

SANITATION STANDARD OPERATING PROCEDURE – Control of Employee Health Conditions

INTRODUCTION

Good manufacturing practices (GMP's) are established by the Food and Drug Administration and detailed in the Code of Federal Regulations to protect against contamination of food. GMP's shall be followed by all Creamery employees, students, and visitors.

MATERIALS

1. Uniforms or lab coats
2. Shoes or boots
3. Gloves
4. Hair and beard restraints

HYGIENIC PRACTICES

1. Hands are to be thoroughly washed with soap and warm potable water and dried at the following times, and as needed:
 - a. When reporting to work
 - b. After a break period
 - c. After smoking, eating, or drinking
 - d. After using toilet facilities
 - e. At other appropriate times as needed to maintain good sanitation
2. Eating, drinking, and gum chewing are prohibited in food processing areas.
3. Proper hair restraints must be worn
 - a. Hair restraint must cover entire head, including the front and back
 - b. Beard restraints must be worn by all employees with more than one day's growth of facial hair, including beards, goatees, and sideburns.
 - c. Mustaches that grow below the lip line must be covered with a beard restraint
4. Fingernails must be properly groomed; clean, cut to an appropriate length, with no polish or artificial nails.
5. No watches or jewelry, except wedding rings without sets, are permitted in the processing rooms.
6. Smoking and the use of other tobacco products are prohibited, except in designated outdoor areas.
7. Clean uniforms are to be worn at the start of each shift, and left on the premises at the end of each shift.
 - a. Uniform shirts and lab coats must have snap closures and no pockets above the waistline.
 - b. Shoes / boots must remain on the premises and sanitized in a foot bath when appropriate.
 - c. Hats / bandanas that are worn over hair restraints must be clean and remain on the premises at the end of the shift.
8. Gloves used in food handling shall be maintained in an intact, clean and sanitary condition. They should be made of an impermeable material.
9. Personal belongings and street clothing should be stored in an area separate from food handling areas.

INFECTIOUS DISEASE POLICY

1. Employees affected with any disease capable of being transmitted to others through the contamination of food, food-contact surfaces, or food-packaging materials shall be excluded from any operations which may be expected to result in the contamination of finished products until the condition is corrected.
2. Personnel shall report such health conditions to their supervisors.

INJURY / OPEN WOUND POLICY

1. Employees with open sores, bleeding cuts, burns, or skin infections will not be permitted in the processing rooms.
2. Some hand injuries may be covered with disposable gloves, provided hand washing procedures are followed.

CONTROLLED ACCESS POLICY

1. Access of personnel and visitors to processing, packaging, and finished product storage areas should be controlled to prevent contamination.
2. All personnel and visitors must abide by the employee good manufacturing practices listed in the sections above.
3. All necessary precautions need to be taken to prevent contamination, including the use of foot and hand sanitizing systems.

PERSONNEL SAFETY PROGRAM

1. OSHA requirements for confined spaces allow access by employees to confined spaces, when necessary, for matters related to the operation of the processing facility.
2. OSHA rules on injury protection include the installation of devices, such as guards and shields, to protect personnel from injury. Hearing protection in areas with high levels of operational noise will reduce hearing related injury.
3. Interior air quality requirements. Adequate ventilation and proper storage of chemicals will prevent unnecessary airborne exposure to hazardous materials.

REFERENCES

1. Code of Federal Regulations
Title 21, Volume 2, Parts 100 – 169 (most recent revision)
2. EPA and OSHA regulations related to personnel safety.
3. Penn State’s Environmental Health and Safety Office
6 Eisenhower Parking Deck
Phone 814-865-6391
Fax 814-863-7427
Web site www.ehs.psu.edu

The following individual is responsible for implementation of this SSOP and has the overall authority on-site:

Name: _____ Title: _____ Date: _____