1. SCOPE
2. Guidelines apply to all personnel who enter the pre-processing and processing areas including, senior management, supervisors, operators, mechanics, electricians, visitors and contractors. The Production Manager is responsible for ensuring that contractors read and comply with the relevant guidelines.
3. PURPOSE
4. Personal hygiene forms part of Food hygiene which is defined as, *“the good practices which lead to the safe production of good quality food in a clean work place*”.
5. This policy shall ensure that all employees of and visitors to TIJULE are aware that they have a responsibility to maintain a high standard of personal hygiene. All personnel in and around the factory has a role to play toward ensuring customer satisfaction by producing products that are **SAFE** and of a high quality.
6. The guidelines detail that is required of management, employees, visitors and contractors who enter pre-processing rooms, processing areas and surrounding areas.
7. DEFINITIONS
8. ***Employee*** - Anyone who works at TIJULE
9. ***Contractor*** – Entities or employees of entities that perform work governed by a contractual arrangement between TIJULE and the entity and who are not directly controlled or supervised by TIJULE employees.
10. ***Visitor*** - Someone who does not meet the definition of an employee or contractor.
11. PROCEDURE
    1. Responsibility

The Factory Manager, supported by the Food Safety Team Leader, Food Safety Coordinator QC Manager, Production Manager, factory supervisors and security personnel shall be responsible for implementing and enforcing this policy.

* 1. This document covers the following guidelines:

1. **GENERAL GUIDELINES** (for Visitors as well)

All personnel should practice high standards of personal hygiene by being clean, tidy, well groomed and appropriately dressed.

1. Personnel shall not wear short pants, leggings, tights, sleeveless shirts, slippers, jewellery, make up, long nails, nail polish or false nails or eyelash.
2. Long hair must be tied back and tucked into hairnet.
3. Personnel shall eat and drink only in the lunch room. Under current MOH laws, smoking is not allowed on the factory compound. The possession and/or use of ganja or any other illicit drugs are strictly prohibited.
4. All personnel should practise responsible behaviour and should not play, loiter or wander outside their designated work area.
5. No spitting shall be allowed anywhere in or near the factory.
6. Employees must report to their supervisor any sickness, vomiting, diarrhea, boils, respiratory infections, flu, ear or eye infection, infected wounds or lesions. Wounds or lesions must be covered with waterproof bandage. The supervisor shall judge whether to re-assign or exclude such persons from contact with food products.
7. All employees must obtain a food handlers permit from the Public Health Department.
8. All personnel must have their hair appropriately covered.
9. All persons shall wash their hands before work and after each absence from the work station. Personnel must cover their mouth and nose while coughing and sneezing. Hands must be washed after this action.
10. No fighting or unruly behavior will be tolerated on the premises.

4.3 All visitors and employees are logged in at security post. Visitors are issued an ID badge which must be visibly worn while on the premises.

1. RECORDS

Visitors Log Sheets

[..\..\..\FORMS\PRP FORMSSS\Visitors Log in Sheet\Visitor Log in Sheet.docx](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\FORMS\PRP%20FORMSSS\Visitors%20Log%20in%20Sheet\Visitor%20Log%20%20in%20Sheet.docx)

1. REFERENCES

GMP

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Non Disclosure Agreement

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1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

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| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | 14/4/2015 |