



**Fiorucci Foods Inc.**

***Employee Hygienic Practices***

Revised Jan 2009 RBW



# Fiorucci Foods Inc.

## Employee Hygienic Practices

***The following are standard operating procedures, which must be strictly adhered to by all Fiorucci Foods Inc. employees, contractors and visitors when entering, passing through, or working in product manufacturing and packaging areas. Failure to follow practices could endanger you and those who may consume the food you produce. Disciplinary action in the form of warnings, suspensions or termination will be implemented for failure to adhere to the rules.***

### **DISEASE**

- Employees with runny nose, fever, open sores, and/or communicable disease must report condition to supervisor before starting shift.
- Open cuts or sores or lesions on hands must be properly bandaged and covered with disposable nitrile/rubber gloves or an alternative suitable waterproof and colored dressing. IF AN ACCIDENT OCCURS AT WORK SEE FIRST AID ATTENDANT (list of attendants posted on the bulletin board) for proper dressing.

### **PERSONAL CLEANLINESS**

- Shower or bathe every day before work.
- Wear clean clothes to work every day.
- No open-toed foot wear.
- No shorts. Dresses must be ankle length.

### **JEWELRY**

- **Jewelry is prohibited (includes rings, watches, earrings, necklaces, piercings, etc.).** Medical alert bracelets or necklace are allowed.

### **HANDS**

- When to wash and sanitize hands:
  1. When entering production area
  2. Start of every shift
  3. After absence from work station
  4. After every break (smoking, eating, drinking, etc)
  5. After using the restroom
  6. After using a handkerchief
  7. After handling wash down hoses or contaminated material
  8. Before changing departments
  9. Before putting on gloves
  10. Or from actions that cause hands to be contaminated
    - Removing objects from the floor
    - Coughing, sneezing, scratching, wiping your nose, adjusting eyewear, etc.
    - Emptying trash containers
    - Writing with a pen
    - Handling soiled equipment or tools
- How to wash hands:
  1. Push sleeves up out of the way or remove frock
  2. Use warm water (as hot as you can tolerate).
  3. Soap and lather hands to wrist.
  4. Scrub hands vigorously for at least 20 seconds or long enough to sing the “Happy Birthday” song.
  5. Do not forget to scrub under fingernails and between fingers.
  6. Rinse hands thoroughly.
  7. Dry hands with single use paper towel.
- Be aware of what your hands touch, control your hand usage (do not contaminate clean objects after touching contaminated objects-cause cross contamination).

- Fingernails are to be trimmed and clean (no dirt under the fingernails).
- No false fingernails or fingernail polish.

### HAIR COVERING

- Use only clean company approved hairnets and beard nets.
- Hairnets and beard nets are to be worn in the plant at all times.
- Hairnets and beard nets are not to be worn outside of the building.
- Hairnets are to contain all hair.
- Hairnets are to be pulled down over the ears.
- Employees with facial hair must wear a beard net.
- Mustaches do not require a beard net if they are neatly trimmed (no hair below the upper lip).
- A clean company approved hairnet/beard net is to be used at the beginning of each day.
- No curlers, bobby pins, pens or pencils behind the ear, etc. are allowed.
- Use only company provided earplugs in the plant at all times.
- Bump caps are to be kept clean and sanitary at all times.
- Bump caps are not allowed outside the building.
- Employees in Ready to Eat Departments (Deboning, Packaging, Slicing) will not wear bump caps, with the exception of department supervisors and lead people, management, and QA's. Employees working in potentially hazardous areas in these departments that require a bump cap for safety will be allowed to wear one.
- All departments other than Deboning, Packaging, and Slicing require employees to wear bump caps at all times.
- Ball caps and other personal head coverings (ex. bandanas, skull caps) are not allowed without approval and written permission from QA department. The approved personal head coverings must be clean and washable, and covered by a company hairnet.

### FROCKS

- A clean white frock is to be worn in the Slicing, Packaging, and Deboning (Ready-to-Eat) departments if you are to come in direct contact with product or product contact surfaces.
- A clean red frock is to be worn in the raw materials production areas – Fresh Ham, Salting, & Manufacturing.
- Frocks are to be left in departments on appropriate hangers.
- Green frocks are permitted in Ready-to-Eat departments under the following circumstances:
  - Managers/visitors passing through and are not to come in direct contact with product or product contact surfaces.
  - Shortage of white frocks **By written QA permission only!**
  - During Operational Sanitation workers are to wear green frocks.
  - **Note:** At no time are dirty white frocks permitted in Ready-to-Eat departments.
  - **Note:** White frocks are to be hung on the designated coat racks outside of the respective department.
- If pre-operational inspection is to be performed of a RTE department, then a white frock will be worn in the respective department.
- **Note:** White frocks will be worn in the dry storage area when picking up or delivering supplies.
- Maintenance will wear red frocks in fresh meat areas.
- Maintenance will wear white frocks in Ready-to-Eat areas.
- Frocks are not to be stored in personal lockers.
- Frocks are not allowed in the restroom facilities or locker room.
- Dirty frocks are to be disposed of in laundry bins at the end of the day.
- Frocks should cover all personal clothing (including sleeves).

