

Section 6

Personal Hygiene

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Personal Care, Hygiene, and Grooming

A guide to help Direct Support Professionals understand the importance of health maintenance and the professional ethics that apply when providing personal care.

Personal Care Guidelines are also included in this unit.

Outcomes:

- **Understand why personal hygiene is an important part of good health maintenance**
- **Understand what areas are included in health maintenance**
- **Know when to offer choices when providing personal care**
- **Understand that professional ethics should always be applied when providing personal care**

Personal Care, Hygiene, and Grooming



The most important aspect of maintaining good health is good personal hygiene. Personal hygiene which is also referred to as personal care includes all of the following:
Bathing and Showering

- Hair care
- Nail care
- Foot care
- Genital care
- Dental care

Personal hygiene is keeping the body clean, and helps prevent the spread of germs. Grooming is caring for fingernails and hair examples of these activities would be styling hair, shaving, trimming and painting fingernails.

Maintaining good health also includes the following areas: Nutrition, Leisure/recreation opportunities, sleep, and exercise. As you can see, there are many factors that contribute to feeling and looking good. Feeling and looking good are important to each individual's emotional and physical wellbeing.

In your role your responsibilities' will vary from assisting to providing personal care.

These activities are very important and unique for each individual.

The DSP's toolkit includes a set of professional ethics that guide the DSP in everything he or she does. When assisting individuals with personal care, the DSP should be especially mindful of professional ethics. These ethics or principles become routine as they are practiced and applied each day. As a DSP, you will want to apply your professional ethics every time you assist and support an individual with personal care skills.

- **Respect:** As a DSP, I will respect the individuals I support and help others recognize their value. Personal care should be provided with dignity and respect for the individual.
- **Promoting Physical and Emotional Well-Being:** As a DSP, I am responsible for supporting the emotional, physical, and personal well-being of individuals receiving support, while being attentive to reducing their risk of harm. Personal care should be provided safely and in a way that promotes the physical and emotional wellbeing of the individual.
- **Confidentiality:** As a DSP, I will protect and respect the confidentiality and privacy of the individuals I support. An individual has the legal right to have his or her support needs kept confidential and to privacy for personal care.
- **Honesty and Responsibility:** As a DSP, I will support the mission of my profession to assist individuals to live the kind of life they choose. I will be a partner to the individuals I support. Individuals should be supported in doing as much for themselves as possible.
- **Self-Determination:** As a DSP, I will assist the individuals I support to direct the course of their own lives. **Individuals have the right to direct how personal care is provided.**

Part of the job of a DSP is to support individuals so they can be more independent. Some individuals may be able to bathe, shave, dress, and otherwise take care of themselves with no support. Others may need assistance or support to complete their personal care activities.

Depending on the abilities of each individual, the DSP will need to provide more or less support. It is important to remember that having opportunities to make choices is a key to leading a healthy happy life. Just as individuals have the opportunity to make choices about what clothes to wear and what to eat; they need to have the choice of how and when they complete their personal care activities.

For example, one individual might like to bathe at night, while another likes to shower in the morning. Having choices about personal care also involves letting the individual make choices about whom or which DSP will provide the personal care. Individuals have the right to choose the DSP they trust, feel comfortable, and safe with to assist with personal care. New support people should develop a relationship with the individual before providing personal care. This may mean that sometimes the individual may choose to wait until the next day to shower if a new support person is working. The DSP needs to be aware of these individual preferences and support them.

Please see the “Personal Care Protocol” booklet attached to this unit. This booklet will provide additional information about obtaining permission, participation levels, and communication.

The “**Personal Care protocol**” booklet should be completed every year at the Person Centered Planning meeting, and updated through out the year as necessary. This booklet outlines the choices each individual has made about the practices you should follow when assisting with personal care. The booklet covers the following areas: **Lifting, Positioning, and eating**
Dressing, Bathing / Showering, Toileting
Toileting and Other Issues

This booklet helps to assure that an individuals personal preferences are always honored no matter which support staff provides assistance. It is also a useful tool for training new direct support professionals!

Personal Care Guidelines



Hair Grooming

Having clean, well groomed hair is important to everyone, and is no less so for the individual you support. Individuals like different brands of shampoo or conditioner and may have a preferred style. Individuals may also change their minds about how they style their hair. All of these choices should be respected and supported.

- Ask the individual if he or she has a preference for his or her hair style today.
- Teach and assist with drying wet hair with dryer and applying gels, hair spray, and other hair products as appropriate.
- If hair is long, divide into sections before combing or brushing.

- Teach and assist the individual to comb or brush hair from scalp to ends of hair. *Note: If the hair is tangled, use a wide-tooth comb. Why? Pulling on tangled hair can cause damage to the hair. Gently combing or brushing from the scalp to the ends of the hair stimulates circulation. If the hair is curly, start at the ends of the hair to assure that all tangles are removed before brushing from the scalp to the ends.*
- Encourage the individual to look in a mirror when finished styling. *Why? Having hair clean and groomed looks great, increases self esteem, and you can't have a "bad hair day"!*

Supplies

- Comb
- Brush
- Mirror
- Personal hair products

Attention

- **Remember, hairstyle is an individual choice.**
- **Use only the individual's personal comb and brush.**
- **Clean comb and brush regularly.**
- **Combs with sharp teeth can injure sensitive scalps.**
- **Use comb and brush with a gentle touch.**
- **Encourage the individual to do as much as he or she can for him/herself.**

Fingernail and Toenail Care

Cleaned and trimmed fingernails and toenails are important for overall health. Germs often collect underneath the nails. Frequent and thorough hand washing and foot care is a good way to prevent germ or fungus buildup. Nails that become too long and/or are rough and torn can scratch and cut an individual's skin and may result in a local infection. Some individuals (those with diabetes) should have their nail care completed by a health care professional. Athlete's foot, a fungus that causes an inflammation, cracking, and peeling of the skin between the toes and can also infect the toenails is of particular concern, and must be treated as soon as it is noted by the DSP. Individuals often like to have nail color applied and may need assistance.

