

Mount Beauty & District Men's Shed

Hygiene Policy

1.0 Purpose.

The aim of this policy is to develop and maintain an appropriate and acceptable high standard of hygiene that has the purpose of preventing the spread of infectious diseases and other illnesses.

2.0 Scope.

The policy establishes a high standard of hygiene at the Shed (Shed Hygiene), at both internal and external events (Event Hygiene) and for its members and guests (Personal Hygiene).

3.0 General Principles

With due respect for the health and wellbeing of all Shed members and their guests, all members are respectfully requested,

- 3.1 Not to turn up to the Shed, or volunteer for any activity away from the Shed, if they have a cold, the flu, a constant cough or sneezing, hay fever, any other infectious disease or not feeling well.
- 3.2 To practice a high level of personal hygiene and always wash hands in warm water and soap after visiting the toilet.
- 3.3 Always wash and sanitize hands before engaging in any form of food handling, preparation or serving and always wear appropriately clothing and food handling gloves.
- 3.4 Body fluid spills (blood, vomit, saliva) in all areas of the Shed must be cleaned up as soon as possible after a spill and the area sanitised.
- 3.5 Any cleaning equipment, including paper towel, cleaning material and gloves, used in body fluid spills clean-up must be disposed of in an appropriate way.

4.0 Cleaning and sanitation.

The General Committee will,

- 4.1 Establish and administer a "Cleaning Roster" for the Kitchen, Recreation Room, Toilets and Washroom.
- 4.2 Develop and display a "Duty Statement" for each area to be cleaned with an emphasis on sanitation and hygiene.
- 4.3 Provide all cleaning equipment, materials, chemical agents and protective gloves.
- 4.4 Organise an annual cleaning instruction session with all "Cleaning Roster" volunteers with an emphasis on what to clean, how to clean and what cleaning materials and chemicals to be used.

5.0 Kitchen Hygiene.

- 5.1 All kitchen equipment used in the preparation, serving and consumption of any food or drink must be washed, dried and stored away after each use.
- 5.2 All sinks, bench tops and tables need to be cleaned and sanitised before and after each use
- 5.3 Reusable wiping down cloths and tea-towels need to be regularly washed.

6.0 Hygiene at functions away from the Shed

When the Shed conducts community activities away from the Shed that involve the storage, transport, preparation and serving of food then,

- 6.1 All equipment used in the preparation, serving and consumption of any food or drink must be washed and cleaned both before and after use.
- 6.2 All tables used in the activity must be cleaned and sanitised both before and after use.
- 6.3 All food must be transported and stored in appropriate enclosed containers and kept under refrigeration conditions if necessary.

6.0 Food Handling Courses.

The General Committee should encourage and support all Shed members involved in the preparation, serving and storage of food at any internal or external Shed function to attend an appropriate "Food Handling Course".

7.0 Reviewed

This Hygiene Policy was *endorsed at the December 2018 Committee Meeting*.
The Policy should be reviewed by December 2021.
