
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Repackaging Facility Smock Maintenance and Guidelines	Number: R14-PR-100-041	
	Owner: Brook Vaughn	Revision: 0	
	Effective Date: 06/23/14	Page: 1 of 2	

1.0 Purpose

The purpose of this procedure is to outline smock issuance, use, storage, transportation, and laundering of employer provided smocks.

2.0 Scope

This applies to all Repackaging Facility employees who have been issued non-disposable smocks.

3.0 Responsibility

- All employees are responsible regarding receipt, wearing, storing and transporting their smocks.
- All visitors are required to wear a disposable smock upon entering Repackaging Facility.

4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment


Smock


6.0 Procedure

- Giles Repackaging Facility employees and temporary agency employees who have worked more than 90 days shall be issued 3 non-disposable smocks.
- Smocks shall be worn at all times upon entering the Repackaging Facility production floor.
- Smocks shall be buttoned, and sleeves shall not be rolled up.
- When using the restroom, smocks shall be removed before entering and placed on hook outside of door.
- When a smock becomes badly damaged or stained, return smock to supervisor for replacement.
- When smock becomes dirty, employee must take home and wash a minimum of once a week.
- Smock should be placed in a clean bag (zippered, grocery bag, etc.) when being transported outside the Repackaging facility.

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7.0 Reference Documents

No reference documents

8.0 Change Information

New document

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