



OSI Corporate Policy: AQP 7.2.1

 	Title: Personal Safety, Hygiene and Good Manufacturing Practices for Visitors/Contractors	Revision: 01 Date: 07/19/2024 Supersedes: 07/13/2022 Location: Americas
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Guest Name: _____
 Phone Number: _____

Company: _____
 OSI Host Name: _____



OSI is committed to behaving responsibly towards our shared environment and the communities in which we operate. We are further committed to protecting the health and safety of every individual working in or visiting our facilities and ensuring our operations do not negatively impact the health and safety of our neighbors. Environmental stewardship and health and safety protections for our people are guided by our core values to help us deliver quality products and long-term, sustainable financial performance. Protection of the environment and our employees' and visitors' health and safety are of utmost concern to OSI, and we aspire to be an incident-free workplace.

Recognizing and enforcing Personal Safety and Good Manufacturing Practices (GMPs) shall be effectively and consistently applied in all OSI manufacturing plants worldwide. GMPs are necessary to ensure there is no negative impact on personnel or processing during the visit. All regulatory agencies related to food production facilities recognize the use of GMPs. Visitors must follow site-specific GMPs in addition to the GMPs required below.

PERSONAL SAFETY:

1. All visitors/contractors must sign in and out of the visitor log and may be asked to present their identification before the plant entrance.
2. Always stay with your OSI host unless given approval by your host to enter designated areas. Follow directions and designated traffic patterns when moving between areas.
3. **Lockout/Tagout (LOTO) Procedure:** This program aims to prevent injury due to equipment or processes' unexpected energization or start-up. This applies to electrical, mechanical, hydraulics, pneumatics, and chemical equipment and processes. Activities include installing, constructing, repairing, adjusting, inspecting, setting up, lubricating, tool changes, cleaning, unjamming, operating, or maintaining equipment/process. Talk to your site contact if you have any questions regarding this program. Contractors must supply their own locks and tags.
4. **Hazard Communications:** This is based on an OSHA regulation to ensure that all chemicals' hazards are known before bringing them into the plant. You must give your OSI Contact person a safety data sheet for any chemicals or hazardous materials you bring. If you don't know what an SDS is, ask your OSI Contact person for an example of one. Your OSI Contact person can get an SDS for any chemical you are working with or around. They will inform you of any hazardous substances you are working around, including ammonia, steam, and chlorine.
5. **Confined Space:** Refer to areas with limited entry and exit points, not designed for continuous occupancy, such as tanks, silos, and pipelines. These spaces often pose significant risks, including hazardous atmospheres, engulfment hazards, and limited ventilation, requiring specific safety protocols and permits for entry. Proper training and adherence to safety regulations are crucial to ensure the safety of personnel working in or near confined spaces. If needed, ask your site contact for more information.
6. **Emergency Evacuation:** Familiarize yourself with your work area, including exits, fire alarms, the plant layout, fire extinguishers, and eyewash stations. In case of fire: 1) Trip the fire alarm; 2) Shut down your equipment; 3) Exit via the nearest emergency exit; 4) Notify others as you leave; and 5) Gather in the parking lot for headcount. The fire alarm sounds like repetitive, short, high-pitched beeps.
7. **Ammonia Leaks:** The alarm is a loud, continuous, and fluctuating wail that can vary in pitch and intensity, accompanied by a blue flashing light. Emergency evacuation orders will be communicated over the radios. The Process Safety Management Program is available upon request.
8. **Emergency Eyewash Stations:** Before work begins, locate all eyewash stations in the area(s) you are working in.



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9. **Hot Work Permits:** Hot work involves electric or gas welding, cutting, brazing, or similar flame or spark-producing operations. You must contact your OSI representative for a hot work permit, which must be returned to OSI.
10. **Methods of Reporting Contractor/ Visitor-Discovered Hazards:** Immediately report any discovered hazards on the property to an OSI Representative and/or security.
11. **Powered industrialized vehicles (PIV):** Watch out for PIVs. Stop and look all ways; proceed only if the PIV operator permits you.

