WISKERCHEN CHEESE INC.

Employee Training Manual

Behavior Based Safety

New 8/3/2015

Behavior Based Safety

- Behavior is the way in which a person or group responds to a specific set of conditions.
- Behavior based safety is the process of focusing on behavior to prevent or reduce occupational injuries.

Behavior Based Safety

- Behavior:
  - People are attracted to negative behavior.
    - 1. Who drove the speed limit today on your way here?
    - 2. Who was texting or talking on your cell coming here today?

****People push the envelope.

Behavior Based Safety

- Reasons why our facility should use behavior based safety?
  - 1. Human behavior causes most accidents.
    - Why?
    - a. We think we are saving time.
    - b. We think a job is easier to do a certain way.
    - c. We are unaware of the possible dangers.
    - d. We lack the understanding or training of certain duties.
    - e. We celebrate production over safety.

Behavior Based Safety

- 2. 80-85% of all incidents are the result of unsafe acts.
- 3. 15-20% of all incidents are the result of unsafe conditions.

QUESTION: If this is true, why are most efforts geared towards unsafe conditions?

ANSWER: It's easier to deal with unsafe conditions than it is with unsafe acts.

Behavior Based Safety

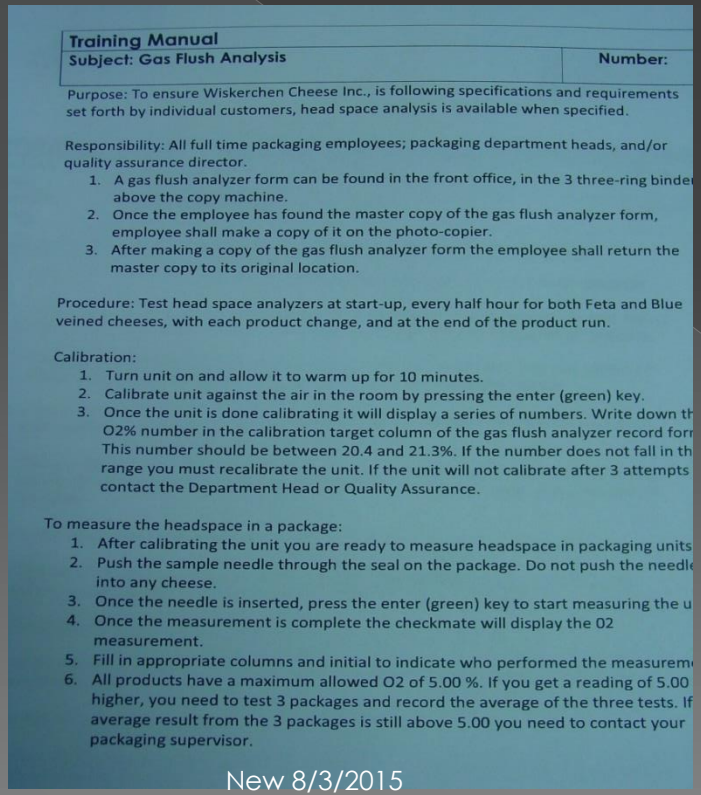
- 4. Every $1.00 of direct costs for an injury or illness, there are up to $100.00 of indirect cost.

Behavior Based Safety

- Near Misses
  - 1. Unsafe behaviors don't always result in accidents.
  - 2. Near misses are golden opportunities to prevent future issues.
  - 3. Don't ignore unsafe behavior.
  - 4. We do a lot of unsafe things & get away with it……does that make it ok?
    - **NO – Eventually it will catch up with us.**

Behavior Based Safety

- The safety tools our facility has in place for behavior based safety:
  - 1. Safety Manual
  - 2. Standard Operating Procedures (SOPs)



Training Manual

Subject: Gas Flush Analysis | **Number:**

Purpose: To ensure Wiskerchen Cheese Inc., is following specifications and requirements set forth by individual customers, head space analysis is available when specified.

Responsibility: All full time packaging employees; packaging department heads, and/or quality assurance director.

1. A gas flush analyzer form can be found in the front office, in the 3 three-ring binde above the copy machine.
2. Once the employee has found the master copy of the gas flush analyzer form, employee shall make a copy of it on the photo-copier.
3. After making a copy of the gas flush analyzer form the employee shall return the master copy to its original location.

