


POLICY				
GENERAL HYGIENE REQUIREMENTS – CONTRACTORS				
APPROVED DATE:	24 SEPTEMBER 2019	REVIEW DATE:	24 SEPTEMBER 2019	POL-003
AUTHOR:	MONICA CARR	REVIEWER:	CHIARA WACHTEL	3.0

GENERAL HYGIENE REQUIREMENTS – CONTRACTORS

The Union Dairy Company (UDC) identifies that diligent management of general and personal hygiene are key factors in minimizing the risk of cross contamination and enable the hygienic production of safe food products.

All contractors must sign in at Reception upon arrival and sign out prior to departure. Upon arrival, contractors must notify management of their presence and activities to be performed.

The following criteria are the general and personal hygiene requirements of contractors visiting the UDC facility.

1. Personal Hygiene and Behaviour

- Hands must be washed and sanitised after entry into amenity areas or use of amenity facilities (e.g. after eating, smoking, using toilet).
- Hands must be washed and sanitised upon entry to the main warehouse, production facility and high care areas (as defined in entry protocols for high care areas).
- Hands must be washed and sanitised after touching the face, hair, skin or mucous membranes.
- Contractors must not sneeze or cough over any product or product contact surfaces.
- Spitting / expectorating is strictly prohibited in all areas.
- Fingernails must clean at all times.
- Long hair is to be tied back at all times and kept neat and tidy.

2. Consumption of Food and Beverages

- Food and beverages are to be stored, prepared and consumed within the lunch room only. Food includes confectionary (e.g. lollies, sweets, chewing gum, cough lollies etc.)
- Nuts and nut products are not permitted on site.
- Drinking water is permitted at all work stations except the packing room. Drink bottles must be soft, clear plastic and suitably labelled. Wide mouth drink containers are not allowed to be used as they are at higher risk of spillage.
- Contractors must wash and sanitise hands after consumption of food and beverages

3. Smoking


- Smoking is only permitted in the designated smoking area.
- All cigarette butts are to be disposed of in the ashtrays provided.

4. Jewelry and Cosmetics

All jewelry must be removed before entering the production and warehouse areas. Jewelry includes, but is not limited to:

- Watches
- Necklaces, pendants, bracelets (with the exception of a Medic alert bracelet / necklet)
- Earrings and rings (with the exception of a plain wedding band)
- Other visible studs and external body piercings (e.g. facial piercing)
- Nail polish, heavily scented cosmetics, false eyelashes, false fingernails and other cosmetics that could contaminate the product or product contact surfaces must be removed before entering the production facility.

5. Clothing

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- Contractors are expected to be of neat, tidy and clean appearance upon arrival to site and only closed toe flat heel shoes can be worn.
- To access the general warehouse area, contractors must wash and sanitise hands and don a contractor garment, blue hair net, safety glasses and orange bump cap.
- Hair nets are to be must cover ears and all hair. Beards must be covered with a snood or balaclava where necessary. Hats and beanies must not be worn under hair nets.
- Contractors must wear orange bump caps in warehouse, wet process and outside of buildings. Dedicated red hard hats are provided for use in the high care / red line area.
- Personal effects are not to be brought into the production facility.
- To access the Wet Process Area, contractors must change into laundered site garments (two-piece pants and top) prior to entry.
- If contractors are required to enter the dry process areas of the facility, they must abide by the entry protocols for the high care area. Entry instructions and garments will be provided as required.

6. Illness:

As a food manufacturing facility, UDC has a regulatory responsibility to control the risks associated with contractors introducing pathogens into the work place as a result of exposure to or suffering from infectious diseases. Contractors must notify UDC if they are suffering from the following:

- Gastro-intestinal illness such as vomiting and diarrhea
- Fever or sore throat with fever
- Skin wounds or infections
- Any other illness that may impact on an employee’s suitability to handle food products.
- Contractors are required to cover any wounds with a distinguishable blue dressing that is metal detectable and cover with sanitary gloves or sleeves where possible. Any lost dressings that pose a risk to product safety and quality are to be reported to management staff immediately.


7. Control of Tools, Grease and Lubricants:

- All tools used in the general warehouse and wet process areas are to be clean prior to use.
- Tools required for use in the high care / red line areas are to be cleaned and sanitised prior to entry into these areas.
- All tools are to be reconciled upon completion of task. Any missing tools shall be reported to Management.
- Only approved food grade grease and lubricants are to be used for plant and equipment in the production facility.
- Tool boxes brought into the facility must be non-porous and sanitised at point of entry. Tool boxes must not contain wooden or glass tools / instruments.

8. Post Activity Cleaning / Hygiene:

- Upon completion of task, the contractor must remove all gross debris (metal, shavings, excess lubricants, etc.).
- The contractor must notify UDC personnel so that cleaning and sanitation of all food contact surfaces in the area can be performed.

I have read and understood the requirements of General Hygiene Requirements for Contractors.

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Name: _____

Company: _____

Signature: _____ Date: _____