



Safety Glasses and Ear Protection

As of 5:00 A.M. June 14, 2005 the use of safety glasses and ear protection is mandatory in production rooms only.

I acknowledge I have received the addendum to the safety program and complying with the use of ear protection and safety glasses set forth by PouchTec Industries, LLC. is my responsibility.

Employee's Name Howard Davis

Employee's Signature Howard Davis Date 9.9.16

Trainer: _____ Date: _____

Plant Safety Rules Policy

I. Purpose

- a. To help ensure the safety of all PouchTec employees.

II. Applicability

- a. All facilities of PouchTec Industries, LLC.

III. Responsibility

a. Managers:

1. Assure the Plant Safety Rules are followed throughout their areas of responsibility.

b. Supervisors:

1. The Supervisors on the job have the ultimate responsibility to see that Plant Safety Rules are followed in their areas of responsibility.
2. Provide employees with training on the Plant Safety Rules.

c. All PouchTec Employees:

1. Know and follow the Plant Safety Rules when working in or visiting the plant.

d. Safety Department:

1. Identify and/or assist in identification of the Plant Safety Rules.
2. Assure employee training on the Plant Safety Rules is completed.

IV. Plant Safety Rules

1. Keep your work area neat, orderly and clean.
2. Reporting to work or working under the influence of alcohol or other mind-altering substances is prohibited. Fighting and horseplay on company property is prohibited.
3. When walking in the plant, use the designated walking aisles. Do not walk under Pallet Racking.
4. Use caution when walking on wet, slippery, or dusty floors, stairways or sidewalks. Use the floor sign to mark wet floors.
5. Always follow proper lifting practices. Ask for help whenever necessary.
6. Only start or operate equipment when trained and authorized to do so. Only operate equipment when all guards are in place.
7. Know the location of all fire extinguishers in your area. Use only if trained. Know the location of emergency exits. Do not use the fire hoses; they are for the Fire Department use only. Fire exit pathways and the areas around and under fire extinguishers and fire hoses must be kept clear and unobstructed.
8. Use tools only for their intended purpose.
9. All accidents and/or injuries must be reported to your Supervisor immediately.
10. Compressed air used for cleaning must not exceed 30psi pressure. If using compressed air for cleaning, all employees in the area must use the proper personal protective equipment, for example, safety glasses. Do not use compressed air to clean off skin or clothing.
11. Caution should be used when using chemicals or mixing any unknowns. Chemicals are to be used and disposed of only by trained and authorized personnel. Apron, rubber gloves, face shield and rubber boots must be worn when handling chemicals.
12. Personal Protective Equipment (PPE) must be worn as required by the job. PPE must be utilized at all times per procedure.
13. A welding/-burning permit must be obtained when using any spark, flame or heat-producing device outside of the Maintenance Shop Area.
14. Anytime work is being done on equipment, it must be locked out/ tagged out by each person who is involved. This includes de-energizing hydraulic, pneumatic, and electric power and bleeding off all stored energy.

15. A confined space permit must be obtained before an employee enters any confined space. Only trained and authorized personnel may enter a confined space.
16. A OSHA required Medical evaluation / test will be administered prior to the use of any respirator equipment. Completed test will be in Personnel safety file
17. Contractors must adhere to all Plant Safety Rules. Employees should report unsafe acts and conditions by contractors to their Supervisors.

		Title: Personnel Hygiene Requirements / GMPs	
Effective Date: 1/14/15	Supersedes: 11/18/14	Approval: SQF Practitioner	Document No.: QAP-023
Prepared by: Patti VonderHaar		SQF Element: 11.3	Page 1 of 10

PURPOSE

1. The purpose of this policy is to ensure that PouchTec Industries, LLC employees and facilities meet Good Manufacturing Practices (GMP) requirements per 21 CFR 110, "Current Good Manufacturing Practices in Manufacturing, Packaging, or Handling of Human Food".

PROCEDURE

1. These GMPs are implemented and maintained by the Quality Assurance department.
2. These GMPs are to be monitored and enforced by all PouchTec Employees. Employees are expected to follow all GMPs, as well as ensure that those employees they work with follow them. Plant management holds responsibility for compliance with GMPs.
3. All employees, temporaries, contractors, visitors, and other persons entering PouchTec production or warehouse facilities shall understand the principles and relevance of Good Manufacturing Practices, and shall adhere to them while in these facilities.
4. Training in GMPs shall be conducted regularly. This training shall be documented.
5. Failure to comply with GMPs shall result in disciplinary action, up to and including termination.

