



職業衛生約章
Workplace Hygiene Charter

如何推行 工作場所衛生計劃

Implementing Workplace
Hygiene Programme



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL



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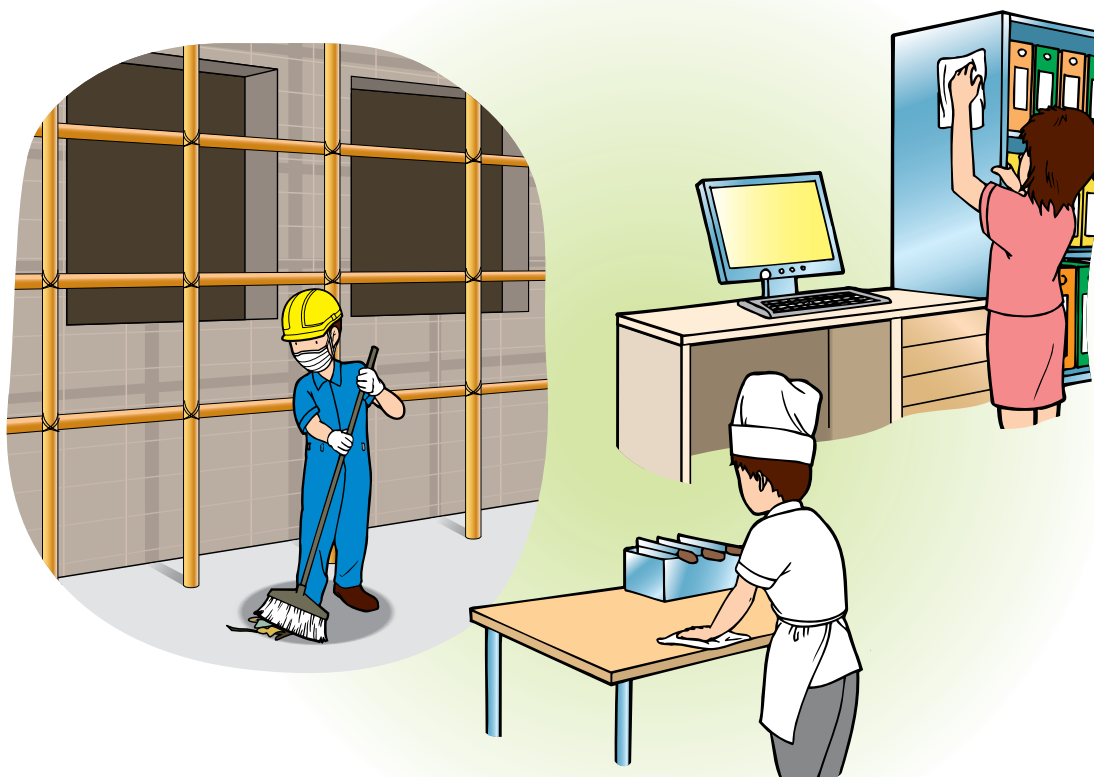
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前言

過去香港曾出現非典型肺炎及H1N1流感大流行，全賴前線醫護人員專業的知識，並與全港市民不屈不撓和同舟共濟、守望相助的精神，終於戰勝了疫症。疫症的爆發令全港市民意識到公共衛生的重要性，並熱切要求採取迅速而有效的行動，以提高本港健康生活及清潔衛生的水平。同樣地，工作環境的清潔與衛生亦是確保在職人士的安全健康，避免傳染病侵襲的重要措施。

維持工作環境清潔，確保空氣流通，提供飲水及廁所設備，避免工作場所成為細菌、真菌、病毒、老鼠、蚊子及其他害蟲滋生的溫牀是促進良好工作場所衛生的首要工作。僱主應該提供及維持一個舒適而衛生的工作環境，讓僱員能夠安全及健康地工作。再者，僱主也應為僱員提供必須的資料、指示、訓練及督導，以提高僱員的衛生意識和警覺性。與此同時，僱員應遵從良好的衛生措施，若發現工作環境中存在不整潔衛生的地方，應儘早向僱主報告，及提出改善建議。

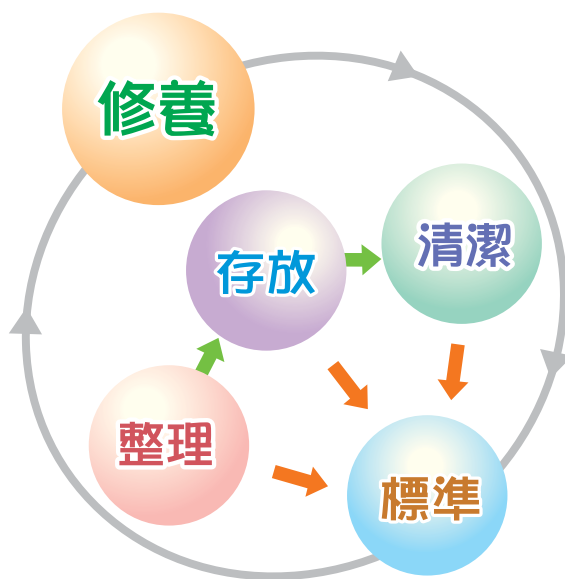
本小冊子介紹如何在工作場所推行衛生計劃，以協助機構實踐良好的工作場所管理，建立一個更安全及更健康的工作環境。



工作場所衛生及5S概念

工作場所衛生旨在提供及維持整潔的工作環境，以保障員工健康。若員工在日常工作中吸入、吞食或經皮膚接觸細菌、真菌和病毒等微生物，便可能因而患病。當大廈通風系統缺乏保養，病態大廈綜合症和退伍軍人病就有可能發生。傳染病如嚴重急性呼吸系統綜合症、肺結核病和流行性感冒，可透過與患者緊密接觸而傳播。工場內的老鼠及害蟲能傳播鼠疫、漢坦病、以及鉤端螺旋體病。食物衛生未如理想便可能引致胃腸炎。蚊子可以傳播瘧疾、登革熱及日本乙型腦炎等等。

「5S」是一個經實踐證明非常有效的工作場所管理工具，有效提升工作間的衛生及清潔水平。起源於日本的「5S」，是取5個日文詞語「Seiri, Seiton, Seiso, Seiketsu, Shitsuke」的開頭字母為名，是企業改善職業安全健康的一項實務守則。意思代表整理、存放、清潔、標準和修養。它是促進工作環境整潔的有效方法之一。除了強調現場管理外，5S所蘊含的真意是要培養員工養成工作場所整齊清潔、有條不紊的習慣，從而提高工作環境的安全健康水平。



「整理」就是將需要和不需要的物品分別出來，並把不需要的物品搬離現場。「存放」就是把需要的物品有條理地安放和處理，讓員工容易提取及擺放。「清潔」是清除污垢的行動，除每個人的工作間外，隱蔽的公共地方亦應加以清潔。「標準」是指藉著訂立準則和程序來保持工作環境於乾淨無污穢的狀態。「修養」是讓員工跟從準則把每一項工作養成良好習慣去執行。

5S工作場所整理做得好，良好的工作環境衛生便可達到。「5S」中的「清潔」與工場衛生最有關連。「清潔」的著眼點除了要把工作場所打掃得整齊潔淨，亦要在清潔時檢查各項設備、工具、機器以確保運作正常。這包括：

- 訂定每位員工負責清掃的範圍
- 確保員工明白怎樣清掃他們的工作區域、設備和工具
- 訓練員工在清掃時懂得怎樣檢查各項設備及工具是否在正常狀態

「標準」也包括找出任何影響工作環境的安全及健康問題，並加以改善。這包括處理油煙、粉塵、噪音及有害煙霧等問題。

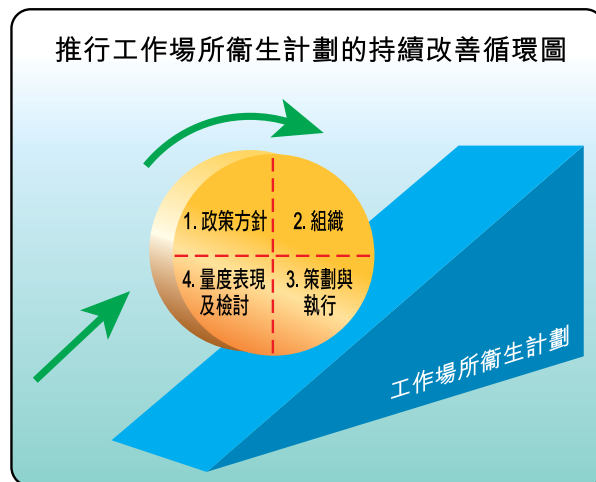




如何推行工作場所衛生計劃

管理高層的決心與承諾是推行良好工作場所衛生計劃的必要條件。首先管理高層需書面訂定明確的政策及方針。通過成立策導委員會，將人力、財力和設施等資源組織起來。然後策劃與實施一連串措施以達到目標。最後，量度計劃的表現及作出檢討，總結經驗，達致持續改善的目標。

僱員的積極參與是計劃成功的關鍵。僱員可以組織工作小組，訂立清潔程序及時間表，以下圖表顯示推行清潔的過程。



清潔時間表列出日常清潔任務，而行動計劃表能夠記錄相隔時間較長的清潔工作。這些工作包括清潔通風槽、消毒冷水塔、以及滅蟲工作。在巡查期間發現的問題，亦須有跟進行動來解決。這些跟進的行動也可以記錄在行動計劃表，以便跟進。