Cleaning and trimming nails

Special care should be practiced when assisting with nail care. Individuals with diabetes require professional assistance with nail care.

Toenails and fingernails should be kept clean, neatly trimmed, and smooth to prevent injury to skin.

Trimming the nail too short may cause ingrown nails that can be painful and cause infection.

Encourage individuals to do as much as they can for themselves.

Supplies

- Personal nail clippers or nail scissors
- Personal cuticle or orange stick
- Bathtub or bowl
- Clean water
- Soap
- Personal towel
- Personal emery board or nail file

PROCEDURE

- Teach and assist the individual how to soak his or her hands or feet in warm water for at least 5 minutes and then wash hands or feet with soap.
Why? Soaking will soften the nails and make them easier to trim.
- Teach and assist how to gently push nail cuticle back (from fingers or toes) with cuticle or orange stick to prevent hangnails.
Note: A clean washcloth can be used for this step. DSP can demonstrate these steps on his or her own nails.
- Teach and assist the individual to clean under the nails (fingers or toes) with orange stick or tool on nail clipper for this purpose.
- Teach and assist the individual to change the water and wash, rinse, and dry his or her hands or feet.
Note: Do not rinse in soapy water.
Why? Soapy water has many germs from the nails. This will prevent skin on the hands and feet from chapping.
- Teach and assist the individual to use nail clippers or nail scissors to trim toenails straight across. Fingernails can be trimmed with a slight curve. Use an emery board or nail file to shape and smooth the nails.

Remember: Individuals with diabetes need professional assistance for nail care.

Shaving



Once again, shaving one's legs, underarms, or face is a very personal matter.

Cultural differences may be a key to whether an individual shaves or does not shave. For example, in some cultures, women do not shave their legs or underarms. In some cultures, men do not shave their facial hair. It is important to assist and support the individual to shave safely and to avoid nicks and cuts that can lead to infection. Some individuals may learn to use an electric razor. Other individuals may be assisted and supported in using a blade razor.

Shaving steps can be used for facial, leg, or underarm hair.

- An electric razor should not be used in same room where oxygen is used.
- Electric razors should not be used around water.
- Check all types of razors for chips or rust on the blades.
- Always dispose of used razor blades.
- Use only an individual's personal razor.
- Supervise the use of razors closely for safe and correct handling before individual shaves independently.
- Encourage the individual to do as much for him or herself as possible.

Supplies

- Personal electric or other style razor
- Shaving cream and aftershave lotion
- Personal towel
- Sink or other clean water source
- Mirror

PROCEDURE

- Teach and assist the individual in locating the best place to complete his or her shaving. Use of a mirror is recommended for shaving the face or under the arms.
Note: Depending on what part of the body one is shaving, a sink, bowl, bathtub, or shower may be more safe and functional.

Why? Safety is important while shaving. The individual should be comfortable and sitting or standing securely.

- Teach and assist the individual to check his or her skin for moles, birthmarks, or cuts. If any changes are observed in the size, shape, or color of a mole or birthmark, the individual should be seen by his or her physician.
Why? Shaving over these areas can cause bleeding and infection. Changes may

indicate illness.

- Teach and assist the individual to open shaving cream and remove safety cap from razor (non-electric razor) or plug electric razor into outlet.
Note: Again, safety is important. Shaving cream in an electric razor can be dangerous.

Electric razors near water can cause injury or death.

Shaving with Non-Electric Razor

- Teach and assist the individual to wash area to be shaved with warm, soapy water. (Face, underarms or legs)
Why? Washing removes oil and bacteria from the skin and helps to raise the hair shafts so it will be easier to shave.
- Teach and assist the individual how to apply shaving cream or lather with soap.
Note: Some soaps and shaving creams can be harsh on the skin, or an individual can be allergic to them. There are different brands on the market for sensitive skin. An electric razor may work better for an individual with skin allergies.
Why? Shaving cream softens the skin and helps the razor glide over the skin to prevent nicking and cutting.
- If the DSP is shaving the individual, wear disposable gloves.
Why? To prevent spread of germs.
- Teach and assist the individual to use the fingers of one hand to hold the skin tight and shave in the direction the hair grows.
Note: Shaving in the direction the hair grows makes a smoother shave and helps prevent irritating the skin. The DSP may want to role play or demonstrate this shaving step on him or herself.
- Teach and assist the individual to rinse the razor often to remove hair and shaving cream so the cutting edge stays clean.
- Teach and assist the individual to use short strokes around chin and lips on the face; front and back of knees on the legs; and under the arms.
Note: Short strokes give better control of the razor and help prevent nicks and cuts.
- Teach and assist the individual to rinse off the remaining shaving cream and dry the skin with gentle patting motions.
Why? Left-over shaving cream can irritate and dry the skin. Rubbing freshly shaven skin can be irritating.
- If shaving the face, offer the individual a mirror to inspect a job well done.

Why? Taking pride in completing personal care skills increases self-esteem.

- Teach and assist with applying aftershave or skin lotion if individual chooses.
Note: Alcohol in aftershave acts as an antiseptic for tiny nicks and cuts. It also has a cooling and refreshing sensation.
- Teach and assist the individual with cleaning razor and storing all shaving items.
- Teach and assist the individual to wash, rinse, and dry his or her hands after shaving.

Shaving with an Electric Razor

- Teach and assist the individual to safely turn on the electric razor. Explain the safety of shaving away from water.
Why? Electrocutions can occur when electric appliances, including razors, come into contact with water.
- Teach and assist the individual to use a mirror while shaving the face or under the arms.
- Teach and assist the individual in using a gentle, even pressure as he or she moves the electric razor over the skin. Demonstrate how running one hand over the shaved area can locate missed hair.
- Teach and demonstrate how to clean hair from the blades as needed during the shave.
Note: Be sure razor is turned off and unplugged each time the blades are cleaned. Why? Injuries can occur when the razor is turned on or plugged into an electrical socket. Cleaning the blades keeps them sharp and provides for a smoother shave.
- Teach and assist with applying aftershave or skin lotion if the individual chooses.
Note: Alcohol in aftershave acts as an antiseptic for tiny nicks and cuts. It also has a cooling and refreshing sensation.
- If shaving the face, offer the individual a mirror to inspect a job well done.
Why? Taking pride in completing personal care skills increases self-esteem.
- Teach and assist the individual with cleaning the razor and storing all shaving items.
- Teach and assist the individual to wash, rinse, and dry his or her hands after shaving.