GOOD MANUFACTURING PRACTICES:

1. **Hand washing & Gloves:** All visitors must wash their hands after using the restroom and entering any production area. All visitors must wash hands prior to putting on gloves. Clean, intact gloves must be worn if you are working with product or product equipment. Gloves must be maintained in an intact, clean and sanitary condition at all times. Any glove that is found missing pieces must be reported to your OSI Host.
2. **Clothing and Footwear:** Provided by OSI – Visitors are required to wear rubber boots or over boots, frock, bump cap and ear plugs when entering all production areas. (No high heels or open toe shoes.). This equipment cannot be worn outside the building and must be stored in designated locations. The frocks must be removed prior to using the restroom or entering the break room or office areas, or when leaving the building and must not be worn outside the plant.
3. **Product Handling:** Visitors are not to handle any product or equipment in the production areas unless granted permission from their OSI host.
4. **Jewelry and Other Personal Decorative Items:** Jewelry control is for the prevention of foreign material and cross contamination. Jewelry including wristwatches, earrings, necklaces or chains, and rings, including stone less or plain wedding bands are prohibited in plant production areas. Medical alert jewelry can only be worn underneath clothing and with prior management approval. False eyelashes, false nails, nail art or nail polish are prohibited in the plant production area. Excessive perfume or aftershave shall not be worn.
5. **Hair coverings:** Provided by OSI, Visitors must wear hair coverings, including hair net and beard net (as needed), in the production and warehouse areas of the plant. All hair must be covered and contained. Hair and beard nets must be removed before going outside.
6. **Food and Tobacco:** Food and drinks are not to be consumed, except in approved areas. Food, drink, gum, candy, or tobacco is not permitted in the production area or storage areas. Smoking or the use of any tobacco product (including electronic cigarettes) is not permitted in the production area or storage areas and only allowed in designated smoking areas.
7. **Spitting:** Spitting is prohibited in all areas.
8. **Personal Items & Electronic Equipment:** Personal items such as cell phones, pens, keys and wallets are not allowed on the production floor without prior approval from your OSI host. Recording devices, cameras or other electronic devices are not permitted in production areas unless approved by Plant Manager. All personal items must be stored in designated location prior to entering production areas.
9. **Allergens:** Allergens are identified in 9 major groups including milk, egg, wheat, soy, tree nuts, shellfish, fish, sesame, and peanuts. Your OSI host will notify you of specific procedures surrounding allergen controls, if needed. Please note that products that contain allergens may be present in vending machines
10. **Personal Medicines:** The use of personal medicines is restricted to minimize risk of product contamination. Personal medicines shall not be brought into or stored in the production area.
11. **Safety or Sickness:** If you or you observe any employee sick immediately notify your OSI Host.
 - a. Any Visitor with open sores, infected wounds, cuts or grazes on exposed skin must report these conditions to their OSI Host to ensure proper coverage or bandage is obtained.
 - b. Before visiting, please advise your OSI Host of any current infection of any of the following diseases: Hepatitis A virus, Norovirus, Salmonella typhi, Shigella, E. coli O157H7 or other EHEC or STEC or if you have any signs of sickness, as the condition must be evaluated before going to the processing floor. Obvious signs include, but are not limited to: Coughing, Sneezing, Runny nose, Watering eyes, Pale/Flushed Skin, Diarrhea or Vomiting.

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12. If you are unsure about any of the requirements, please ask your OSI host.

VISITOR CONFIDENTIALITY AGREEMENT:

During your visit, you may receive, learn, or observe confidential information that is proprietary to OSI, including, but not limited to, policies, processes, procedures, methods, formulas, techniques, ideas, documentation, etc and other facts related to our customers, customer products, vendors, suppliers, pricing, costs, sales, marketing or financial affairs. In consideration of being granted access to our facility, it is understood that and agreed to that any confidential information to which you are exposed to during your visit will not be used by you or disclosed by you to any other person without prior written authorization.

I have read and understand the Visitor Personal Safety, Hygiene and Good Manufacturing Practices provided by OSI. I understand that failure to follow the policies outlined above may result in termination of my visit. I hereby waive, discharge, and release the Company, its agents, employees and assigns from any and all claims, actions or causes of action, for damage or loss to my person and/or property that may be caused by an act, or failure to act, whether negligent or otherwise, of the Company, its officers, agents or employees. I assume the risk of all dangerous conditions in and about said Facility, whether existing because of negligence or otherwise, and waive any and all specific notice of the existence of such conditions. I commit to following these procedures to help ensure that the facility continues to produce safe, wholesome food products.

Guest Signature: _____ Date of Visit: _____

IT IS A PLEASURE TO HAVE YOU AS OUR GUEST! HAVE A SAFE AND ENJOYABLE VISIT!