


<b>FOOD SAFETY AND QUALITY MANUAL</b>			
WOOD POLICY	REF #		QPM 014
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### **Principle**

As a general principle the use of wood should be avoided where practicable, however it is acknowledged that wood pallets/packageing will be used for the delivery of goods and materials and wood will be used in the construction of scaffolding.

### **Definitions**

Hygiene areas – See QPM 009 ‘Personal Hygiene Rules’

### **General Requirements**

In hygiene areas, if the use of wood is unavoidable, e.g. the construction of scaffolding, its use will be a permitted activity and controlled using EHS 008 ‘Permit to Work’ procedure.

Waste wood should be stored in a designated area and should be removed from site on a regular basis; accumulation of wood on site should be avoided.

All staff must be aware of the wood policy and it must be readily available for reference.

### **Packing Plant**

As wooden pallets will typically be used for incoming and finished products, a cardboard layer pad will be placed between the pallet and the bottom layer of product to protect the products stored on the pallet from wooden splinters.

This will be part of the standard specification for all finished products and will form part of our agreement with all suppliers of palletised raw materials.

In the event that any incoming raw materials are found to have been supplied without the layer pad, these will be dealt with as outlined in QPM 029 ‘Control of Non-Conforming Product’.

Typically cardboard boxes will be delivered on wooden pallets; one pallet of these will be kept just inside the Production Hall, near the beginning of Line 1, to feed the case erector.

### **References**

QPM 009 ‘Personal Hygiene Rules’

QPM 029 ‘Control of Non-Conforming Product’

EHS 008 ‘Permit to Work’