Bathing and Perineal Care

Bathing means cleaning one's body from head to toe. Perineal care means the bathing of the genital and anal (rectum) area, or "private parts." Providing assistance and support for bathing can be a very sensitive personal care activity for an individual and a DSP. Routinely, this activity is completed by female DSPs for women and girls and by male DSPs for men and boys. **See below for licensed residential homes.**

The DSP needs to know what bathing skills an individual has before beginning to provide assistance and support. It is important that the DSP provide whatever assistance and support is needed to ensure individuals are clean.

Occasionally checking an individual's personal care skills and assisting when needed will help prevent body odor, discomfort, and infection. The following procedures should be adapted to the specific needs and preferences of each individual the DSP supports. It is the job of the DSP to continue to teach, assist, and support each individual in learning good personal care habits. Each individual will have the opportunity to lead a fuller, happier, more enjoyable life as they become more independent with their own care needs. Remember, good personal hygiene is important to promoting good health.

Assisting an Individual with Bathing and Perineal Care Supplies

- Clean basin, bathtub, or shower stall
- Robe or clean clothes
- Soap and soap dish or special skin cleanser
- Personal towel
- Personal washcloth
- Disposable gloves for perineal care



Procedure

When assisting with bathing or showering:

- Remember to check water temperature. It should be warm to the touch.
- Wash, rinse, and dry each body part to prevent chilling, exposure, and chapping.
- Inspect skin for signs of injury or changes in condition.
- Use soap sparingly and do not leave in water.
- Provide privacy and warmth for the individual.
- Talk about things of interest to the individual.
- Encourage the individual to do as much as he or she can for him/herself.
- Demonstrate and explain correct bathing or showering procedures.
- Be prepared with all supplies.
- Be sure your hands are washed and clean.

(Rule 400.14314 (6) [400.15314(6)] requires: "A licensee shall afford a resident the opportunity to receive assistance in bathing, dressing, or personal hygiene from a member of the same sex, unless otherwise stated in the home's admission policy or written resident care agreement.")

- Teach and assist the individual how to check the water temperature for warmth before beginning. (Place your wrist under water the running.)
Why? *To prevent a chill or a burn.*
- Teach and assist the individual to wash his or her hands and wrists.
- Teach and assist the individual to wash and rinse each eye. Begin from the inner corner of one eye (near the nose) and moving to the outer corner of the eye.
- Repeat this step on the other eye, using a clean corner of the washcloth.
Why? *Use different ends of the washcloth to prevent the spread of germs from one eye to the other.*
- Teach and assist the individual to wash and rinse the face, neck, and ears. Use the soap to make suds. Use clean tap water to rinse. Be sure to wash and dry behind the ears.
Note: Ask the individual if he or she wants soap or prefers a special cleansing product.
Why? *Some individuals have sensitive skin.*
- Teach and assist the individual to wash and rinse one shoulder, underarm, and arm.
Why? *Beginning near the wrist prevents dripping dirty water (germs) from sitting on already cleaned wrists and hands.*
- Repeat the previous step for the other shoulder, underarm, and arm.
- Teach and assist the individual to wash and rinse the chest and stomach. Check under the breasts and any skin folds as you go along.
- Repeat previous step for the back.
Note: Make sure the skin is completely dry. Remember to teach and assist the individual to dry completely.
- Teach and assist the individual to wash and rinse hip and one leg.
- Repeat previous step for the other hip and leg.
- Teach and assist the individual to wash and rinse one foot.
- Repeat previous step for the other foot.
Why? *Moisture in the skin folds can result in cracking and the breakdown (infection) of skin. Moisture between the toes can result in cracking and infection.*

Perineal Care for Males

Bathing of the genitals (sex organs) and anal (rectum) area of the body sometimes referred to as the “private parts.

Procedure:

When teaching or assisting with perineal care put on disposable gloves.

- Explain to the individual to hold his penis and wash and rinse the tip. Always wash from the small opening (urethra) where the urine flows, outward or towards the end of the penis. Use a different part of the washcloth for each wipe.
Why? To prevent spreading germs (contamination) of the urethral opening.
- Teach the individual to wash, rinse, and dry the shaft of the penis. Wash and rinse in the direction of the pubic area.
Note: If the individual is not circumcised, be sure the foreskin is pulled back and wash, rinse, and dry the penis. Return the foreskin to its natural position.
- Teach the individual to spread his legs and wash, rinse, and dry the scrotum (the two sacks at the base of the penis). Clean between the skin folds in this area and under the scrotum thoroughly.
- Teach the individual to wash, rinse, and dry the anal area, moving front to back. Use a different part of the washcloth for each wipe. Dry area thoroughly.
Why? Moisture between skin folds may cause cracking of the skin and skin breakdown.

Perineal Care for Females

Procedure:

Bathing of the genitals (sex organs) and anal (rectum) area of the body, sometimes referred to as the “private parts.”

- _When teaching or assisting with perineal care, put on disposable gloves.
- Teach the individual to separate the folds of skin in her genitals, called the labia, and using suds and the washcloth, wash with one down stroke the sides of the labia.
- Using a different side of the washcloth, wash down the middle of the labia. Rinse from front to back..
Note: Always wash from the pubic area (front of the genitals) to the anal area to prevent contaminating the urethral opening (where the urine comes out) with germs or bacteria from the anal area.
- Teach the individual to wash and rinse the anal area, moving front to back. Use a different part of the washcloth for each wipe.

