

Document Safety & Health Policy	Published 6/1/2016	Valid for Escanaba Mill
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Document: Personal Hygiene & Employee Facilities

Purpose and Extent

The purpose of this procedure is to ensure that all Escanaba Mill employees, vendors, and contractors follow proper personal hygiene in the workplace when working and in contact with food packaging products.

Execution

Requirements for personal hygiene and behavior proportional to the hazard posed to the food packaging must be established and documented. All personnel, visitors, and contractors are required to comply with the documented requirements.

Personnel hygiene facilities are available to maintain the degree of personal hygiene required by the food packaging manufacturing organization. The facilities are located close to the points where hygiene requirements apply and are clearly designated.

The Escanaba Mill has provided:

- An adequate number and location of means of washing, drying and where required, sanitizing hands (including wash basins, supply of hot and cold or temperature-controlled water, and soap or sanitizer).
 - An adequate number and location of toilets of hygienic design, each with hand washing and drying facilities.
 - Toilet facilities do not open into zone 1 production areas (safe product zone).
 - Adequate changing facilities for personnel.
 - Lockers for all personnel who work in production, laboratory, and storage areas.
1. Designated areas for food vending, food storage and consumption are situated so that the potential for cross-contamination of production areas is minimized. Employees' food is stored and consumed in designated areas/zone only.
 2. Personnel who work in, or enter into areas where exposed products and/or materials are handled must wear work clothing that is fit for purpose, clean, and in good condition (e.g. free from rips, tears or fraying material). Gloves that are used for food packaging contact are required to be clean and in good condition.
 3. Personal protective equipment, where required, shall be designed to prevent contamination and shall be maintained in hygienic condition.

General

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- Personnel, visitors, and contractors are required to report relevant infections, conditions or diseases in accordance with food packaging manufacturing requirements. People known or suspected to be infected with, or carrying a disease or illness transmissible through the food shall be prevented from handling food packaging product. Within Zone 1, personnel with wounds or burns are required to cover them with specified dressings. Any lost dressing is reported to supervision immediately.

Personnel in Zone 1 are required to wash and where required, sanitize hands:

- Before starting any food packaging handling activities.
- Immediately after using the toilet, eating, or drinking.
- Immediately after handling any potentially contaminated material.

Additional Hygiene:

- Personnel are expected to cover their mouths or refrain from sneezing or coughing over materials or products. Spitting is prohibited in zones 1, 2, and 3.
- Fingernails are kept clean and trimmed.
- The facility maintains a smoke-free work place.
- Eating, drinking, chewing and spitting are allowed in designated zones only.
- Tobacco and tobacco products are not permitted in zones 1, 2, and 3.
- Medicine may be administered only in the identified zones.
- Control measures are in place to minimize hazards presented by long hair.

- There must be no risks to our products due to long hair, jewelry, personal items, locker contents, nail polish, false nails and false eyelashes. Refer to the PPE policy.

Responsibilities

The HR Manager and Safety are responsible for carrying out this procedure. This document will be maintained by the document owner.

General

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