PERSONAL PRACTICES

1. Disease Control
 - A. Any employee who, by medical examination or supervisory observation, has or appears to have a communicable disease, open lesion (including but not limited to boils, sores, or infected wounds), or other potential source of contamination to a food manufacturing environment shall be restricted from production areas until the condition is corrected. Employees may resume normal job functions if a situation can be adequately addressed to prevent contamination in a manner approved by plant management.
 - B. Employees must immediately report to their Supervisor (or appropriate designee) any existing or potential health condition that could be a source of product contamination or is a public health threat.
 - C. Employees becoming ill during working hours shall notify their Supervisor (or appropriate designee) immediately.
 - D. The mouth, nose, ears, or hair must not be touched when working with food products. Sneezing or coughing over, on, or in the vicinity of exposed product shall be avoided.



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F. Fasteners

- i. No sewn-on buttons shall be permitted on uniforms or outer garments. Snaps or zippers are preferred.
- ii. A single button is permitted for the waistband of uniform pants.

G. Pockets

- i. No pockets shall be permitted on uniform shirts or on smocks/labcoats above waist level. Pockets shall be removed or sewn shut.

H. No pens, pencils, thermometers, eyeglasses, or other materials shall be carried in shirts, smocks, or other garments above the waist level.

- i. Warehouse employees in the warehouse may carry pens or pencils in a jacket pocket only. These items must be removed prior to entry to the production floor.

I. Prohibited Clothing

- i. Muscle shirts, sleeveless T-shirts, tank tops, tube tops, halter-tops, or other shirts not fully covering the shoulders and midriff are not permitted.
- ii. Pants must be ankle length. Shorts are not permitted. Pants that drag on the floor are not permitted.
- iii. No offensive or potentially offensive printing, logos, lettering, or pictures shall be displayed on clothing.
- iv. No beads, sequins, "puff paint", or other non-printed decorations shall be permitted on any garment worn in the production area or warehouse.
- v. Sweaters and other garments that have the potential to shed shall not be worn in processing areas.
- vi. Scarves and/or ties around the neck and loose clothing shall not be permitted in production area, due to the potential for entanglement in machinery.

J. Neckties may be worn only if a smock or lab coat is worn and the tie is kept in the garment.

K. Footwear shall completely cover the foot and a steel toe to protect the foot. The shoe or boot should be constructed of leather, vinyl, rubber, or other non-absorbent material.

4. Personal Hygiene Practices

A. A high degree of personal cleanliness must be maintained by all employees to prevent contamination of food products. Employees shall bathe regularly in order to maintain this level of cleanliness.

B. Hands and fingernails shall be clean at all times. Employees must wash hands using a germicidal soap and hot water to sanitize hands:

- i. Before starting work
- ii. After breaks, meals, and smoking breaks.
- iii. After using the restroom.

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6. Hair

- A. All employees, regardless of length or presence/absence of hair, shall wear a company-furnished hairnet in designated manufacturing areas.
 - i. Designated manufacturing areas are those in which there is exposed product, product contact surfaces, or food packaging materials.
- B. Small mesh hairnets shall be utilized.
 - i. Hairnets shall contain all hair. Two hairnets may be used if required.
 - ii. Hairnets shall be worn below the ear, and shall cover hair on the forehead as well as the back of the neck. Hairnets shall not be worn beret-style.
- C. The hairnet, where required, shall cover earplugs.
- D. Hardhats supplied by the company or contractor must be worn over the hairnet in designated locations.
 - i. No stickers, decals, labels, or other materials shall be applied to hardhats.
- E. Other head coverings may be permitted on a case by case basis provided a hair net is worn over the covering.
- F. Beard nets are worn as a requirement on specific production lines.