BATHING & SHOWERING SAFETY GUIDELINES

PURPOSE: Helps meet many basic needs:

1. Cleans skin by removing bacteria, and helps prevent the spread of germs
2. Stimulates circulation
3. Exercises muscles
4. Creates a sense of relaxation
5. Promotes physical and emotional wellbeing

EQUIPMENT:

- | | |
|--|----------------------------|
| 1. Washcloth | 6. Non-skid bath mat |
| 2. Towels | 7. Shower chair, if needed |
| 3. Soap (preferably mild) | 8. Shower cap, if needed |
| 4. Personal toiletries (shampoo, conditioner, deodorant) | 9. Blanket |
| 5. Personal clothing | 10. Extra chair, if needed |

PREPARING THE BATH AREA:

1. Whenever possible male employees should bathe only men.
2. Whenever possible female employees should bathe only women.
3. To prevent injury, more than one person may be needed when transferring an individual from chair to tub and back to chair.
4. The room should be warm and free of drafts.
5. If necessary, clean the tub before use.
6. If needed, position a chair next to the tub to help with getting in and out.
7. Use a shower chair, if needed.
8. A blanket may be used to cover the person who is using a shower chair to prevent them from becoming chilled.
9. Fill the tub halfway with water.
10. Test the water before the person gets in the tub or shower. Use either a bath thermometer (100 - 110 F) or check with your elbow. Do not use your wrist or hand for testing water. If the water is too hot, first, second or third degree burns may result.
11. If showering, be sure to test the water with your elbow continuously.
12. Gather all equipment and place in the bathing area before the person comes into the bathroom.
13. If you have forgotten any equipment, call for assistance from a coworker. Do not leave the individual unattended in the bathroom.

PROCEDURE:

1. Check the Treatment Plan to find out how much assistance, teaching and supervision is required for bathing or showering. Remember the person should complete as much of the routine as possible, and the DSP should look for ways to encourage more independence.
2. Remember to assure that personal choice is honored: does the person prefer a bath or a shower, does the person prefer to bathe/shower in the morning or the evening, what type of shampoo and soap does the person prefer, etc. Prepare the person by explaining what is going to take place.
3. Assist the individual in undressing as needed, providing for privacy.
4. Observe the skin for changes. Document and report any changes after completing the bath or shower.
5. Help the person into the tub or shower after checking the water temperature.
6. If complete assistance is needed, use the following steps:
 - a. Fold the washcloth around your hand to form a mitt.
 - b. Begin by cleaning the eye area, then apply soap to the washcloth. Finish washing the face and then proceed down toward the feet. Wash the genital area last.
 - c. Rinse well; give particular attention to skin where two surfaces meet (under the breasts, between the toes, between the thighs).
 - d. Shampoo the hair if necessary.
 - e. Rinse hair thoroughly.
 - f. Help the person out of the tub or shower, onto the bath mat to prevent falls.
 - g. Assist in drying off, including the hair.
 - h. Assist with applying deodorant .
 - i. Assist as needed with dressing.
 - j. Go with the person or take the person to the bedroom to finish grooming.
7. Clean the bathing area.
8. Dry the floor well to prevent falls.
9. Remove soiled linen to the proper location.
10. Return all personal belongings to their proper places.

SAFETY REMINDERS:

Never leave the person unattended in the shower or tub unless it is written that way in the Individual Plan of Service.

The choice between tub bathing and showering is a matter of personal preference unless it is specified in the Individual Plan of Service or a medical condition dictates which method to use (e.g., open infectious wounds, plaster casts, individual mobility and stability, etc.). Check with the nurse consultant and/or your supervisor if you have

questions or need guidance regarding a specific individual.

If a person has fecal material on the body, wash only the affected areas in a tub of warm soapy water. Then have the person sit on a chair and cover them with a blanket. Next, clean and disinfect the tub. Refill the tub and, using clean linens, help the person bathe according to the procedures outlined above.

Unplug all electrical appliances in the bathroom (curling irons, electric razors, hair dryers, radio, etc.)

If a person has a seizure while bathing, follow this procedure:

1. Immediately support and protect the head.
2. Start the water draining from the tub.
3. Call other staff for assistance.
4. Follow the first aid steps for a seizure.

People who have a history of seizures should use a shower chair while showering unless the Individual Plan of Service specifies otherwise.

If a person has a seizure while showering in a chair, turn off the water and lower the person to the floor and follow the steps for first aid for a seizure.

DSP's, once you've read the unit on Personal Care & Hygiene, as well as the Bath & Showering Safety Guidelines, please click on the link below to take the Personal Care & Hygiene Test:

❖ [Personal Care, Grooming, & Hygiene Test](#)

RESOURCE MATERIALS

Some content in this section has been adapted from the following resource materials:

Providing Residential Services in Community Settings: A Training Guide
Michigan Department of Human Services
www.michigan.gov/afchfa

Licensing Rules for Adult Foster Care family Homes
http://www.michigan.gov/documents/dhs/BCAL-PUB-0332_281384_7.pdf
Licensing Rules for Adult foster Care large Group Homes (13-20)
http://www.michigan.gov/documents/dhs/DHS-BCAL-PUB-334_276575_7.pdf
Licensing Rules for Adult Foster Care Group Homes (12 or Less)
http://www.michigan.gov/documents/dhs/BCAL-PUB-0333_241598_7.pdf
Certification of Specialized Programs Offered In Adult Foster Care Home To
Clients With Mental Illness or Developmental Disability
http://www.michigan.gov/documents/dhs/BCAL-PUB-0336_214333_7.pdf

California Department of Developmental Services: Direct Support Professional
Training
Year 1 and Year 2 Teacher and Student resource Guides, 2004
<http://www.dds.ca.gov/DSPT/Guides.cfm>

Nursing Assistant Care, 2005

Personal Hygiene on the Job

Editor's note: Our Tailgate Training Tip Sheets are [available in Spanish at www.gemplers.com](http://www.gemplers.com).

KEY POINTS:

- Good personal hygiene helps prevent illnesses.
- Wash your hands several times each day, especially if you work in areas where chemicals have been applied.
- Report skin rashes and similar problems to your supervisor.

Note to trainer: Follow this script or use it to help guide you through a 10- to 15-minute training session for your ag/hort workers. You may photocopy this sheet for your employees' personal use. However, it may not be published or sold.

Bring to your training session samples of the personal hygiene items you supply your workers, including bars of soap and paper towels.

