Employee Handbook

Personal hygiene

Good personal hygiene means keeping yourself and your surroundings clean to reduce the likelihood of becoming sick or spreading contamination to others or to the food you are working with.

People who have poor personal hygiene habits are more likely to become sick or suffer from upset stomach, food poisoning, skin infections, gum disease, sore throats or fungal infections on the feet, such as athlete’s foot. People who have poor personal hygiene habits are also more likely to spread disease to others, including diseases that can be transferred by eating contaminated food. Hepatitis A and gastric illnesses that cause vomiting or diarrhoea can also be spread through food.

It is of critical importance that the staff at Ragu have good personal hygiene habits so they do not spread disease to customers through our products.

Medical conditions disqualifying persons from handling food

Under national food laws there are certain medical conditions that exclude food handlers from handling food when they are affected with these conditions.

Diseases that a food handler may have that could be transmitted to consumers via food are called food-borne diseases. The following symptoms may indicate you have a food-borne disease and must not engage in handling food:

- diarrhoea
- vomiting
- sore throat with fever
- fever
- jaundice.

If a food handler has or suspects they may have the above symptoms, or knows they have a food-borne disease, they must immediately inform their supervisor. If at work, they must not engage in food handling and should seek medical attention.
Contagious diseases

- Staff are required to inform their manager if they contract or have been in contact with any person who has an infectious or contagious disease.

Wound dressings

- Normal wound dressings and Band-aids are not permitted in processing areas.
- Wounds must be covered with metallic blue wound dressings, which can be obtained from the first-aid room.
- All wound dressing must be clean and of the approved type.
- Wound dressings on hands must be covered with a clean disposable glove.

Maintaining a good standard of personal hygiene

Your good personal hygiene is of the utmost importance to Ragu.

Toilets and washing facilities are available in the locker rooms.

There is a hygiene area where you must always wash your hands before entering the production area.

Hands must be washed after eating, after smoking, after visiting the toilet block, after using a handkerchief or tissue, or when contaminated.

Hand-washing procedure

Thorough hand washing is essential to reduce the risk of cross-contamination through transfer of pathogenic bacteria to food products.

The following procedure is an example of how hands should be washed when contaminated and before entering the production area.
Kill the bugs

These food poisoning bacteria could be on your hands:

- E. coli
- Staphylococcus aureus (Staph)
- Salmonella

Hand-washing procedure

1. Rinse hands under warm (45°C) running water.

2. Apply hand-washing soap.

3. Wash hands and lather for 30 seconds:
   - up to elbows
   - under nails
   - between fingers.

4. Rinse hands under warm running water.

5. Dry hands using:
   - single-use paper towel, or
   - hot air hand dryer.
Protective clothing and equipment

- Protective clothing and equipment provided must be worn in all factory areas.
- Safety footwear is essential and must be worn at all times.
- Safety glasses must be worn when in designated areas.
- Hearing protection must be worn in designated high-noise areas of the factory.
- Street clothing must not be worn over uniforms, due to the risk of contamination from hairs and fibres.
- All protective clothing remains the property of Ragu and must not be taken from the premises. (All Ragu property issued must be returned on termination of employment, otherwise a charge will be made for items not returned.)
- All uniforms must be laundered daily. Uniforms must be deposited in the section laundry basket at the end of each shift.
- Staff are not permitted to wear work clothing off site. This includes off-site meal breaks.

Hair

- Hair must be completely contained by the hairnets provided. This includes fringes, sideburns and long strands of hair.
- Hairnets must cover the ears.
- Beards and moustaches that extend below the upper lip must be contained within a beard mask.

Jewellery

- Wearing of wrist watches, bracelets, earrings, necklaces or other jewellery is not permitted in the factory.
- Wedding rings may be worn, but must be covered with a metallic blue wound dressing while in a processing area.
- Nail lacquer and nail polish are not permitted in the factory.
- Hair clips and pins must be fixed and covered by a hair net.
- Perfume, after shave or strong liniments are not permitted.
Smoking

- Smoking is not permitted in any processing or warehouse area at any time.
- Smoking is only permitted in the designated area, and only during tea and lunch breaks.
- Hands must be washed after smoking.
- Food consumption is not permitted in smoking area.

Housekeeping

Ragu is a food processing organisation, which has a legal obligation to maintain a clean, hygienic environment. Good housekeeping helps Ragu produce safe food in a safe working environment.

- A clean workplace prevents insect and rodent infestation.
- A clean work environment is a safer work environment.
- Responsibility for day-to-day housekeeping rests with all individual staff and all work teams. Don’t leave it for someone else.
- Spillage must be cleaned up immediately.
- Cobwebs, accumulated dust and untidy equipment must be cleaned up.
- All food handling activities must be conducted in such a way that contamination is avoided.
- Outside doors must be closed immediately after entry to prevent the entry of flies.
- Any suspect or contaminated material must be reported immediately to the team leader.
- Staff have the right to stop using defective material.

Lockers

- All staff will be provided with a locker with a key.
- Lockers must be kept clean and tidy at all times.
- Storing of food in lockers is not permitted. This attracts insects and rodents. The canteen has areas for storing food.
Food in production areas

- Chewing of gum and consumption of food, confectionery or drinks is not permitted in any processing or storage areas.
- Taking coffee, tea or soft drinks into the factory is not permitted.

Articles carried into factory

- Pills and medicines are not permitted in the factory. These must be kept in lockers.
- Pens and knives must be kept in trouser pockets or in a plastic container available from the clothing store.
- Cans and jars must NEVER be used to carry or store pens, nuts, bolts, tools or liquids.

Glass breakage

- Glass articles must not be taken into the factory.
- If glass breakage occurs anywhere, it must be cleaned up immediately.
- Breakage on the line must be reported to the team leader immediately and recorded using the appropriate form.