COMPANY LOGO

# Health and Personal Hygiene PROCEDURE

XXXX – QMSMD – P17



| Prepared | Reviewed | Approved |
|---|---|---|
| NAME<br><br>JOB | NAME<br><br>JOB | NAME<br><br>JOB |

| Record of Changes | | |
|---|---|---|
| **Rev. Nº** | **Date** | **Description** |
| Rev. 00 | MONTH 202… | Initial Version |
| | | |

## 1. Purpose

To make sure that all the company team are following good hygiene practice to avoid any chance for quality hazard by any source of contamination.

## 2. Scope

All persons engaged in the processing operation should maintain a very high degree of personal hygiene to ensure the safety of the product packaging.

## 3. Reference Documents

ISO Standard.

## 4. Roles & Responsibilities

- Quality Assurance Team.
- Employees.

## 5. Definitions

- **Contamination:** introduction or occurrence of a contaminant including a quality hazard in a product or processing environment.

- **Monitoring:** determining the status of a system, a process, or an activity.

## 6. Description of activities

WRITE THE NAME OF FACILITY provides its staff with all the resources, policies and procedures to ensure good personal hygiene and habits that prevent the contamination of health products. It includes personal hygiene, protective clothing and procedures for hand washing, disease control and adequate training.

**Personal Hygiene**

All staff is advised to adhere to the following:

- Arrive at work clean – short clean hair, teeth brushed, and bath every day.
- To maintain personal cleanliness during /while working.
- Daily clean shave is encouraged however, short and well-trimmed moustache is allowed.
- Observe good hygiene practices other quality requirements diligently.
- Keep his/her work area clean and sanitized. Ensure cleaning and sanitizing after each job is done.

**Protective clothing**

- Employees are provided with a sufficient number of uniform sets that are laundered by external service and or Internal service.
- Appropriate protective clothing including Coverall, gloves, safety glass and hair net has been provided to the staff and appropriate training is given to ensure proper usage.
- Refrain from wearing jewelry including watches in the production area only plain wedding ring is allowed.

**Smoking. Eating & Drinking**

All employees are made aware of the following:

- No smoking or chewing tobacco is allowed inside production facilities.
- Eating and drinking in other than designated areas is prohibited.
- Refrain from chewing gum or eating candy during work in a production area.

**Hands Hygiene**

All entry points should be provided with a hand wash station. The hand wash station should consist of the following:

- Foot/knee operated wash basin with hot and cold running water;
- Hand wash non-fragrance liquid soap and Sanitizer dispensers;
- Paper hand towel dispenser with enough supply at all times;
- Waste paper basket/ or foot operated bin.

Staffs are instructed to:

- Maintain short, clean, and polish-free fingernails. No artificial nails are permitted in the production area.
- Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a minimum of 20 seconds:
- When entering the facility before work begins.
- In the restroom after toilet use, and when you return to your workstation.
- After touching face, nose, hair, or any other body part, and after sneezing or coughing.
- After cleaning duties.
- After smoking, eating, or drinking.
- Any other time an unsanitary task has been performed i.e., taking out garbage, handling cleaning chemicals, wiping tables, etc.
- Dry hands with using clean paper towels.
- In case of any minor cut, abrasions, and burns, injury on the hand, it must be properly covered with blue covered plaster and gloves to avoid any blood contamination.

**Employee health & Disease control**

- The employees are advised to inform their department heads when they are suffering from a communicable disease. No person is permitted to work when he or she is known to be suffering from such diseases.
- Employees who exhibit infected wounds, skin infections or sores are not permitted to work unless the injury is completely protected by a secure waterproof covering. Special procedure has been designed to identify and segregate.

**Health Status**

Employees must not work when suffering from any communicable diseases as there is a high risk of passing the infection

*As a basic minimum, the supervisor shall:*

- Prevent any employee known to be or who is reasonably suspected of suffering from a condition or carrying a disease from coming into contact with any quality, equipment, utensils.
- Ensure that Employees be instructed that they are under obligation to immediately report to their supervisor if they are suffering from a condition or disease which is transmissible.
- Prior to the assignment of personnel to duties, all Employees shall provide a valid Health fit Certificate which declares them fit to perform their work.

**Injuries**

- employees with open cuts or wounds on their hands or arms shall not handle health equipment, unless the injury is completely protected by a waterproof bandage. Disposable gloves should be worn over bandages on hands.

- Bandages should be distinctly coloured, for example blue, rather than flesh coloured, so they are easily seen should they fall off. Bandages and gloves should be changed regularly.

NOTE: Any visitor to a preparation area shall observe the clothing, hand-washing and hair restraint policy of the quality premise

## 7. Verification process

QMS Internal and External Audit

## 8. Feedback Mechanism

QMS Audit reports (Internal & External)

## 9. System documentation and records

Retention period for all documents is kept for 3 years.