Why personal hygiene is important

- Good personal hygiene, including cleanliness, is important on the job for these reasons:
 - It helps keep you from getting sick. Staying clean helps fight disease-causing germs.
 - It keeps your co-workers healthy. Bacteria and other germs are easily spread from person to person by personal contact.
 - It reduces your chances of winding up with skin problems, such as dermatitis, which can be difficult to treat.
 - It makes the work site more pleasant for everyone, including co-workers and visitors.
- Good personal hygiene is especially important when working in humid or wet areas, where bacteria and other germs thrive.

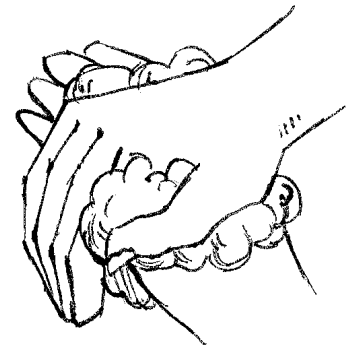
Hand washing is critical

- One of the easiest ways to cut down on illnesses is to wash your hands several times a day.
- Be sure to wash your hands before you eat, drink, smoke, chew gum or tobacco. Also wash your hands before and after using the toilet, working with chemicals, or putting on a bandage.
- Here are some steps to follow:
 1. Wet your hands under running water. Keep the water running.
 2. Apply [soap](#), and rub your hands together.
 3. Work up a good soapy lather, and wash all parts of your hands, including the backs, your wrists, between your fingers and under your fingernails.
 4. Thoroughly rinse off all the [soap](#).
 5. Dry your hands with a clean [paper towel](#).
 6. Turn off the water faucet with your used towel. Don't touch the faucet with your clean hands.

Note to trainer: Show trainees the [soap](#), [towels](#) and other personal hygiene items you supply your workers.



Keeping your hands clean reduces the chance of skin rashes.



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See our [full line of safety supplies](#), including respirators, eye and ear protection, coveralls, first aid and more.

Personal Hygiene on the Job

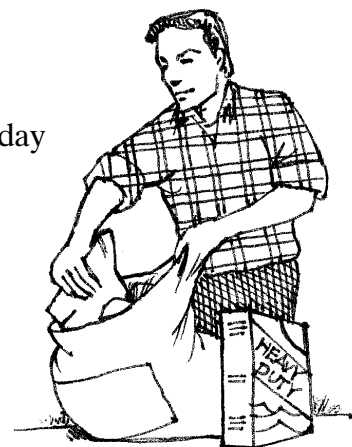
Working with chemicals

- It's especially important to practice good personal hygiene when you may come into contact with pesticides or other chemicals.
- Pesticides or pesticide residues on plants and crops can result in skin rashes. So can coming into contact with certain plants.
- Sometimes workers find out their skin problems were due to a failure to keep their hands clean.
- If you work in areas where chemicals are applied:
 1. Always wear the proper PPE.
 2. Wash your whole body, including your hair, after work each day, using plenty of [soap](#) and water.
 3. Wash your hands and face before you eat, drink, smoke or use the toilet.
 4. Wash your work clothes separately from your other clothes and separately from the family laundry.



More personal hygiene tips

- Shower each day. Dry yourself thoroughly, including between your fingers and toes.
- Use [soap](#) when you shower, and use deodorant each day.
- Wash your work clothes before rewearing them to remove dirt, sweat and other residues. Use either a liquid or powdered laundry detergent. Follow the instructions that come with it on how much to use.
- Wear clean socks to work each day. Cotton socks are best because they “breathe” and absorb moisture.
- If you work in a wet environment, try to change your shoes every other day to give them a good chance to dry out.
- Use our toilet facilities when you need to go to the bathroom. And be sure to keep the facilities clean for your co-workers.
- Take care of problems before they become serious. Tell your supervisor if you develop a skin rash or other problem. Often these can be treated without a visit to the doctor.



Are there any questions?

Note to trainer: Take time to answer trainees' questions. Then review the **Good Personal Hygiene Do's and Don'ts.**

GOOD PERSONAL HYGIENE DO'S AND DON'TS

DO:

- Shower daily. Don't forget to wash behind your ears and between your toes.
- Keep your hands and face clean, especially if you work in an area where chemicals have been applied.
- Practice good hygiene at home as well as on the job.

DON'T:

- Use your co-workers' combs, brushes or other personal care items.
- Leave the bathroom unclean for the next person.
- Wash clothes that may have pesticide residues on them with the family laundry.

See our [full line of safety supplies](#), including respirators, eye and ear protection, coveralls, first aid and more.

Personal Hygiene Quiz

1. What do we mean when we say “good personal hygiene”?
 - a. Caring for and cleaning our bodies to promote good health and happiness
 - b. Washing our hands
 - c. Doing something to improve our self-esteem
 - d. All of the answers are correct.

2. What is a benefit of practicing good personal hygiene?
 - a. Improved self-esteem
 - b. Better health
 - c. Others will have a better perception of you
 - d. All of the answers are correct.

3. Which of the following is a true statement regarding good personal hygiene?
 - a. Maintaining good personal hygiene has personal benefits.
 - b. Maintaining good personal hygiene has social benefits.
 - c. Maintaining good personal hygiene is important.
 - d. All of the answers are correct.