Procedure: Test head space analyzers at start-up, every half hour for both Feta and Blue veined cheeses, with each product change, and at the end of the product run.

Calibration:

1. Turn unit on and allow it to warm up for 10 minutes.
2. Calibrate unit against the air in the room by pressing the enter (green) key.
3. Once the unit is done calibrating it will display a series of numbers. Write down th O2% number in the calibration target column of the gas flush analyzer record for This number should be between 20.4 and 21.3%. If the number does not fall in th range you must recalibrate the unit. If the unit will not calibrate after 3 attempts contact the Department Head or Quality Assurance.

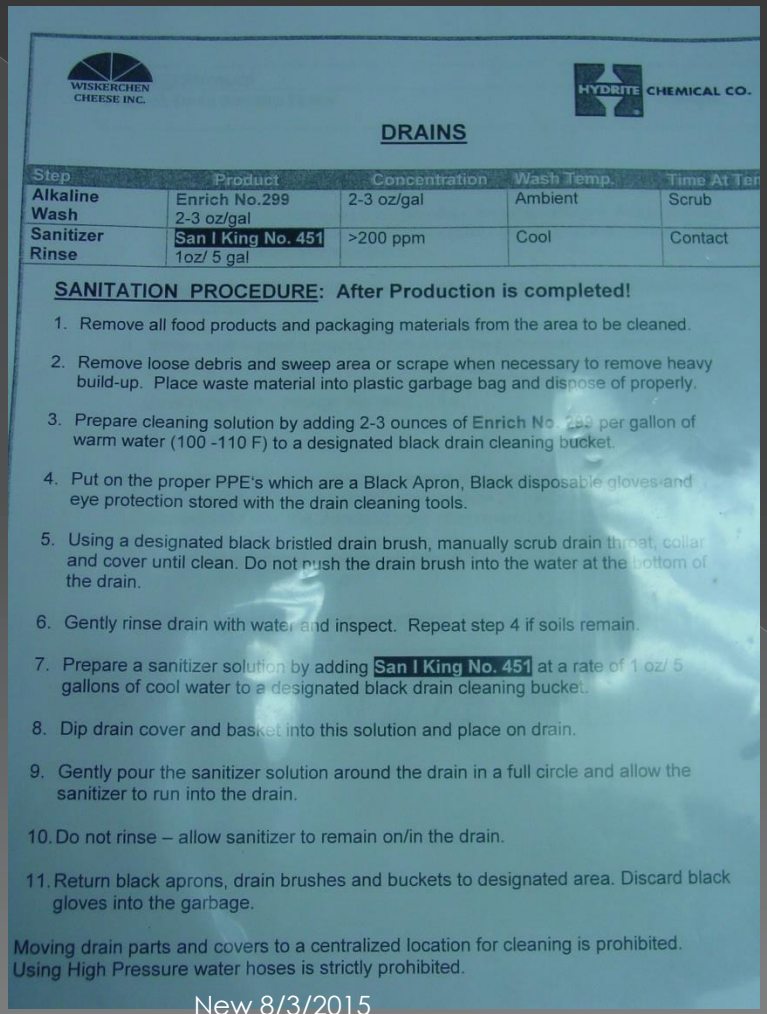
To measure the headspace in a package:

1. After calibrating the unit you are ready to measure headspace in packaging units
2. Push the sample needle through the seal on the package. Do not push the needl into any cheese.
3. Once the needle is inserted, press the enter (green) key to start measuring the u
4. Once the measurement is complete the checkmate will display the 02 measurement.
5. Fill in appropriate columns and initial to indicate who performed the measurem
6. All products have a maximum allowed O2 of 5.00 %. If you get a reading of 5.00 higher, you need to test 3 packages and record the average of the three tests. If average result from the 3 packages is still above 5.00 you need to contact your packaging supervisor.

New 8/3/2015

Behavior Based Safety

- 3. Sanitation Standard Operating Procedures (SSOPs)



WISKERCHEN CHEESE INC.

HYDRITE CHEMICAL CO.

