

# SOLOTEL

## WORKPLACE HYGIENE STANDARDS – SECURITY

All workers have a duty to take reasonable care for their own and others' health and safety. This is inclusive of contract workers (i.e. security, cleaners etc). The following procedures have been outlined to ensure there is clarity on the level of responsibility for each worker.

Please read the below and tick to indicate you understand each standard, before signing.

### TOP 3 WAYS TO STAY SAFE

1. Hands are to be thoroughly washed and sanitised at regular intervals and immediately after using the bathroom, handling food, disposing of waste, touching money, touching face or coughing/sneezing.
2. Routinely clean all frequently touched surfaces in the workplace – e.g. workstations, ID scanners, tablets, bollards devices, counters & doorknobs with provided sanitizer spray;
3. Gloves to be worn whilst checking ID's, with ID cards always thoroughly examined. Gloves to be changed at least hourly.

### PERSONAL HYGIENE

- I understand the correct way to wash your hands.
- Using warm water and soap, rub your hands together, covering all surfaces including back of your hands and between your fingers. Rub together for 20 seconds, then rinse your hands ensuring you remove all soap.
- Anything brought on site – clothing, tools of trade etc must be sanitary (laundered, clean);
- Always use appropriate PPE (personal protective equipment) as directed with each chemical;
- Avoid unnecessary contact with peers – e.g. handshakes, high fives – and ensure all parties wash and sanitise hands after each interaction if contact is necessary;

# SOLOTEL

- Avoid touching your face (eyes, nose, mouth) as much as possible;
- Always cover your nose and mouth with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available);
- Food should never be consumed over surfaces – e.g. bar, kitchen benches and pass;
- Gloves should always be removed, discarded and replaced after handling raw food, disposing of waste, touching money, touching face/coughing/sneezing;
- Always cover cuts or abrasions with authorised food-safe dressings available in venue;
- Gloves are provided to be worn to eliminate the need to directly touch high risk items (handling food, bank notes, used glassware etc) – ensure you have thoroughly washed your hands both prior to putting on and removing gloves.

## WORKPLACE HYGIENE

- Where OLGA Compliance books and incident reporting books are used, sanitise before use and a single user to be allocated to this duty per shift;
- Ensure all radios, radio docks and equipment have been sanitised before and after wearing or using;
- Any equipment owned by contractor and brought on site for individual use, like pens, earpieces, notebooks and drink bottles etc are to be sanitised on arrival and not shared;
- When a member of the public comes into close contact with a contractor, immediately wash and sanitise hands;
- All Radio comms relating to illness should be with discretion – as per any comms requesting a manager
- **IMPORTANT TO NOTE:** These checklists are legally binding documents, so agreeing you understand these standards set out and not fulfilling them is not only a hygiene risk but also a breach of policy and your obligations under the WHS Act 2011.