7. Facial and Body Hair

A. Beards

- i. Beards must be completely covered by a beard net provided by the company.
- ii. A beard is defined as any facial hair, regardless of sex, including stubble from not shaving prior to work. The following are considered forms of beards that must be covered by a beard net.
 - a. Any hair of any length on the chin, lower jaw, or neck, including goatees, Vandykes, and other forms of beards.
 - b. Sideburns that extend below a line parallel to the bottom of the earlobe.
 - c. Sideburns with hairs longer than 1"
 - d. Mustaches which extend over the bottom of the upper lip, below the corners of the mouth, or more than ½" beyond the sides of the mouth.
- iii. Beard nets shall be worn over the mouth and mustache area.
- iv. All facial hair must be completely removed or adequately shaved unless a beard net is worn.

B. Mustaches

- i. Mustaches do not have to be covered by a beard net when they meet the following guidelines:
 - a. Mustache does not extend over the bottom of the upper lip, below the corners of the mouth, or more than ½" beyond the sides of the mouth.



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10. Lunches/Personal Food

- A. No food or beverages are allowed in the locker room or lockers.
- B. Lunches and personal food or beverages shall be stored in the break room only.
- C. Refrigerators are provided for temperature-sensitive products.
- D. The contents of the refrigerators will be disposed of weekly.

11. Product Containers

- A. Product containers and packaging (**plastic jugs**, slip sheets, boxes, caddies etc.) shall be used only for finished product. Product containers shall not be used to store parts, equipment, or ingredients. Product labels and slipsheets shall not be used for signs.
- B. Ingredient barrels, cases, and inserts shall not be used as workstations, desks, or seats.
- C. Single use containers (5-gallon buckets, cases, bags, tubs) shall not be reused for product or ingredients unless labeled for its use (waste labeled waste).

12. Product Covers

- A. Product tanks and hoppers shall be covered whenever they contain product.

13. Product Utensils

- A. Utensils shall be of sanitary design and manufacture.
- B. Utensils shall be inspected prior to use. Dirty, cracked, chipped, or otherwise damaged utensils shall not be used.
- C. Utensils shall be stored appropriately when not in use.
- D. Utensils shall never be left in tanks, hoppers or cases.
- E. Utensils shall be cleaned after each use. Utensils shall not be wiped on uniforms.

14. Housekeeping

- A. Work area
 - i. Employees are responsible for keeping their work area in a food-safe, sanitary, and orderly fashion.
- B. Common areas (Locker rooms, break room, smoking area)
 - i. Employees are responsible for maintaining common areas in a food-safe, sanitary, and orderly fashion.
 - ii. Employees are responsible for picking up after themselves and disposal of their own trash.

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DOCUMENTATION

GMP violations should be recorded during daily GMP/Housekeeping audits, Monthly QA inspections, and Quality Systems audits.

History of Amendments

- 02/01/10 Drafted Revised Documentation to support SQF 2000 certification efforts.
- 07/01/10 Adopted Draft
- 03/30/11 changed section 3. Clothing A., B., C. & D. to add the new smock policy for removal of shirts/smocks when leaving the rooms – will not be worn in break rooms, office areas or outside, new color coding for supervisors, maintenance.
- 05/01/11 Implemented Improved Program
- 10/28/11 BT – Added medical alerts to the jewelry section.
- 11/14/12 BT – updated section 6 E, coverings to allow some head coverings on a case by case basis. This change was made in conjunction with the QA Manager.
- 03/05/13 BT – Updated section 8 Misc. personal practices – added no cell phones allowed in the production areas
- 02/25/14 BT – updated program with some minor wording errors, changed the smock hang up area to the outside of the rest rooms and outside of the lunch room.
- 11/18/14 BT – added in a clarify statement that company provided smocks and uniforms cannot be taken home and laundered independently.
- 1/15/14 DP – added “Consumption of throat or cough lozenges are only permitted when approval has been given by a member of the Quality Assurance Department.”

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I have been given a copy of the PouchTec Industries, LLC. GMP policy (Dated 08/23/07).

I understand that it is my responsibility to comply with all portions of this policy.

I understand that I may ask my Supervisor, Manager or the Quality Assurance Manager if I have any questions regarding this policy.

I understand that if I fail to comply with the Good Manufacturing Practices, I will be subject to progressive disciplinary action, up to and including termination.

I understand that Human Resources will keep this signature page in my personnel file.

Employees name (printed): *Haword Davis*

Employees signature: *Haword Davis*

Date: *9.9.16*