

TALISMAN PLASTICS	POLICY	Number:	TPLO014
Applicable to:	Production and Storage Areas	Issue:	02

Hygiene Policy

All staff, contractors and visitors MUST abide by these rules. Any breaches will result in disciplinary action.

- Any employee, contractor or visitor not wearing company issued workwear (eg: popper type polo) must wear a company issued lab coat/disposable overcoat when entering any production/storage area.
- Hand washing/sanitisation shall be performed on entry to production areas (e.g. before commencing work, after any break including toilet and smoke breaks before returning to production or storage areas).
Hand sanitisers are located throughout the site.
- Personal items and belongings, including personal mobile phones, keys, e-cigarettes, lighters etc shall not be taken into production and storage areas. They MUST be stored appropriately.
 - Mobile phones may be authorised by management for business purposes. Contamination prevention measures must be adhered to.
- No watches, wrist bands, wrist worn devices are to be worn.
- Only factory issued writing pens (one piece, non-shatter able contrasting colour) are authorised to be used.
- Loose fastenings, such as staples / paperclips / magnets must not be taken into production or storage areas.
- No excessive perfume or aftershave is to be worn.

Eating & Drinking

- Eating (including sweets, chewing gum) is only permitted in designated areas.
- Drinking of water from a clear spill proof container (e.g: sports bottle) is permitted within production and storage areas. Strictly no other drinks/liquids are allowed. All containers must be stored and used away from processing machinery or packing areas.
- Employees, contractors and visitors should refrain from bringing food which contain nuts or traces of nuts on to site due to allergen concerns. As stated above - hands must be washed/sanitised thoroughly before entering production/storage areas.

Medical Screening

- All cuts, sores and grazes on exposed skin must be covered with a site issued blue, waterproof plaster. Plaster use must be recorded. The loss of medical dressings or plasters MUST be reported.
- Prescribed medicines (such as those required on-site, or on-person) MUST be registered with personnel line manager. Medicines may include needles such as EpiPen. These will be indicated through the companies Health Questionnaire (QC2127).
- All personnel must report if they are suffering from (or have been in contact with), any illness / disease that may pose a risk to the product. These include, but are not limited to: infected wounds, skin complaints or gastrointestinal illnesses.
- Any personnel suffering from any of the above MUST be removed from any areas of production until symptoms have passed. Non-production personnel with these symptoms must not enter any production areas
- Employees returning from a period of sickness related to diarrhoea, stomach disorders, infections of the skin, eyes, throat or gums or flu like symptoms must complete, return-to-work form (QC40) at the interview, to ensure their line manager is aware. This is to allow the Line Manager to ascertain if any restrictions need to be enforced regarding the persons suitability to return to work duties, through dialogue with the employee.
- All visitors and contractors must sign in and make contact with their host. Where visitor / contractors intend to enter production / storage areas a visitor / contractor health questionnaire (QC2132) must be completed.
Answers given to the questions will determine the appropriate action (eg: admitted/excluded from the production area).

In production areas where direct contact with food (or other hygiene-sensitive products) are being manufactured, and when material de-canting, rework or sorting is taking place:

- Jewellery (including facial piercings), is not permitted to be worn on exposed parts of the body.
Permitted exceptions are: a plain ring, medical alert jewellery and plain continuous-loop "sleeper earrings" (hoops).
The wearing of any jewellery, that is non-removable because of medical/physical/religious constraint must be authorised and contamination prevention measures adhered to.
- Fingernails are to be kept short and clean and free from nail varnish. No false fingernails or nail art is permitted to be worn. *Visitors unable to comply must not touch any product or machinery or wear gloves provided.*
- Hair coverings and/or beard snoods (where appropriate for beards, sideburns & moustaches*), are to be worn where indicated.
 - Hair coverings must cover ears and all hair.
 - No other type of head covering, (such as baseball caps) are allowed unless company issued or where authorisation has been granted.

*Beard nets must be worn if any facial hair growth can be pinched. *Visitors unable to comply must not touch any product or machinery.*

If in doubt - ask! For further clarification, refer to: Reference Document RD0017

December 2023