DRAINS

Step	Product	Concentration	Wash Temp.	Time At Ter
Alkaline Wash	Enrich No.299 2-3 oz/gal	2-3 oz/gal	Ambient	Scrub
Sanitizer Rinse	San I King No. 451 1oz/ 5 gal	>200 ppm	Cool	Contact

SANITATION PROCEDURE: After Production is completed!

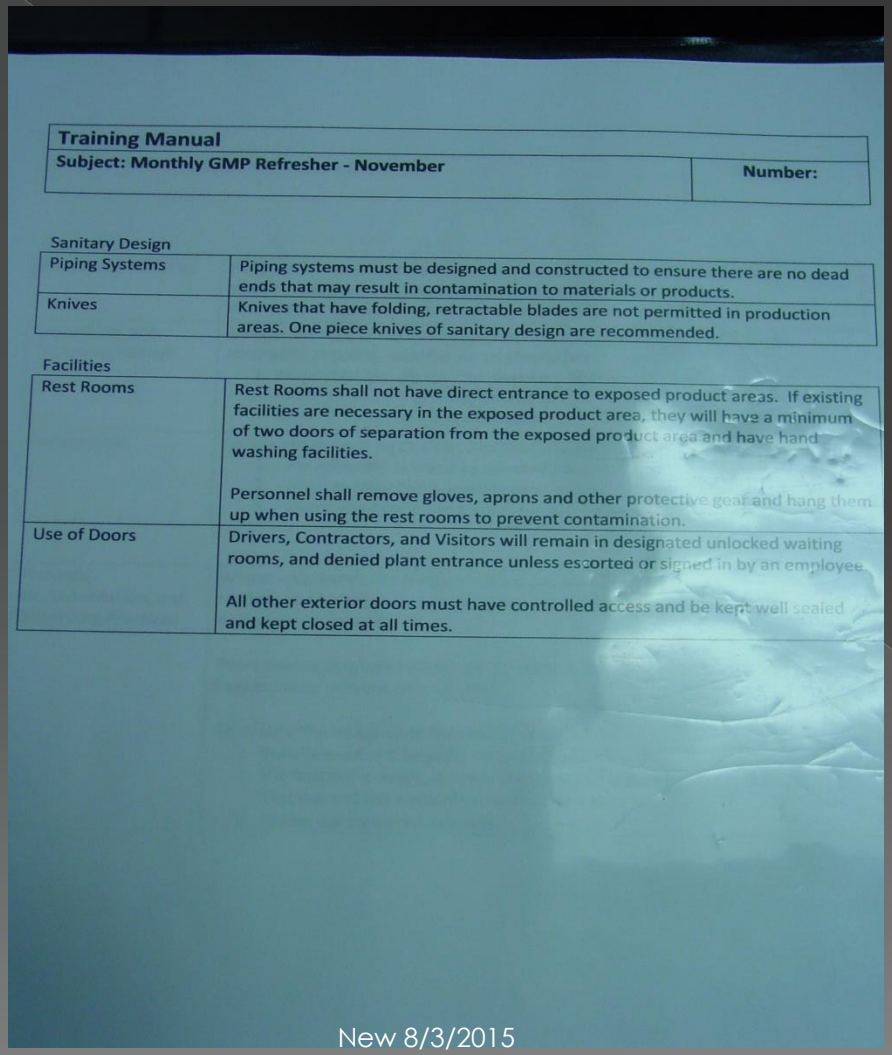
1. Remove all food products and packaging materials from the area to be cleaned.
2. Remove loose debris and sweep area or scrape when necessary to remove heavy build-up. Place waste material into plastic garbage bag and dispose of properly.
3. Prepare cleaning solution by adding 2-3 ounces of Enrich No. 299 per gallon of warm water (100 -110 F) to a designated black drain cleaning bucket.
4. Put on the proper PPE's which are a Black Apron, Black disposable gloves and eye protection stored with the drain cleaning tools.
5. Using a designated black bristled drain brush, manually scrub drain throat, collar and cover until clean. Do not push the drain brush into the water at the bottom of the drain.
6. Gently rinse drain with water and inspect. Repeat step 4 if soils remain.
7. Prepare a sanitizer solution by adding San I King No. 451 at a rate of 1 oz/ 5 gallons of cool water to a designated black drain cleaning bucket.
8. Dip drain cover and basket into this solution and place on drain.
9. Gently pour the sanitizer solution around the drain in a full circle and allow the sanitizer to run into the drain.
10. Do not rinse – allow sanitizer to remain on/in the drain.
11. Return black aprons, drain brushes and buckets to designated area. Discard black gloves into the garbage.