4. Germs are _____.
 - a. Not harmful to the human body
 - b. Very small, microscopic living things that can enter your body and make you sick
 - c. Not alive
 - d. So big that you can obviously see them and prevent them from entering your body and making you sick

5. Which of the following is an example of having good personal hygiene?
 - a. Putting on clean clothes after running hard at your soccer game
 - b. Eating without washing your hands
 - c. Brushing your teeth once a month
 - d. Not taking a shower after you play outside in the mud

Personal Hygiene Quiz : Answers

1. What do we mean when we say “good personal hygiene”?
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 - b. Washing our hands
 - c. Doing something to improve our self-esteem
 - d. All of the answers are correct.**

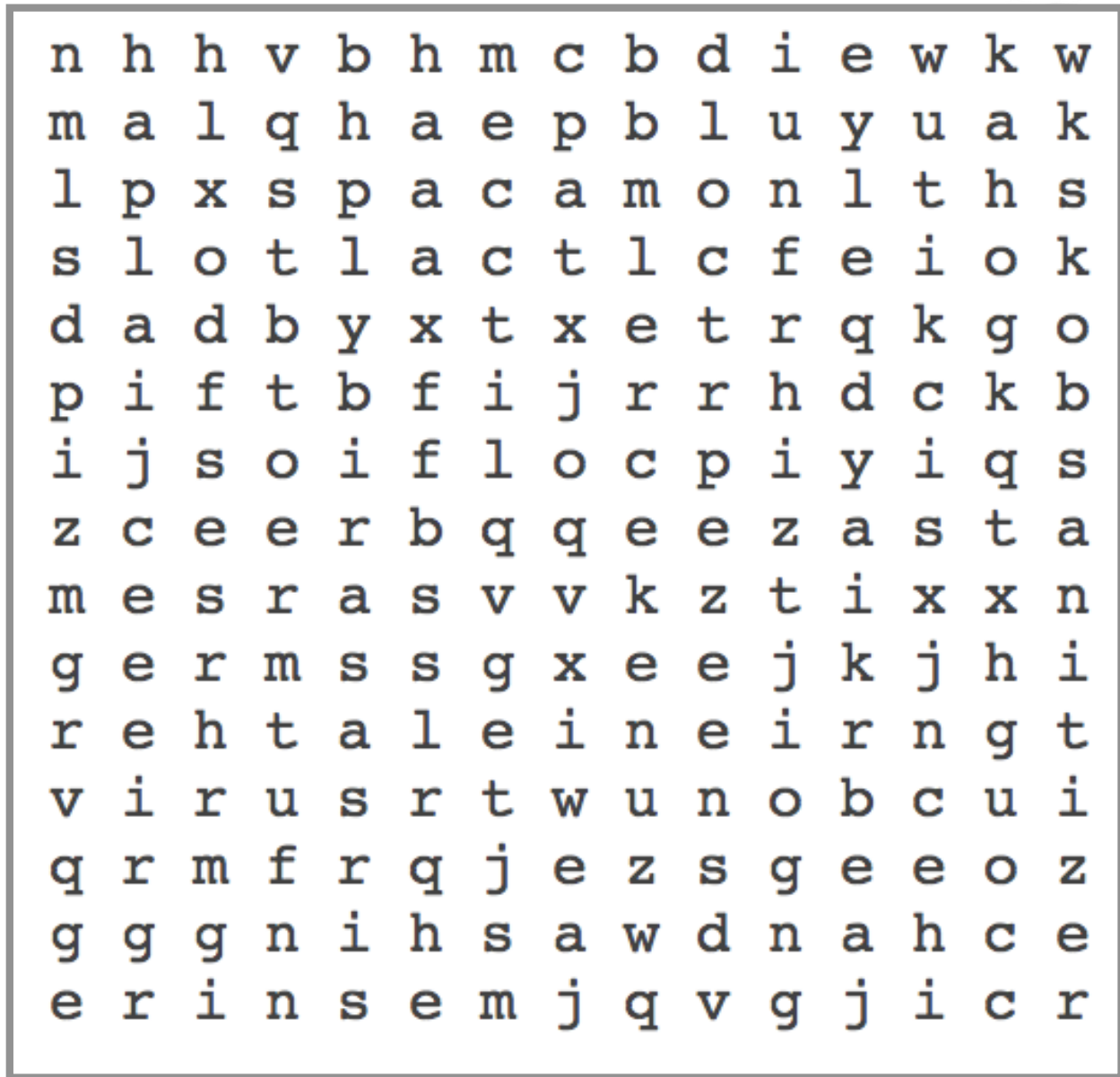
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Handwashing Word Search



GERMS

BACTERIA

DISEASE

SANITIZER

LATHER

HANDWASHING

HEALTHY

SOAP

SICK

COUGH

FLU

WATER

VIRUS

SNEEZE

COLD

RINSE



Outsmart Germs...Wash Your Hands!



Germ--Bustin' Word Search

Hunt through the puzzle to find the words at the bottom of the page. Circle each one when you find it. Words can be spelled out horizontally, vertically, or diagonally—even backwards.

K E Z O N L S D H Z H Y X T I Z B Y J M
S V N A Z J K T L M G P L N A Y U Q N I
T I E R G I G V Z T U I N I Z C C C J F
U L A L O E E M V R O V Y J J S F Y E E
C S A E S B S E I A C K K W P V M V V D
Q M V F F I R S O N D I S E A S E R K L
D G Q S N F H I N S I G N U F R G L E K
X P F A W Y L C A M A I R E T C A B N G
K B G B G C J R G I J W K G F S M B Q H
E R G I E Z E E N S G S I S A B I B L V
O I E H I P D X N S P L O N V A C H E S
D N F A R B O E P I N H I A T I R F F G
E F L N E T Y X K O A T E Y P L O C T L
E K O D V S K I N N I P Q A S H B R E Z
I M F S K S O U S Z I V Q C L J E S P Y
C G I C C Q Q K E O N K I Z H T D M F M
H D I Q B C D Z J K A G A R I S H W G O
J S H I S D R E F R C K Q N U M L Y V D
N E A R U A J C Z I U Y C G M S Q A V B
P L K W I A D V K A Q A Y E Z S F U F E

ACHES	AIRBORNE	BACTERIA	CLEAN
COUGH	CUTS	DISEASE	EXERCISE
FEVER	FUNGI	GERMS	HANDS
HEALTHY	HYGIENE	MICROBE	ORGANISM
SANITIZE	SICK	SKIN	SNEEZE
SOAP	TRANSMISSION	VIRUS	WASH

Personal Hygiene: Health and Routine

Whether you like it or not, your appearance sends messages to other people about what kind of person you are. An employer is much more likely to hire someone who dresses well, has few (if any) piercings, no tattoos, and looks and smells clean. In the same way, you are much more likely to be taken seriously if people see that you take care of your appearance and your clothing. Here are some tips to do just that.

