1. **Purpose**

Objective of this procedure is to:

1. Avoid mixing of human or pest part in product
2. Make employee clean and hygienic to protect from viral and bacterial diseases.
3. Clean the production floor and maintain housekeeping
4. **Scope**

This procedure is applicable to the all sections of BinRasheed Colors and Chemicals & PCC related to employees’ personal hygiene, floor and roof cleaning and sanitation etc. with compliance of PS-3733 & OHSMS.

1. **Responsibility**
   1. HOD
   2. IMS Team Member
   3. Compliance Team
   4. Admin Manager
2. **Procedure**

**4.1 Personal Hygiene and Sanitation**

1. Employees of following sections should wear hair net for head hair and mask for beard hair:

* RM store
* Production staff
* Cleaning staff
* Mess staff/Office boy

1. Employees should hand wash during operation and after coming from latrine to avoid germs/viruses and non-halal material.
2. Employees of store, production, mess staff/office boy and cleaning staff must cut nail at least once in a week, preferably on every Friday.
3. Employees should be appreciated and encouraged on maintaining personal hygiene like awarding employee of the month etc.
4. Sink and hand wash soap/liquid should available at operational areas and near latrine.

**4.2 Floor and Roof Cleaning**

1. Floor of operational area and lab should clean on daily basis.
2. All the chemicals used in cleaning of floor should have halal certificate, declaration or TDS.
3. Spider webs on roof should remove at least once in a week

**5. Associated Documented Information**

* 1. Weekly Cleaning Report

**Amendment History Record**

| **Revision Number** | **Section** | **Amended Text** |
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