



Good Manufacturing Practices

May

New 7/23/2015

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Hand Wash Stations



- Hand wash stations shall not be hands operated.
- Hand washing facilities/stations must be sufficiently located, equipped and maintained:
 1. Hand wash stations must be conveniently located to optimize usage in production areas where hands routinely contact product.
 2. Hot and cold water must be available at all stations.
 3. Hand soap must be provided at each hand wash station.
 4. Single service paper towels and a place to dispose of used paper towels must be placed near the station.
 5. Signs reminding people to wash their hands must be posted in all employee restroom facilities; as well as conspicuously located near production hand wash stations.

Control of Hand/Gloves Uses

- When working in the facility, the use of hands for unsanitary practices must be avoided. Specifically, hands shall not be used to:
 - 1. Scratch head and body.
 - 2. Touch face or wipe forehead.
 - 3. Place fingers on or in mouth, nose or ears.



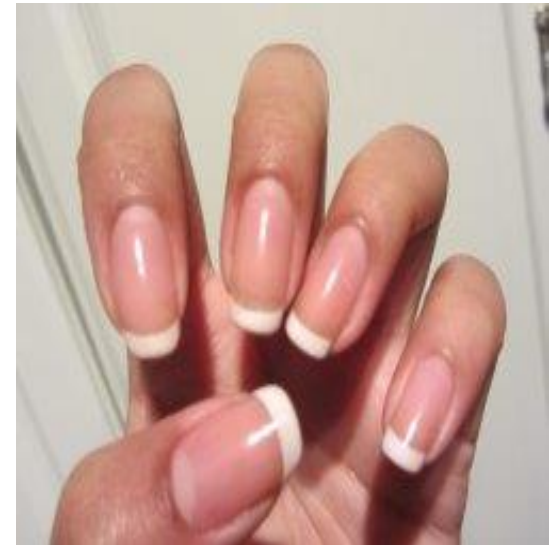
Hand Lotions

- Unscented hand lotions may be used if an employee wears appropriate gloves when in contact with food or food contact surfaces.



Fingernails

- In the facility, fingernails must:
 - 1. Be kept clean and properly trimmed.
 - 2. Not to be decorated in any way including:
 - Decals
 - Nail Polish
 - Nail Jewelry
 - False fingernails or nail extenders.



Disease Control

- No person will be admitted into a product contact area if he or she has been exposed to, are infected with or are a carrier of any potential source of microbial or viral contamination.

Employee Illness/Communicable Disease Management

- Anyone who has been exposed or possibly exposed to a communicable disease must report it to their department head prior to reporting to their work area.
 - 1. Diseases that can be transmitted from person-to-person through typical workplace contact, but are not transmissible through food must be evaluated on a case by case basis. Coordination between Quality and HR may be necessary. A doctor's note may be requested.

Employee Illness/Communicable Disease Management

- 2. When consulting with a physician, employees should tell their physician they work in a food production facility.
- 3. A company approved physician will make the final decision in all questionable instances.



Minor Cuts on Hands

- Personnel with minor cuts or injuries on hands:
 - 1. Must be able to protect the wound and keep it clean and free from infection.
 - 2. Will be allowed to work on production lines provided the cuts are bandaged and covered with an impermeable sanitary material. (Glove or sleeve)
 - 3. Adhesive bandages must be metal detectable.
 - 4. Any time a bandage is worn on hands or arms, employees **MUST** cover the bandage, even if the employee is not in contact with food or food contact surfaces.