清潔時間表例子

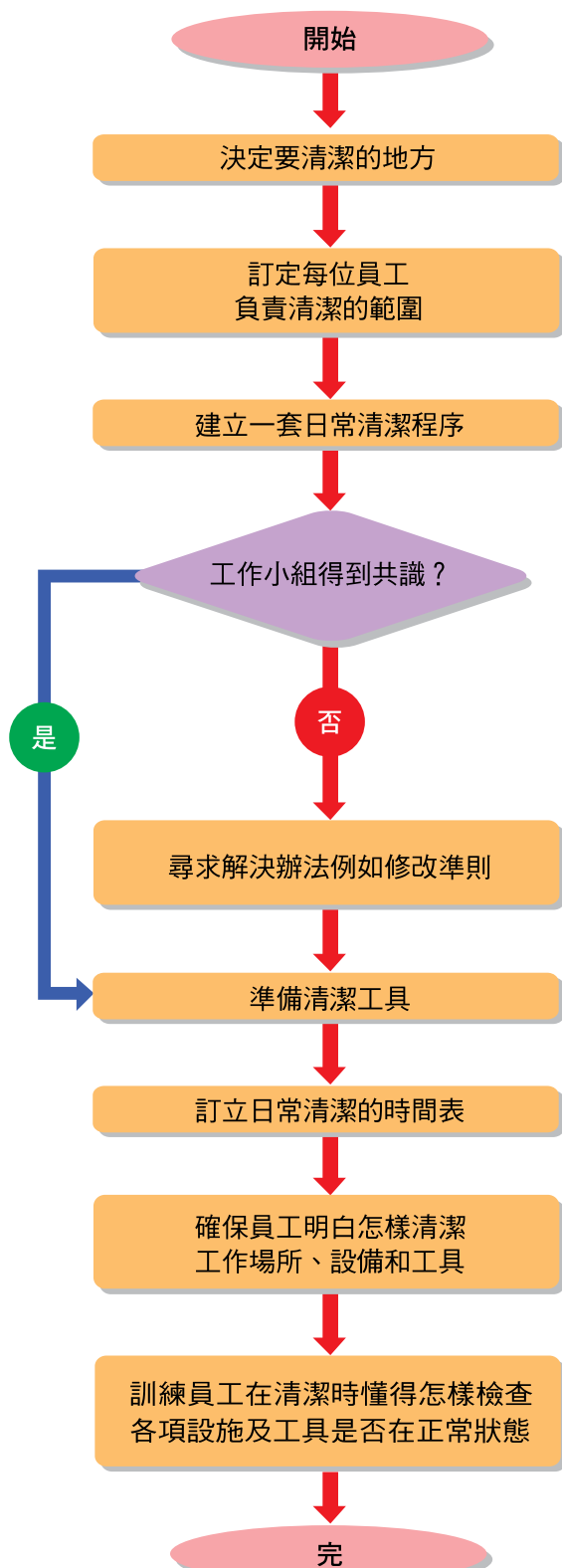
ABC 公司的清潔時間表

清潔區域	清潔位置	負責人	星期一	星期二	星期三	星期四	星期五	星期六
廁所	• 地板	• 清潔工人	○	○	○	○	○	○
	• 門、牆、窗	• 清潔工人	○			○		
辦公室	• 工作枱	• 工作人員	○	○	○	○	○	○
	• 地板、通道	• 清潔工人	○	○	○	○	○	○
	• 空調系統	• 清潔工人	○					
工場	• 工作枱	• 工作人員	○	○	○	○	○	○
	• 機械設備表面	• 操作人員	○	○	○	○	○	○
	• 工具	• 操作人員	○	○	○	○	○	○
	• 地板、通道	• 清潔工人	○	○	○	○	○	○
	• 門、牆、窗	• 清潔工人	○	○	○	○	○	○
	• 機械設備內部	• 操作人員	○		○		○	
	• 抽氣系統	• 清潔工人	○					

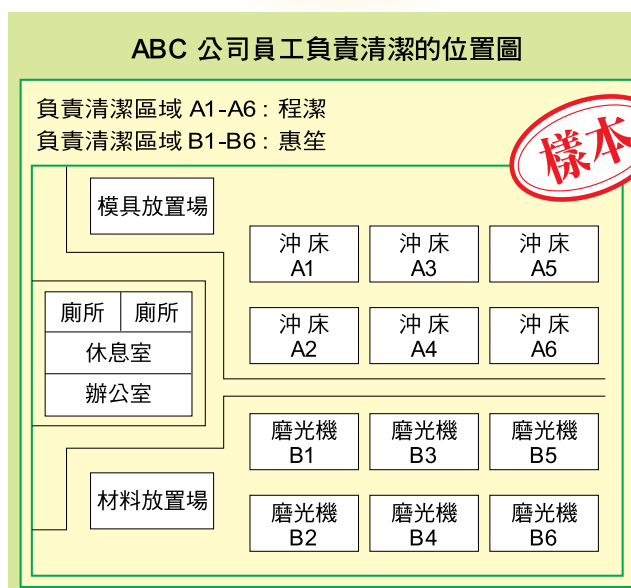
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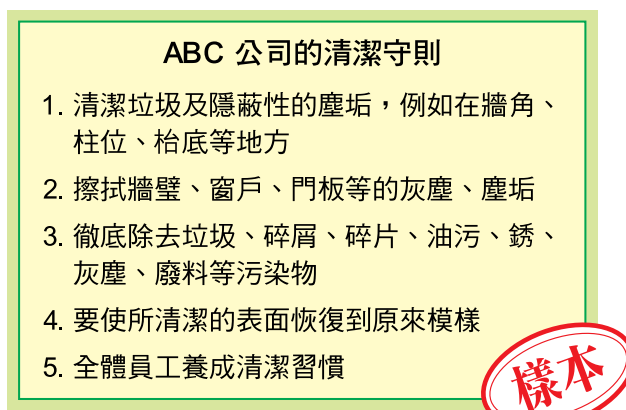
「清潔」的過程



員工負責清潔的位置圖例子



清潔守則例子



1 工作環境清潔

工作環境應保持清潔。這包括通道、地面、門口、走火通道、天花、牆壁、窗口、工作枱、座椅等。工件、文件、工具、設備、櫃架、儲物地方也應經常清掃。較隱閉的地方，如牆角、柱位、及枱底都要定期清潔。共用的設施（例如門掣）必須經常消毒。

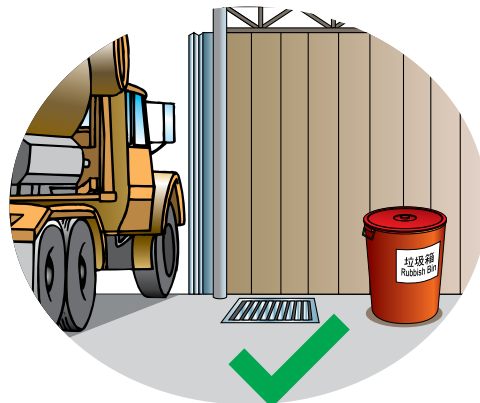
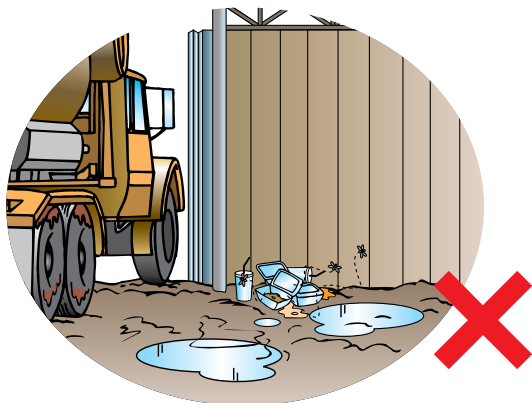


2 清除積水

清除所有積水或倒瀉的液體，避免工作間及周圍環境成為滋生蚊蟲、細菌和病菌的溫床。積水或倒瀉的液體除了引起健康問題外，也可導致滑倒意外。工作場所內的地面、通道及出入口都不可有積水。常備清潔工具及警告牌，以便即時可以清理濺瀉的液體。



當水積聚及不流動時，可能變成蚊蟲、細菌、微菌滋生的溫牀。蚊子可傳播登革熱，清除潛在的死水能杜絕蚊子。污水、雨水及廢水渠口不可以淤塞。食用完的飯盒及飲品罐等不可以隨處棄置，以免導致積水。

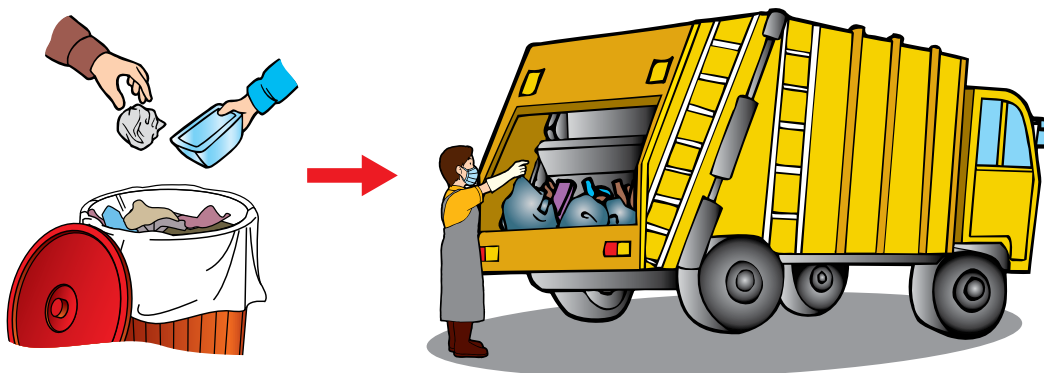


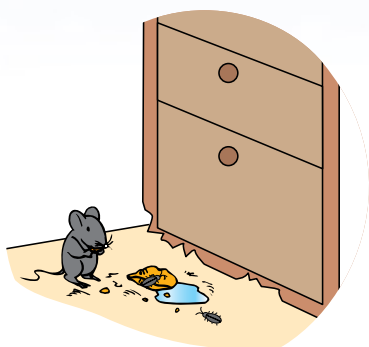
蚊子由卵變為成蟲約需七天，因此，我們應最少每七天巡視家居或工作地點及其附近範圍一次。如果積水不能完全根絕，那便要施加殺蚊幼蟲劑於沙隔、集水溝氣隔、排水孔等的水內。



3 收集廢物

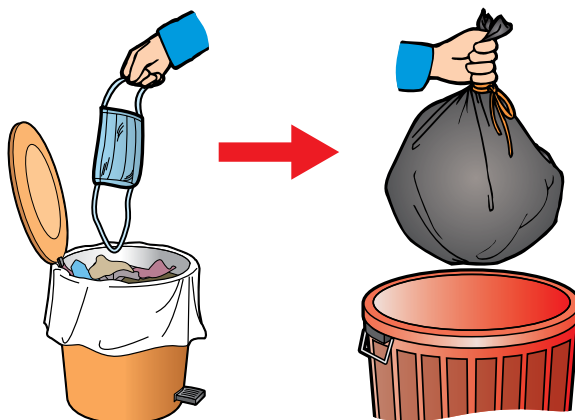
工作場所應設有廢物箱以收集垃圾，而食物殘渣、用完的紙巾和口罩，應棄置於有蓋的垃圾箱內。廢物箱應每天清理。





食物殘渣容易成為老鼠、甲由和其他害蟲的溫床。其中，老鼠更會嚙咬人類及傳播嚴重疾病，如鼠疫、鼠斑疹傷寒和漢坦病等。常見的有溝鼠、黑家鼠和小家鼠，它們繁殖力極強，每年可產5-8胎，每胎可產5-14隻，即一年最多能繁殖逾百隻老鼠。

用完的紙巾和口罩可能染有口水鼻涕。非典型肺炎和感冒便可經接觸病者分泌物而傳播。因此，棄置此類廢物須特別注意。



4 飲水設備



在方便的地方為僱員提供清潔的飲用水，以保障他們的健康。

人的身體需要水，使身體能健康地運作。在工作期間，身體會藉流汗控制體溫，小便亦幫助以排出毒素。

清潔的飲用水包括經過濾殺菌的自來水、煲沸的自來水、蒸餾水等。這些水須放置於方便使用的地方。清潔的水杯（不論是否即棄杯子）也應一併提供。當員工需要戶外工作、在偏遠或遼闊的地方工作，飲用水便需要有特別安排。若能為員工提供冷熱水飲用則更好，以滿足不同需求。



如以濾水器或淨水器提供飲用水，便應加以妥善保養及檢查，定期清洗或更換濾芯，否則容易成為細菌溫床，危害健康。



5 食物衛生

處理食物時，要防止細菌滋生及交叉感染。生熟食物要使用不同的用具分開處理，食物必須徹底煮熟及貯存在合適環境，進食前，雙手及用具必定要清潔。如果有茶水間、廚房、或本身是飲食業工作場所，食物衛生的管理就更加重要。

