

Standard Operating Procedure

Basic Employee Hygiene

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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Objective:	To reduce risk of contamination of food products safety by employees of the facility.
Personnel Scope:	All staff and employees
Frequency:	Every day the facility is in use and staff are present.
Materials:	Restroom facilities, potable water *, paper towels, liquid hand soap, electric hand dryers, waste receptacle(s), first aid kit, clean aprons, gloves, bandages and other materials to prevent contamination of product via staff handling.
Procedures:	<ol style="list-style-type: none"> 1. Staff must be in good health when coming to work. 2. Staff must practice proper handwashing according to SOP. 3. Staff must cover any cuts, burns or lesions on hands or lower arms with an antiseptic bandage and wear gloves. 4. Any soiled clothing, aprons, or gloves must be replaced with a clean issue. 5. If staff start to feel ill during the work day, they must not touch any food or food contact surfaces, and notify a supervisor immediately.
Monitoring:	<ol style="list-style-type: none"> 1. Any illnesses must be reported to a supervisor. 2. Any observed deviation from the above procedures must be reported to a supervisor. 3. On a weekly basis, Warehouse Manager will ensure adequate supply of aprons, gloves, bandages and other materials to prevent contamination of product via staff handling.
Corrective Action:	<ol style="list-style-type: none"> 1. Supervisors may reassign workers who appear to be ill to non-food contact jobs or send them home until they are well. 2. Products affected by compliance failure with the above procedures will be discarded. 3. Compliance failure will trigger staff retraining.
Verification:	<ol style="list-style-type: none"> 1. Compliance failure and corresponding corrective action will be documented by the supervisor on the <i>Employee Hygiene Log</i>. 2. Retraining will be documented on the <i>Employee Training Log</i> and initialed by the employee.
Record-keeping:	Hard copies of logs will be stored in the office filing cabinet.

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* Potable water is defined as meeting the standards for drinking purposes of the State or local authority having jurisdiction, or meeting the standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR 141).

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