



STANDARD OPERATING PROCEDURE (SOP)

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Title:	PERSONNEL HYGIENE AND WASHING HANDS	SOP No.:	EHS - 004
Effective:	01-15-2026	Rev.# /Date:	#2 01-15-2026

1.0 PURPOSE

This procedure describes the steps for manufacturing workers to maintain high standards of personal hygiene and washing hands to ensure cleanliness and prevent illness.

2.0 SCOPE

This procedure applies to employees who come in contact with raw materials, ingredients, packaging materials, production equipment, product contact surfaces, and/or finished products.

3.0 DEFINITION (S): N/A

4.0 POLICY: N/A

5.0 RESPONSIBILITY

5.1 All employees who come in contact with raw materials, ingredients, packaging materials, production equipment, product contact surfaces, and/or finished products are responsible for following this procedure.

5.2 The Production Manager, Production Supervisor, and QA/QC are responsible for ensuring this procedure is followed.

6.0 REFERENCE:

6.1 SOP ADM – 016 Employee Training Procedure

7.0 EQUIPMENT / MATERIALS:

7.1 Washing Hands Sign (Post)

7.2 How to Wash Your Hands (Post)

7.3 Work Uniform and Protective Clothing

8.0 PROCEDURE

8.1 Personnel Illness and Disease Control

8.2.1 Any employee suffering or suspected to be suffering from a communicable disease, symptoms of illness (i.e. diarrhea, vomiting, fever, sore throat, abdominal pain, etc.) or any condition that may adulterate any material and/or product (i.e. open cut, wound, etc.) must report this condition to the supervisor. This health condition may be shown by medical examination and/or supervisory observation.

8.2.2 If an employee has such a condition as described above, he/she must be excluded from direct contact with raw materials, ingredients, packaging materials, in-process

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materials, production equipment, product contact surfaces, and/or finished products. This exclusion must continue until the condition is corrected or determined by competent medical personnel not to potentially adulterate any materials and/or products.

- 8.2.3 If an employee can appropriately cover the condition with a bandage, glove, sleeve cover, etc., that will prevent adulteration of materials and/or products, the supervisor determines if the employee can perform his/her daily duties.
- 8.2.4 If possible, the employee is re-assigned to other duties that do not require contact with any materials and/or products. If no such duties are available, the supervisor determines how to handle the situation based on Hamida's personnel policies.
- 8.2.5 When an employee's condition has been corrected and observed to no longer present a possible source of adulteration for materials and/or products, the employee may return to his/her daily duties. Doctor's notes are necessary as per Hamida's personnel policies.

8.2 Personal Hygiene

- 8.3.1 Employee should keep all parts of their bodies and clothing clean daily.
- 8.3.2 Hair should preferably be kept short and covered with a clean hair net in the course of handling products and/or materials.
- 8.3.3 Watches, rings, and other jewelry should be removed before working with products and/or materials. Heavy make-up, strong perfume, or aftershave should be avoided. Earrings, body piercings such as eyebrows, lips, tongues, etc., are not accepted when dealing with products and/or materials.
- 8.3.4 Wear a clean, outer uniform, using mouth masks and clean, disposable gloves as needed.
- 8.3.5 Personal effects such as handbags, footwear, umbrellas, coats, street clothes, and/or dirty clothing are not stored or left in any production area. These items must be stored inside the personnel lockers in the changing rooms and away from production areas.
- 8.3.6 Hands must be kept clean at all times, especially after engaging in any activity that may contaminate hands. Nails should be kept short / trimmed, and unpolished. Fake nails are not allowed when dealing with products and/or materials.
- 8.3.7 Hand-washing must occur at the following occasions:
 - Before starting work
 - During handling of products/materials
 - When moving products/materials from one handling area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief/tissue
 - After touching hair, face, and/or body
 - After smoking, eating, drinking, chewing gum/tobacco
 - After moving drums, containers, and/or other packaging materials
 - After any clean-up activity such as sweeping, mopping, wiping counters, etc.



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- After handling dirty dishes, equipment and/or utensils
- After handling any product waste, trash and/or refuse
- After handling money
- After any extended absence from the working areas
- Any time hands become contaminated

8.3 Proper Hand-washing Procedures

- 8.3.1 Hand-washing must be frequent, thorough and performed in wash basins, using liquid soap and copious amounts of running water. Washed hands must be dried using clean paper towels. Use the following instructions.
- 8.3.2 Wet hands and forearms with warm, running water and apply liquid soap. Scrub hands and forearms, under fingernails, and between fingers for at least 20 seconds.
- 8.3.3 Rinse thoroughly under warm running water for 5-10 seconds to remove all traces of soap. Dry hands thoroughly with single-use paper towels. Use a paper towel to turn off the faucet after washing hands. Allow hands to dry thoroughly after cleansing before contact with anything.

8.4 Personal Habits

When employees are engaged in working areas, they must refrain from behaviors which may result in contamination of products/materials, such as:

- Smoking, eating, drinking
- Spitting, sneezing, coughing
- Sitting, lying and/or standing on any surface liable to come into contact with products/materials
- Touching hair or other parts of their bodies such as noses, eyes or ears.

9.0 SAFETY / PRECAUTION (S): N/A

10.0 ATTACHMENT (S):

- 10.1 SOP Attachment – 10.8.2 Washing Hands Sign (Post)
- 10.2 SOP Attachment – 10.8.3 How to Wash Your Hands (Post)