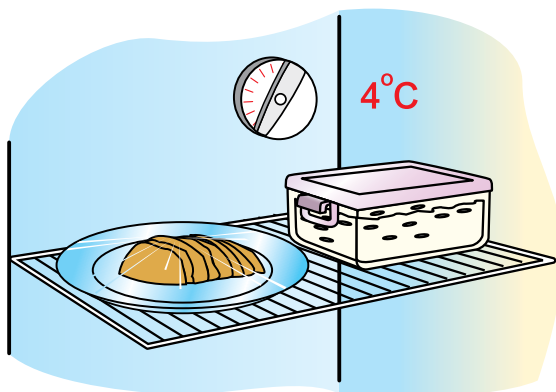
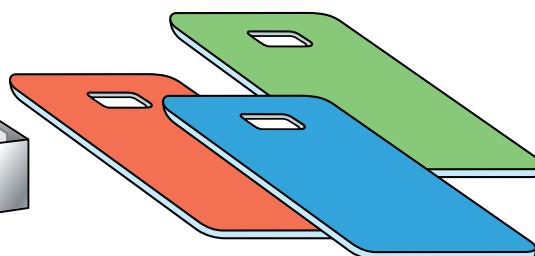
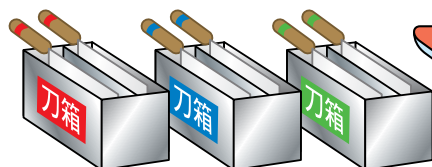


建議以不同顏色標籤用具，例如：

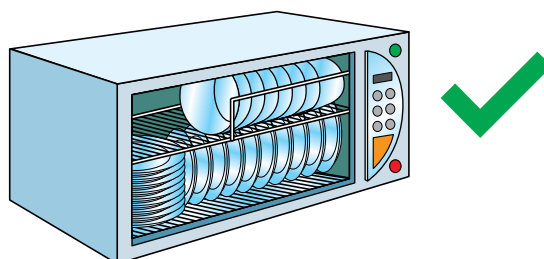
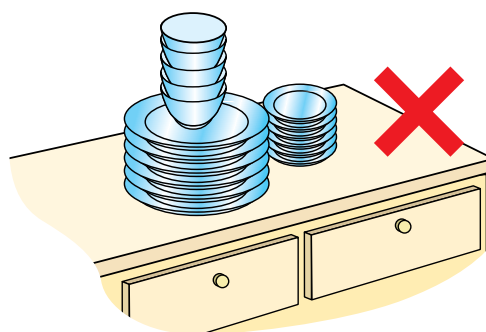
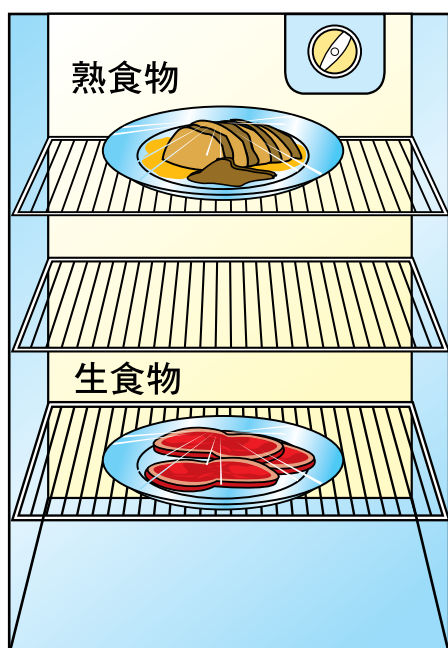
紅色 - 生的食物

藍色 - 經煮熟的食物

綠色 - 即食食物



熟食及易腐壞的食物應存放在低於攝氏4度的雪櫃內，以減慢細菌滋生。即食或經煮熟的食物放在雪櫃上格，生食物則在下格，避免交叉感染。再者，應有分別處理生熟食物的砧板和刀子。未進食的食物應加以遮蓋，碗筷刀叉要清潔及儲藏在有蓋的地方。



6 控制害蟲

杜絕老鼠和害蟲，以免傳播疾病。



切斷害蟲的食物來源是一個非常有效的防治措施，應把食物儲藏好，同時棄置食物殘渣的垃圾箱亦應蓋好，每天最少清倒一次。在食肆廚房採取防鼠措施非常重要——排水管口的渠閘及門腳離地面的空間應少於6毫米，門和門柜底部裝上金屬踢板，通風口和排氣口安裝鐵絲網，牆壁與喉管罅隙必須填封，排水管口裝設鐵格柵或塞進有棘鐵絲球。

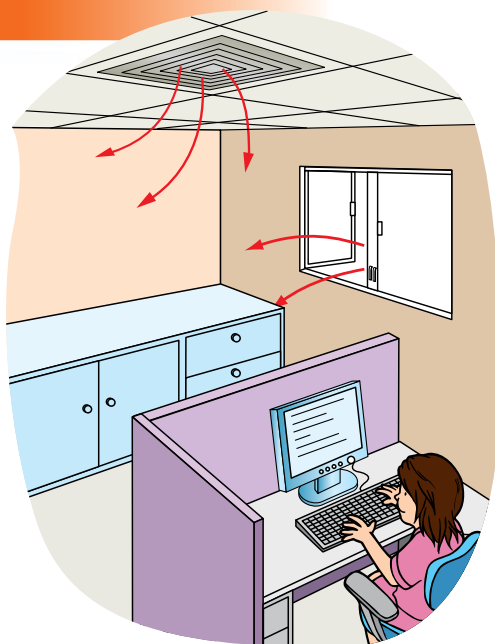
滅蟲措施應該經常做，最好由專業滅蟲公司進行。有需要時，我們可以通過清潔、改造、消毒、隔離等工作改善內外環境，從而防治有害生物，在適當位置放上害蟲毒餌、老鼠誘捕器及噴灑殺蟲劑。



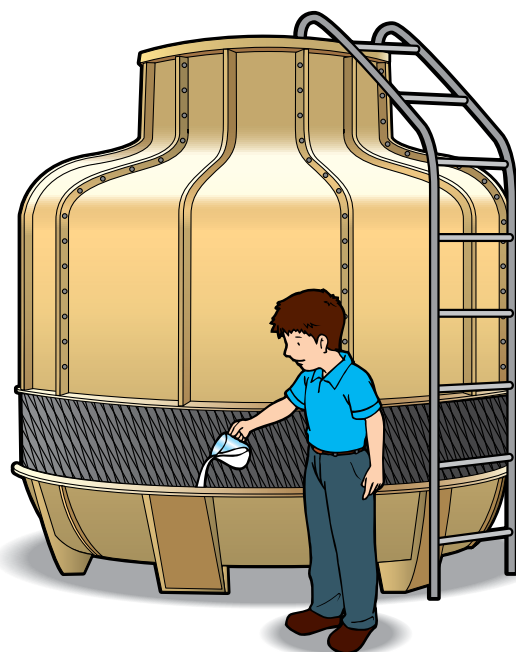
7 通風設備

工作場所的通風應該提供足夠清新潔淨的鮮風，並無其他煙塵污染。

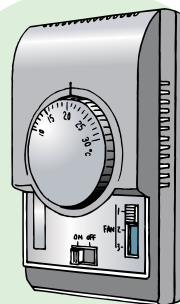
維持良好的室內通風是必須提供清新潔淨的空氣，保持溫度適中，以及清除或稀釋空氣中的污染物。通風的形式，包括自然通風、機械通風、以及兩者兼用通風。一般而言，每位員工需每分鐘0.3-0.5立方米的新鮮空氣供應。



通風系統須經常維修保養。系統內每一部份，如出風口、槽、管道等，都不應積聚塵埃。冷水塔的水要定期加以消毒。污染的空氣可能帶有致病原而引致疾病如退伍軍人病等疾病，真菌及孢子能夠導致過敏反應如哮喘。



在空調的室內環境，理想的溫度應介乎攝氏20-26度，濕度在40%-70%之間。



8 衛生設施

廁所應保持清潔乾淨，並備有各類的衛生設施和足夠的洗手設備，讓員工保持個人衛生。



廁所內的座廁、跔廁、尿廁都應有運作良好的冲水設備。洗手盤、水龍頭、以至梘液、抹手紙、抹布或乾手機等洗手設備齊全。不能共用抹布，垃圾桶要有蓋。廁所應有良好通風及必須每天清潔和消毒。不可讓地台去水口的隔氣彎管乾涸。



9 衛生資訊

向僱員定期收集及發放有關衛生資訊，仔細聆聽員工關於改善工作場所衛生的意見。

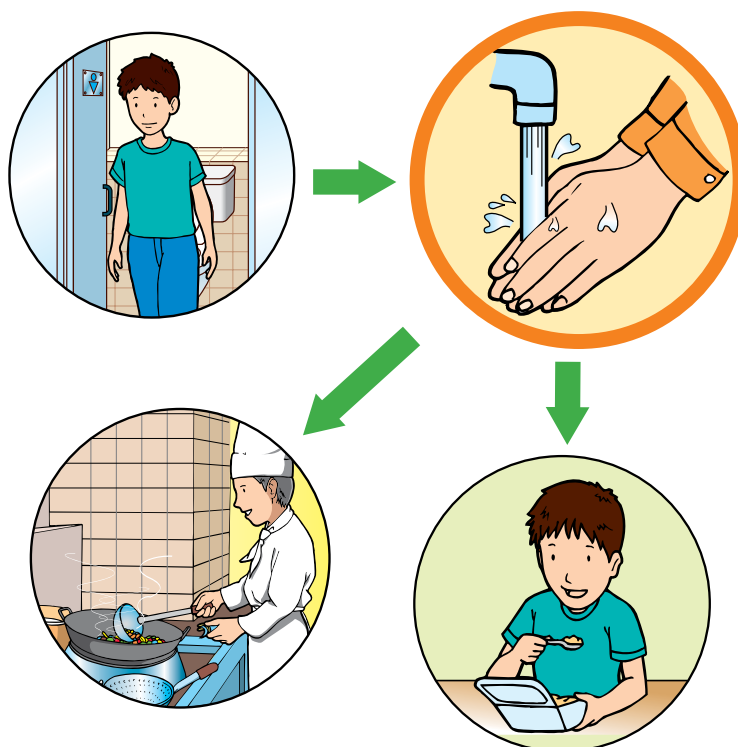


管理人員可利用許多相關資訊。包括個人衛生、食物衛生、環境衛生、工作場所運動、健康飲食、壓力處理等進行宣傳推廣。張貼相關的海報或標貼，以收宣傳之效。很多政府部門、法定機構、以及專業團體都設有查詢熱線及網址。

10 維修及監察機制

建立有效的維修及監察機制以確保衛生設備有效運作及維持工作場所衛生水平。

每一位員工都要參與維持良好工作場所衛生計劃。內部守則或指引有助僱員遵守良好的生守則。個人衛生包括：進食前；觸摸眼、鼻、口前；煮食前以及如廁後都要洗手，不可隨地吐痰，有需要時(如患有上呼吸道疾病)佩戴口罩。





在前線工作的員工，最能了解工作環境的情況。他們的意見對改善工作場所衛生非常有幫助。如設有意見箱、安全委員會、或其他渠道，就能收集他們實際可用的提議。



有效的監察，可以確保員工遵從衛生措施。如能在清潔、消毒、滅蟲工作完成後加以記錄，是非常好的做法。經常檢查實際環境，監察員工在維持工作場所衛生方面的表現，並留意是否有新的問題。一個設計良好的檢查表，將會是一件有用的工具。巡查能否發揮作用，取決於發現的問題可否獲得妥善的跟進。





