



# PHARMA DEVILS

PERSONNEL AND ADMINISTRATION DEPARTMENT

## STANDARD OPERATING PROCEDURE

<b>Department:</b> Personnel and Administration	<b>SOP No.:</b>
<b>Title:</b> Health and Hygiene of Plant Personnel	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

### 1.0 OBJECTIVE

The objective of this SOP is to describe a procedure for maintaining minimum health requirements of employees engaged in the Plant for practicing good personal hygiene during work.

### 2.0 SCOPE:

This SOP is applicable for staffs and workers for health and hygiene of plant personnel at .....

### 3.0 RESPONSIBILITY:

4.1 The Officer – Personnel shall be:

4.1.1 Responsible for adhering to Standard practice as per SOP.

4.1.2 Head of respective department shall be responsible for adhering to standard practice as per SOP.

### 4.0 ACCOUNTABILITY:

Head - Human Resources

### 5.0 PROCEDURE:

#### 5.1 Personal Health.

5.1.1 Pre employment medical check up shall be done including eye testing, for newly recruited employee. Don't put any Person on job without pre employment medical check up.

5.1.2 Yearly medical check up shall be done of all employees. Special attention shall be taken to the persons with a history of Communicable diseases such as enteric disorders, respiratory diseases, skin infection etc.

5.1.3 Eye testing shall be must for the persons engaged in sterile sections particularly of "Injectable" area, twice in a year.

5.1.4 Employee resuming duty after an absence due to illness involving a communicable disease shall be send for medical check-up prior to resuming duty or get fitness certificate of doctor.



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- 5.1.5** Encourage employees to communicate personnel department in case of infectious diseases particularly enteric disorders, respiratory diseases in their own person or family. Do organize to transfer them to other work areas for checking against spread of the infection.
- 5.1.6** Shop floor supervisors shall be alert to look for any symptoms of any disease amongst the employees likely to have adverse effect on the product.
- 5.1.7** Employees shall be encouraged to clean their hands as and when required and after using the toilets, keep short hair, well covered at all times, combing is strictly forbidden in all areas except cloakrooms. Discourage wearing of costume jewelry like rings earrings etc.

### 5.2 HYGIENE BEHAVIOR:

- 5.2.1** Food and drinks shall not allow in all work places; this includes chewing of pan betel nuts sweets etc.
- 5.2.2** Spitting and smoking in any area of the factory shall be strictly prohibited.
- 5.2.3** Working area shall be clean all the time. Personal belonging shall be kept in personal lockers and should not be allowed to keep in any work place.

### 5.3 PROTECTIVE CLOTHING.

- 5.3.1** Protective clothing shall be provided to all the employees.
- 5.3.2** Protective garments should be gowned before entering into the plant area, provided for the purpose and appropriate for the process being carried out.

### 6.0 ANNEXURES:

Nil

### 7.0 References (S):

In House

### 9.0 Glossary:

SOP: Standard Operating procedure