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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name & Surname:** |  | | | | | | |
| **Please select:** | **Visitor** | | |  | **Contractor** | |  |
| **Company Name:** |  | | | | | | |
| **Reason for visit:** |  | | | | | | |
| **Date of entry:** |  | | | | | | |
| 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 Report | | | | | | | |
| 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. Safety:   •Your safety on site is of paramount importance to us. For this reason, we've prepared this short induction brochure explaining some of the hazards and rules on this site. Some production areas require personal protective equipment. This equipment will be provided should it be required. Pay strict attention and obey all warning and danger signs.  We ask that you do not take photographs while on the premises. Should you desire to take photographs please consult with the Production Manager.   * 1. Emergency situations:   •Should an evacuation be required in the event of fire, bomb threat or any suchlike, the evacuation alarm will sound.  •In this event please proceed to the nearest assembly area [please see safety boards for evacuation routs and emergency exits]. For assistance in this regard, you may ask anyone from the management team.  *PLEASE, DO NOT PANIC. WE HAVE WELL TRAINED FIRE FIGHTERS AND EVACUATION MARSHALLS.*   * 1. Entry to site and production areas: * Visitors / Customers/ Contractors are NOT permitted into the production facility/ area unless accompanied by a representative from Lowveld Nuts. * No children are allowed in the warehouse/ production facility unless approved by the Operations Management and accompanied by a representative from Lowveld Nuts.   1. Forklifts/ other vehicles and moving equipment: * Remember that this is a functioning facility and forklifts are in use. Please be vigilant, watch and listen for forklifts moving material in and around the premises. * Please ensure that forklift drivers are aware of your presence before you approach them. Forklift and trucks are to be operated by authorised personnel only. * Never walk under any raised load. * Beware of forklifts and heavy vehicles especially when they are moving backwards. * Drivers of delivery vehicles are requested to ensure that they check behind their vehicles before proceeding backwards. * Secure your load before leaving the site.   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.   * No smoking is permitted in building, only in designated areas. * No employee shall enter the premises under the influence of or in the possession of any alcohol or chemical substance, whether legal or illegal. * Under no circumstances may any firearm or weapon be brought onto company property. * Please ensure that you observe all safety rules and regulations. * Do not operate any fire or emergency equipment unless trained to do so.   *IF IN DOUBT PLEASE ASK.*  *SAFETY IS OUR NUMBER ONE CONCERN FOR OUR EMPLOYEES.*   * 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:   4.7.1 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.   4.7.2 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.   * 1. Allergen awareness: * The following allergens are handled on site: Tree Nuts * Please inform the accompanying manager should you be allergic to tree nuts. * You may not bring any allergen containing products on site. If you have handled allergen containing products in the last three hours, please ensure you wash your hands thoroughly before entering the site.   We respectfully ask you NOT to handle any of the food products or surfaces where food is being prepared or transferred unless given permission to do so. You may also be refused access to some or our entire food factory if you are affected by some of the above. | | | | | | | |
| **Emergency Contact details:**   * Ambulance/ ER24: 084124 * Fire Brigade: 013-7533331 * Police Station: 013-7500888 * Operations Manager: * Quality Assurance Manager: * Health & Safety Manager: * Kiaat Private Hospital: 013-590 9161 * Environmental Incident reporting: 0800 205 005 | | | | | | | |
| 1. **Visitor/ Contractor Medical Screening Questionnaire**   In the interest of maintaining our high standards of food hygiene, we request ALL visitors and contractors to food production areas to complete this questionnaire prior to entering these areas. | | | | | | | |
| **Please kindly tick the applicable box:** | | | **Yes** | | | **No** | |
| 6.1. Have you recently suffered any Sickness, Diarrhoea or stomach disorder over the last 3 months? | | |  | | |  | |
| 6.2. Have you been in contact with anyone with the above symptoms? | | |  | | |  | |
| 6.3. Have you any history of, or contact with Typhoid, Paratyphoid? | | |  | | |  | |
| 6.4. Have you any history, or contact with Hepatitis or Jaundice? | | |  | | |  | |
| 6.5. Have you any history of skin conditions, Eczema, Dermatitis, boils or septic fingers? | | |  | | |  | |
| 6.6. Have you any history of disease of, or discharge from the ears, nose or eyes? | | |  | | |  | |
| 6.7. Have you any history of dental hygiene issues? | | |  | | |  | |
| 6.8. Have you any history of bronchitis or productive cough? | | |  | | |  | |
| 6.9. What was your means of transportation (Airplane/ car/ public transport (bus) | | |  | | | | |
| 6.10. In the past two weeks, have you been outside of the RSA border? | | |  | | |  | |
| If yes, where? | | |  | | | | |
| 6.11. Have you been in physical contact with someone who have been outside of the RSA borders in the past two weeks? | | |  | | |  | |
| If yes, what was the destination? | | |  | | | | |
| 6.12. Have you experience any of the following symptoms the past 2 weeks: Fever, shortness of breath/ struggle to breath, coughing, sneezing, flu-like discharge from ears, eyes or nose? | | |  | | |  | |
| *If the answer is YES to any of the questions numbered 1-12, you must see the Occupational Health Advisor before entering the food factory.* | | | | | | | |
| **I have read and understand all the hygiene and safety requirements for the site [Please sign]. I hereby sign in agreement of this policy:** | |  | | | | | |
| **Signed off on behalf of Lowveld Nuts:** | |  | | | | | |
| **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. Emergency preparedness procedure | | | | | | | |
| **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 | | | | | | | |