工作場所衛生視察清單

機構名稱：_____

工作場所：_____

日期：_____ 時間：_____

檢查人員姓名及簽名：_____

以下清單可作為機構進行工作場所衛生狀況視察時使用，清單內容未能全面反映，各機構可因應其個別情況而將視察清單作出適當更改。

項 目	情 況	滿意	須改善	須即時改善	不適用	跟進行動、負責人、覆查核實
1. 工作環境清潔	a) 通道、地面、門戶、走火路線、天花、牆壁及窗戶皆沒有油污塵埃	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 工作枱、座椅、傢俱皆沒有油污塵埃	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 工件、文件、工具及設備皆沒有油污塵埃	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) 櫃、架、儲物設備皆沒有油污塵埃	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e) 隱蔽的地方，如牆角、柱位、枱底皆有清潔	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f) 共用的工具、設備、設施(如門掣)皆有清潔消毒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. 清除積水	a) 工作環境沒有積水及濺瀉的液體	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 渠口沒有阻塞	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 至少每週更換花瓶水	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) 至少每週傾倒花盆底碟內的水	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e) 沒有其他積水(如沒有未蓋好的水缸、水井、廢棄的飯盒、飲品罐)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f) 在沙隔、集水溝氣隔、排水孔加入殺蚊幼蟲劑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. 收集廢物	a) 垃圾置於垃圾箱	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 食物殘渣、用後的紙巾、口罩置於有蓋垃圾箱	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 垃圾箱每天清理、垃圾每天有被運走	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 飲水設備	a) 提供清潔的飲用水及杯子	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 定期檢查及保養飲用水設備	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





項 目	情 況	滿意	須改善	須即時改善	不適用	跟進行動、負責人、覆查核實
5. 食物衛生	a) 食物儲藏在雪櫃內	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 生熟食物要分開處理及存放，食物要被徹底加熱煮熟	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 蓋好未進食的食物	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) 碗碟及其他食物容器皆是清潔並儲於有門的櫃內	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e) 採用公筷、公匙、公叉	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. 控制害蟲	a) 至少每年滅蟲	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 定期清理及維修大廈內損毀的地方，消滅老鼠及害蟲的藏身點	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 有需要時採取滅蟲鼠措施，如在適當位置放上毒餌、誘捕器及噴上殺蟲劑	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. 通風設備	a) 工場內空氣是潔淨及清新	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 通風系統經常進行清潔及維修保養	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. 衛生設施	a) 提供運作良好及有沖水設備的座廁、蹲廁、尿廁	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 提供洗水盤、水喉及視液	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 提供抹手設備(如紙巾或乾手機)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) 提供廁紙	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	e) 提供有蓋垃圾箱	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	f) 提供良好通風設備	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	g) 地台去水口的隔氣喉管沒有乾涸	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	h) 每天進行清潔及消毒	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. 衛生資訊	a) 定期更新衛生資訊，張貼相關的查詢熱線及網頁	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 張貼宣傳工作場所衛生的標貼及海報，例如正確洗手步驟	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. 維修及監察機制	a) 遵守個人衛生指引及內部守則，如張貼正確使用口罩的方法	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	b) 設立有效的溝通渠道(如意見箱、安全委員會)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c) 衛生措施設有記錄安排(如清潔記錄)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	d) 定期巡查實際環境	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



行動計劃表

以下是行動計劃表樣本。計劃表列出有關改善工作場所衛生狀況需要採取的定期和非定期性措施。如能輸入電腦，更有利於更新記錄及讓員工參閱。

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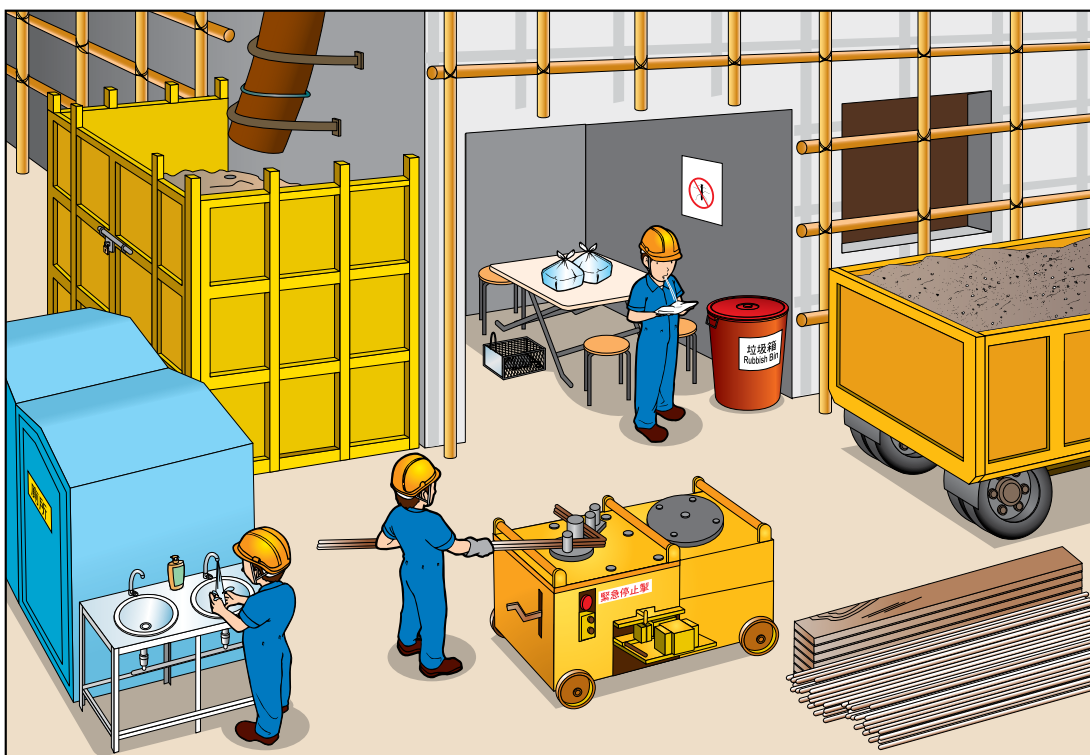
工作場所衛生的實踐例子

