

 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.REC.39 Effective Date: 01-Jun-22 Revision Date: New</p>
<p style="text-align: center;">Hub User GMP Commitment</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

HUB USER GOOD MANUFACTURING PRACTICES

Personal Hygiene & Health Requirements

1. All food processors must wash their hands before starting work, after handling contaminated materials, breaks or lunch periods, and after using washroom facilities. Where necessary to minimize microbiological contamination, food processors shall use disinfectant (hand dips).
2. Employees are required to report for work in clean, sanitary clothing and maintain a high degree of personal cleanliness. Storing clothing or other personal items in the production area is not permitted. When uniforms or smocks are supplied, they must be worn and kept intact. Uniforms must be removed when eating food and during washroom breaks.
3. No sleeveless garments are allowed. No fuzzy clothing will be permitted in the HUB unless worn under a smock or uniform. Open toed shoes, sandals, thongs, clogs and/or moccasins are not allowed in the HUB. Shirts or blouses shall be buttoned, except for the collar button, and shall cover the waist. Fingernails shall be trimmed and clean. Use of fingernail polish is prohibited unless gloves are worn.
4. All loose or exposed hair shall be contained by a hair net. Beards and goatees shall be covered by a beard net. Ear plugs not secured by a cord shall be covered by a hair net.
5. Jewellery unless specifically authorized shall not be allowed (wedding bands with no stones or medical alert tags which cannot be removed or jewellery of religious significance may be worn if covered). Rings of any other sort shall not be allowed. Hair curlers, bobby pins, combs, ribbons, etc, of any kind shall not be worn in the plant.
6. Any behaviour that could result in contamination of food, such as eating or drinking, use of tobacco, chewing gum or candy, shall be prohibited in food handling areas. Any unhygienic practices such as spitting shall not be tolerated. All eating in the plant is to be confined to the lunchrooms. Sampling of product as part of a job assignment shall be done within the confines of authorized areas.
7. All glass and brittle plastic containers are prohibited in food handling areas. Pens, tools, earplugs, cigarettes, etc. shall not be carried in the upper shirt pockets.
8. Food processors must be in a healthy condition when they report to work. All HUB Users must inform Hub Manager of any employee suffering from, or known to be carriers of a disease transferable through food. Employees with sores or boils on hands, arms or face must be cleared by their supervisor before being permitted to work. Cuts or abrasions must be reported to first aid, and must be covered with a secure waterproof covering (glove).
9. Visitors are to report to office and must be accompanied by authorized personnel in order to prevent cross-contamination to the product.

***I will follow these Personal Hygiene and Health Requirements as required by the Food Hub.
Failure to do so may result in removal from the Food Hub.***

PRINT NAME: _____ **Signature:** _____

Date: _____ **Witnessed By:** _____