

# Employee Hygiene Audit Worksheet



## Audit Details

Auditor First & Last Name \_\_\_\_\_

Auditor Title \_\_\_\_\_

Date \_\_\_\_\_

Facility Location \_\_\_\_\_

Hygiene Zone Location \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Person #	Role	Entering / Exiting? (Circle One)	Footwear Sanitation			Donning Frocks & Smocks				PPE		Handwashing		Drying	Points Available: _____	Score Achieved
			Donned correct footwear	Footwear sanitized correctly	Shoe cover donned	Donned clean & correct size garment	All buttons, snaps, ties closed / tied	Sleeves pulled down all the way	Sleeve covers donned	PPE Donned correctly	PPE Donned in correct order	Followed all hand-washing steps	Washed hands for proper length of time	Hands dried properly		
1		Enter Exit														
2		Enter Exit														
3		Enter Exit														
4		Enter Exit														
5		Enter Exit														
6		Enter Exit														
7		Enter Exit														
8		Enter Exit														
9		Enter Exit														
10		Enter Exit														

Role # Key	1	2	3	4	5	6	Scoring Key	Skipped	Attempted	Completed
Position	Team Member	Team Leader	Management	QA / QC	Visitor	Auditor	Value	-1	0	1

## How to use this guide

1. Customize the audit template to reflect your company's brand by replacing the Meritech logo with your own
2. Enter the audit details at the top of the worksheet. Who is conducting the audit, what is their role, what is the name of the facility location, what area will be audited within the facility, and when will the audit occur? This information will be helpful in identifying this audit from others when comparing data between multiple audits in future.
3. Review the Role and Score keys at the bottom of the worksheet prior to beginning the audit. Once the audit begins, employees may move quickly through your hygiene zone, so having a familiarity between role numbers and scoring values before you begin will help you score each individual quickly without having to fumble between the key and the worksheet.
4. As employees begin entering the hygiene zone, make sure to write down the audit “Start Time” at the top right.
5. As employees proceed throughout the hygiene zone, make sure to observe each step and write down a point value based on how the employee performed. Use multiple worksheets if needed for more than 10 employees.
6. Once employees have completed proceeding through the hygiene zone, make sure to write down the audit “Stop Time” at the top right. Comparing these start and stop times will indicate the throughput time needed for a shift or group of employees to complete your hygiene zone procedures.
7. Determine if you are going to weigh each step in your hygiene zone equally. For example, you may determine that “Following all handwashing steps” is twice as important as “Sleeve covers pulled down all the way,” in which case you would multiply each person's point value for “Following all handwashing steps” x2 before summing up their total scores. Based on your weighting, calculate the total number of points an employee can earn, and write this into the “Points Available” column.
8. Sum up each person's score based on their performance and your weighting, and enter it in the far right column “Score Achieved.”
9. Audit each hygiene zone across regular intervals to identify trends and opportunities for improvement. Are there any steps that are commonly missed? Is retraining needed? Can you increase throughput without reducing efficacy?