PERSONAL HYGIENE AND YOUR HEALTH



Why should it matter whether you brushed your teeth or not? Well for one thing dirt and bad smells don't make friends, and for another it's important to your health to keep up a regular personal hygiene routine.

Here are some things that could happen to your body if you don't take care of it:

HAIR

- Will become greasy and its growth will be stunted if not washed regularly
- Will become brittle and frail if not cut every 6-10 weeks (depending on your length)
- Will cause you to be mistaken for a woolly mammoth or yeti if not shaved regularly

TEETH

- Will develop tooth decay, gum and mouth diseases and bad breath if not brushed or flossed regularly
- Will collect harmful bacteria and infections along with tartar build-up and tooth decay without regular trips to the dentist

SKIN

- Won't be able to rejuvenate itself if not cleaned on a daily/weekly basis
- Will develop pimples and wrinkles because of clogged pores if not cleaned every day
- Will develop strong and unpleasant smells

HANDS

- Will collect lots of harmful bacteria and diseases from what you've touched through the day if not cleaned before meals, after bathroom use, and before and after food preparation
- Will develop hang nails and nail infections if fingernails are not clipped. (That goes for toenails too)

HYGIENE ROUTINE

DAILY

- Brush teeth and floss (2x daily)
- Wash hands (after bathroom use, after sneezing or coughing, before eating, and before and after preparing meals)
- Wash face (to prevent acne)
- Put on clean socks and underwear

DAILY/EVERY OTHER DAY

- Shampoo and condition hair
- Wash body

AS NEEDED

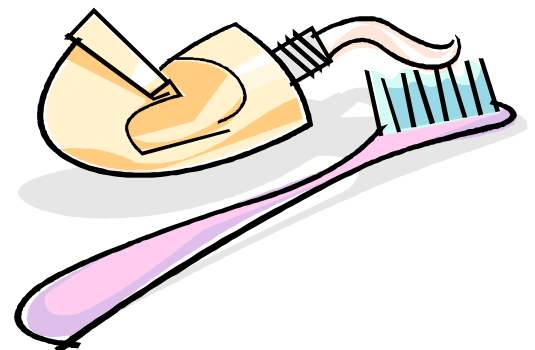
- Clip finger and toe nails
- Shave face/armpits/legs
- Use deodorant/antiperspirant

EVERY 6-10 Weeks

- Make appointment to get haircut

EVERY 6 MONTHS

- Make dentist appointment



Personal Hygiene: Care of Clothes

BUYING CLOTHES

Your clothes should say something about you– they should reflect your personality in the best way possible. But they should also be appropriate for the weather, the occasion and in good repair. Buying clothes on a budget can also be tricky when stores at the mall charge you an arm and a leg for a pair of jeans. Keep these tips in mind and you'll be able to make your money go farther where your clothes are concerned.

Check all the clothes you buy for quality. Test the seams to make sure they are strong, make sure zippers work, buttons match up, and that there are no holes or rips.

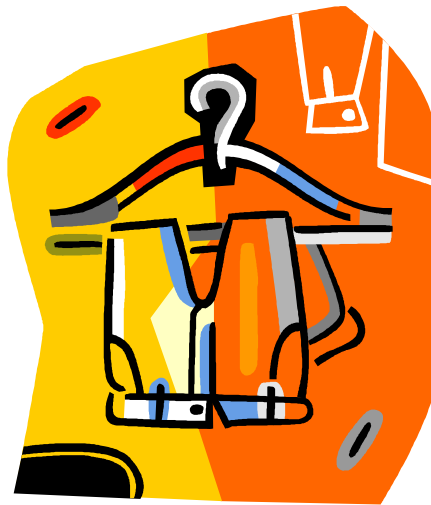
Shop at non-traditional spots like thrift stores, garage sales, outlet stores, resale stores, consignment shops, rummage sales etc.. You never know what treasures you'll find in unusual places.

Inspect clothes you buy at thrift stores especially carefully. Check for any rips, stains (especially under the arms and around the neck), or odours.

Buy pieces of clothing that can be worn during most seasons of the year.

Be sure to check the store's return policy if you decide later that you don't like an item or if there are problems with it.

Pay close attention to how to wash your new clothes. Some fabrics will take more effort than others (ex. you will need to handwash it/ have it dry cleaned)



Personal Hygiene: All About Laundry

DOING LAUNDRY

Despite how it may look—doing laundry is more complicated than just throwing in your clothes, putting in some detergent and letting the washing machine do it's job. Here are some steps to follow when doing your laundry.

1. Read the label. It will have important information about how to clean the item either written or as a series of symbols. Here are some common ones.
2. Sort items by colour and fabric. Generally you want to wash dark coloured clothing together and light coloured and white clothing together in a separate load. Delicate clothing (anything lacy, loosely knitted or labelled as handwash only) must be washed separately either on a gentle cycle or by hand.
3. Prepare each piece. This means putting delicate pieces in a mesh bag or pillow case, close hooks, zippers and knot drawstrings, empty pockets (pens and tissues make a big mess!), loosely knot belts and strings to prevent tangling, repair holes or tears so they won't rip more.
4. Remove heavy stains. Heavily stained or very dirty pieces will only ruin other clothes—so try and clean them first. (See next page for some tips on removing stains).
5. Wash. Make sure you don't overload the washing machine and that items will be able to move freely to avoid tangles. Use the detergent of your choice (be sure to read the label which will indicate how much to use for what kinds of loads—ie. more detergent for a bigger load). Chose the appropriate water temperature and washing action and set the control dials accordingly. Close the lid and you are good to go!
6. Dry and iron (if needed). Use the appropriate settings for the items, and be sure to clean the lint filter before loading your clothes. Remove clothing from the dryer as soon as it's done to prevent wrinkling. Or you can dry clothes by hanging them up—make sure to straighten them as much as possible to cut ironing time.

