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| 1. **Purpose & Scope**   The purpose of this document is providing clarity and details on actions for staff and visitors with specific requirements and rules with regards to personnel hygiene and related activities. |
| 1. **Definitions & Abbreviations**   2.1 QA- Quality Assurance  2.2 CPAR- Corrective & Preventative Action Record |
| 1. **Roles & Responsibility**   3.1 It is the responsibility of the QA Manager to maintain and enforce the procedure throughout Lowveld Nuts (Pty.) Ltd.  3.2 It is the responsibility of the Hygiene Officer to monitor & maintain this procedure.  3.3 It is managements responsibility to ensure that any deviation from this procedure is addressed correctly. |
| 1. **Policy**     1. General Hygiene rules for storage, production and staff areas on site:   •No jewellery is allowed in the processing area (no rings, or studs in exposed parts of the body)  •No watches should be worn.  •Fingernails should be kept short, clean and unvarnished. No false fingernails may be worn.  •Wash hands, according to entrance procedure after use of toilets and when entering the factory.  •Cuts, abrasions, grazes on exposed skin etc. must be reported to the first aid person/person being visited and must be covered by a blue metal detectable plasters supplied by the company.  •No cell phones are allowed into the Production Area.  •If you are suffering, or have recently been exposed to an infectious disease, you must declare so to the person to whom you report to.  •No food or drink may be consumed, and no gum chewed. Eating and drinking in canteen/kitchen and indicated outside area.  •Do not starts work if you have an infectious disease, an upset stomach, or a discharge from eyes, nose or ears.  •No smoking is permitted in offices and/or the building- only permitted outside in the smoking area.  •The wearing of make-up, strong perfume or aftershave is prohibited, inside the factory.  •Personal medicine can only be stored in the lockers in the change room, none inside the factory – this is to minimize the risk of contamination.  •No wood is allowed inside the factory  •No glass or glass products allowed inside the factory there are exceptions made, refer to Glass policy, no metal staples and paperclips allowed in the factory.  •All food and packaging materials shall be stored on pallets (store about 45cm from the wall) or on shelves no food and packaging materials shall be stored on the floor at any time.  •All machine lubricants, cleaning chemicals, sanitizers shall be stored away from materials and packaging materials in designated storage areas to prevent possible cross contamination.  •Do not hold any objects such as pencils, pens behind your ear at any time.  •No high care staff [cracking and sorting] are allowed in high-risk areas [post pasteurization] or in low-risk areas such as nuts receiving. When people enter the warehouse area it must be with clean protective clothing, following the normal entrance procedure.   * 1. Protective Clothing: * It is not permitted to enter the factory without the protective clothing specified, issued in the change room: * Hairnet * Protective shoes * Beard cover [if needed] * Protective clothing – Trousers and T-shirt and/or Jacket and apron; wash and cleaned internally * Separate storage of personal items and work wear, as supplied by Lowveld Nuts.   1. Entrance Procedure:   4.3.1 Factory Staff:   * It is not permitted to enter process areas without following the entrance procedure. * Place on hairnet to cover hair/ears, beard snoots for beards. * Place on protective clothing and do all fasteners. * Wash hands with hand soap and dry hands. * Place on apron * Sanitize hands with alcohol. * Enter the factory.   4.3.2 Visitors:   * It is not permitted to enter process areas without following the entrance procedure. * Place on hairnet to cover hair/ears, beard snoots for beards. * Ensure all jewellery is removed * Wash hands with hand soap and dry hands. * Place on provided company dust coat * Sanitize hands with alcohol. * Enter the factory.   These items will be issued to you before you enter the factory. It is not permitted to enter the process areas unless the entrance procedure is followed. |
| **Acknowledgement and Agreement:**  I Hereby accept and understand the above rules and agree that they have been discussed during my training and if not followed may lead to disciplinary action or being escorted out of the factory / off site.   |  |  | | --- | --- | | Name & Surname: |  | | Date & Time: |  | | Signature: |  | |
| 1. **Records & Documentation**    * 1. Visitor and Contractors Hygiene Policy      2. Hygiene inspection records      3. Staff plaster issue records      4. Hygiene Procedure      5. Staff & Visitor Entrance Procedure |
| **7 Non-Conformance & Corrective Action**  7.1 Non-conformance & corrective action procedure  7.2 Handling of potentially unsafe product procedure  7.3 Traceability procedure  7.4 CPAR record.   * 1. Company Disciplinary Code of Conduct |
| **8 Training & Competence**  As per schedule and competence procedure to meet the following requirements:  ISO 22000:2018 Clause: 5.3.2; 7.2; 7.3; 7.4; & 10.3. |
| 1. **Reference**   ISO 22000:2018  ISO 22002-1:2009 TS  FSSC 22 000 Additional Requirements |