

Protocol for personal hygiene

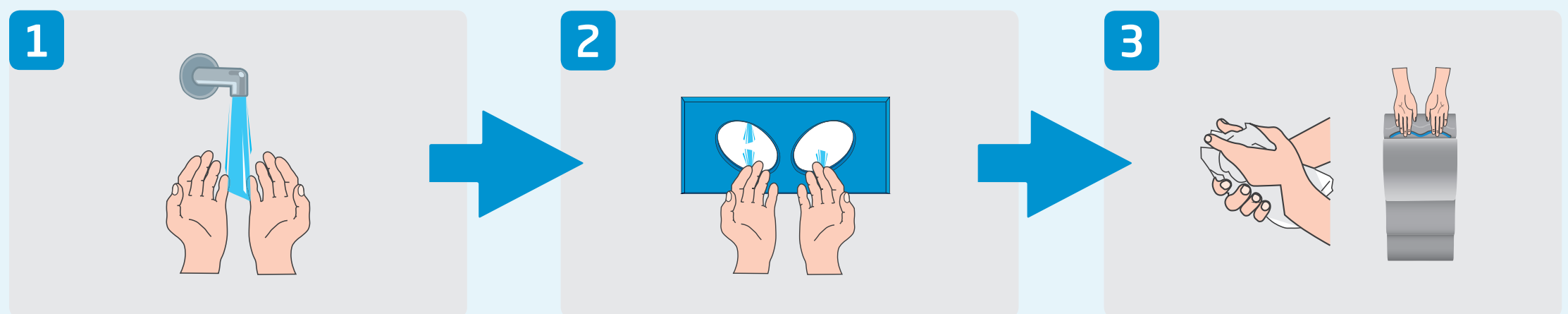
Personal hygiene for employees and visitors of production departments

When should hands be washed?

- Before starting work.
- When changing activities.
- When entering and leaving the break room.
- After coughing and sneezing or after blowing your nose.
- Before and after eating, drinking or smoking.
- After using the toilet.

When wearing gloves

- Micro-organisms may adhere to gloves when wearing them.
- For reusable gloves, follow the washing procedure and remove the gloves without touching the outside.
- Disposable gloves must be disposed of immediately after use.



1 Washing hands

- The first and most important measure is to remove micro-organisms from the hands.
- When the hands are washed intensively with soap, micro-organisms are washed away.
- Important for both product safety and the health of the employee.

2 Disinfecting hands

- Disinfecting the hands reduces or kills micro-organisms present on the hands.
- This is only effective when the disinfectant is allowed to work properly.
- Is often intended for product safety.

3 Drying hand

- The hands can be dried with a hand dryer or with paper.
- When using towels, use only disposable paper.

Requirements for employees

Nails & hands

- Hands are clean and cared for.
- Nails are clean and cut short.
- Artificial nails and nail varnish are not permitted.
- Hand and wrist jewellery is not permitted during work.

Head & facial hair

- Head hair should be clean and cared for.
- Long hair must be raised or tied up.
- Facial hair must be short and tidy.
- Hair is worn in a hair net.
- Facial hair is covered with a beard net.

Clothing

- Work and private clothes should be stored separately.
- Work clothes must be changed every day.
- Work clothes must be taken off when entering the break room.
- Heavily soiled work clothes must be cleaned.
- It is not permitted to go outside wearing work clothes.
- The employer is responsible for cleaning work clothes.

Eating, drinking & smoking

- Eating and drinking in the production areas is strictly forbidden. It is allowed in the designated break rooms only.
- Smoking is only permitted in the designated areas.

Requirements for equipment

Water tap

- Do not touch the water tap with your hands.
- The water tap must be equipped with foot, knee or sensor controls.

Dispensers (liquid)

- The contents must be properly sealed.
- The dispensers must be equipped with elbow, foot or sensor controls.
- When the tank is replaced, the dispenser must be cleaned.

Waste bin

- Must be clean and lockable.
- Must have a pedal for hands-free opening.
- Must be emptied at least once a day.
- Should be cleaned after emptying.

A hygiene protocol is intended for anyone working in a production department or visiting them. This specific protocol has been drawn up on the basis of various hygiene codes in the food industry. This protocol serves as a minimum starting point according to the HACCP guidelines.