 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.13 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Food HUB Users Orientation Manual - Hygiene</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

Food HUB Users Orientation Manual - Hygiene

Preparing food for other people is a noble endeavour and one that must be taken seriously.

The consumers of your products expect the products to be prepared in a safe manner and not cause distress or illness.

Your consumers expect to enjoy a flavourful, delicious taste sensation that may be unique to their palate or be considered a cherished gift to share with friends and family.

Let's not disappoint them!

Below are basic requirements to ensure these goals are achieved consistently for all your products.


MEDICAL - All personnel must be aware of their responsibilities in this respect.

Sickness and Injury -

- All sickness and injury, however minor, must be reported immediately to the HUB Management or the Responsible HUB User and recorded. It may be necessary to leave the premises if illness has or may result in vomiting and/or diarrhea.
- All sores, cuts, abrasions, infected areas, and other wounds must be covered by a suitably coloured waterproof dressing supplied by the company. Where possible, this should be covered by a waterproof finger protector or rubber glove.
- Personnel arriving at work with an unprescribed wound dressing must have it checked with the Responsible HUB User and if necessary, replaced. Any wound dressing applied at the beginning of or during working hours must be accounted for at the end of the shift.
- Instructions must be clear that any loss of such a dressing **must** be reported immediately to the Responsible HUB User or HUB Management staff when the loss is noted.

Reporting of Infectious Diseases Contact

- Before starting work, personnel suffering from gastric upsets, causing nausea, vomiting and/or diarrhea must report this to their supervisor.

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.13 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Food HUB Users Orientation Manual - Hygiene</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

Barrier creams and Talc

- No creams lotions, talc's, etc., are permitted for use in areas where food is manufactured, handled or packed.
- These products can cause infiltration of noxious odour in the products and to other people as well as items in powder form can become airborne and fall into ingredients and/or products.

ATTIRE / CLOTHING


Uniforms/Protective Clothing

- All personnel are provided hairnets which are to be worn by all personnel in food production and storage areas. Beard coverings must be worn by those individuals with beards and mustaches before entering the production areas.
- No outdoor clothing is to be worn over or be protruding from, or in place of uniforms or protective clothing.
- All scarves must be under & not protruding from the uniform
- Clothing protruding from the uniform at the neck or on the sleeves must not show any buttons in those areas.
- All protective clothing or uniforms will be retained only on the premises.
- HUB Users are not permitted to take uniforms home to wash.
- Any person requiring a uniform will be provided with a temporary paper uniform until theirs returns from the laundry.

Personal hygiene and safety

In addition to protective clothing, employees should present themselves in a clean and tidy manner and maintain a high standard of personal hygiene. The following points should be noted:

- Hair must be contained and neatly trimmed, with no hair clips or similar restrains outside of the head coverings.
- Fingernails must be trimmed short and kept clean. Nail polish must not be worn. If present those Food processors wearing nail polish must wear protective gloves.
- Footwear should be suitable for the task and work environment. Where necessary, this includes rubber boots. Open-toed shoes are not acceptable.
- Excessive use of perfumes or colognes is not allowed.

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.13 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Food HUB Users Orientation Manual - Hygiene</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

- No jewelry may be worn in any area where there are any exposed food products. Wrist watches, bracelets, necklaces, cuff links or other similar jewelry must not be worn in any area of the manufacturing or packaging operation. Wall clocks are provided for reference.
- Personal items such as purses, coats, lunches will not be allowed into any production or packaging area. Secure and accessible areas, e.g. locker rooms and refrigerators are provided for the storage of these items.


GENERAL

Refreshments

- All meals and refreshments including canned beverages, snacks, and candies must be consumed in a lunchroom or other designated area set aside for this purpose and separate from production areas.
- Chewing gum, chewing tobacco, and glass beverage containers are not allowed in any area of the manufacturing or packaging areas.
- If it is necessary to provide drinking water at a location close to the production area, plastic containers are acceptable. Plastic drink containers must not be made of brittle plastic and must have a pull top lid. The variety that requires removal is not permitted on the plant floor.
- See below for Allergens permitted in facility

