



Site and Building Standards

Introduction

The company has established and implemented prerequisite programmes to establish the site and building standards. These programmes are maintained to ensure effective operation of the Quality & Safety Management System.

Site and Building Prerequisite Programmes

The company has established, documented and implemented a quality and safety management system for the site, as part of this system the management are committed to identifying and providing the necessary site and building standards required to meet policies and objectives

The Safety Team through Hazard Analysis has identified the following areas must be controlled to these specific standards:

1. Location, Perimeter & Grounds
2. Site Security
3. Layout, Product Flow and Segregation
4. Fabrication
5. Staff Facilities

1. Location, Perimeter & Grounds

- i. Facilities are located away from areas which present a potential risk of contamination
- ii. Facilities are located away from anywhere where, after considering protective measures, it is clear that there will remain a threat to safety.
- iii. Facilities are located away from environmentally polluted areas and industrial activities which pose a serious threat of contamination
- iv. Facilities are located away from areas subject to flooding unless sufficient safeguards are provided
- v. Facilities are located away from areas prone to infestations of pests. Vegetation is managed or removed.
- vi. Facilities are located away from areas where wastes, either solid or liquid, cannot be removed effectively.
- vii. Periodic assessment of potential safety impact from and to local environment is performed
- viii. Site areas including footpaths, roads, yards, loading and parking areas are maintained and have adequate drainage to prevent the accumulation of water
- ix. Site boundaries are clearly defined
- x. Pest control of the periphery is in place

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Owned by: Quality Manager

Authorised By: Managing Director





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Lavatories of hygienic design are provided at locations away from the production areas.

Adequate personal lockers of sufficient size to accommodate all reasonable personal items are provided. These are separate from company issue work wear lockers which should not be used for storage of personal items. Locker rooms are accessed without the need to enter product areas unless appropriately segregated walkways are in place. Eating, drinking, the storage of food and smoking is not allowed in locker rooms, product or packing areas.

All facilities and product areas entrances have hand washing and drying including non-hand operated wash basins and a supply of soap, hand hot water, hand sanitiser, disposable towels and automated hand dryers.

Before entering any part of the operations area all Staff, including Agency must wear suitable clean protective clothing. These will be supplied by the Company. Specific protective clothing is provided for visitors and contractors in all changing facilities at entrances to product areas.

Visitors and outside personnel must have permission from Management to enter operational areas. Approved visitors will be supplied with protective clothing. Agency staff and Contractors must wear and supply their own protective footwear. All protective clothing and footwear must not be worn off site.

Personnel Facilities for Eating, Drinking and Smoking

Rest areas and catering facilities are provided for eating and drinking. All food brought onto the premises must be stored in the refrigerator provided in the canteen. Under no circumstances must food be stored in product areas, changing facilities or personal lockers.

All equipment and surfaces are fit for purpose and cleaned and maintained. Staff should use the canteen food waste bins provided. Any issues in these areas should be reported to the canteen manager.

Drinking of water is provided from fountain dispensers at the entrance to changing rooms.

A separate dedicated smoking area is provided away from the building. This is the only area where smoking is permitted on site. Staff should use the waste containers provided and remember to wash their hands after smoking.