

# Hand Hygiene Log

Date: \_\_\_\_\_ Time(s): \_\_\_\_\_

The designated person in charge (PIC) will ensure employees properly wash hands when required. The PIC will ensure handwashing sinks are properly supplied, functioning, and accessible.

1. The PIC will observe hand hygiene practices for approximately 10 minutes during each shift. This will include during busier preparation times. Tally the number of proper practices. Tally the number of improper practices and missed opportunities.
2. Record results on the Hand Hygiene Log.
3. Include any corrective action on the Hand Hygiene Log.

### When to wash hands

- Immediately before starting to work with food, utensils, or equipment
- Before putting on gloves
- When switching between raw foods and ready-to-eat (RTE) foods
- After coughing, sneezing, using a tissue or using tobacco products
- After eating and drinking
- After touching skin, face, or hair
- After using the bathroom
- As often as needed during food preparation and when changing tasks

### How to wash hands

- Wet your hands
- Apply soap
- Rub your hands for 10 to 15 seconds
- Rinse your hands
- Dry your hands
- Keep hands clean
- The entire process must last at least 20 seconds. Gloves, wet-wipes or hand antiseptics are not substitutes for handwashing.

### Where to wash hands

- Soap and warm running water
- Disposable towels, continuous towel system, or heated-air hand drying device
- Sign or poster reminding employees to wash hands
- Accessibility, not blocked, easy to get at

Practices observed	When to wash hands	How to wash hands	Where to wash hands	PIC initials
<p><b>Proper</b> practices</p>				
<p><b>Improper</b> practices and missed opportunities</p>				

HAND HYGIENE LOG

Corrective action taken

Date	Describe improper practices and missed opportunities observed and how they were corrected.	PIC initials

Resources

Employee Personal Hygiene (PDF)

(<https://www.health.state.mn.us/communities/environment/food/docs/fs/emplyhygnfs.pdf>)

Handwashing for Employees (PDF)

(<https://www.health.state.mn.us/communities/environment/food/docs/fs/handwashfs.pdf>)

Person in Charge (PIC) (PDF)

(<https://www.health.state.mn.us/communities/environment/food/docs/fs/picfs.pdf>)

Stop, Wash, Work Handwashing Poster (PDF)

(<https://www.health.state.mn.us/communities/environment/food/docs/fs/handwash11x8.pdf>)

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*To obtain this information in a different format, call:  
651-201-4500 or 651-201-6000.*

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