

Example Procedure

GENERAL HYGIENE

1. PURPOSE

This Good Manufacturing Practice describes how [Insert Company Name] will address personal hygiene and the systems established to assure the safety and quality of the products it manufactures and distributes.

The objectives of the standard are to ensure that those staff and visitors that may come into direct or indirect contact with finished goods are not likely to contaminate it by:

- Maintaining and appropriate degree of personal cleanliness
- Behaving and operating in an appropriate manner.

2. SCOPE

This standard applies to personal hygiene for all staff and visitors including processing operators, management and administration staff, contractors, delivery drivers and visitors.

3. TERMS & DEFINITIONS

NIL.

4. PROCESS

Personal cleanliness

All staff shall maintain an appropriate level of personal cleanliness. Uniforms should be clean and tidy. Hair and beards should be neat and trimmed.

Hand washing

Hand washing facilities are available and must be used:

- before starting work
- after using the restroom
- before and after breaks (including lunch)
- after handling garbage
- after cleaning task

Protective clothing and equipment

- Protective clothing must be removed when using restroom facilities, and placed on hooks provided, or in lockers.
- During lunch or when on breaks, protective clothing is required to be hung on designated hooks.
- Employees are responsible for keeping track of their gloves and other PPE

Headwear

- Safety helmets must be worn by all staff and visitors when in production and despatch areas.

Uniforms



All persons working in direct contact with product, product-contact surfaces and packaging materials, shall maintain adequate personal cleanliness:

- Wear outer garments suitable to the operation in a manner that protects against contamination of the product, product-contact surfaces, and/or food packaging materials.
- Suitable footwear shall be worn within the Production and storage areas. No open toe shoes permitted.
- Clothing adorned with beads, sequins, glitter etc., is prohibited in the Plant.
- Clothing that has shedding fibres, or is excessively loose or baggy (which may drag in/onto product and/or machinery) is prohibited in the Plant.
- Employees working directly with food must keep sleeves above the elbow, and use arm/sleeve covers at all times, to protect product from adulteration.

Employee Health Status

All employees, including temporary employees, are responsible to notify their supervisor of any relevant infectious diseases or conditions with which they may be with that might lead to the product becoming contaminated. Illnesses that stop an operator from working directly with the product until the condition is corrected include:

- Gastroenteritis with severe vomiting and diarrhea
- Boils, lesions or abscesses on hands or face.
- Open or infected wound

Staff suffering from any of the above will not be permitted to work where they are in direct contact with product or food contact surfaces. All employees are instructed to check with their Supervisor prior to commencing work if they are in doubt about the effects of an illness they may have.

Illness and Injury

Supervisors have the responsibility to observe employees prior to commencing work for any illness or injuries that could potentially compromise product

Personal Behaviour

All staff are expected to behave in an appropriate manner, with a professional outlook.

Smoking

All Company sites are strictly non-smoking.

Spitting

Spitting is not allowed on site.

Chewing, eating and drinking

Food is not permitted in the Production and/or storage areas:

- Staff shall not chew gum or eat while in the confines of the Production and storage areas. This includes candy bars, breath mints, gum, cough drops, etc.
- Smoking or chewing tobacco is only permitted in the designated smoking area.
- Lunch items and food residues, must not be left in lockers because they encourage insect infestation and rodent feeding.

Toilet facilities

- Toilet facilities are to be maintained in a tidy and clean state.
- Please wash hands after using the toilet.

Lunchrooms and meal areas

- Lunch room is provided for eating and drinking.
- Staff are required to keep the lunchroom and kitchen area tidy and free of rubbish.

Personal Items



Personal items (e.g. bags, medicines, etc.) are not to be brought into the production area:

- If prescription medication is required to be carried on person for medical reasons, please notify the Dept. Manager and/or Supervisor.
- Personal items should be stored in the break room or lockers.

Personal Jewelry

Watches and bracelets are not permitted in Production and/or Storage areas except for the following jewelry:

- Wedding band (no stones)
- Medical bracelet

Glass

- Glass items are strictly prohibited in Production areas (except for properly registered Lab equipment).
- Glass lab ware must be logged in and out, if being used in Production or storage areas.
- Employees are responsible for effective and safe clean-up / removal of any glass in Production or storage areas.

General

- All outside doors, windows, and other openings should remain closed at all times.
- Employees who see contamination on product should immediately isolate the product or localize the contamination and notify a supervisor.
- Employees should report quality or sanitation problems to supervisors for resolution.
- Equipment with direct contact with product will be cleaned and sanitized prior to use. Equipment and fittings must be wiped free of lubricant following service.
- Product must be protected from contact with maintenance personnel when a breakdown occurs. They must have clean hands and proper attire when working on equipment.

Outcome

- All staff shall maintain a standard of personal cleanliness and appropriate behaviours to avoid contamination or damage to finished product.

5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Job Descriptions
- Training Matrix
- Training Records

6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	



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