

Personal Hygiene Policy

The following Personal Hygiene Policy applies to all workers at the establishment who may enter food-handling areas while product is being harvested or processed.

Reporting food borne diseases

Any worker known, suspected to be suffering from, or to be a carrier of a disease likely to be transmitted through food, must not work in any food handling area in any capacity in which there is any risk of directly or indirectly contaminating fish or fish products, or shared food on vessels with pathogens.

Any worker suffering from a food borne illness, diarrhoea, vomiting, upset stomach, headaches or fever – must report their illness immediately to the Supervisor, who will determine the duties that the worker may be safe to conduct and when it is acceptable for the worker to return to full duties.

If any worker knows or suspects that they may have contaminated product as a result of their illness or actions – they must immediately report this to their Supervisor who will determine the course of action that will be taken with regard to both the member of staff and the potentially contaminated product.

Conditions

Any member of staff suffering from a condition including an injury, infected skin condition or discharge from the ear, nose or eye must take all practical measures to prevent the condition resulting in the contamination of product.

All cuts, scratches, open wounds, or infected skin lesions must be covered at all times with a firmly secured, conspicuous, waterproof dressing – waterproof dressings are available from the First Aid Kit.

Personal cleanliness

All workers handling product must take all practical measures to ensure that they do not contaminate fish products or food contact surfaces with their body, anything from their body or through anything that they are wearing.

This will be achieved by:

- Maintaining a high standard of personal hygiene
- Keeping **all** hair enclosed in a hairnet
- Keeping beards enclosed in a beard net
- Wearing clean clothes and clean protective clothing
- Not eating, drinking, smoking, chewing or spitting when handling product or in food handling areas
- Not sneezing or coughing over unprotected fish or food contact surfaces
- Not engaging in any other behaviour likely to affect the safety of the product
- Complying with all signage displayed

Personal Hygiene

Hand washing

Note: The wearing of gloves does not remove the obligation to wash hands

Hands must be thoroughly washed in warm water and dried using the liquid soap and disposable towels provided:

- On entering the food handling area
- Immediately after using the toilet
- After touching the nose, mouth or hair
- After smoking or eating
- After handling waste, chemicals or any potentially contaminated surface
- Whenever necessary to avoid contaminating the product

Personal effects and clothing

Personal effects and clothing must not be stored in food handling areas.

Protective clothing

The following protective clothing has been provided for your use:

- Disposable rubber gloves
- Disposable hair nets / beard nets
- Disposable coats or coverall suits
- Rubber boots
- Plastic aprons
- Freezer suits & boots

These items are your responsibility and must be kept clean and in good repair

Product Handling

Workers must comply at all times with documented Work Instructions for product handling and must immediately inform the Supervisor of any non-compliance with procedure or any problems that may arise that could affect product safety, hygiene or quality.

- Dropped product is put through the cleaning/ drying procedure.
- No glass items to be in the processing area at any time.
- No pets or animals allowed on the premises

Remember – Keep it clean & Keep it cold!!

Authorising Officer:



General Manager

Date: 27/02/2015