## 10. Attachments

Personal Hygiene Checklist CODE-FRM-39

| Date: 01.00.202... | COMPANY NAME | | COMPANY LOGO |
|---|---|---|---|
| Version: 00 | Personal Hygiene Checklist | | |
| Pages: 1 of 1 | Document Code: XXXX-QMSMD-F39 | Department: Quality | |

| Location | Employee Name | Date |
|---|---|---|
| | | |
| **Category** | **YES** | **NO** |
| Wearing hair mask? | | |
| Wearing face mask? | | |
| Clean and neat cloths & shoes cover | | |
| Nails trimmed | | |
| Wearing gloves? | | |
| Regular hand wash? | | |
| Wearing jewelries or accessories? | | |
| Regular use of hand sanitizers? | | |
| Any open wounds? | | |
| Wearing protective garments? | | |
| Change gloves after break or after back from toilet? | | |
| Regular medical examination to make sure free of any infectious diseases? | | |
| Notes (any non-compliance need re-examination) | | |

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|---|---|---|---|
| **Date: 01.00.2020** | **COMPANY NAME** | | **COMPANY LOGO** |
| **Version: 00** | **DOCUMENTS MASTER LIST - QMS** | | |
| **Pages: 1 of 1** | **Document CODE: XXXX-QMSMD-01** | **Department: Quality** | |

| NO. | DOCUMENT XXXX | DOCUMENT NAME | Version | DATE | Department | REMARKS |
|---|---|---|---|---|---|---|
| | | **Manual** | | | | |
| 01 | XXXX-QMSMD-MNL-01 | QMS Manuel | 00 | 01.00.2020 | Quality | |
| | | **Policies** | | | | |
| 01 | XXXX-QMSMD-PL-01 | QMS Policy | 00 | **01**.00.2020 | Quality | |
| 02 | XXXX-QMSMD-PL-02 | Visitors Policy | 00 | 01.00.2020 | Admin | |
| | | **Procedures** | | | | |
| 01 | XXXX-QMSMD-P-01 | Quality Procedure Manual ISO 13485 | 00 | 01.00.2020 | Quality | |
| 02 | XXXX- QMSMD -P-02 | Context of Organization Procedure | 00 | 01.00.2020 | Quality | |
| 03 | XXXX- QMSMD -P-03 | Control of Document Procedure | 00 | 01.00.2020 | Quality | |
| 04 | XXXX- QMSMD -P-04 | Training Procedure | 00 | 01.00.2020 | HR | |
| 05 | XXXX- QMSMD P-05 | Internal Audit Procedure | 00 | 01.00.2020 | Quality | |
| 06 | XXXX- QMSMD -P-06 | Management Review Procedure | 00 | 01.00.2020 | Admin | |
| 07 | XXXX- QMSMD -P-07 | Corrective Action and Conformity Procedure | 00 | 01.00.2020 | Quality | |
| 08 | XXXX- QMSMD -P-08 | Communication Participation Procedure | 00 | 01.00.2020 | HR | |
| 09 | XXXX- QMSMD -P-09 | Legal Compliance Procedure | 00 | 01.00.2020 | HR | |
| 10 | XXXX- QMSMD -P-10 | Customer Service Procedure | 00 | 01.00.2020 | Sales | |
| 11 | XXXX- QMSMD -P-11 | Customer Complaint Procedure | 00 | 01.00.2020 | Sales | |
| 12 | XXXX- QMSMD -P-12 | Identification and Traceability Procedure | 00 | 01.00.2020 | Quality | |
| 13 | XXXX- QMSMD -P-13 | Recall Procedure | 00 | 01.00.2020 | Quality | |
| 14 | XXXX- QMSMD -P-14 | Procurement Procedure | 00 | 01.00.2020 | Procurement | |
| 15 | XXXX- QMSMD -P-15 | Calibration & Maintenance Procedure | 00 | 01.00.2020 | Maintenance | |
| 16 | XXXX- QMSMD -P-16 | Process Monitoring and Measurement Procedure | 00 | 01.00.2020 | Operation | |
| 17 | XXXX- QMSMD -P-17 | Health and Personal Hygiene Procedure | 00 | 01.00.2020 | Quality | |
| 18 | XXXX- QMSMD -P-18 | Pest Control Procedure | 00 | 01.00.2020 | Quality | |

