


FOOD SAFETY AND QUALITY MANUAL			
PERSONAL HYGIENE RULES	REF #	QPM 009	
	ISSUE #	6	
	ISSUE DATE	Jun 2017	

1.0 Purpose and Scope

The purpose of this procedure is to identify the personal hygiene standards that must be adhered to by all employees, contractors and visitors when working or visiting the production facility. It must be read in conjunction with the procedure detailing work wear requirements, QPM 010.

2.0 Definitions

Hygiene areas – Areas where the product is not totally enclosed at all times, namely:


- Deodoriser filter room
- Load out bay
- Packing Plant

Production Area – defined in CPM 011

3.0 Instructions and Responsibilities

It is the responsibility of all staff, visitors and contractors to adhere to the following personal hygiene standards.

1. Hands must be washed after visiting the toilet and eating and before entering the Packing Plant and bulk oil Loading Bay.
2. The wearing of jewellery with the exception of a plain band wedding ring is not permitted in the work place. The only exception being for ethnic, medical or religious reasons where it shall be acceptable if of one piece and can be appropriately controlled to minimize the risk of contamination. Exceptions must be declared to the Quality, Safety, Health and Environment Manager prior to entering the production area, who will then carry out a risk assessment and if necessary determine any additional control measures.
3. Money must not be carried in pockets whilst in the production area.
4. It is forbidden to take personal medication into production area. This must be locked away in personal lockers in the office area.
5. No products containing nuts and / or sesame seeds may be brought into the production area.
6. Smoking and chewing of gum are strictly forbidden.
7. Spitting anywhere on site is strictly forbidden.

FOOD SAFETY AND QUALITY MANUAL			
PERSONAL HYGIENE RULES	REF #	QPM 009	
	ISSUE #	6	
	ISSUE DATE	Jun 2017	

8. No food or drink is allowed to be consumed in the production area except in designated areas, these are outlined in QPM 009 R001 'Designated Eating and Drinking Areas'. Items shall be taken directly to the mess rooms and completely covered whilst being carried.
9. All head and beard hair must be completely covered when entering the hygiene areas. This must be checked in the mirrors provided to ensure that the work wear is fitted correctly.
10. All arms and legs must be covered when entering the factory production floors. If any exception due to medical grounds please speak to your line manager who will conduct a necessary Risk Assessment, and provide the correct PPE.
11. Fingernails must be kept clean, short and unvarnished. Biting of fingernails is strictly forbidden. False fingernails must not be worn and nail art is not permitted.
12. The wearing of false eyelashes is not permitted.
13. Any cuts or sores must be covered with a blue metal detectable plaster.
14. Excessive wearing of perfume or aftershave is not permitted.
15. Before leaving a mess room process technicians must ensure that their work wear is clean & in good condition by the use of the full length mirrors provided.

All employees will be made aware of these standards during their induction and will be required to sign to confirm their understanding.

In the case of Contractors and Visitors, each time they visit the site, their host will ensure they read and understand the personal hygiene rules which are displayed in the Contractor and Visitor Sign in record and they will sign to acknowledge their understanding and compliance with those rules.


All employees are encouraged to challenge contractors and visitors with respect to these rules and anyone failing to follow them will be required to leave the premises.

4.0 Records

Training & Induction Records
Contractor induction Records EHS 011 R002
Visitor & Contractor Sign in Sheet QPM 008 R001

5.0 References

QPM 010 Work Wear requirements

FOOD SAFETY AND QUALITY MANUAL			
PERSONAL HYGIENE RULES	REF #		QPM 009
	ISSUE #		6
	ISSUE DATE		Jun 2017

EHS 007 Personal Protective Equipment
QPM 008 Medical Control
EHS 011 Contractor Control
CPM 071 Training and Development
CPM 011 Site Security

6.0 Appendices

QPM 009 R001 'Designated Eating and Drinking Areas'

QPM 009 R002 'Hair Covering Risk Assessment'