



The Society of
Food Hygiene
and Technology



Hygiene Guidance for Contractors' Employees

INTRODUCTION

Employers have onerous duties placed upon them to safeguard the health and safety of their own employees and contractors, under various pieces of health and safety regulations.

Food industry companies should develop a formal set of rules and conditions for contractors in order to meet their statutory duties. It is to the mutual benefit of the company and the contractor that their responsibility to each other is clearly understood and that, by co operation, they are able to achieve the highest possible standards of safety and hygienic operation during the course of the contract, be it long or short term.

Within such a document, reference to hygiene requirements should be stated. The following suggestions are given for guidance, although it should be appreciated that not every eventuality or situation may be covered in these guidelines. Local requirements may need to be added to the general conditions set out below. Such rules and conditions should be discussed with each contractor before work commences and preferably a signed understanding obtained.

OBJECTIVE OF RULES AND CONDITIONS

The objective of any site rules and conditions is to establish and maintain a high standard of hygiene on site in order to protect customers from the risk of food borne bacterial and physical product contamination which could result in illness or injury.

Hygiene Guidance for Contractors' Employees



Personal
Hygiene/
Training

GENERAL

The contractor must be acquainted with and ensure that his employees comply with all legislation and company rules intended to prevent the contamination of food and should ensure that his employees observe the highest standard of personal hygiene whilst on site.

HEALTH

The contractor should notify the company immediately they become aware that :

**any of their employees are suffering from diarrhoea, vomiting or other symptoms liable to be associated with food poisoning; or
any of their employees are a contact of a known or suspected case of food poisoning or other infectious disease.**

The company should reserve the right to exclude any such person from its premises until it is satisfied that no risk to company employees or products continues.

In order to screen contractors to determine their fitness to work in the premises, the use of health questionnaires may be used.

PROTECTIVE CLOTHING

When required by the company, contractors' employees should wear clean, approved protective clothing, including head coverings, in any designated area within company premises.

NB - Local standards should be added to include e.g. overalls that cover outdoor clothing adequately so that jumpers and shirt sleeves etc. do not protrude; free of external pockets; no button fasteners; the type of head covering; the need for beard snoods; overshoes.

JEWELLERY

The wearing of earrings, studs, watches, jewelled rings, brooches, necklaces, etc. should be forbidden. The only exception to this rule is the allowance of a solid wedding ring and, in some premises/situations, small sleeper earrings. Occasionally arrangements have to be made to meet religious jewellery requirements, however exceptions shall only be made based on risk assessment of the particular circumstances.

HANDWASHING

In the interests of personal hygiene and food safety, hands must be washed after using the toilet, after eating or smoking and each time on entering a food processing area. In high risk manufacturing establishments Wellingtons need to be washed in foot wells.

Hygiene Guidance for Contractors' Employees



Personal
Hygiene/
Training

SMOKING

Smoking, if permitted, must be restricted to the area designated by the company.

FIRST AID

Should any contractor's employee suffer a cut or graze, they should report immediately to site management for first aid treatment as only certain types of detectable dressings are allowed to be worn in food handling areas.

WORKING PRACTICES

Contractors should not handle raw materials or finished goods whilst on site, unless instructed to do so by site management.

All materials/substances used should be approved by site management to prevent the risk of taint to any food or food surface.

Work on or around exposed food should not be permitted. At all times, measures to prevent potential contamination should be employed, e.g. screening off area, sheeting over plant, equipment and stock. Site management must approve precautions taken.

All new plant and equipment to be installed should be clean and inspected by site management before and after installation and prior to first production run.

Hygiene Guidance for Contractors' Employees



Good standards of housekeeping should be maintained in all work areas.

Any accidental contamination, however small, must be reported to site management immediately.

FOOD CONSUMPTION

Food and drink may only be consumed in areas designated by the company.

GLASS CONTROL

No glass should be brought on to site unless it is essential to the completion of the contract and approved by site management. Any accidental breakages should be reported to site management immediately.

CONTROL OF INFESTATION

The contractor should not interfere with or remove any bait point used by the company for monitoring and preventing rodent or other infestation, without permission from the company

The contractor should not remove or disturb any installation or fitting to prevent the entry of rodents, birds or insects into company premises, without permission from the company.

Any disturbance of baiting equipment or proofing installations should be reported to the company immediately.

Hygiene Guidance for Contractors' Employees

Any sign of infestation by birds, rodents or insects discovered by the contractor during the course of his operations should be reported to the company.

The contractor should ensure that his employees do not encourage any infestation by the indiscriminate disposal of food waste.

Any work involving the disconnection of an underground drain should ensure that any disused section of drain is removed or effectively sealed to prevent the entry of rodents.

WASTE COLLECTION & DISPOSAL

All broken glass, glass off-cuts or similar materials should be removed from any work area to an approved disposal point without delay.

On completion of the contract, the contractor should be responsible for the removal from company premises of all residual waste arising from the contract activities together with all their plant, equipment and materials. Any material not removed by an agreed date may be removed and disposed of by the company at the contractor's expense.

Disposal off-site of all types of waste should be via registered waste carriers.