| NO. | DOCUMENT XXXX | DOCUMENT NAME | Version | DATE | Department | REMARKS |
|---|---|---|---|---|---|---|
| **QMS Forms** | | | | | | |
| 01 | XXXX- QMSMD -F01 | Documents Master List - QMS | 00 | 01.00.2020 | Quality | |
| 02 | XXXX- QMSMD -F02 | External Interested Party Log | 00 | 01.00.2020 | Quality | |
| 03 | XXXX- QMSMD -F03 | Internal Interested Party Log | 00 | 01.00.2020 | Quality | |
| 04 | XXXX- QMSMD -F04 | Document Issue, Change, Cancel Request | 00 | 01.00.2020 | Quality | |
| 05 | XXXX-QMSMD-F05 | List of Obsolete Documents | 00 | 01.00.2020 | Quality | |
| 06 | XXXX-QMSMD-F06 | Induction Training Form | 00 | 01.00.2020 | HR | |
| 07 | XXXX-QMSMD-F07 | Training Records/Attendance | 00 | 01.00.2020 | HR | |
| 08 | XXXX-QMSMD-F08 | Training Evaluation Form | 00 | 01.00.2020 | HR | |
| 09 | XXXX-QMSMD-F09 | Training Plan Form | 00 | 01.00.2020 | HR | |
| 10 | XXXX-QMSMD-F10 | Internal Audit Notification | 00 | 01.00.2020 | Quality | |
| 11 | XXXX-QMSMD-F11 | Audit Checklist Form | 00 | 01.00.2020 | Quality | |
| 12 | XXXX-QMSMD-F12 | Internal Audit Report | 00 | 01.00.2020 | Quality | |
| 13 | XXXX-QMSMD-F13 | Internal Audit Schedule | 00 | 01.00.2020 | Quality | |
| 14 | XXXX-QMSMD-F14 | Management Review Agenda | 00 | 01.00.2020 | Admin | |
| 15 | XXXX-QMSMD-F15 | Management Review Action Plan | 00 | 01.00.2020 | Admin | |
| 16 | XXXX-QMSMD-F16 | Corrective Action & NCR Request | 00 | 01.00.2020 | Quality | |
| 17 | XXXX-QMSMD-F17 | Follow up List of Corrective Action | 00 | 01.00.2020 | Quality | |
| 18 | XXXX-QMSMD-F18 | NCR and Corrective Action Log | 00 | 01.00.2020 | Quality | |
| 19 | XXXX-QMSMD-F19 | Communication Log | 00 | 01.00.2020 | HR | |
| 20 | XXXX-QMSMD-F20 | Meeting Minutes | 00 | 01.00.2020 | HR | |
| 21 | XXXX-QMSMD-F21 | Legal Compliance Evaluation Form | 00 | 01.00.2020 | HR | |
| 22 | XXXX-QMSMD-F22 | QMS Compliance Calendar | 00 | 01.00.2020 | HR | |
| 23 | XXXX-QMSMD-F23 | QMS Compliance Requirements Log | 00 | 01.00.2020 | HR | |
| 24 | XXXX-QMSMD-F24 | Customer Satisfaction Form | 00 | 01.00.2020 | Sales | |
| 25 | XXXX-QMSMD-F25 | Customer Complaint Form | 00 | 01.00.2020 | Sales | |
| 26 | XXXX-QMSMD-F26 | Traceability Sheet | 00 | 01.00.2020 | Quality | |
| 27 | XXXX-QMSMD-F27 | Recall Sheet | 00 | 01.00.2020 | Quality | |
| 28 | XXXX-QMSMD-F28 | Purchasing Order Form | 00 | 01.00.2020 | Procurement | |
| 29 | XXXX-QMSMD-F29 | Purchasing Request Form | 00 | 01.00.2020 | Procurement | |
| 30 | XXXX-QMSMD-F30 | Supplier Evaluation Form | 00 | 01.00.2020 | Procurement | |

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|---|---|---|---|---|---|---|
| 31 | XXXX-QMSMD-F31 | Supplier Evaluation Log | 00 | 01.00.2020 | Procurement | |
| 32 | XXXX-QMSMD-F32 | Approved Supplier List | 00 | 01.00.2020 | Procurement | |
| 33 | XXXX-QMSMD-F33 | Equipment Calibration Plan | 00 | 01.00.2020 | Maintenance | |
| 34 | XXXX-QMSMD-F34 | Equipment Calibration Log | 00 | 01.00.2020 | Maintenance | |
| 35 | XXXX-QMSMD-F35 | Equipment Register | 00 | 01.00.2020 | Maintenance | |
| 36 | XXXX-QMSMD-F36 | Maintenance Records | 00 | 01.00.2020 | Maintenance | |
| 37 | XXXX-QMSMD-F37 | Maintenance Plan | 00 | 01.00.2020 | Maintenance | |
| 38 | XXXX-QMSMD-F38 | Process Monitoring Records | 00 | 01.00.2020 | Operation | |
| 39 | XXXX-QMSMD-F39 | Personal Hygiene Checklist | 00 | 01.00.2020 | Quality | |
| 40 | XXXX-QMSMD-F40 | Final Product Data Sheet - Latex Gloves | 00 | 01.00.2020 | Quality | |
| 41 | XXXX-QMSMD-F41 | Final Product Data Sheet - Vinyl Gloves | 00 | 01.00.2020 | Quality | |
| 42 | XXXX-QMSMD-F42 | Temperature Monitoring Form | 00 | 01.00.2020 | Quality | |