



# 6 benefits of spring cleaning your workspace.

Why it's important to maintain a clean environment.

**winc.**<sup>®</sup>



# Why is it important to spring clean your workspace?

Author: Deanna Brown



Deanna Brown is a Health, Hygiene and Safety Specialist who has been with Winc for over 14 years. She is passionate about helping customers find practical and tailored solutions for their procurement practices and business needs. She focuses on key areas such as cost savings through vendor consolidation, purchasing compliance, mitigating workplace health and safety risks and meeting sustainability and corporate responsibility goals to ensure solutions are in the best interest of the customer.

## Why is it important to spring clean your office?

Studies have shown there are around 10 million bacteria living on your desk. Maintaining a clean workplace environment has many benefits, from general health and safety to higher employee productivity. “There are several things you can do to help keep employees safe, break the chain of infection and create a more pleasant workspace,” says Deanna.

## What cleaning essentials should every business have?

“At the very minimum, I’d recommend all businesses have a range of cleaning products readily available, like disinfectant wipes, disinfectant surface sprays, hand sanitiser and hand soap, dishwashing liquid and brushes, gloves, recycling stations, and microfibre mops and cloths, which are great for kitchen spills.

“Microfibre is a great product to use for both cleaning and disinfecting. Its polyester nylon fibres act like a magnetic field that attracts grime, dirt and dust from a surface. It can actually pick up dirt from small hairline-like cracks in surfaces and will hold that bacteria until the cloth is either washed or discarded. Microfibre is your best option for wiping down surfaces and can also be used to disinfect with disinfectant spray,” advises Deanna.



# Why is it important to spring clean your office?

## 1. Better health and hygiene

Did you know 80% of common infections are transmitted by touch? Your desk harbours more bacteria than you'd think. Telephones, keyboards and mice are some of the most common spots for bacteria if they're not wiped down at the start and end of each day.

"There are two steps in the cleaning process: cleaning and disinfecting. To be able to properly disinfect a surface, you need to clean it first. For a dusty surface or floor, I recommend taking away what you can in terms of dust and dirt particles. After you've cleaned the surface with a detergent or soap and water, then you can disinfect."

"Make it a habit to wipe down surfaces at least twice a day and just be mindful of your own hygiene. Use hand sanitiser regularly and wash your hands correctly to reduce germ spreading," says Deanna.

## 2. Fewer injuries and illnesses

"What people don't realise is simple things like sneezing can really contribute to the chain of infection. These tiny particles can travel at 130 kilometres per hour and go as far as three metres from where you're standing. It goes to show how far bacteria can spread. Certain viruses like the Norovirus, also known as gastro, can last on a surface for up to 350 hours. That's over two weeks!" explains Deanna.

"If everyone in the office does their bit, we can help stop those bacteria in their tracks and reduce absenteeism. Yes, in the workplace contract cleaners do their part, but we all need to contribute as well to prevent these things from spreading," says Deanna.

## 3. Assisting in protection against COVID-19

"For those still travelling to the workplace, taking additional measures to ensure staff and visitors are protected from COVID-19 is crucial. While getting vaccinated is the biggest way to minimise risk, there are additional steps you can take to break the chain of infection," says Deanna.

"Have masks readily accessible for all staff and visitors in reception areas and equip workstations with hand sanitiser, disinfectant wipes and tissues. I'd advise setting up sanitising stations in all common areas like lifts, reception areas, corridors, bathroom entrances, kitchens and foyer areas."

"Impose social distancing where possible and use signage to remind employees to keep a safe distance. Have rotating staff rosters for days in the office to help employees adhere to social distancing rules" says Deanna.

"The Therapeutic Goods Administration has published a list of disinfectant products that have been included in the Australian Register of Therapeutic Goods with specific claims against COVID-19 on the product label. We can supply many of these products," says Deanna.



# Why is it important to spring clean your office?

## 4. Increased productivity

It's been proven that cleaning and decluttering are crucial to productivity. Research shows disorganisation and clutter have a cumulative effect on our brains. One study involving functional magnetic resonance imaging (MRI) and other physiological measurements found decluttering results in a greater ability to focus, process information and maintain productivity.<sup>1</sup>

"Most workplace clutter is attributed to the buildup of old paper filing," says Deanna.

"I'd recommend sorting your filing into piles labelled 'keep, upload and rubbish'. Using a colour-coded recycling station and bins will help tremendously with the decluttering process. There are also the environmental benefits of discarding documents and other rubbish appropriately," Deanna advises.

## 5. A more pleasant workplace environment

A well-maintained space not only keeps your employees safe, happy and productive, but also creates a good first impression for outside visitors and potential future talent. "Bacteria counts are lowest at the beginning of the day as most professional cleaning occurs at night but as the day progresses, germs and bacteria are more likely to spread. That's why it's so important that everyone pitch in with cleaning throughout the day, especially in high-traffic areas like lifts and meeting rooms which can be overlooked in the cleaning process. It's up to everybody to do their bit to minimise spread points," encourages Deanna.

"In general spaces, disinfectant wipes and sprays, microfibre cloth systems and a microfibre mop system to help clean up spills are handy for daily maintenance. Hand sanitiser is a must for all common areas. For the kitchen, hand soap, dishwashing liquids and brushes are must-haves. Gloves are also handy to protect the skin when handling chemicals. Recycling stations are becoming more prominent in workspaces as we move to more sustainable practices. Invest in colour-coded bins and clearly label them so employees are prompted to put their rubbish in the right bins," says Deanna.

"It's also a great idea to use signage to promote hygiene maintenance. Social distancing decals, handwashing posters and signs to wipe down surfaces and appliances after use will help solidify that habit and serve as little reminders throughout the day," says Deanna.

## 6. Have the right inventory

"One unexpected benefit of keeping your workplace organised is the potential to save your business money, while also having everything you need on hand. By keeping an accurate overview of your inventory, you can avoid overspend on products you don't need and stay on top of what needs to be re-stocked," says Deanna.

<sup>1</sup>Sander, L., 2019, 'What does clutter do to your brain and body?', <<https://www1.racgp.org.au/news/p/clinical/what-does-clutter-do-to-your-brain-and-body>>



## Get in touch with our Health, Hygiene and Safety Specialists.

“Our team of specialists in the health, hygiene and safety (HH&S) space have dedicated knowledge on cleaning products, cleaning consumables, chemicals, safety signage, PPE, first aid and more. We partner with global suppliers and some of the biggest vendors in the HH&S space.

“We can also conduct site surveys and an assessment of your workplace to identify any risks and make recommendations to improve your space. We audit a range of different workplaces, from hospitals to commercial buildings. With specialists in different industries across our team, we can identify risks associated with your specific workplace environment and offer consolidation, cost savings and fit-for-purpose product recommendations that comply with legal requirements, health ratings requirements, TGA approvals and more,” says Deanna.

**To support your business during the annual spring clean and day-to-day, view our extensive range of health, hygiene and safety products online.**

Health, Hygiene and Safety Surveys are currently only available to existing Winc customers located within metropolitan areas. Applications for a survey will be assessed on a case-by-case basis.

winc.<sup>®</sup>