

	Name of company	Doc No: ABC/BRC/SOP/004 Issue No / Revision No: 01/00 Effective Date: 01.January.2023 Status: CONTROLLED

PROCEDURE FOR PERSONAL HYGIENE

Objective

To establish a procedure to ensure that those who come directly or indirectly into contact with the product are not likely to contaminate the product by:

- maintaining an appropriate degree of personal cleanliness;
- behaving and operating in an appropriate manner.

Scope

It applies to all personnel, incl. contractors, having access to the products handled by the company.

Responsibility

All personnel enters the facility who are likely to directly or indirectly come in contact with the product.

Procedure

Plant employees follow strict personal hygiene practices which include the following :

- A written dress code for all employees (new and part time), visitors and contractors.
Employees wear clean clothing and shoes appropriate for the working condition.
- Wearing hair net in the packing area.
- No nail polish, jewellery, rings, watches etc.

HEALTH STATUS OF EMPLOYEES:

Periodical medical check-up.(once in year)

Injuries have to be treated properly via first aid .

Employees should maintain a high degree of personal cleanliness.

Personnel should always wash their hands when personal cleanliness may affect product safety, for example:

- at the start of product handling activities where there is direct contact with the finished product;
- immediately after using the toilet; and

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- after handling raw materials or any other materials, where this could result in the contamination of the finished product.
- Consumption of food and beverages is only allowed in the canteens and offices.

POST SICK LEAVE CHECK-UP:

All the employees returning from sick leave shall be ascertained for employee's physical fitness.

Hygiene aspects

- All cuts and wounds will be covered with a medicated strip.
- Hair should be clean and properly maintained.

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 off properly.

FREQUENCY:

1. Before starting work
2. In between different jobs
3. After handling raw material
4. After handling garbage & soiled material
5. After handling dirty equipment's& utensils
6. After sneezing onto hands accidentally
7. After touching body parts (e.g. fingering of nose)

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8. After & before eating or drinking
9. After using the toilet
10. After finishing the days work

UNIFORMS HYGIENE

- All the employees are provided with suitable clean and appropriate uniform while on duty especially in the packaging area.
- Laboratory personnel have blue lab coats.

PERSONAL BEHAVIOUR

People engaged in handling finished product should refrain from behaviour which could result in product contamination , for example:

- smoking;
- spitting;
- chewing or eating;
- sneezing or coughing.

VISITORS

Visitors to manufacturing, processing or handling areas is restricted as a policy, however the entry of the visitor to the manufacturing, processing and finished product handling areas will be guided by hygiene rules as given below:

Visitors to manufacturing area's are required to follow the dress code and also the laid down requirements as defined in the hygiene rules/policy.

The visitors and non establishment workers are restricted from entering the processing area unless if accompanied by an authorized staff.

A copy of the visitor's code is available in the security and at the front office.

5.0 Reference

6.0 Records

Medical certificates

Personal hygiene Checklist

Visitor Declaration form