建築業

有待改善的工場

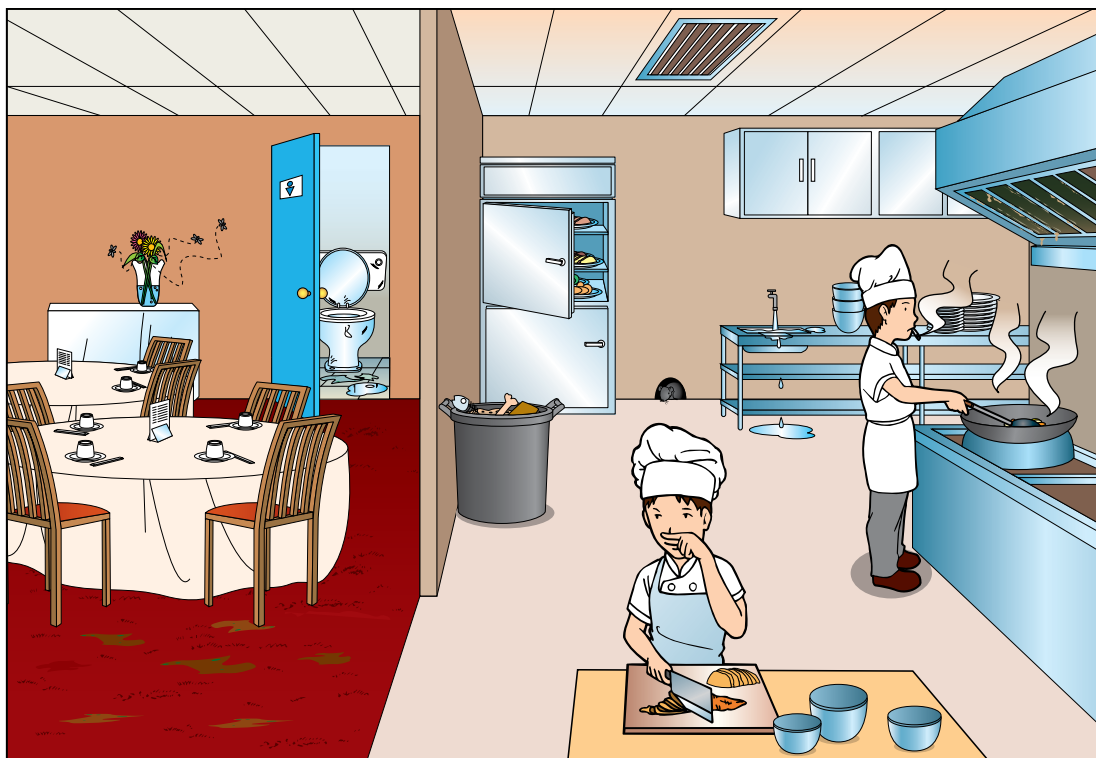


遵行良好工作場所衛生後

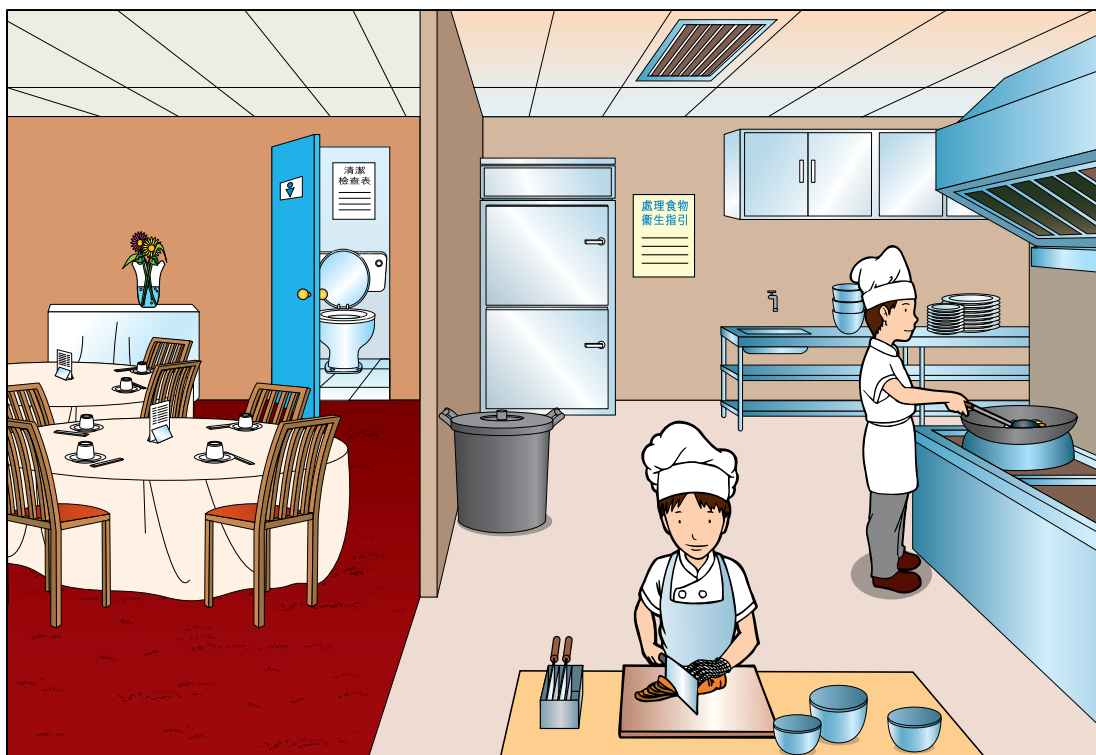


飲食業

有待改善的工場



遵行良好工作場所衛生後



文職系

有待改善的工場



遵行良好工作場所衛生後



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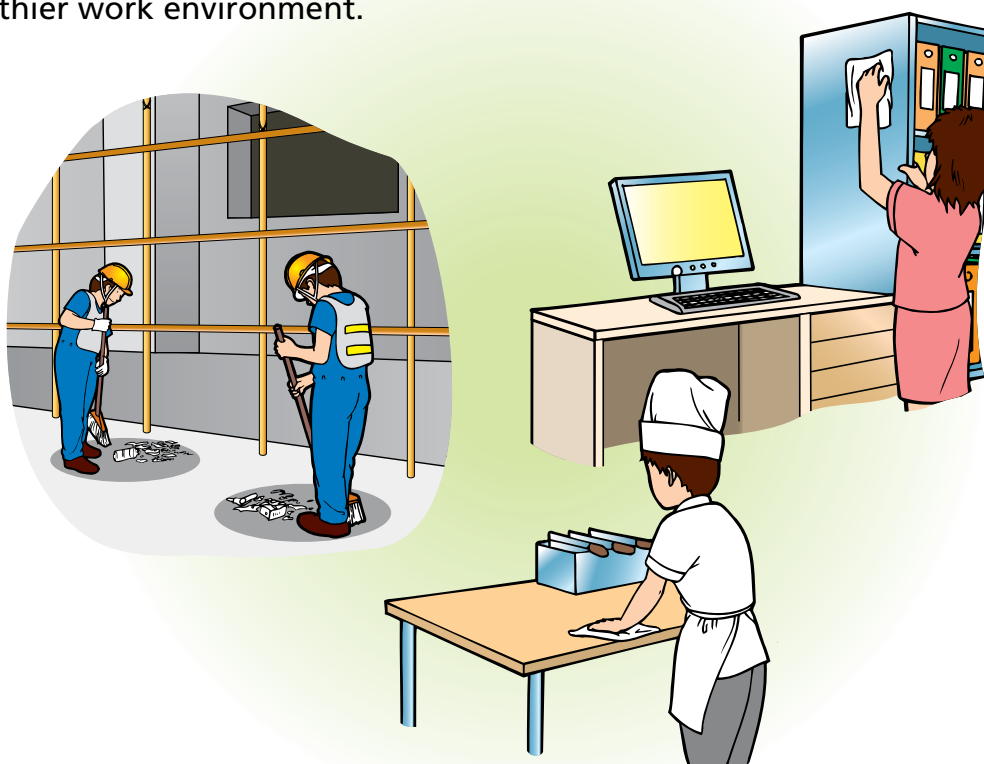


Foreword

Hong Kong gained the experience in defeating the spread of communicable diseases, such as Severe Acute Respiratory Syndrome (SARS) and Influenza A- H1N1. The contribution of frontline professional health-care workers and the community were the most essential factors. People learnt the importance of public hygiene and realized a swift and effective action must be taken to improve the healthy life and hygiene standards. Maintained a clean and hygienic working environment is an important way to protect the safety and health of people at work.

The main tasks to achieve good workplace hygiene include keeping the working environment clean, ensuring good indoor ventilation, providing drinking-water and toilet facilities, ensuring the work area does not become a breeding ground for bacteria, fungi, viruses, rodents, mosquitoes and other pests. Employers should endeavour to provide and maintain a comfortable and hygienic work environment where everyone can work safely and healthily. Employers also have the duty to provide information, instruction, training and supervision to promote health awareness and alertness among employees. At the same time, employees have the responsibility to follow good hygiene practices, promptly report any issue of concern, and make constructive suggestions about hygiene issues to their employers.

This booklet gives an introduction on how to implement a workplace hygiene programme to help organisations practise good housekeeping and create a safer and healthier work environment.

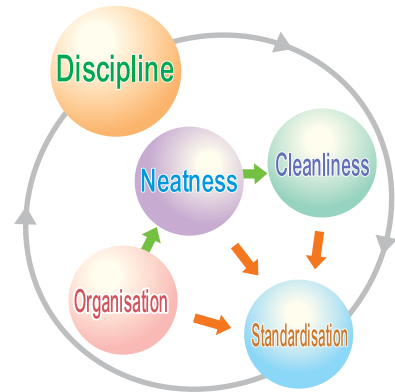




Workplace Hygiene and the 5S

Workplace hygiene is about the practice of cleanliness in the work environment to safeguard the health of employees and avoid diseases. Workers may fall sick if they inhale, ingest, or come into skin-contact with bacteria, fungi and viruses during work. If the ventilation system of a building is not maintained properly, Sick Building Syndrome and Legionnaire's Disease may develop. Infectious diseases like SARS, pulmonary tuberculosis, and influenza can spread through contact with an infected person. A workplace infested with rodents and pests may spread plague, hantaviral infection and leptospirosis, while poor food hygiene may cause gastroenteritis. Mosquitoes can transmit malaria, dengue fever and Japanese B encephalitis to human beings.

The "5S" represents a practically proven effective tool for good housekeeping practice in workplace. It is originated in Japan representing five Japanese wordings beginning with the letter "S" of "Seiri, Seiton, Seiketsu, and Shitsuke". These mean "Organization, Neatness, Cleanliness, Standardization, and Discipline". In addition to stressing on-site management, the "5S" also aims to cultivate good habit of maintaining a clean, tidy and well organized workplace among employees. The ultimate goal is to enhance the standards of safety and health in work environment.



"Organisation" deals with the contents of a workplace, and the removal of all items that are not needed to achieve tidiness. "Neatness" refers to "a place for everything, and everything in its place", so that employees can access the items they need easily and store them in an orderly manner after use. "Cleanliness" is the process of cleaning up and clearing unnecessary items away from the workplace. All workstations and concealed common areas should be included in the process. "Standardisation" refers to setting guidelines and procedures for maintaining tidy and dirt-free conditions. "Discipline" emphasises the rules to be followed and conditions improved by employees in a self-disciplined and voluntary manner.

Workplace hygiene can be achieved when 5S Good Housekeeping is maintained properly. The "Cleanliness" technique in the "5S" is closely related to good workplace hygiene. "Cleanliness" is the result of cleaning up and clearing away unnecessary items in the workplace. It also demands regular monitoring of the cleaning process to ensure that equipment, tools and machines are kept in good operational condition. Good practices include:

- Designating each employee as responsible for cleaning a specific area
- Ensuring that employees know how to clean up their work area, equipment and tools
- Training employees on how to check whether their equipment and tools are in normal condition.

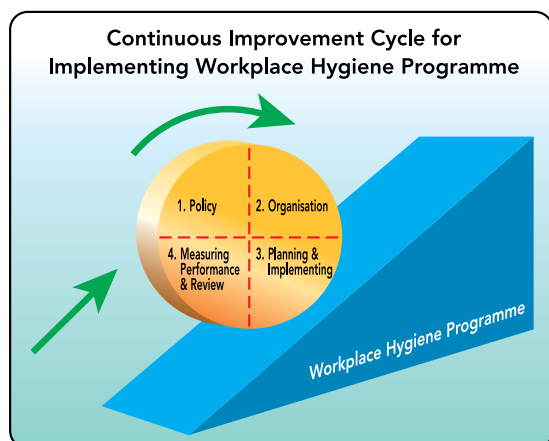
"Standardisation" also covers identifying problems that may affect safety and health in the work environment and finding solutions to these problems. Such problems include the handling of oily fumes, dust, noise and toxic fumes, etc.





How to Carry Out a Workplace Hygiene Programme

Commitment from top management is essential for implementing a workplace hygiene programme. Setting out the objectives and targets clearly in writing is always a good practice. The establishment of a steering committee is necessary to organize resources, manpower, budgets and facilities. Next follows the planning and implementation of measures to achieve the stated targets. Finally, the effectiveness of the programme must be evaluated to identify areas that need improvement.



Active participation by employees is vital to the success of the programme. Employees could be divided into small groups to draw up their own cleaning procedures and schedules. The following diagram outlines the guidelines for implementing the process graphically.



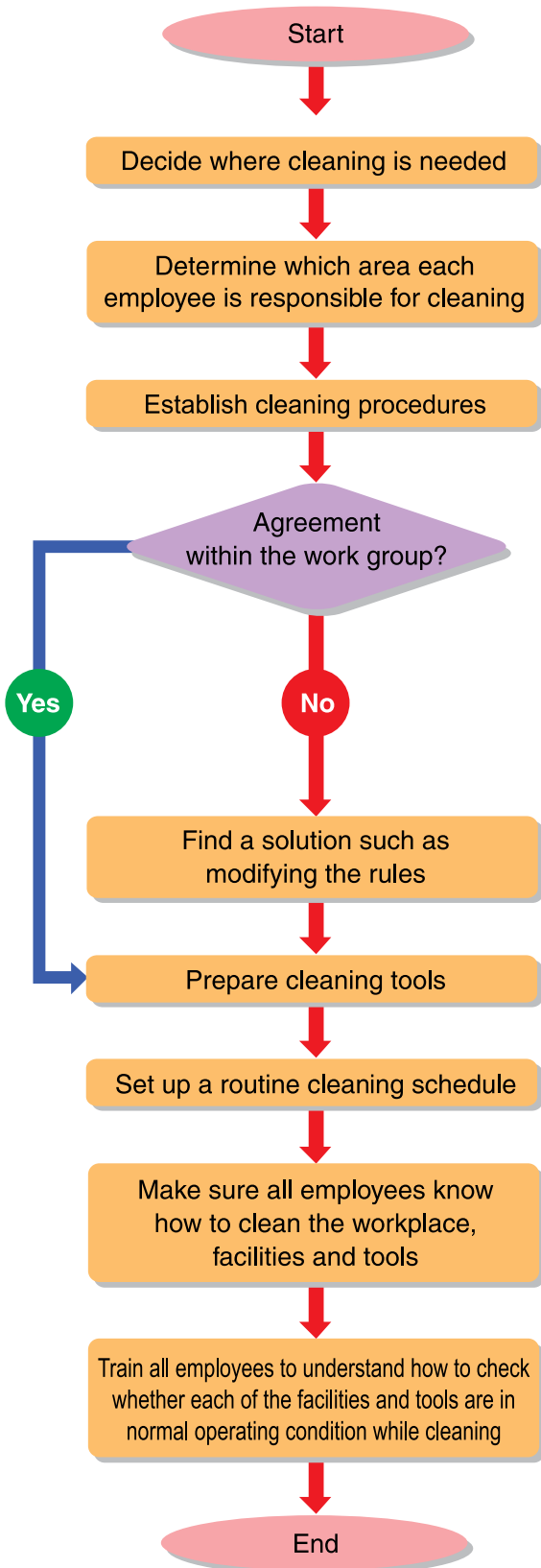
Example of a Cleaning Schedule

ABC Company's Cleaning Schedule								
Clean-up area	Clean-up spots	Person responsible	Mon	Tue	Wed	Thr	Fri	Sat
Washrooms	• Floor	• Cleaners	○	○	○	○	○	○
	• Doors, walls, windows	• Cleaners	○			○		
Offices	• Desks	• Staff	○	○	○	○	○	○
	• Floor, passageway	• Cleaners	○	○	○	○	○	○
	• Air-conditioning system	• Cleaners	○					
Workshops	• Desks	• Staff	○	○	○	○	○	○
	• Machinery and equipment surfaces	• Operator	○	○	○	○	○	○
	• Tools	• Operator	○	○	○	○	○	○
	• Floor, passageway	• Cleaners	○	○	○	○	○	○
	• Doors, walls, windows	• Cleaners	○	○	○	○	○	○
	• Machinery and equipment interiors	• Operator	○		○		○	
	• Air extractors	• Cleaners	○					

