

## 3.3.1 Maintaining a Hygienic Environment

### Standard

3.3.1. Are personnel aware of their responsibilities and impacts to maintaining a hygienic environment?  
*Refer to clause 2.7 cleaning. Refer to clause 3.2.5 training.*

### Purpose

To ensure personnel are aware of the impact they have on feed safety by maintaining a hygienic production facility.

### Reason

General hygiene standards have a significant impact on the outcome of feed safety and biosecurity. Ensuring personnel are aware of their responsibilities regarding personal hygiene standards and maintaining a high standard of hygiene within the production facility, plays a key role in sustaining a clean and safe production environment.

### What is Acceptable?

It is expected that FeedSafe certified facilities have an exemplary hygiene standard thereby ensuring the safety of the product and the entire supply chain.

Hygiene standard includes:

- General facility cleaning standards.
- Equipment cleaning standards.
- Amenities cleaning standards.
- Lockers or other personal areas cleaning standards.
- Personal hygiene expectations.

It is recommended that there is a written hygiene policy or procedure that employees are expected to meet.

#### **Recommended reading**

Biosecurity Manual for Feed Mills v1 2021.

Example Procedure below.

# HYGIENE PROCEDURE

## 1. PURPOSE

To ensure that staff and visitors that could come into direct or indirect contact with products or production are not likely to adversely affect the quality and feed safety of products. Contamination is prevented through personal cleanliness as well as appropriate behaviours.

## 2. SCOPE

This policy applies to all personnel and visitors, including subcontractors and drivers.

## 3. TERMS & DEFINITIONS

NIL.

## 4. PROCESS

### Personal

#### Personal cleanliness

All staff shall maintain an appropriate level of personal cleanliness. This includes uniforms clean and tidy, hair and beards neat and trimmed, and biosecurity procedures followed.

#### Hand washing

Hand washing facilities are available and must be used:

- before starting work
- after using the restroom
- before and after breaks (including lunch)
- after handling garbage
- after cleaning task

#### Personal Behaviour

All staff are expected to behave in an appropriate manner, with a professional outlook. This includes:

- No smoking/vaping in facilities except in outside designated smoking areas.
- No spitting onsite.
- No chewing, eating, or drinking on production or storage areas (this includes gum).
- Only closed in shoes in production or storage areas.

#### Employee Health Status

All employees, including temporary employees, are responsible to notify their supervisor of any relevant infectious diseases or conditions with which they may be with that might lead to the product becoming contaminated. Illnesses that stop an operator from working directly with the product until the condition is corrected include:

- Gastroenteritis with severe vomiting and diarrhea
- Boils, lesions or abscesses on hands or face.
- Open or infected wound

Staff suffering from any of the above will not be permitted to work where they are in direct contact with product or food contact surfaces. All employees are instructed to check with their supervisor prior to commencing work if they are in doubt about the effects of an illness they may have.

#### Illness and Injury

Supervisors have the responsibility to observe employees prior to commencing work for any illness or injuries that could potentially compromise product.

#### **Personal Items**

Personal items (e.g. bags, medicines, etc.) are not to be brought into the production area:

- If prescription medication is required to be carried on person for medical reasons, please notify the Dept. Manager and/or Supervisor.
- Personal items should be stored in the break room or lockers.

#### **Personal Jewellery**

Watches and bracelets are not permitted in Production and/or Storage areas except for the following jewellery:

- Wedding band (no stones)
- Medical bracelet

## **Clothing**

#### **Protective clothing and equipment**

- Protective clothing must be removed when using restroom facilities, and placed on hooks provided, or in lockers.
- During lunch or when on breaks, protective clothing is required to be hung on designated hooks.
- Employees are responsible for keeping track of their gloves and other PPE.
- Safety helmets must be worn by all staff and visitors when in production and dispatch areas.

#### **Uniforms**

All persons working in direct contact with product, product-contact surfaces, and packaging materials, shall maintain adequate personal cleanliness:

- Wear outer garments suitable to the operation in a manner that protects against contamination of the product, product-contact surfaces, and/or food packaging materials.
- Clothing adorned with beads, sequins, glitter etc., is prohibited in the Plant.
- Clothing that has shedding fibres or is excessively loose or baggy (which may drag in/onto product and/or machinery) is prohibited in the Plant.
- Employees working directly with food must keep sleeves above the elbow, and use arm/sleeve covers at all times, to protect product from adulteration.

## **Facilities**

#### **Glass**

- Glass items are strictly prohibited in Production areas (except for properly registered Lab equipment).
- Glass labware must be logged in and out, if being used in Production or storage areas.
- Employees are responsible for effective and safe clean-up / removal of any glass in Production or storage areas.

#### **Toilet facilities**

- Toilet facilities are to be maintained in a tidy and clean state.
- Please wash hands after using the toilet.

#### **Lunchrooms and meal areas**

- Lunchroom is provided for eating and drinking.
- Staff are required to keep the lunchroom and kitchen area tidy and free of rubbish.

#### **General**

- All outside doors, windows, and other openings should remain closed at all times.
- Employees who see contamination on product should immediately isolate the product or localize the contamination and notify a supervisor.

- Employees should report quality or sanitation problems to supervisors for resolution.
- Equipment with direct contact with product will be cleaned and sanitized prior to use. Equipment and fittings must be wiped free of lubricant following service.
- Product must be protected from contact with maintenance personnel when a breakdown occurs. They must have clean hands and proper attire when working on equipment.

## 5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program is implemented:

- Inductions
- Training Records
- Corrective Actions

## 6. DOCUMENT HISTORY

Version	Date	Description of changes	Author
1	dd/mm/yy	Created original document.	name

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