

Company Name: _____ Dept: _____ Location: _____ Date: _____

#064

OFFICE SAFETY – GERM FREE WORKSTATIONS

Microbiology experts have been intensely studying bacteria counts in the workplace and have discovered that in most work environments, offices and cubicles have higher bacteria levels than surfaces in common areas. Telephones are typically the dirtiest piece of equipment in an office because of their frequent proximity to the mouth and infrequent disinfection rates.

When was the last time you disinfected your phone? Telephones are followed by desks, computer keyboards, computer mice, pens, and coffee mugs as being the most bacteria-ridden equipment in an office. Contrary to popular belief, most office spaces and items, like desks and phones, end up having more bacteria than the average office toilet seat. Past studies have found that the average desk harbors 400 times more bacteria than the average toilet seat!

Offices with high bacteria counts may contribute to higher rates of viruses and colds for employees. Protect your office from becoming a comfortable spot for bacteria to grow and prevent the spread of germs and illness with these simple steps:

- Wipe down your desk and surrounding items with a disinfecting wipe once a week.
- Keep a hand sanitizer at your desk and use it throughout the day.
- If you tend to eat at your desk on a regular basis, think again, this behavior is inviting bacteria to grow at your fingertips.
- Wash coffee mugs and glasses with hot, soapy water daily.
- If you're sick, don't go to work.
- Adopt office hygiene guidelines and policies.

By using these tips, employees and employers could potentially cut absenteeism in half and reduce the typical two-to-three colds per employee each year.

Meeting Conducted By:

Print Name

Signature

Meeting Attended By:

Notes & Suggestions

Document Filing Reference