- Develop a policy on how to deal with workers and clients who may be ill with the flu or other illnesses and communicate it to your workers.
- Determine who will serve as the "go to" person if someone becomes sick in the workplace.
- Consider how to separate ill workers from others, or give them a surgical mask to wear, if possible and if they can tolerate it, until they can go home.

### Employer Guidance on the Seasonal Flu

[https://www.osha.gov/dts/guidance/flu/no\\_nhealthcare.html](https://www.osha.gov/dts/guidance/flu/no_nhealthcare.html)

### OSHA Standards on General Environmental Controls

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.141>

### Tailgate Talk Resources:

NLTAPA <https://nltapa.org/information-exchange/nltapa-tailgate-talks/>

Louisiana LTAP [www.louisianaltap.org](http://www.louisianaltap.org)

Louisiana's Tailgate Talk Series

# TIMELY SAFETY BRIEFINGS





# HOW TO CONDUCT A TAILGATE TALK

*Tailgate Talk is a gathering of small group of workers around the tailgate of a truck or other spot for a brief training session on a single safety topic. Consider using the "Tailgate Talk" concept to help you conduct 10-15 minutes of training sessions with your crew.*

## KEY POINTS:

- Choose one safety topic per session.
  - Be concise. Keep it short.
  - Keep the sessions small.
- Meet in a comfortable & safe spot.
- Allow time for questions & answers.
  - Document the training.

## CHOOSE SAFETY TOPICS

- Pick topics related to recent events.
- Ask employees for their ideas.
- Read newsletters and local news for more information. Use them for additional ideas.

## PLAN LOGISTICS

- Limit sessions to a small number of workers. Six to 10 is a good number.
- Hold sessions early in the week, but not on Monday mornings.
- Conduct tailgate training sessions an average of once a week. Dedicate specific time for the training.
- Limit sessions to only 15 minutes.
- Be on the lookout for weather forecasts or any emergencies.

## PREPARE YOUR PRESENTATION

- Use a one-page fact sheet provided on [www.t2center.uconn.edu](http://www.t2center.uconn.edu)
- You may use materials provided by Louisiana LTAP [www.louisianaltap.org](http://www.louisianaltap.org)
- Look for visual aids and/or props.
- Photocopy handouts ahead of time.
- Familiarize materials a night before.

## CONDUCT THE SESSION.

- Keep your presentation informal.
- Don't use words your employees won't understand.
- Involve your workers in discussion of the topic.
- Allow time for questions at the end.
- Have workers sign a sheet showing they were trained and keep it on file.

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