

# HOW TO

## SET UP A COLOUR CODED SYSTEM

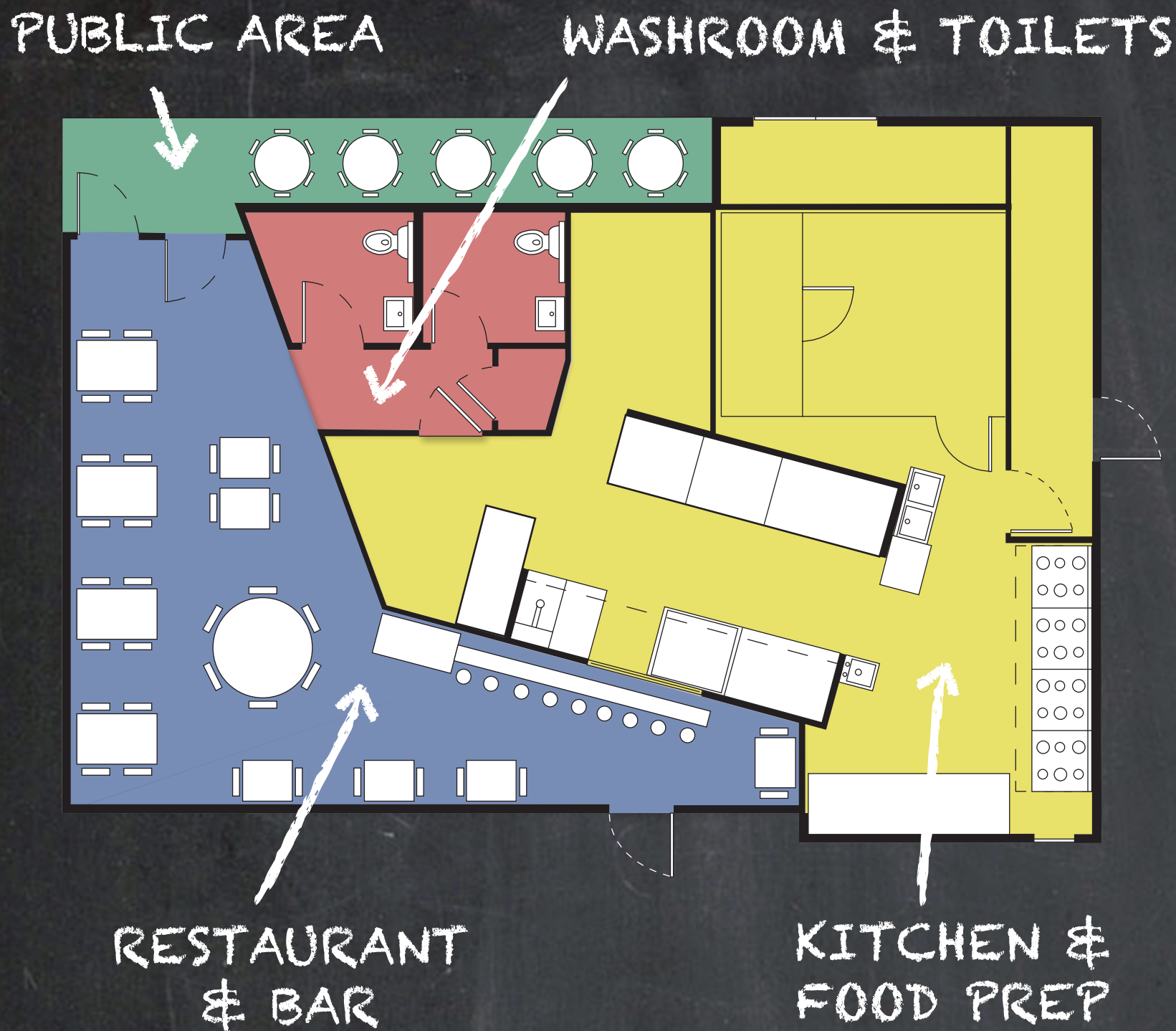
### in a Commercial Business

Colour coding your cleaning equipment is a simple way to prevent harmful bacteria being transferred around your workplace and minimise the risk of infection. Every business can decide on their own colour coded system. Here is the most commonly used rule for assigning colours.



#### STEP ONE

DIVIDE YOUR WORKSPACE UP INTO DIFFERENT ZONES BASED ON THEIR GENERAL USE AND LEVEL OF RISK, THEN ASSIGN DIFFERENT COLOURS TO EACH ZONE.



#### STEP TWO

BUY DIFFERENT COLOURED CLEANING PRODUCTS FOR USE IN EACH AREA

TOILET & WASHROOM



LOW RISK PUBLIC AREAS



KITCHEN & FOOD PREP



BAR & LICENSED

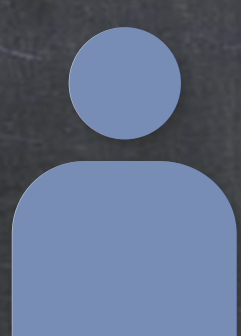
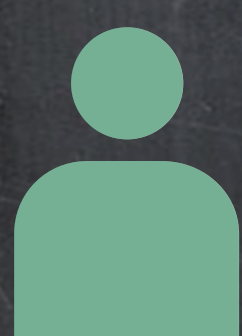


#### STEP THREE

MAKE ALL STAFF AWARE OF THE COLOUR CODED AREAS USING POSTERS AND LABELS ON CLEANING EQUIPMENT



#### PROPER TRAINING



#### STEP FOUR

STORE CLEANING PRODUCTS CAREFULLY SO THAT DAMP MOPS, BUCKETS AND CLOTHS DO NOT TOUCH.

