



## GMP Rules

1. Employees will conduct themselves in a professional manner in accordance with company policy.
2. Always maintain good personal hygiene.
3. Hairnet and beard cover (if necessary) must be worn correctly when in any part of the production areas.
4. Blue hair nets are worn by visitors.
5. Clean uniforms including White coats are to be worn in production areas. Uniforms are to remain at facility and be removed upon leaving the interior of the building to venture outside. Employees that are fulfilling regular job duties that require outside activities will be required to change coat upon entering production areas.
6. Employees involved in food handling shall wear clothing to cover any hair that poses a risk of contamination to product or raw material.
7. Employees shall wear protective coverings where bare skin (ex: arm sleeve coverage) may come in contact with exposed food or food contact surfaces.
8. No false eye lashes.
9. Outer pockets above the waist are sewn shut and/or empty.
10. Ear plugs should be tethered or brightly coloured.
11. No jewellery of any kind, including plain wedding band, or watch is to be worn in any part of the production areas. These items can be stored in your locker during the shift
12. Nail polish and/or fake nails are not to be worn when in any part of the production areas.
13. No baseball-style caps are to be worn.
14. No smoking allowed inside the building, just in designated area.
15. Upon entering production areas EVERYONE must wash/sanitize hands at designated Hand Washing Stations; including all visitors.
16. Always wash hands thoroughly with soap and water after going to the washroom, picking items/garbage off the floor, eating, sneezing, or any other situation that you might come into contact with a contaminating substance.
17. No eating, drinking, or chewing gum when in any part of the production areas.
18. Most food handling facilities are nut – free. No peanut/nut products are to be handled in the building, including employee/contractor areas.
19. Employees should wear the correct personal protective equipment (PPE) deemed necessary for the task which they are performing. (ie. Safety goggles/glasses, apron, face shield, gloves, etc.)
20. Any material containing glass is not allowed to enter the plant. No glass or frangible plastic are to be used in the facility, except were absolutely necessary (these items will be contained in internal check list).
21. Personal belongings, including: pills, tablets, over the counter medicines, and prescriptions, must be stored in lockers provided and off floor (including footwear). NOTE: items supplied or approved by client and remain in the facility are not defined personal items. Example: ONLY CLIENT approved knives are to be use, no personal knives
22. It is an employee's responsibility to inform his/her supervisor if they are sick, so that their duties for the day can be modified to avoid product/packaging contact. No personnel/ visitors/contractors with obvious boils, sores, infected wounds, or any other infectious or communicable disease shall be permitted inside the plant.
23. Any open cut/wound/sore should be correctly bandaged and covered. Latex gloves must be worn if the cuts are located on the hand.
24. If a cut/wound occurs while working with product, stop process immediately and inform the supervisor.
25. Workstations must always be kept clean, clear and dry.
26. Product cases should be closed and covered at all times unless being packed.
27. All items and machine parts should be stored in their designated area if they are not in use. No hoses or parts should be left lying on the floor.
28. If parts have come into contact with the floor or other areas of contamination they must be cleaned and sanitized.
29. Any and all spills must be cleaned immediately.
30. Use only the assigned equipment and utensils to avoid any cross contamination.
31. Any temporary non-risk equipment requiring repair must be tagged with date and time.
32. Cover idle equipment, store in clean condition and in manner so as not to encourage rodent/pest activity or harbourage.
33. Modifications should not be made to machines without approval. (ie. Taping rails on the conveyor)
34. Storage of materials must be at least 18" away from the walls and 3ft away from any cabinets.
35. Insectocutors to be kept free of debris. All skids must be 3 meters away from Insectocutors.
36. Safety and quality are always priority.



**GOOD MANUFACTURING PRACTICES APPLY TO ALL!!**

**Name:**

**Signature:**

**Date:**

**\*Note:** *ADHERENCE TO GMP IS MANDATORY. NEGLECTING TO DO SO WILL RESULT IN DISCIPLINARY ACTIONS OR TERMINATION. All staff is responsible to report food safety & quality problems to personnel with authority to initiate action.*