

W - Instructie

W.230.01(E) - Hygiene, order and cleanliness guidelines

Versie. 1 - Gewijzigd op: 24 januari 2022 13:18

PERSONAL HYGIENE

- Always wear clean, closed (company) clothing when entering loading, storage and transfer areas. It is mandatory to wear safety shoes
- Wash your hands with soap:
 - before the start of work
 - before and after a break
 - after every toilet visit
 - if they have become dirty during work (e.g. if you come into contact with unpackaged product or contaminated product)
- Always keep hands clean and nails trimmed short. Artificial nails are not allowed.
- It is not allowed to use nail polish and strongly scented perfume or aftershave
- In areas where work is done with unpackaged food, it is forbidden to wear jewelry (necklaces, rings, bracelets, earrings, watches and visible piercings)
- When entering customer premises, where there are rules for clothing (such as white jacket and / or cap), always follow these rules
- It is forbidden to smoke, spit, eat and drink in areas where food is handled
- Always avoid blowing or coughing over unprotected foods
- Everyone who uses a coffee corner, company restaurant or canteen is responsible for keeping these areas clean and tidy. Also leave toilet areas clean after use
- Report illness, injuries and skin conditions to management. Always use plasters of water-repellent material for wounds on the hands and / or arms

BUILDINGS AND TRANSPORT EQUIPMENT

- Doors should be kept closed as much as possible to prevent the entry of birds and vermin
- Immediately notify the warehouse coordinator if (traces of) vermin are detected in the storage area or cargo area.
- Keep your own workplace and transport equipment tidy
- Keep the company site tidy

GLASS BREAK

- If glass breakage or breakage of hard plastic in or near the cargo is detected, action must be taken immediately to prevent contamination of foodstuffs. Stop work in the vicinity of the fracture. Immediately clean up all glass residues, carefully check the environment and goods and report the breakage to the warehouse coordinator.

RETURNS AND PACKAGING

- Returns and packaging (and the storage thereof) must not pose a risk of contamination of foodstuffs (for example, spoiled residues or vermin)

WASTE

- Collect waste in the appropriate collection facilities (waste bins / containers)
- Regularly dispose of the waste.
- Collection and storage of waste should never pose a risk of contamination of the goods