Your Guide to Fabric Care Symbols

MACHINE WASH	BLEACH	TUMBLE DRY	DRY	IRON	DRY CLEAN
TEMPERATURE		HEAT SETTING		TEMPERATURE (Dry or Steam)	
Cool/Cold	Any Bleach (when needed)	No Heat	Line Dry/Hang to Dry	Low	Dry Clean
Warm	Only Non-chlorine Bleach (when needed)	Low	Drip Dry	Medium	Do Not Dry Clean
Hot	Do Not Bleach	Medium	Dry Flat	High	
CYCLE		High	Dry in the Shade	OTHER	
Normal		Any Heat	Do Not Dry	No Steam	
Permanent Press		Normal	Do Not Wring	Do Not Iron	
Delicate/Gentle		Permanent Press			
OTHER		Delicate/Gentle			
Do Not Wash		OTHER			
Hand Wash		Do Not Tumble Dry			

Courtesy of:
The Soap and Detergent Association
1500 K Street, NW, Suite 300
Washington, DC 20005
www.cleaning101.com

Developed in cooperation with the
Federal Trade Commission



If you are using a Laundromat, be sure to choose one that is clean and well maintained.

Personal Hygiene: Stain Removal 101

Here are some tips to remove stains:

- Act quickly– stains only get worse with time
- Always blot stains, never wipe.
- Test stain removers on a hidden part of the clothing (in case it doesn't agree with the fabric)
- Take it to a dry cleaner if you can't get it out

STAIN REMOVAL CHART			
STAIN	PROCEDURE	STAIN	PROCEDURE
Asphalt	A	Laquer	C
Beer	E	Lard	A
Berries	E	Linseed Oil	A
Blood	B	Machine Oil	A
Butter	A	Mascara	A
Candle Wax	G	Mayonnaise	B
Candy (Sugar)	D	Mercurochrome	E
Carbon Black	A	Merthiolate	E
Charcoal	A	Milk	B
Cheese	B	Mixed Drinks	E
Chewing Gum	G	Model Cement	L
Chocolate	B	Mustard	E
Coffee	E	Nail Polish	L
Cooking Oil	A	Paint - Latex	A
Crayon	A	Paint - Oil	A
Creme de Menthe	F	Rust	M
Dye - Blue, Black, Green	F	Rubber Cement	A
Dye - Red	E	Shellac	I
Earth	B	Shoe Polish	A
Egg	B	Soft Drinks	E
Excrement	B	Soy Sauce	B
Foundation Make-up	A	Starch	B
Fruit Juice	E	Tar	A
Furniture Polish	A	Tea	E
Furniture Polish with Stain	H	Tomato Sauce	B
Gravy	A	Tooth Paste	B
Hair Oil	A	Typewriter Ribbon	A
Hand Lotion	A	Urine - Dry	J
Ice Cream	B	Urine - Fresh	K
Ink - Ball Point	A	Varnish	C
Ink - Fountain Pen	F	Vaseline	A
Ink - India	A	White Glue	B

Removal Procedure		
If you have a wet / dry vacuum cleaner use it to remove the residue instead of blotting. Rinse thoroughly after each procedure.		
PROCEDURE A Apply Solvent * Blot Detergent + Blot Water Blot	PROCEDURE B Detergent + Blot Ammonia Blot Detergent + Blot White Vinegar Blot Water, blot	PROCEDURE C Apply Mineral Turpentine Blot Detergent + Blot Water Blot
PROCEDURE D Detergent + Blot White Vinegar Detergent + Blot Water Blot	PROCEDURE E Detergent + Blot Ammonia Blot White Vinegar Blot Water Blot	PROCEDURE F Detergent+ Blot White Vinegar Blot Ammonia Blot White Vinegar Blot Water, Blot
PROCEDURE G Freeze with ice cubes Shatter with blunt object Vacuum out chips Apply Solvent* Soak Blot Repeat if necessary	PROCEDURE H Apply Solvent * Soak several minutes Blot Detergent + Blot Water Blot	PROCEDURE I Alcohol Blot Repeat if necessary Note: Pretest for dye bleeding
PROCEDURE J Detergent + Blot White Vinegar Blot Ammonia Blot Detergent + Blot White Vinegar Blot Water, Blot	PROCEDURE K Blot Water Ammonia Blot White Vinegar Blot Water Blot	PROCEDURE L Nail Polish Remover (non-oily if possible) Blot Repeat
		PROCEDURE M Call in a Professional Cleaner

NB: Dry powder cleaners can be used to remove most food or oily stains.

* Solvent is Perchloroethylene (dry cleaning fluid) which can be injurious to health.

+ A suitable detergent would be a very small amount of Sunlight Liquid in water. The solution should feel slightly soapy.



Things To Do

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____



Community Resources

CLOTHING PROGRAMS

Belleville

- Salvation Army 613-968-6834
- Salvation Army Warm Room (Dec-Mar) 613-968-6834
- Salvation Army After Hours 1-866-414-0300
- St. Vincent de Paul 613-966-8005
- Belleville Pregnancy & Family Care Centre 613-969-7866

Centre Hastings

- Centre Hastings People Helping People 613-473-5258
- Salvation Army 613-473-3375
- Salvation Army After Hours 1-866-414-0300
- Thrift Shop 613-473-1421

North Hastings

- New-To-You (minimal cost) 613-332-2229
- Choices Thrift Shop (minimal cost) 613-332-0439
- Word of Life Outreach (minimal cost) 613-338-2121

Quinte West

- Salvation Army Services 613-392-9905
- Salvation Army Thrift Store 613-392-4538
- Salvation Army After Hours 1-866-414-0300



Online Resources

PERSONAL HYGIENE

- <http://kidshealth.org/teen/>
- www.moneyinstructor.com/art/goodhygiene.asp
- www.beinggirl.ca/en_CA/pages/home.php– For Girls
- www.wikihow.com/Have-Good-Hygiene-%28Boys%29– For Guys
- www.classbrain.com/artteenah/publish/article_46.shtml– Skin Care



DOING LAUNDRY

- www.ehow.com/how-to_4845418_learn-do-laundry.html
- www.automaticlaundry.com/laundry.htm

STAIN REMOVAL

- www.stain-removal-101.com
- www.readersdigest.ca/homegarden/cms/xcms/stain-removal-101_213_a.html
- www.inhabitat.com/2010/04/09/green-laundry-101-how-to-get-rid-of-stains/

