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HR 3.69	Visitor Induction Instructions	August 2020
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## **Visitor Induction Instructions**

### Introduction:

Visitors to Gruma Oceania production facility have duties under the OHS Act and must co-operate in implementing risk control measures.

As a condition of the visit, all visitors and contractors are required to disclose any infectious diseases that they may carry. All visitors are expected to exercise their duty of care with respect to our product, other people with whom they come into contact in the course of their visit.

They must take all reasonably practicable steps to ensure they don't do anything that creates or increases a risk to the health and safety of themselves or others.

Visitors must notify Gruma if they have recently returned from travelling overseas to high risk areas. Gruma will restrict entry to the workplace of persons who may have infectious disease or who have a relatively high risk of contracting it. Based on medical advice, Gruma and visitors will need to comply with exclusion periods for employees who are exposed to the infection, show the symptoms, are ill or have returned from travel to pandemic regions.

Visitors who exhibit symptoms below, must monitor their health for seven (7) days upon their return and cancel the visit to the facility:

If they become sick with a fever plus a cough, sore throat, or have trouble breathing.

If they have had direct contact with birds, animals or close contact with a very sick person.

If they were bitten or scratched by an animal while travelling.

If they have a rash, swelling of the lymph glands, jaundice or diarrhea

If infected with a communicable disease such as tuberculosis, bacillary dysentery, amoebae dysentery or hepatitis.

If they carry a disease such as typhoid or paratyphoid.

Visitors feeling unwell in the last 24 hours, must notify Gruma immediately and cancel the visit. Open wounds, abrasions or cuts on hands or arms unless completely covered by a protective blue metal detectable water proof bandage followed by complete cover with rubber surgical gloves.

### Reporting the visit

All Visitors must stop at the entrance gate and inform the security staff of the nature of their visit and the relevant Gruma employee who requested an appointment.

Visitors are to be met at the reception and accompanied at all times by Gruma Oceania designated employee. All visitors must sign daily register at the reception.

Visitors needing to enter production facility are required to submit Confidentiality Agreement prior to the arranged visit.

NO photos are allowed within the production facility.

### While at Gruma:

- Visitor's pass issued by the reception, must remain visible at all times

**GRUMA Oceania Pty Ltd**  
**Quality Department**

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Entering the production facility:

1. Enter the visitor's changing room, put on the shoe covers/ and/ or/ use steel cap boots provided.
2. Put on the visitor's white coat.
3. Remove all jewelry and put hair net and/or beard net on.
4. Place any unused personal clothing in the visitor/agency cabinet.
5. Rinse hands with tap water.
6. Take some soap from the dispenser and lather for 20 seconds, including the back of the hands, arms and especially the part between fingers.
7. Rinse with adequate water to remove the foam and dirty.
8. Dry the hands with a clean paper towel.
9. Enter the facility through the air curtain booth.
10. Sanitize hands after exiting the air booth.

Banned/ Prohibited items:

Eating, drinking & smoking are not permitted in production area.

No alcohol or illicit drugs are to be carried, stored or consumed on site; visitors must **not** be under the influence of alcohol or drugs while on the company's premises.

Medications must not be taken into the production facility.

No Glass and/or Clear Plastic items are to be carried in the production area.

- If any Glass/Clear Plastic item is required as part of the equipment in Production area, accompanying Gruma representative should be notified. The visitor is responsible for its safe handling in the production area
- If wearing Glasses/contact lenses, accompanying management representative should be notified. If any item is lost or broken, immediate notification is required to accompanying Gruma representative.

Emergency

In case of an emergency follow instructions by fire wardens; stay with the designated Gruma Oceania representative; proceed to the nearest exit and assemble at the guard house.

*Any visitors found not to comply with these instructions or directions will be removed from the Gruma Oceania premises.*

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**By signing in as a visitor onsite at Mission Foods Reception you agree to abide by the Visitor Induction at all times.**

**Signature:**

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**Date:**

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