

# 12 OFFICE HYGIENE TIPS



Practising personal and general hygiene at work is very important, as it shows that you're neat and tidy and considerate of those around you.

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Here are a few tips that every employee should follow for a happy and pleasant work environment:

## Personal Hygiene



### PERSONAL HYGIENE

This should be a top priority as you'll be coming into contact with colleagues and clients. So be sure to shower, brush your teeth, have clean hair, use deodorant and wear fresh clothing.

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### TOO MUCH PERFUME/COLOGNE

Avoid wearing too much perfume or cologne as this may be too overpowering or aggravate the allergies of others. Your nose may be accustomed to your perfume so it doesn't smell strong to you but it may to others.

3



### PICKING YOUR NOSE

Nobody wants to see you pick your nose at work as this is considered repulsive. If you absolutely have to, go to the restroom where you can do it in private.

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### PASSING GAS

If you need to pass gas, leave the room and go outside or to the restroom. Nobody wants to be stuck inhaling odorous fumes in an enclosed workspace.

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### COUGHING/SNEEZING

Not only is it rude to cough or sneeze without covering your mouth and nose, but it also allows the spread of germs. Cough or sneeze into your hands, then wash or wipe them with an antiseptic wipe to prevent contaminating surfaces. Or better yet, cough into your arm or the inside of your elbow.

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### BEING SICK AT WORK

Germs can easily spread in an enclosed workspace so be considerate of others by staying home if you have the flu.

## In the Office



## In the kitchen



### MAKING/PLAYING LOUD SOUNDS

Be respectful of other employees who are trying to be productive and keep the noise to a minimum. Refrain from playing music or watching videos without headphones.

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### A CLEAN WORK AREA

Keep your workstation clean and clutter-free and regularly disinfectant areas to kill germs. Clean your work area from trash, dirty coffee mugs and food remains as this isn't pleasant for others to see.

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### A CLEAN KITCHEN

Don't leave a mess for the kitchen staff to deal with. Dispose of residue food on your plate and stack it neatly near the washing-up area and wipe the inside of the microwave of your splattered food so it's clean for the next person to use.

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### MICROWAVING SMELLY FOODS

Food odours travel and can be an unpleasant experience for fellow colleagues so save microwaving smelly foods for when you're at home and not the office.

### FLUSH THE TOILET

Always flush the toilet after use and ensure that nothing has been left behind. You don't want to leave an unpleasant surprise for the next person.



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### RESTROOM HYGIENE

Always wash your hands thoroughly with soap and water for at least 20 seconds after going to the toilet to prevent contaminating surfaces and the spread of germs.



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## In the Restroom



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