



Personal Hygiene

Safety and Environmental Management System

SEMS 5-22

Safe food begins with good personal hygiene. One of our many duties as a catering company is to handle and serve food. Germs, bacteria and viruses are everywhere, even on healthy people. These bacteria and viruses from people contaminate food. This contamination could potentially lead to foodborne illnesses. This type of the transmission of germs can and must be prevented.

ALL SONOCO EMPLOYEES are expected to adhere to and follow these precautions:

A. BE CLEAN	<ol style="list-style-type: none"> 1. Shower daily, more often if needed 2. Keep your fingernails trimmed and cleaned (daily)
B. WASH HANDS FREQUENTLY (see hand washing procedure below)	<ol style="list-style-type: none"> 1. After using the restroom/ coughing/sneezing 2. After using tobacco or touching your face or hair 3. After handling garbage, raw food or washing dishes
C. LOOK SHARP	<ol style="list-style-type: none"> 1. Change apron often (a dirty apron harbors germs!) 2. Keep hair cut short and wear hat <u>or</u> hair net 3. Wear a clean uniform and shave daily
D. BE SANITARY	<ol style="list-style-type: none"> 1. Do not handle food when sick 2. Do not cough or sneeze on or near food 3. Report ALL sores, burns, and cuts to supervisor 4. Treat sores, burns, or cuts with care <ul style="list-style-type: none"> • Wash and Disinfect all wounds • Cover with a sterile dressing and gloves

Handwashing Procedures:

- Use sink designed for washing hands, not washing dishes
- Use water as hot as the hands can comfortably stand
- Moisten hands, soap thoroughly and lather to the elbow. Don't forget the webs of fingers.
- Scrub hands thoroughly, using friction for at least 20 seconds. Use a brush for nails
- Rinse thoroughly under running water
- Dry hands on single-service towels or hot air dryer

How can workers practice good personal hygiene?

- Do not come to work sick. Stay at home and get well.
- Be sure to cover cuts and abrasions with a bandage and use disposable gloves.
- Bath or shower daily or more if necessary. Keep hair clean and always wear hair restraint
- Trim and clean fingernails, do not wear polish, false fingernails, and leave jewelry at home.
- Wear a clean uniform daily; change if necessary during the day.
- Wear a clean apron; change during the day if it gets soiled. Do not use it for a towel.
- Wash hands constantly and correctly after each task
- Use Gloves! Change them when changing tasks. Wash hands before changing gloves.
- Use disposable gloves when handling foods or cleaning.
- Use rubber gloves when washing dishes.
- Discard when they get dirty, torn or contaminated.
- Good personal sanitary habits must be observed:
 - Never smoke or chew around food.
 - Do not sneeze or cough around food
 - Do not touch or scratch any part of your body while handling food.