

PERSONAL HYGIENE DAILY CHECKLIST

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	Initials	Initials	Initials	Initials	Initials
Employees wear clean and proper smock including shoes.	Y / N	Y / N	Y / N	Y / N	Y / N

Effective hair restraints are properly worn including beard covers.	Y / N	Y / N	Y / N	Y / N	Y / N
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Fingernails are short, unpolished, and clean (no artificial nails).	Y / N	Y / N	Y / N	Y / N	Y / N
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Jewelry is limited to a plain ring, such as wedding band and a watch and no bracelets.	Y / N	Y / N	Y / N	Y / N	Y / N
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Hands are washed properly, frequently, and at appropriate times.	Y / N	Y / N	Y / N	Y / N	Y / N
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Burns, wounds, sores or scabs, or splints and water-proof bandages on hands are bandaged and completely covered with a foodservice glove while handling product.	Y / N	Y / N	Y / N	Y / N	Y / N
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Eating, drinking, chewing gum, smoking, or using tobacco are allowed only in designated areas away from packing and production areas.	Y / N	Y / N	Y / N	Y / N	Y / N
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Employees use disposable tissues when coughing or sneezing and then immediately wash hands.	Y / N	Y / N	Y / N	Y / N	Y / N
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Employees appear in good health.	Y / N	Y / N	Y / N	Y / N	Y / N
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Initials:

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Non-Conformances Found

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Corrective Actions

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