### Standard Operating Procedure for personal hygiene

**Personal hygiene**

1. Clean outer protective clothing must be worn in all processing areas.
2. All personal/street clothing must be fully covered.
3. A clean set of company issue clothing must be collected each day from the clothing store.
4. Clothing must be changed daily or whenever excessively soiled.
5. Soiled clothing must be placed in the receptacles provided.
6. Company issue protective clothing must not be worn off the establishment.
7. Sitting is only permitted on the seating provided. Sitting on the grass or any other structure is prohibited, to prevent contamination of clothing.
8. Footwear must be cleaned whenever entering or leaving the production area.
9. All hair must be fully contained at all times when in production areas. This will require wearing a medicap and if necessary a beard snood.
10. Rubber boots must be worn in all edible processing areas.

**Lockers**

1. No clothing issued from laundry to be stored in lockers.
2. Each employee is provided with a locker which must be kept clean and free of dust.
3. Dirty protective clothing, dirty or rusty equipment and food scraps and other rubbish must not be stored in lockers.
4. Personal or street clothes and company issue protective clothing must not be stored together. Footwear must be placed on the bottom of the locker and must not contact any other item.

**Personnel access**

1. Employees must not move from an inedible or dirty area to an edible or clean area without first changing into clean outer protective clothing and footwear and thoroughly washing hands with soap and water. This also applies to visitors and livestock personnel.
2. Maintenance staff and livestock personnel must not enter production areas without donning clean dust coat and hair covering.
3. Visitors must be suitably attired for the area which they wish to visit. Traffic pattern will be to visit ‘clean’ areas first, i.e. boning room, chillers, load out, vacuum packaging and offal before entering ‘dirty’ areas. However, when classing the kill floor as a ‘dirty’ area, it will be visited before areas such as products, stockyards etc.

**Personal equipment**

1. Personal equipment including knives, steels, pouches, hooks and mesh gloves must be cleaned and sanitised at the end of production each day and sterilised or resterilised before commencing work each morning.
2. Mesh gloves when worn during processing on the kill floor prior to final inspection and when handling known contaminated product, e.g. kill floor final check trim, dropped meat, boning room pre trim, must be covered by an overglove made of rubber or PVC to allow washing with soap and water.

3. Cut resistant gloves which are worn on an employee’s knife hand when worn in edible processing areas like the kill floor and tripe rooms must be completely covered by and overglove to allow washing with soap and water.

4. All equipment must be cleaned before being hung on the racks provided at each break. Exceptions are cut resistant gloves and cloth aprons.

5. Equipment must be washed and sterilised at regular intervals during production and whenever contaminated.

6. Knives and implements that come in contact with carcases or carcase parts during dressing must be washed and sterilised:
   - after each hide opening cut
   - between carcases
   - after removal from pouch
   - after steeling (knives)
   - as directed by an authorised officer.

7. Knife, hook and steel handles must be made from an approved material and be maintained in a good condition, free of fat or protein build-up.

8. Knives and steels must be maintained free of rust or protein build-up.

9. Equipment must not be worn outside production areas during breaks and must be hung on the racks provided in designated areas and not left on work tables, wash basins etc.

10. Hand washing – means washing hands with soap and warm potable water.

11. Wash hands with the hand soap and water provided at the commencement of each production shift.

12. Wash hands with soap and water provided after using the toilet.

13. Wash hands with soap and water every time you enter or leave a production area.

14. Wash hands with soap after handling any type of contamination and before handling edible product.

15. Wash hands immediately after coughing or sneezing into hands, wiping nose, scratching head, face or body under protective outer clothing and before handling edible product.

16. Dry hands with the paper towels provided and dispose of towels in the receptacle provided.

17. If engaged in the dressing of carcases and/or carcase parts, wash your hands and if necessary your arms:
   - when contaminated
   - when changing knife hand if hand was holding hide
   - as directed by an authorised officer.

This section explains:
- how to use your equipment
- how to keep equipment clean
- how and when to wash equipment and hands.
Personal health
1. Any person suffering from the following ailments must see a doctor or consult with the occupational health nurse prior to commencing work:
   - severe cold or flu symptoms
   - stomach cramps, vomiting and/or diarrhoea
   - contagious or infectious diseases
   - infected wounds or sores
   - dermatitis, rashes, or skin irritations
2. All cuts and abrasions incurred at work must be immediately reported and dressed with a waterproof dressing.
3. All cuts, abrasions and wounds must be checked and dressed by the occupational health nurse each day before commencement of work.
4. You must present yourself for a medical examination as and when required by your employer.

Consumption of food and drink and smoking
1. The consumption of food and drink is only permitted in the designated canteen areas, except where employees are permitted to drink from water dispensers provided in processing and adjacent areas.
2. The consumption of food including confectionary in all non-designated areas is prohibited.
3. Smoking is only permitted in the designated areas.
4. Butts must be disposed of in the receptacles provided.

Jewellery and cosmetics
1. All jewellery including watches, sleepers and keeper studs, must be removed before entering a processing area. Difficult to remove wedding bands must be covered with an impervious dressing. Medi alert identification is currently exempt.
2. Nail polish, heavily scented hand creams and any other cosmetics that could contaminate the product must be removed before entering the processing area.

Personal habits
1. Spitting, urinating or defecating in any place other than the sanitary facilities provided, is not permitted and will result in harsh disciplinary action.
2. Employees must not use their mouth to hold items that come in contact with edible product or edible product contact materials.
3. Employees must not blow air for the purpose of inflating or opening bags or coverings used to hold edible products.