

QUALITY WORK INSTRUCTION

Hygiene Policy

WHEN IS THIS USED:

A copy of this Policy is provided to new employees, visitors and contractors on commencement of employment or visit to the site.

INSTRUCTIONS/DETAILS:

1. Visitors/Contractors:

- 1.1. Any visitors to the site exhibiting visible signs of illness shall be prevented from entering areas in which food is handled or processed.
- 1.2. All visitors shall be trained in the site's food safety and hygiene procedures before entering any food processing or handling areas, or shall be escorted at all times in food processing, handling and storage areas.
- 1.3. All visitors, on to the site shall wear suitable clothing and footwear when entering any food processing or handling area.
- 1.4. They shall be required to remove jewellery and other loose objects.
- 1.5. Visitors shall enter and exit food handling areas through the proper staff entrance points accompanied by company representative at all times and comply with all hand washing and personnel practice requirements.
- 1.6. All visitors shall be required to make a declaration that they are not suffering from any communicable Food borne diseases Form No 080.

2. Employees

All employees shall comply with the following requirements at all times:

- 2.1. Employees who are known to be carriers, or are carriers, of infectious diseases that present a health risk to others through the packing or storage processes shall not engage in the processing or packing of food, or enter storage areas where food is exposed.
- 2.2. Personnel with exposed cuts, sores or lesions shall not be engaged in handling or processing products or handling primary packaging materials or food contact surfaces. Minor cuts or abrasions on exposed parts of the body shall be covered with a coloured bandage containing a metal strip or an alternative suitable waterproof and coloured dressing.
- 2.3. Smoking, chewing, eating, or spitting is not permitted in areas where product is produced, stored, or otherwise exposed. Drinking of water is permissible only under conditions that prevent

contamination or other food safety risks from occurring. Drinking water containers in production and storage areas shall be stored in clear, covered containers, and in designated areas away from raw materials, packaging or equipment.

2.4. All personnel shall have clean hands and hands shall be washed by all personnel, including staff, contractors and visitors:

- 2.4.1. On entering food handling or processing areas;
- 2.4.2. After each visit to a toilet;
- 2.4.3. After using a handkerchief;
- 2.4.4. After smoking, eating or drinking;
- 2.4.5. After handling wash down hoses, dropped product or contaminated material.

2.5. When gloves are used, personnel shall maintain the hand washing practices outlined above.

2.6. Clothing worn by staff engaged in handling food shall be maintained, stored, laundered and worn so as not to present a contamination risk to products.

2.7. Clothing including shoes, shall be clean at the commencement of each shift and maintained in a serviceable condition.

2.8. Excessively soiled disposable PPE or Gloves and aprons shall be changed or replaced where they present a product contamination risk.

2.9. Disposable gloves and aprons shall be changed after each break, upon re-entry into the processing area and when damaged.

Employees may resume handling food only after receiving advice from a medical practitioner that the person no longer is suffering from, or is a carrier of, a food-borne disease.

RECORDS TO BE KEPT:

| Form No. | Record | Location | Retention | Responsibility |
|----------|--|----------------|------------|-------------------|
| WHS012 | Induction Checklist-GGP | Employee files | Indefinite | Personnel Manager |
| WHS013 | Induction Checklist-TCC | Employee files | Indefinite | Personnel Manager |
| WHS014 | Induction Checklist-ROS | Employee files | Indefinite | Personnel Manager |
| WHS030 | Induction Checklist-StGP | Employee files | Indefinite | Personnel Manager |
| WHS035 | Induction Checklist-Contractor/Visitor | Visitor files | Indefinite | Personnel Manager |
| WHS075 | Induction Checklist-StGP rec/despach | Employee files | Indefinite | Personnel Manager |
| WHS086 | Induction Checklist-StGP Maintenance | Employee files | Indefinite | Personnel Manager |
| WHS088 | Induction Checklist-StGP Cleaner | Employee files | Indefinite | Personnel Manager |
| WHS089 | Induction Checklist-StGP yard | Employee files | Indefinite | Personnel Manager |
| 080 | Visitor Declaration | Reception | 5 years | Reception |