

FOOD SAFETY TOPIC: PERSONNEL HYGIENE

Basic Personnel Hygiene must be followed in order to ensure a safe, quality product.

These rules apply to everyone entering the food handling areas, including employees, management, visitors and contractors.

- Handwashing stations must be used as directed prior to entering the food handling areas.
- Hands must be washed before beginning work, after breaks, after smoking/vaping, eating or drinking, after using the washroom, after coughing or sneezing, after touching your face or adjusting a hair covering or beard net, after handling anything dirty such as picking something up off the ground, floor, or handling tools, garbage, pallets etc.
- Personal effects such as but not limited to bags, purses, phones, and medications are not permitted in the food handling areas. If access to medication during production is required for health and safety reasons, then a mutually agreed upon accessible location can be determined, keeping food safety and security in mind.
- Those who are sick or known to be carriers of an infectious disease should not come to work or handle product or packaging.
- Those who have exposed cuts should not handle product or packaging.

- Minor cuts must be covered with a suitable waterproof and coloured band-aid/dressing and disposable glove if on the hands.
- Keep fingernails clean and trimmed. No fingernail polish or fake fingernails should be worn.
- Keep jewelry out of food handling areas, This includes watches, necklaces/chains, earrings, rings, and visible piercings. If piercings cannot be removed, a band-aid must be worn over the piercing.
- All band-aids should be a different colour than the product being handled so it can be spotted if it falls off.
- Prescribed medical alert jewelry is the only exception, and for employee safety, it should be a medical alert necklace worn tucked into the shirt or another alternative that won't get caught in machinery.
- Smoking/vaping, chewing gum, spitting or tobacco, candies/cough drops, eating or drinking are prohibited in food handling areas.
- Those entering food handling areas must be clean and wear clean clothes that are in good repair and suitable for the environment, such as no loose thread, buttons, fuzzy sweaters, sequins, etc.

- Suitable footwear must be worn as per the site's hygiene policy. Open-toed shoes are not permitted in food handling areas.
- If disposable gloves are worn, they must be changed whenever re-entering the processing or packing areas, when damaged or after non-food contact items are touched.
- Work effects and non-disposable gloves must be washed at a minimum daily and left in the food handling area in the space provided prior to leaving for breaks.
- Hair must be covered as per the site's hygiene policy. This may include using a hair covering, hair nets or beard nets. Long hair must be secured.

Discussion point – Discuss other personnel hygiene requirements specific to your operation or emphasize requirements listed here that your operation is doing well and/or needs improvement.



FOR MORE INFORMATION, VISIT [PERENNIA.CA/QUALITY-FOOD-SAFETY](https://perennia.ca/quality-food-safety)

