

Storing Food

To reduce the risk of cross contamination and food perishing you must follow the below guidelines:

- The temperature in the fridge should be between 1°C– 4°C
- The temperature in the freezer should be -18°C or below
- When storing food on a shelf it must be a minimum of 0.5m from the ground

Bacteria

Bacteria can be found anywhere and that is why following the guidelines outlined in this booklet is so important. Bacteria multiply readily in temperatures of 5°C-63°C, this includes the human body. Raw meats and uncooked dairy products are the most likely to contain bacteria's. Unfortunately it is very hard to identify food that is infected with bacteria as it looks and tastes normal.

Personal Hygiene

Hair

- You must always wear a hair net or Trilby hat.
- If your hair is either touching or lower than collar length or it cannot be contained within your headwear, you must wear a hairnet.
- Beards must be kept short and trimmed
- If your beard is excessively long you must wear a beard snood. This includes anything more than 1 or 2 days growth.

Nails, Make Up and Perfume

You are not allowed to wear

- Nail varnish
- False nails
- Excessive makeup
- Excessive perfume/aftershave.

Jewellery

You are not allowed to wear any form of jewellery as it can harbour dirt, debris and therefore bacteria. Permitted:

- One pair of sleeper earrings.
- A plain band type ring with no stones.

Cuts and Grazes

- All cuts and grazes must be covered by blue plasters, issued by First Aiders or senior personnel and recorded in a plaster log book.

Hand Washing

You must wash your hands throughout the day, always before starting work and after the following:

- visiting the toilet
- coughing and sneezing
- touching your hair or face
- cleaning or handling waste
- eating, drinking and smoking

At work the best way to dry your hands after washing is with paper towels.

Unhygienic habits

You must Never:

- Pick your nose or wipe your nose on your sleeve
- Cough or sneeze over the product
- Spit
- Handle products without washing your hands
- Fail to wash your hands before coming on the factory floor

Illnesses

You must call Encore at least 1 hour prior to your shift start time if you are unable to attend. If you have any of the following you cannot work in a food hygiene environment:

- Vomiting or diarrhoea.
- Boils or sties.
- Septic spots or cuts.
- Nose or throat infections.
- Any salmonella infections.
- Typhoid, para-typhoid.
- Amoebic infections, dysentery or any other food poisoning infection.
- Any illness you have contracted from being abroad.
- If you do have any sickness or an upset stomach, you must not return to work for a minimum of 48 hours.

Uniform

- Keep your protective clothing clean and tidy at all times.
- Launder your uniform separately from your normal clothing
- At all times, you must wear hair nets/ hats and in some areas it is compulsory to wear ear defenders.

Footwear

- You must, at all times, wear steel toe cap boots or suitable footwear issued by the client. Failure to do so will result in you being sent home by your supervisor. It is for your own protection.

Personal Belongings

All personal belongings must NOT be taken onto the factory floor. This includes:

- Mobile phones
- Money
- Cigarettes
- Medication
- Keys
- Jewellery & Watches
- Food & drink

Food & Drink

You are never permitted to take any food or drink onto the shop floor. This includes chewing gum and sweets.

Drugs & Alcohol

Anybody under the influence of drugs or alcohol will be asked to leave the premises immediately. Additionally, you will be removed from Encores staff register. You are operating machinery and working around forklift trucks, therefore this is for the safety of yourself and your peers.

Timekeeping & Absence

If you are going to be absent from your shift you must inform Encore at least 1 hour prior to commencement. If you are unable to speak to someone personally you must leave a message on the voice mail service.

Workstation Cleanliness

- Keep your workplace clean & tidy as you are working.
- Correct waste disposal (dispose of your rubbish where it should go!)

Safety Rules & Manual Handling

At your Encore interview, you were issued with a contractor booklet explaining the manual handling process; to refresh your memory, outlined below is the process you must follow.

- Bend your knees.
- Keep your back straight with chin tucked in.
- Lean forward slightly to get a good grip.
- Keep shoulders level and facing the same direction as your hips when lifting.
- Don't jerk the load.
- Avoid awkward movements and lifting above shoulder height.
- Minimise repetitive actions.
- Keep the load close to your body.
- Remember to reverse the process when putting the load down.
- Finally, put the load down and then manoeuvre into place.

General

Whilst using any machinery or equipment, ensure guards or any other safety prevention measures are in place. Do not use machinery that you haven't been shown how to use.

- Report any hazards that may cause damage or harm.
- In the event of an emergency press any red emergency button to cut off power supply to the machine.
- Unacceptable or dangerous behaviour in any areas if client premises will result in termination of your contract with Encore.
- In the event of an accident, you must report it to your team leader or member of management. They will then take you to the first aid room.
- In the event of a fire, evacuate the building via the nearest exit. You must make your way to the assembly point where a register will be taken.

Unacceptable Behaviour

Any of the below will result in your contract being terminated with Encore Personnel immediately:

- Theft
- Being onsite in possession or under the influence of drugs or alcohol.
- Physical violence.
- Miss use of the clocking in and out machine.
- Smoking in unauthorised areas.

All employees may be subject to random searches. This will include locker and car searches. The company reserve the right to install and maintain CCTV equipment on or near its premises at anytime to protect employees, their belongings and company property.

Declaration

I have read and understood the above induction. I understand that failure to abide by these rules and regulations could result in disciplinary action and possible termination of contract.

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Employee Signature

Date