

WORKERS WELFARE AND SAFETY: ISO 14001

Workers welfare and safety is most important requirement to be implemented by the implementing organizations. Basic requirements are provided for your guidance. However, these factors can differ substantially based on specific standard requirements, local regulations, location, hazards, products, services provided

1. Supply of Potable Water

- Adequate supply of potable water shall be made available in the facility.
- Water to be tested as per WHO or equivalent standards periodically.

2. Lighting

- Adequate natural or artificial lighting has to be provided to enable the undertaking to operate in a hygienic manner. The intensity is maintained adequately to the nature of the operation.
- Sufficient lighting shall be provided to work place for safe operation.
- Lighting fixtures are suitably protected to ensure that product is not contaminated by breakages.

3. Storage Height

- Raw materials/ packaging materials and finished products are stored at predefined heights to ensure safe operation (as per local regulations as applicable).

4. Chemical Storage

- The chemical storage area shall be secured with access restricted to authorized personal.
- Material Safety data Sheet (MSDS) to be available in the area.

5. Cleaning of Facility, Machines & Utilities.

- Cleaning and sanitation schedule to be established.
- It shall include
 - ☐ Method of cleaning
 - ☐ Frequency
 - ☐ Concentration of chemical used
 - ☐ Responsibility
- Sanitation systems shall be monitored for effectiveness and periodically verified.
- Registrations of these monitoring and verification activities shall be recorded.

6. Personal Hygiene

Good personal hygiene policies and practices are the foundation for successful food safety and quality assurance in all food manufacturing facilities. Plant personnel are among the most significant reservoirs and vectors of microorganisms, chemical residues and foreign materials in the food facility, and as such, can be a source of unwanted contamination to products. Comprehensive personal hygiene programs, coupled with a top-down philosophy supporting sound sanitary practices as part of the corporate structure, are key to implementing best practices for compliance with Good Manufacturing Practices (GMPs)

To establish a procedure for workers to:

- maintain an appropriate degree of personal cleanliness;
- behave and operate in an appropriate manner.

Personnel hygiene facilities, such as rest rooms, toilets are

- Adequate in size for maximum number of employees
- Readily accessible by the employees
- Physically separated from the production area.
- Personnel hygiene facilities are available to ensure an appropriate degree of personal.

7. Food Hygiene Golden Rules

- ALWAYS wash your hands after eating and toilet visits.
- REPORT for any skin, nose, throat, or bowel trouble.
- ENSURE cuts and sores are properly covered.
- KEEP yourself clean and wear clean clothing.
- DO NOT SMOKE in any operational area. Smoking is only allowed in the dedicated places.
- CLEAN as you go. Keep all equipment and surface clean.
- ENSURE waste food is disposed of properly.

8. Personal Behavior

- People engaged in handling products should refrain from behavior which could result in product contamination , for example:
- Smoking;
- Spitting;
- Chewing or eating;
- Sneezing or coughing.

9. Health Status of Workers:

- Periodical medical screening (at least once in year/ as per local regulations) of workers to be performed to ensure health status of workers.
- Prior to employment, medical screening to be done by workers.
- Vaccination to be done periodically as per local regulations.

10. Protective Clothing

- Hair coverings and/or beard snoods, where appropriate, shall be worn in

production areas at sites manufacturing materials for direct contact with food or other hygiene-sensitive products.

- Where protective clothing is required, appropriate clean protective clothing that cannot contaminate the product shall be worn. Sufficient sets of clothing appropriate to the activities being carried out shall be provided.

11. Locker Rooms

- Locker rooms shall be accessed without the need to enter production areas unless appropriately
- Segregated walkways are in place.
- Lockers shall be provided for all personnel who work in raw material handling, processing, preparation, packing and storage areas. Lockers shall be of sufficient size to accommodate all reasonable
- Personal items and any protective clothing required.

12. Training

To provide sufficient information/ training to operators and other persons who come directly or indirectly into contact with the product, with respect to food hygiene, to a level appropriate to their work performance. This includes:

- Training Plan
- Training Records
- Effectiveness of training being conducted.

13. Work environment

Workers shall be provided with safe work environment.

A suitable environment can be a combination of human and physical factors such as:

- a) Social (e.g. non-discriminatory, calm, non-confrontational);

- b) Psychological (e.g. stress-reducing, burnout prevention, emotionally protective);
- c) Physical (e.g. temperature, heat, humidity, light, air flow, hygiene, noise).

14. Sharp and Metal control

There shall be a documented policy for the controlled use and storage of sharp implements, including knives, needles and wires, to prevent contamination.

The policy shall include control of these items into and out of the site.

15. Emergency preparedness

Procedures are in place to respond to potential emergency situations or incidents that can have an impact on food safety which are relevant to the role of the organization.

This includes situations such as:

- Flood
- Fire
- Building collapse
- Power failure
- Chemical spillage