ALLERGEN POLICY

- If this Food HUB is identified as being “Free of” specific allergen(s), a prominent sign must be posted at the entrance to the facility identifying those specific allergens. All HUB Users must be aware of this list and work to ensure that these specific allergens do not enter the facility without first requesting permission and advising the HUB Management and other Users.
- Food HUB Users must provide notification of any personal food allergy to the HUB Management and conduct a risk assessment when being paired with other HUB Users regarding scheduling.
- If there is insufficient space to ensure no potential cross contamination of allergens with plates, cups, utensils, or countertops within the lunchroom it must ensure that HUB Users with allergens are aware of this so they make other necessary arrangements. If the Food HUB management declares a specific Allergen is not permitted this knowledge must be conveyed to potential Food HUB Users prior to entering into an agreement for use.

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.13 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Food HUB Users Orientation Manual - Hygiene</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>


ENTRY TO FOOD HUB

HUB USERS/FOOD PROCESSORS

- All Food HUB Users must enter through the designated doors and not track dirt, mud, or other foreign materials into the facility.
- HUB Management will arrange for new HUB Users that do not have keys to enter the building. (Entry to the Food HUB may be provided through other electronic means if keys are not used.)
- If entry is denied through loss of access key or fob a contact number will be provided within the Orientation documents, so ensure that information is retained in an accessible place or listed in your phone.
- Entry through any other doors, such as receiving/shipping Bay doors must follow the visitor policy. Permission must be granted by the HUB Management to use the Bay doors.
- Entry at times other than your scheduled use of the Food HUB must be arranged with the Food HUB Management.

VISITORS

- If visitors are requesting entry to the Food HUB, preference is provided to those individuals who provide the request prior to the time of request with either the Food HUB Management directly or through the Food HUB User, of whom they are a guest.
- There is no guarantee that the visitor will be granted permission due to the confidentiality of other HUB Users working at that time.
- All visitors must sign in on the Visitor Log and all contact information must be provided.
- When entering the Food HUB, unless otherwise indicated by the Food HUB Management as in the case of a seminar provided in a non-food production area, the following protocols must be followed:
 - The visitor log must be signed, and the visitor policy must be available for the visitor.
 - During their visit, all Visitors must be accompanied by a designated HUB User and must not venture into any other HUB Users area.
 - A smock must be worn if permitted to the food production area
 - A hair net must be worn if permitted to the food production area
 - If the visitor has access to the food preparation areas, they must abide by the requirements for face and hand coverings that are required by all HUB Users.

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.13 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Food HUB Users Orientation Manual - Hygiene</p>	<p>Revised By: NRoss Approved By: MDaskis Reason for Revision: New</p>

- Prior to leaving, any smocks must be returned to the designated bin/bag for cleaning and all hair nets, beard nets, face masks, and gloves must be discarded in the designated garbage receptacle.
- All visitors must sign out on the Visitor Log when leaving, this also includes Contractors when leaving the premises. When Contractors are leaving to access their trades vehicle and expect to return shortly then the Contractor can sign out at the end of their work day.

GENERAL HYGIENE AWARENESS

Personnel employed as food handlers have a great responsibility for the health of others. It is imperative that all personnel are aware of the hazards involved and appreciate the necessity for clean habits and the rigid discipline of hand washing, etc.

- Employees must clean and sanitize their hands and exposed portions of their arms:
 - After touching or handling soiled equipment or utensils
 - After coughing, sneezing, using a handkerchief or disposable tissue
 - Immediately before engaging in food preparation and as often as necessary to remove soil or to prevent cross-contamination
- Clean up spills as they occur to avoid personal accidents as well as potential cross contamination of the food products or equipment and utensils.
- Cleaning up spills as they occur also pertains to those occurring in the coolers and freezers. If the spill is substantial and requires assistance, contact your immediate Supervisor and/or the HUB Management for additional directions.
- When spills occur during the operation of equipment, ensure that the equipment is **turned off** and if possible that the electrical plug is detached from the socket, prior to beginning the clean up process. Ensure that you have been trained to clean the specific equipment.

ASSOCIATED DOCUMENTS:

- HUB.PT.POL.41 Good Manufacturing Practices – Visitor, Outside Service, Vendor
- HUB.PT.REC.49 Visitor Log
- HUB PT.POL.121 Clean-up of Blood and Bodily Fluid Policy