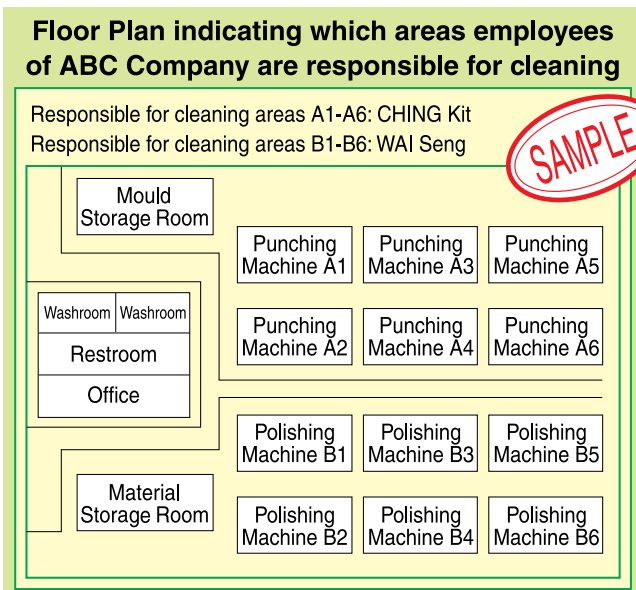
SAMPLE



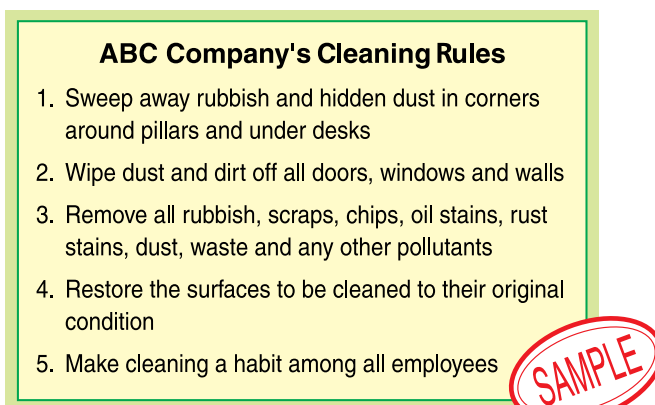
The Process of "Cleanliness"



Example of a Floor Plan Indicating which Areas the Employees are Responsible for Cleaning



Example of Cleaning Rules





1 Workplace Cleanliness

The working environment should be clean. For example, passageways, floor, doorways, exits, ceilings, windows, desks, chairs, and equipment all constitute the working environment. Obsecure areas, such as corners of walls, pillars and underneath of the tables, should be cleaned regularly. Other common facilities, such as door knobs, should be sterilised frequently.



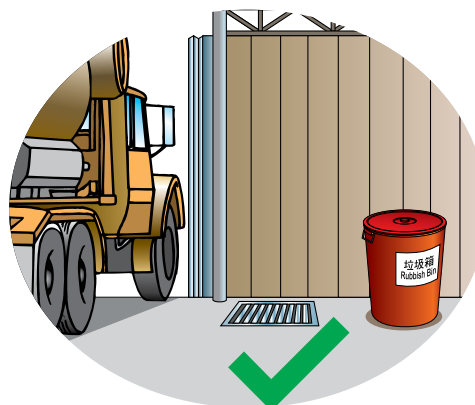
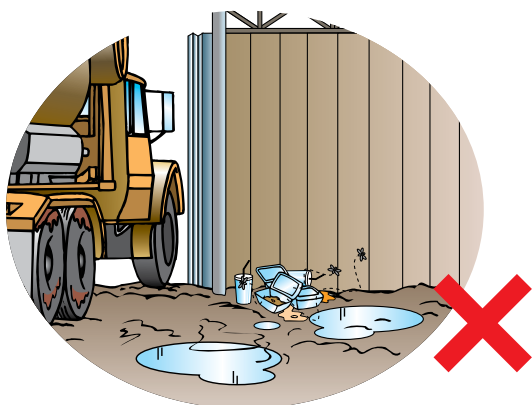
2 Removing Stagnant Water

Water and spillages should be cleaned up immediately. In order to eliminate all potential insects, bracteries or virtus breeding place. Apart from creating health problems, spillages may also cause accidents, such as people slipping, tripping and falling. Keep the workplace, including floor, passageways and exits, free of water and spillages. Have mopping tools and slip warning signs ready for use in case it is suddenly necessary to clean up spillages.





Accumulated and stagnant water provides breeding grounds for mosquitoes, bacteria and germs. Acute viral diseases such as Dengue fever can be transmitted through mosquito bites. Clearing away all stagnant water is the best way to eliminate the grow of mosquitoes. Sewage, rainwater and waste-water drains should be free of blockages. Containers and wells must be covered at all the times. Dispose the empty lunch boxes and soft-drink cans properly, so they will not be lying around to trap water.

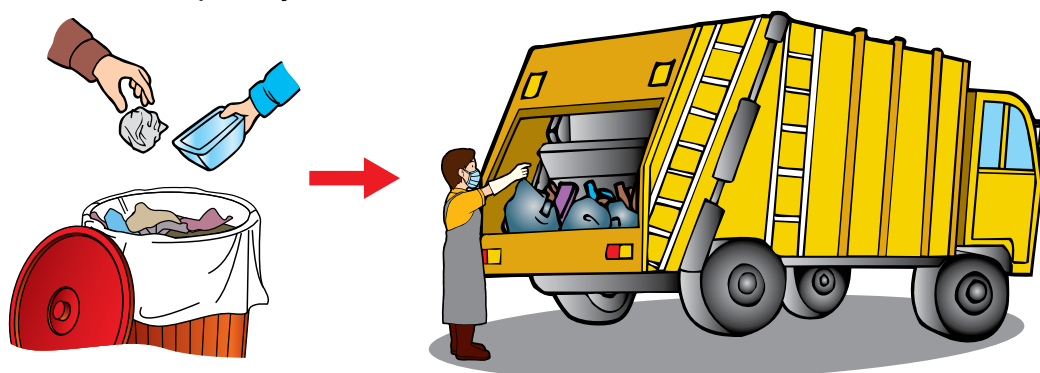


As mosquito eggs can develop into adults in about seven days, we should inspect our workplace and their surrounding areas every seven days. The stagnant water should be cleaned. Where it is impossible to clear away stagnant water in sand traps, gully taps and drain holes, for example, insecticide should be applied to kill the larvae.



3 Refuse Collection

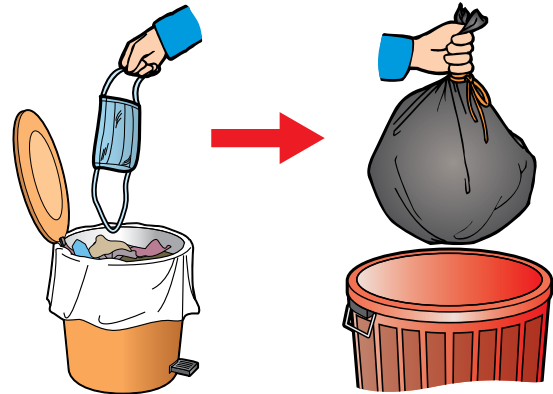
Rubbish and wastage should be placed in rubbish bins. Food dregs, used tissues and discarded face masks should be disposed in the covered rubbish bins. Rubbish bins should be cleaned up daily.





Food dregs could be easily developed to a breeding site of rodents, cockroaches and other pests. Rodents even attack human and spread various serious diseases, such as Plague, Urban typhus and Hantaan disease. The common species of commensal rodents included sewer rat, house rat and mouse. They can reproduce 5 - 8 litters per year and 5 - 14 mice per litter. It means that one fully grown rodent can reproduce more than 100 offspring in a year.

Used tissues and discarded face masks may be contaminated with body fluids. SARS and influenza can be transmitted through contact with the secretions of infected people. Extra care must be taken to dispose of such items properly.



4 >> Drinking-water Facilities

Clean drinking-water for employees must be provided at convenient locations in the workplace as a means to ensure their health.

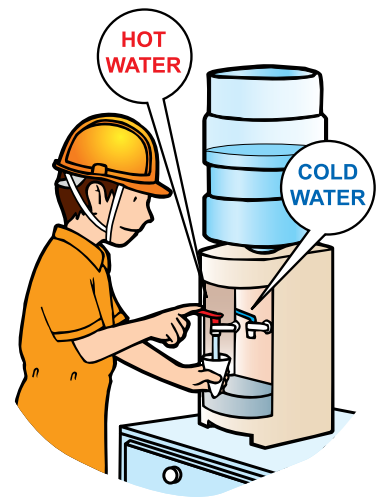


Water is essential for the healthy functioning of the human body. Whilst working, the body may lose water through perspiration, which maintains the body's temperature, or through urination, which helps the body to excrete harmful substances.

Clean potable water includes filtered and sterilised tap water, boiled tap water and bottled distilled water. Potable water and clean cups (whether disposable or not) should be made available for employees in suitable locations.

Arrangements must be made to provide drinking water to employees who have to work outdoors or in remote areas or cover a vast area in their work. It is desirable to supply both hot and cold drinking water to suit individual preferences.

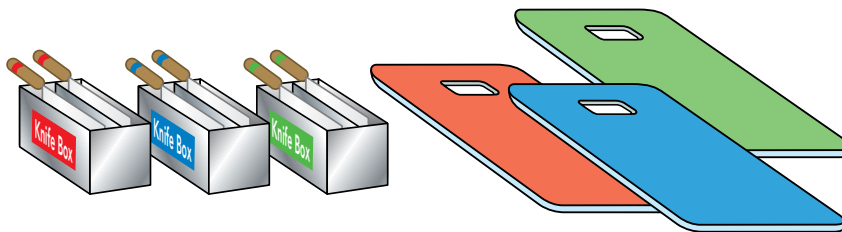
Water purifier should be properly cleaned, and the water filter cartridges should be replaced regularly to avoid bacteria growth. Regular checking and maintenance should be carried out by professional as not to give rise to health hazards.





5 Food Hygiene

Raw and cooked food should be separately treated. Food should be cooked thoroughly and kept in appropriate condition. The hands and utensils must be cleaned before dining. If there is a pantry or kitchen in the workplace or in the catering business, the food hygiene management would be more important.