### PERSONAL HABITS

- Food and drink are only allowed in the cafeteria and designated areas.
  - These are common areas and it is every employee's responsibility to keep these areas clean.
- Food and drink are to be stored in designated areas only.
- Food and drink are not to be eaten or stored in the locker room.
- Smoking, smokeless tobacco and tobacco products, gum, spitting, toothpicks, straws, candy, etc. are not allowed in production areas.
- Knives, cutting gloves, thermometers, or other personal equipment are not to be left on workstations at break or lunch.
  - Example: Knives are to be left in scabbards or knife dip stations at break.
- No objects are to be carried in outside frock pockets above the waist.
- Keep ingredient and product containers covered when not being used.
- Keep doors closed to coolers, freezers, and between processing areas.

### **GLOVES, APRONS, SLEEVES**

- Use only company approved gloves.
  - Disposable nitrile/rubber gloves are only to be used in Packaging and Slicing Departments.
  - Ham and Manufacturing Departments are to use non-disposable nitrile/rubber gloves.  
Note: employees are responsible for their gloves maintenance and cleanliness.
  - Employees who are required to wear cotton gloves are responsible for their glove maintenance and care.
- When gloves become torn, ripped, or contaminated they are to be replaced with new gloves. Gloves and aprons shall be changed after each break, upon re-entry into the processing area.
- To avoid contamination, gloves should fit properly.
- Gloves are not to be stored in personal lockers.
- Aprons are to be used when working with product that easily soils frocks or when working with wet materials.
  - Note: employees are responsible for their aprons maintenance and cleanliness.
- Sleeves are to be used when working with product that easily soils the sleeves of frocks or when working with wet materials.
  - Note: employees are responsible for their sleeves maintenance and cleanliness.

### **CROSS CONTAMINATION**

- Before changing departments, hands are to be washed.
- Frocks and personal equipment are to be changed when changing departments.
- Papers, folders, clipboards, boxes, etc. are not to be set on direct product contact surfaces.
- Dirty white frocks are not to be worn in the Ready-to-Eat areas.
- Frocks are not to be worn outside the plant.
- Do not lean/sit on product, stairs, boxes, or other contaminated surfaces.
- Do not walk on or step over equipment, product, etc.
- Keep equipment off of the floor whenever possible.
- No equipment or product is to be picked up off the floor and set on a direct product contact surface.
- Avoid overspray from the floor onto product, equipment, tables, etc.
- To avoid cross contamination in the Salami Hallway, red and white overhead lights have been installed. When the white light is on, ONLY RTE product is to be transported in the hallway. When the red light is on, ONLY RAW product is to be transported in the hallway. The area must be cleaned and sanitized when transferring from RAW to RTE product. A chain has been placed in the hallway to segregate areas if both RTE and RAW must be moved.

### **FLOOR SPILLS**

- Any meat that falls on the floor will be disposed of or reconditioned according to the Recondition Product Program.
  - See Production Procedures for departmental specifics.
- Packaged meat that falls on the floor must be washed or repacked.
- Employees must always wash hands after removing items off of the floor.
- Inedible containers must be clean, sanitary, in good condition, and properly labeled.
- Product disposed of must be properly denatured.

### **HANDLING NON-MEAT PRODUCTS**

non-meat items (boxes, pallets, pallet jacks, pens/pencils, etc.)

- Employees are to remove aprons, sleeves, etc. and wear white frocks before handling these items in Ready-to-Eat departments.
- Employees must wash their hands (including gloved hands) before returning to their workstation.
- Example: Department runs out of boxes. Employee removes personal equipment. The employee then retrieves the boxes from the box room. After retrieving the boxes, the employee washes his/her hands before returning to his/her workstation.  
non-meat items that come in contact with product (cutting boards, bags, etc.)
- These items are to be treated in the same manner as meat and food products.
- Example: The bagging machine runs out of bags. Employee removes personal equipment. The employee then retrieves the bags, still in the box. The box of bags is then set into place. Next, the employee washes his/her hands and puts on his/her personal equipment. Then, the bags are loaded in the machine.

### **PACKAGING/SLICING (READY-TO-EAT AREAS)**

- Employees handling Ready-to-Eat product must wash their hands every time they enter the production area.

- Employees handling ready-to-eat product must wear nitrile/rubber gloves, unless safety is a larger concern.
- All employees must use boot flush station every time when entering a Ready-to-Eat department.
- Only clean pallets are to be used in Ready-to-Eat Areas.

#### **CLEANING/MAINTENANCE OPERATIONS**

- Cleaning/maintenance may only begin working when all products have been covered and/or removed from the area to be repaired/cleaned.
- Direct product contact surfaces repaired by maintenance must be cleaned and sanitized before use or tagged out.
- Sanitation employees are required to follow Sanitation Standard Operating Procedures.
- All tools must be sanitized. There are tool sanitation stations in all RTE areas.

#### **QA/USDA TAGS**

- No product, equipment, or room with a QA Hold Tag, USDA Hold, or Reject Tag is to be used until released by the appropriate department or agency.