

COGPAC18 - HP8T 04

Maintain personal hygiene standards in a packing environment



Overview

This unit is about keeping yourself clean and hygienic when you are at work.

This unit is for you if you work in packing operations which involve food and drink or require you to enter the food manufacturing or processing area.

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

CCOGPAC18 - HP8T 04

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Performance criteria

- You must be able to:*
- P1 keep your hair, skin and nails clean and hygienic
 - P2 wear clean clothes
 - P3 follow your organisation's procedures on what jewellery and accessories can be worn
 - P4 wear protective clothing and headgear that is clean, fit for use and worn correctly as appropriate to task
 - P5 follow your organisation's procedures on when you need to change your protective clothing
 - P6 follow the recommended procedures for washing your hands at all appropriate times
 - P7 avoid unsafe behaviour that could contaminate the food you are working with
 - P8 report any cuts, boils, grazes, injuries, illness and infections promptly to the appropriate person
 - P9 make sure any cuts, boils, skin infections and grazes are treated and covered with an appropriate dressing

CCOGPAC18 - HP8T 04

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Knowledge and understanding

You need to know and understand:

- K1 why it is important to have clean hair, skin, nails and clothing
- K2 why jewellery and other accessories may put food safety at risk
- K3 the types of protective clothing and headgear you need for your work
- K4 why it is important to follow the recommended procedures to wash your hands at the appropriate times
- K5 why it is important to avoid unsafe behaviour when you are working with food
- K6 why it is important to report any cuts, boils, grazes and injuries
- K7 why it is important to report illness and infections, particularly stomach illnesses, before entering the production area
- K8 why it is important to keep work areas clean and tidy
- K9 why it is important to keep tools, utensils and equipment in good order, clean condition and stored correctly
- K10 the types of food waste in the workplace
- K11 what product contamination and cross-contamination are and how to minimise the risk of them occurring through your work practices
- K12 why the direct handling of food should be kept to a minimum

Additional Information

Glossary

Allergen

A food or food ingredient that can cause an allergic reaction

Accessories

Additional items apart from clothing and jewellery, for example, false nails

Appropriate person

This could be the appointed first aider working at the same level, higher level supervisor, charge-hand or manager

Contamination

An unwanted substance (hazard) in the product, such as:

- 1 Bacteria and other organisms
- 2 Chemicals (for example, cleaning agents)
- 3 Physical objects (for example, glass or metal) Substances that cause an allergic reaction (for example, nuts, milk, eggs)

Hazard

Anything that may cause harm to the consumer and can be:

- 1 Microbiological (for example, bacteria, moulds, viruses, parasites)
- 2 Chemical (for example, pesticides used on fruit and vegetables, chemicals used in cleaning or for pest control)
- 3 Physical (for example, insects, glass, nails)
- 4 Substances that cause an allergic reaction (for example, nuts, milk, eggs)

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