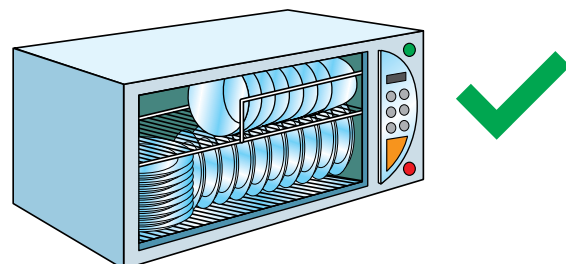
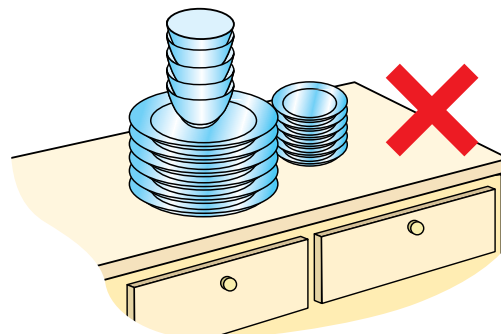
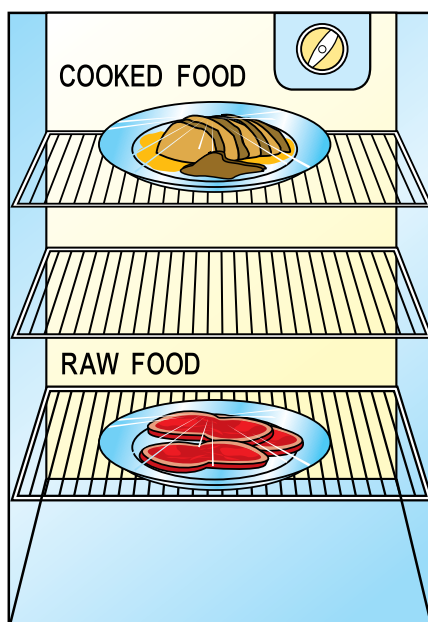
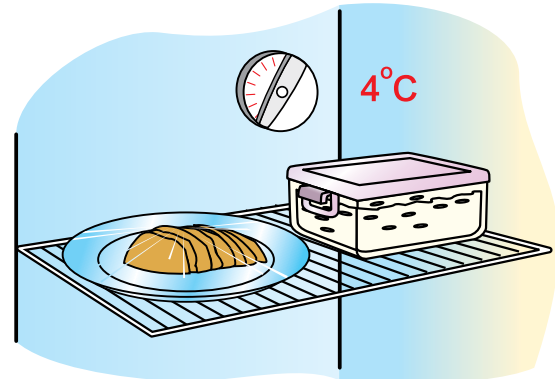


Red - Raw food

Blue - Cooked food

Green - Ready-to-eat food

Cooked food and perishable ones should be kept at a temperature of below 4 degrees Celsius to prevent bacteria growth. To avoid cross-contamination, raw and cooked food should be kept separately i.e., ready-to-eat food in the upper rows, and raw food in the lower rows. Food about to be served should be kept covered, while chopsticks, knives and forks should be kept clean and stored in covered containers. Separate serving chopsticks and spoons should be provided when people are sharing dishes.





6 Pest Control

Rodents and other pests must be controlled in order to prevent the spread of diseases. Pest control measures should be carried out regularly.



One very effective way to stop pests breeding is to cut off their food supply. Food should be stored in proper places. Food dregs should be disposed in covered rubbish bin and cleared up at least once a day. It is very important for the kitchens in catering trade taking measures to eliminate rodents. The gap between gate or door and floor should be less than 6mm at drainage area. Fix metal strips on the bottoms of room doors and cabinet doors. Affix wire-mesh on exhaust fans

and ventilation louvers. Any cracks and crevices between walls and pipes must be sealed properly. Install metal grates or place barbed wire balls in the openings of drain pipes. All these measures are effective in preventing rodents.

Pest control should be carried out regularly, preferably by professional pest control companies. When necessary, we can improve the environment by cleaning, reforming, disinfecting or segregating, in order to pests and rodents. For example, pest poisons and rodent traps can be used where rodents are known to exist. Also, spray insecticide in place where insects and bugs are likely to breed.



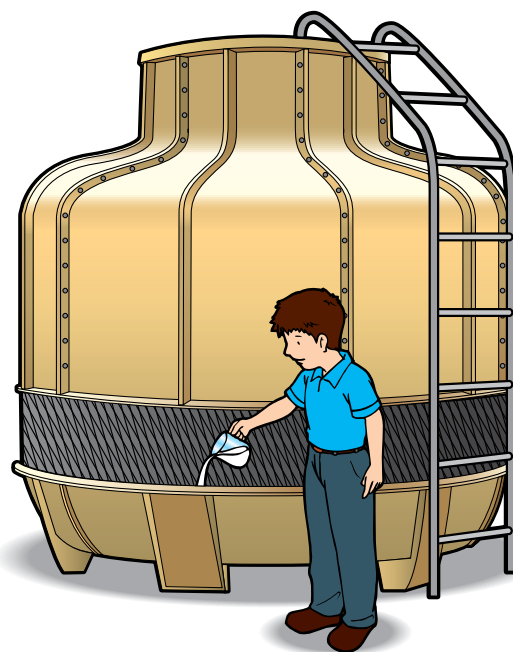
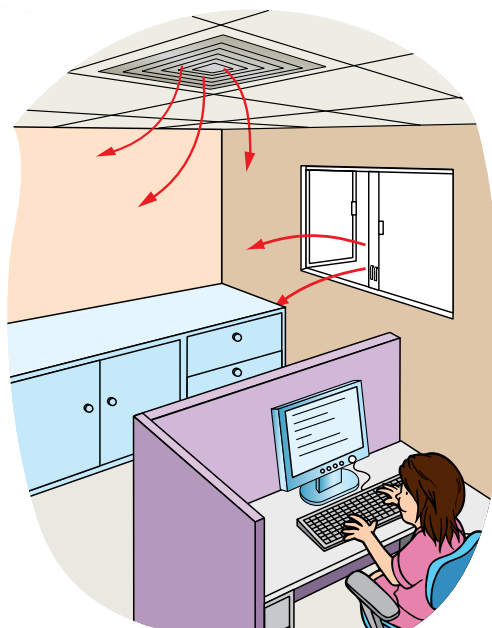


7 Ventilation

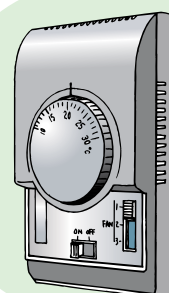
The workplace should be adequately ventilated by fresh air, and free from contaminants.

Keeping the workplace well ventilated means maintaining a flow of fresh and clean air, with moderate temperature and removing or lowering the amount of airborne contaminants. Ventilation can be achieved through natural or mechanical means, or a combination of both. In general, fresh air should be supplied at a rate of 0.3 to 0.5 cubic metres per minute per person.

Ventilation systems must be maintained regularly. All parts of the systems, including their outlets, vents and ducts, should be dustfree. Water cooling towers should be disinfected at regular intervals. Contaminated air may carry pathogens which can cause diseases such as Legionnaire's disease. Fungi and spores may lead to allergies such as asthma.



In an air-conditioned workplace, the optimum temperature range is 20 to 26 degrees Celsius, and the relative humidity is from 40% to 70%.





8 Personal Hygiene Facilities

Toilets should be kept clean. Washing and cleaning facilities must be provided and maintained in the lavatory for employees to practice good personal hygiene.



The flushing systems of toilet bowls and urinals must be maintained in good condition. Facilities such as hand basins, taps, liquid soap, paper towels, towels or hand-dryers must be provided. Towels should not be shared and must be washed every day. Rubbish bins with covers should be provided. The lavatory must be kept well ventilated. The air trap section of floor-drains should not be left dry.





9 >> Workplace Hygiene Information

Health-related information must be collected and disseminated to employees to enhance their awareness. If employees have any concerns about workplace hygiene, listen to them carefully.

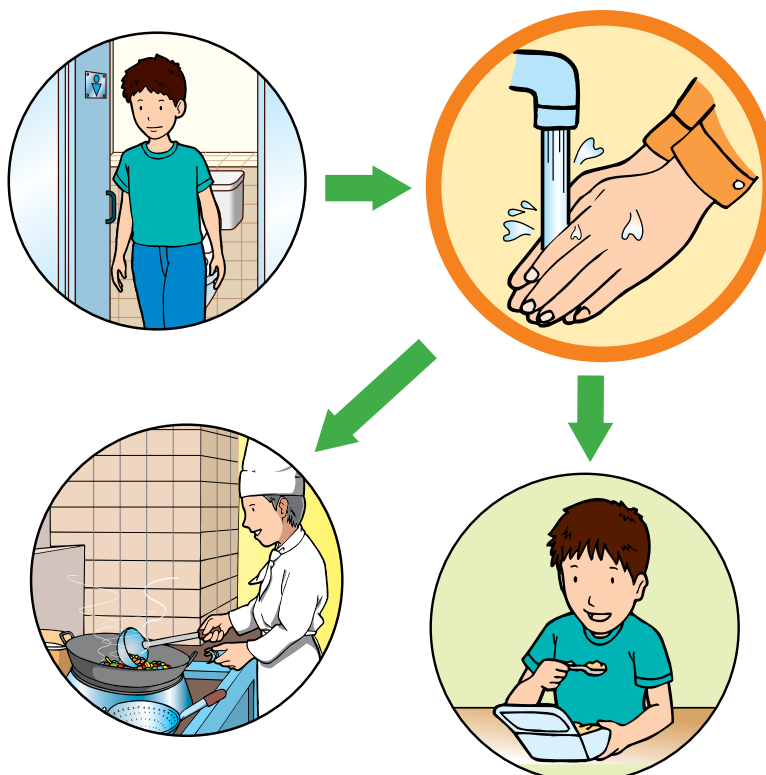


To promote health in the workplace, employers can make use of a variety of information, such as resources about personal, food and environmental hygiene, exercise at work, healthy diets and stress handling. Posters and printed publications can be displayed and kept as reference material. Information can be distributed more widely in electronic form. A number of related government departments, statutory bodies and professional organisations have provided enquiries hotlines and website for the public.

10 >> Maintenance and Monitoring

It is important to make a sustained effort to maintain hygiene standards in the workplace.

Maintaining good personal hygiene includes : washing hands before eating and cooking; washing hands before touching your eyes, nose and mouth; and washing hands after using the toilet; do not spit; and wearing mask if necessary (e.g. if you have symptoms of upper respiratory tract infection).





Success in achieving good workplace hygiene requires the participation of every employee. According to the nature of the organisation, in-house rules should be established to stress the importance of following good hygiene practices. Frontline workers are well known of their working conditions and they can contribute helpful suggestions for improving workplace hygiene. Suggestion boxes and safety committees are useful to collect suggestions and information from frontline staff.



Effective inspections should be carried out to ensure that good hygiene practices are always observed. Keeping records of cleaning, disinfecting and pest control are also helpful. The condition of the physical environment and the commitment of employees in maintaining good hygiene practices can be checked through regular inspections of the workplace. Any discrepancy can be identified and corrected. A well-designed checklist will be a useful tool for inspections. To be effective, follow-up actions must be taken if any discrepancies are identified during inspections.





Workplace Hygiene Inspection Checklist

Name of organisation: _____

Workplace: _____

Date: _____ Time: _____

Inspection team member's name/signature: _____

The following checklist is a sample to help organisations to conduct a workplace hygiene inspection. The checklist is by no means exhaustive. You should add or delete any items whenever appropriate to make the list match your situation as closely as possible.

