

# HEALTH & WELLBEING

## Workplace Health

# OFFICE Hygiene

Many of us are oblivious to the fact that our workstations are a common breeding ground for germs and bacteria. Good personal hygiene is one of the most effective ways to protect ourselves, and others, from illness. Here are some scary facts and practical tips for you to implement while at work.

**2/3 EAT**  
lunch at  
their desk



**TIP:** Wipe down your workspace and equipment regularly. To kill off bacteria and viruses use an antibacterial disinfectant spray or vinegar-based solution to clean your desk, mouse, phone, tools and keyboard.

An average  
computer  
keyboard harbours  
**7,500 BACTERIA**

**20% OF  
WORKERS**  
never clean  
their mouse

Viruses such as  
influenza can  
survive on hard  
surfaces for up to  
**24 HOURS**

**1/5 OFFICE  
WORKERS** don't  
clean their desk  
before eating

**50 PER CENT**  
of office workers  
don't wash their  
hands after going  
to the toilet

The average  
work desk is  
**400 TIMES DIRTIER**  
than an average  
**TOILET SEAT**

**RESIST CHEWING  
PENS AND PENCILS.**  
This is a sure way  
to transfer bacteria  
and germs to  
your mouth

**TIP:** Our hands are a germ motorway. Wash your hands properly for at least 20 seconds or use a hand sanitiser - after going to the toilet, before and after eating, after being on public transport, or after being in contact with surfaces that many people touch, such as hand rails and handles.

Approximately 80%  
of common infections  
are transmitted by  
touch.

**TIP:** Ensure your hands are dry after you wash them. Water is a germs highway as they need moisture to survive.

Crumbs encourage  
the growth of  
bacteria.

**TIP:** Clean up after yourself. Regularly wash your dishes and wipe down the kitchen bench of any crumbs/spills.

One in two people  
come to work  
when sick.

**TIP:** Stay home when sick. Don't cough on people, wash your hands thoroughly after sneezing or blowing your nose and avoiding shaking hands.

Personal hygiene:  
Be considerate  
of others.

**TIP:** Shower daily and brush your teeth, avoid over spraying perfumes/colognes, store exercise clothes away from your desk, and don't do anything you wouldn't want done around you.

Building a healthy  
immune system is  
our best defence  
mechanism.

**TIP:** This means regular exercise, healthy eating, adequate sleep, maintaining a healthy weight, moderating alcohol, managing stress and quitting smoking.

The average fridge  
contains 7,850  
bacteria colony  
forming units / cm<sup>2</sup>.

**TIP:** Set a weekly reminder to throw out any old food you have stored in the fridge. Use sealed containers to avoid cross-contamination.