

Koster Keunen, Inc. Personnel Hygiene, Welfare, and Processing Practices

Overview: Maintained documentation must be available to relevant staff regarding a summary of the organizations food safety policies, and the methods it will apply to meet the standard

Purpose: To comply with the SQF Standard.

Policy

Personnel Welfare

Koster Keunen, Inc. employees whom present a health risk to others shall not engage in food contact processes. In the events that an individual does present a health risk to others, the site shall implement appropriate measures to prevent contact with finished goods. If spillage of fluids occurs, a properly trained staff member will clean the affected areas and will ensure that the materials and products have been quarantined or disposed. Specifically, if an employee has cuts, sores, or lesions, they shall not engage with handling finished goods. However, if the individual has minor cuts or abrasions, they will be provided with a colored, waterproof, metal detectable band aid.

Handwashing

Employees, contractors, and visitors are required to have clean hands throughout the facility. Upon entering the facility, all individuals must utilize the hand sanitizing stations located at all entrance points. After visiting the toilet, smoking, eating, or drinking, employees are required wash their hands at handwashing stations located in the bathrooms. Upon exiting the bathroom, employees must use the sanitizing stations.

Within the bathrooms, Koster Keunen, Inc. will provide a potable water supply with appropriate temperatures, liquid soap in a fixed dispenser, paper towels, and a location for paper towel disposal.

In addition, when gloves are being used by employees, the same applications mention above apply. Sanitizer can be used on the gloves as deemed necessary by the employee.

Clothing and Personal Effects

Koster Keunen, Inc. will supply all individuals engaged in food handling protective, laundered, uniforms with a locker for storage. Excessively soiled uniforms will be changed or replaced to prevent contamination. Employees are provided with enough uniforms to wear a new one each day, in addition with to a rack for storage.

After each break, employees are required to change their disposable gloves and aprons upon re-entry into the finished area or when damaged. Non-disposable PPE will be cleaned, sanitized, or replaced as needed to also prevent contamination. The non-disposable PPE will have designated locations for storage.

Koster Keunen, Inc. Personnel Hygiene, Welfare, and Processing Practices

Jewelry and other loose objects can not be worn in processing areas. The exceptions include: a medical alert bracelet, jewelry for religious or cultural reasons, and plain wedding bands without stones.

Visitors

All visitors entering the facility are subject to this policy. They must be trained on the site's food safety and hygiene procedures prior to entering the facility. While being in the facility, the visitors must be always escorted.

Staff Amenities

Changing rooms are provided to staff for changing and are kept clean by maintenance. In the changing room, employees can store their street clothing and personal items separate for the facility.

Bathrooms are accessible to staff and separate from operations. The bathroom is vented and has enough stalls compared to personnel. The materials utilized in the bathrooms are easily cleaned and maintained and kept clean daily.

Locations for hand washing are located within the bathroom to meet the handwashing policy.

Employees are provided a break room separate from the food contact and handling zones. The location is ventilated and well lit, has adequate tables and setting, potable water, refrigeration and heating facilities for food and beverage, and is kept clean by maintenance daily. Outside eating areas are also provided by Koster Keunen, Inc. and are kept clean in order to prevent pests at the site.

Processing Practices

Staff engaged in food handling and processing operations must only enter through personnel access doors. The doors then must be closed for protection purposes.

Personnel within the facility shall not eat or taste the product.

Employees are not allowed to wear false fingernails, false eyelashes, eyelash extensions, long nails, or fingernail polish where finished goods are accessible. Hair restraints and beard covers must be used in finished areas.

Smoking, chewing, eating, or spitting is not permitted in the facility. Drinking water is allowed under the conditions that it does not present a risk for contamination. The water must be stored in clear, covered containers, away from finished goods.

The flow of employees throughout the facility should be managed to prevent contamination.