Moving drain parts and covers to a centralized location for cleaning is prohibited.
Using High Pressure water hoses is strictly prohibited.

New 8/3/2015

Behavior Based Safety

- 4. Good Manufacturing Practices (GMPs)



Training Manual

Subject: Monthly GMP Refresher - November | **Number:**

Sanitary Design

Piping Systems	Piping systems must be designed and constructed to ensure there are no dead ends that may result in contamination to materials or products.
Knives	Knives that have folding, retractable blades are not permitted in production areas. One piece knives of sanitary design are recommended.

Facilities

Rest Rooms	Rest Rooms shall not have direct entrance to exposed product areas. If existing facilities are necessary in the exposed product area, they will have a minimum of two doors of separation from the exposed product area and have hand washing facilities. Personnel shall remove gloves, aprons and other protective gear and hang them up when using the rest rooms to prevent contamination.
Use of Doors	Drivers, Contractors, and Visitors will remain in designated unlocked waiting rooms, and denied plant entrance unless escorted or signed in by an employee. All other exterior doors must have controlled access and be kept well sealed and kept closed at all times.

New 8/3/2015

Behavior Based Safety

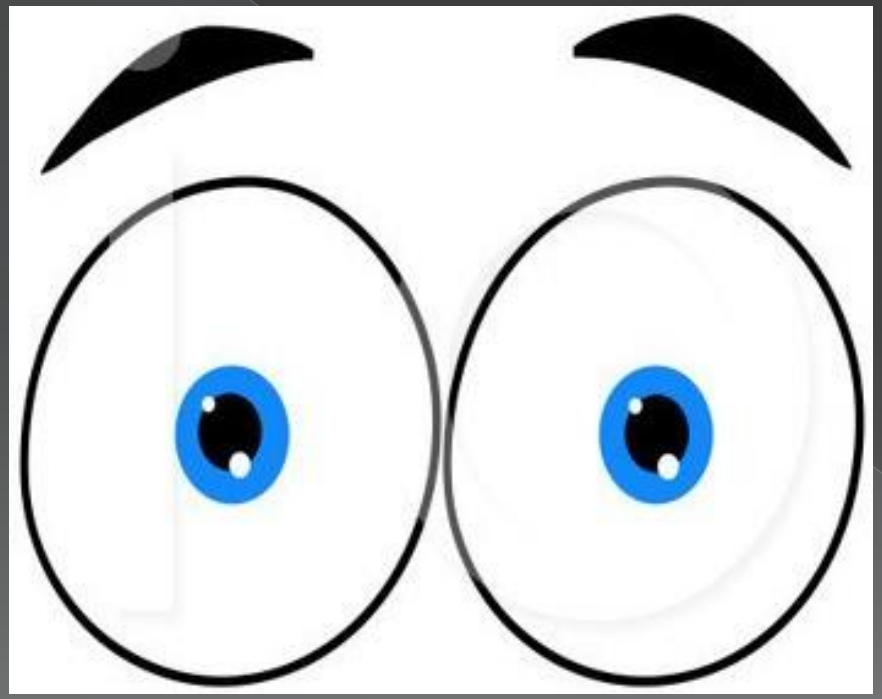
- 5. Safety Data Sheets (SDS) Manuals (formerly MSDS)

Behavior Based Safety

- 6. Personal Protective Equipment (PPEs)

Behavior Based Safety

- 7. Observations from all employees.



Behavior Based Safety

- What all employees can do?
  - 1. Realize the value of doing things the right way.
  - 2. Realize behaviors result in positive or negative consequences for workers.
  - 3. Participate in our facilities safety program.
  - 4. Follow the work rules and processes that our facility has in place and develops.
  - 5. Use all supplied personal protective equipment. (PPE)
  - 6. Cooperate with the safety coordinator when they observe you at your workplace or if they request information from you on how you work.