Item	Conditions	Good	Needs Improvement	Needs Immediate Improvement	Not Applicable	Follow up action, in-charge, and verification
1. Workplace Cleanliness	a) Passageways, floors, doorways, exit routes, ceiling and walls are free of greasy dirt and dust					
	b) Work tables, chairs and furniture are free of greasy dirt and dust					
	c) Workpieces, documents, tools and equipment are free of greasy dirt and dust					
	d) Cabinets, racks & storage facilities are free of greasy dirt and dust					
	e) Concealed places, such as corners, pillars and areas under tables are cleaned up					
	f) Tools, equipment and commonly used facilities (e.g. door knobs) are cleaned and disinfected					
2. Free of Stagnant Water	a) Work environments are free of water and spillage					
	b) Drains are free from blockages					
	c) Water in vases is changed at least weekly					
	d) Potted plant holders are emptied at least weekly					
	e) There are no other sources of stagnant water (e.g. uncovered containers, wells, discarded lunch boxes and drink cans)					
	f) Larvicide is applied to water in sand traps, gully traps and drain holes					
3. Refuse Collection	a) All refuse is kept in rubbish bins					
	b) Food dregs, used tissues, discarded masks are kept in rubbish bins with covers					
	c) Rubbish bin is cleaned and rubbish is removed everyday					





Item	Conditions	Good	Needs Improvement	Needs Immediate Improvement	Not Applicable	Follow up action, in-charge, and verification
4. Drinking-water Facilities	a) Potable water and clean cup are provided					
	b) Drinking water facilities are checked and maintained regularly					
5. Food Hygiene	a) Food is kept at appropriate temperatures inside refrigerator					
	b) Raw and cooked food is treated and stored separately. Food is thoroughly cooked					
	c) Food is kept covered before being served					
	d) Bowls, plates and food containers are clean and stored in covered cabinets					
	e) Serving chopsticks, spoons and forks are used					
6. Pest Control	a) Pest control exercises are carried out annually at least					
	b) Maintenance of the building damaged areas and clean regularly. Eradication of rodent and insect hiding place					
	c) Rodent-prevention measures are used. Spray insecticide in places where insects and bugs are likely to breed					
7. Ventilation	a) Air in workplaces is clean and fresh					
	b) Ventilation systems are cleaned and maintained regularly					
8. Personal Hygiene Facilities	a) Water closets and urinals are provided with flushing facilities					
	b) Wash basins, water taps and liquid soaps are provided					
	c) Drying facilities (napkins and/or hand driers) are provided					
	d) Toilet paper is provided					
	e) Rubbish bins with covers are provided					
	f) Toilets are ventilated					
	g) Air traps of U-drainage is not dried					
	h) Toilets are cleaned and disinfected at least daily					
9. Workplace Hygiene Information	a) Hygiene information is updated regularly. Enquiry hotline and website are displayed					
	b) Promotional stickers and posters are displayed, such as washing hands procedures					
10. Maintenance and Monitoring	a) The personal hygiene guideline and in-house rules are followed, such as wearing face mask					
	b) Suggestion channels are provided (e.g. suggestion boxes, safety & health committees)					
	c) Record arrangements are provided (e.g. a cleaning logbook)					
	d) The workplace is inspected regularly					

Action Plan

The following is a sample action plan. It schedules both regular and occasional workplace hygiene activities. For ease of updating and accessibility, it could be in an electronic format.

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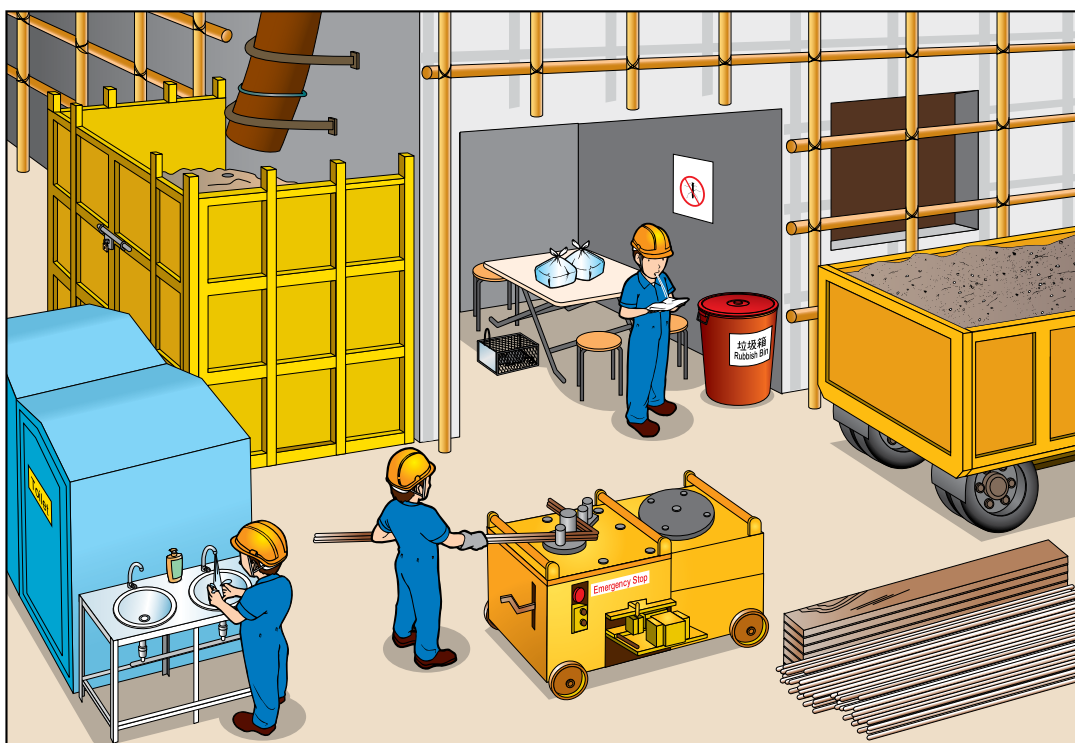
Practical Examples of Workplace Hygiene

Construction Industry

Improvement is needed



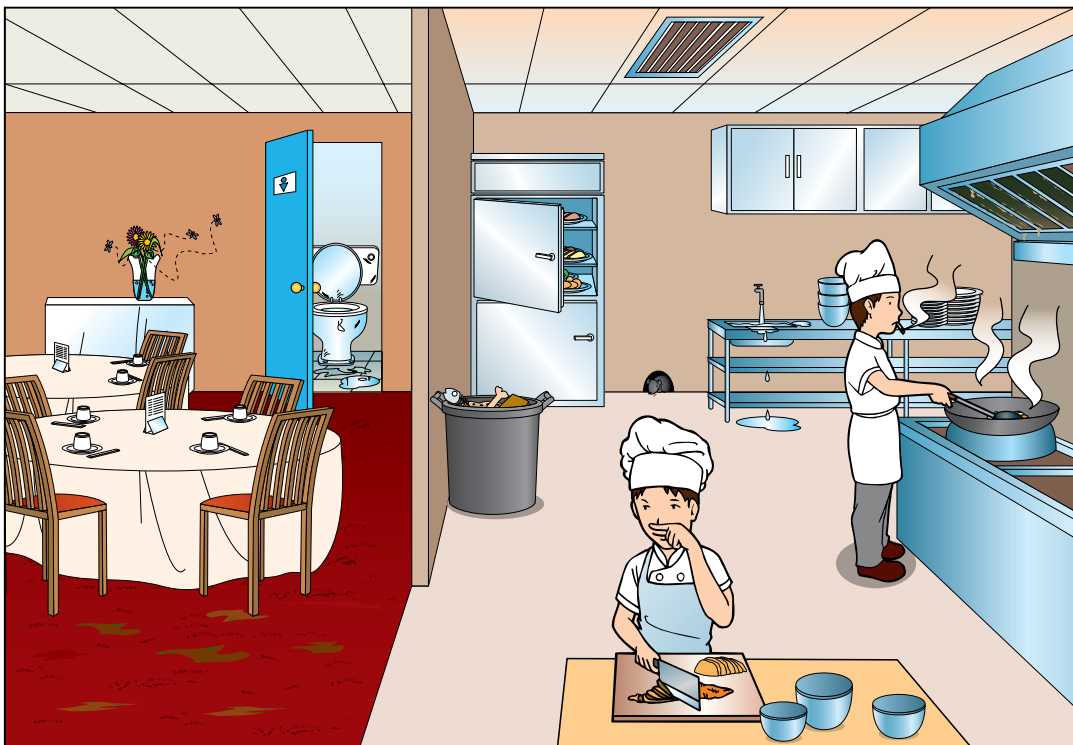
After adopting Good Housekeeping



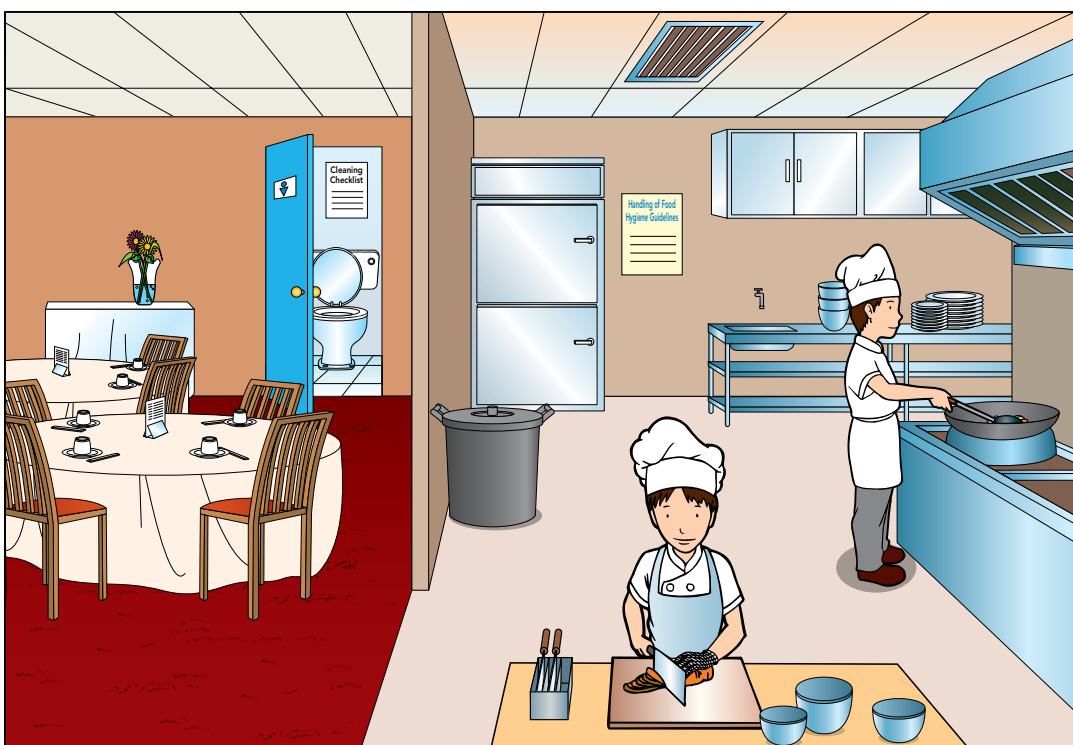


Catering Industry

Improvement is needed



After adopting Good Housekeeping





Sedentary

Improvement is needed



After adopting Good Housekeeping





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