

**Department of Primary Industry**

**AUSTRALIAN CODE OF PRACTICE  
FOR DAIRY FACTORIES**

**June 1986**

**Section C**

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# Section C—Personnel

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# Section C—Personnel

## Part I—Facilities required

### Dining rooms, dressing rooms, shower and wash rooms

- C1.1 A dining room, dressing room, shower and wash room shall be provided for employees.
- C1.2 The above rooms shall not open directly into any room in which dairy produce is manufactured or stored but may open into such rooms by means of a vestibule which is fitted with self-closing doors. Such doors shall be solid and close fitting in accordance with Section A. A separate access shall also be provided other than through manufacturing areas.
- C1.3 Adequate locker space shall be provided for each employee. (The top of each locker shall slope forward at an angle of not less than 45 degrees.)
- C1.4 The shower and hand washing room shall be provided with hot and cold water and shall have access to a dressing room.

### Toilet facilities

- C2.1 Adequate toilet facilities shall be provided and shall be connected to the sewerage system of a sewerage authority or to a septic tank system.

#### Note:

It is recommended that wall-hung, individual urinals be installed for men.

- C2.2 The toilet facilities shall be adequately ventilated and shall not open directly into any room in which dairy produce is manufactured or stored but may open on to such rooms by means of a vestibule which is fitted with self-closing doors. Such doors are to be solid and close fitting in accordance with Section A. A separate access shall be provided other than through manufacturing areas.
- C2.3 Window and other openings shall be fitted with insect screens.

#### Note:

Reference should be made to the appropriate local authority concerning the number of water closets and urinals to be provided for staff.

### Hand wash basins in toilet areas

- C3.1 Toilet facilities shall be provided with hand wash basins in an adjacent area.
- C3.2 Each hand wash basin or trough shall be provided with an appropriate number of spray-type outlets operated by foot, knee, arm or sensor device delivering either pre-tempered warm potable water or hot and cold potable water through mixing outlets.
- C3.3 Hand wash basins and troughs shall not be fitted with plugs, and the waste waters shall be piped to drains.
- C3.4 Signs shall be prominently posted in the toilet facilities directing personnel to wash their hands with soap or detergent after using the toilet.
- C3.5 Hand washing compound which will both clean and sanitise and a suitable hygienic means of drying hands shall be provided for each basin or trough. Where paper towels are used, a sufficient number of dispensers and disposal receptacles shall be provided adjacent to each washing facility.
- C3.6 Wash water from hand basins shall be piped directly to a drain, except that wash water from toilet areas shall be piped directly into the sewerage system.

**Note:**

Reference should be made to the appropriate local authority concerning the number of hand wash basins to be provided for staff.

**Hand wash basins in manufacturing areas**

- C4.1 Sufficient hand wash basin facilities to enable adequate sanitary practice to be effected shall be provided in each manufacture room other than any room used for the packing of dried products.
- C4.2 Hand washing facilities shall be:
  - (a) located adjacent to personnel access, except when a manufacturer can show cause for alternate locations; and
  - (b) sufficient in number to enable all staff to wash their hands immediately on entering the processing area.
- C4.3 Each hand wash basin facility shall comply with the requirements specified in sub-clauses C3.2, C3.3 and C3.5.
- C4.4 A sign shall be provided near each set of hand wash basin facilities directing the personnel to the need for personal hygiene whilst handling food or food manufacturing equipment and to wash hands before handling dairy produce or equipment.

**Waste disposal**

- C5.1 Adequate facilities shall be provided for the disposal of waste from all areas.
- C5.2 Inside any manufacture or storage areas, waste material collection bins shall be provided and appropriately sited. The bins shall be of sufficient capacity and a regular emptying procedure shall be implemented.
- C5.3 Outside the factory building, waste collection centres shall be provided and maintained in a clean and tidy condition. All waste disposal bins shall be fitted with suitable close-fitting lids which are kept closed.
- C5.4 Obsolete equipment shall be removed from the factory surrounds or, if considered to be of some future use, shall be stored in a manner which does not detract from the general appearance of the factory. The area shall be designed to prevent harbourage of pests.

**Non-smoking signs**

- C6.1 Non-smoking signs shall be placed at all entrances to the factory building.

**Note:**  
A receptacle should be provided for disposal of cigarette butts outside entrances.

**Housekeeping**

- C7.1 All the facilities referred to in Part I of this section shall be maintained in a clean and tidy condition.

## Part II—Hygienic Practices

### Freedom from infection

- C8.1 No person who is a carrier of disease or who is suffering from any infectious disease, open sores or communicable infection of the skin, shall be engaged in the manufacture of dairy produce or enter any room where dairy produce is being manufactured.

**Note:**

When persistent levels of staphylococcal contamination occur, arrangements should be made with medical authorities to conduct a survey of personnel.

### Wearing of protective clothing

- C9.1 Any person while engaged in the manufacture of dairy produce shall at all times wear clean, light coloured outer garments which have no breast pockets or areas on the outside where dirt, fluff, hair or debris may accumulate. Protective clothing shall be donned and removed at the factory and not worn outside the premises.
- C9.2 A sufficient number of garments, aprons, hats or other protective clothing shall be provided by the owner to enable each employee to wear a clean set each day and, where such clothing becomes excessively soiled or contaminated during the day, sufficient number to enable the employee to change during the day. Footwear shall be kept clean.
- C9.3 Every person while engaged in the manufacture of dairy produce shall at all times wear a head-covering that encloses the hair on his or her head (see page 44).
- Note**  
Staff and visitors to a plant should be instructed regarding precautions for preventing contamination of dairy products with bacteria or extraneous matter.  
Illustrations on the use of protective head apparel and wearing of jewellery are provided in instructions on good hygienic practices as provided on page 42B.
- C9.4 No hair-pins, hair clips or any similar device shall be used to keep a head-covering in place. Where a hairstyle requires the use of any such items, these items shall be completely enclosed within the confines of the head-covering. Hair-nets where used shall be capable of retaining such items.
- C9.5 Any person with any style of beard and/or sideburns which extend lower than the lobe of the ear and/or a moustache which extends lower than the upper lip shall, while engaged in the manufacture of dairy produce, wear a clean disposable mask which effectively encloses all such hair.
- C9.6 Any person who enters a room where dairy produce is manufactured for purposes other than engaging in manufacture shall, whilst in such a room, wear:
- (a) clean protective clothing with no breast pockets; and
  - (b) clean protective headwear and such other protective clothing as is required to enclose all the hair on the head or beard.
- Note:**  
This provision applies equally to management, visitors and all persons not directly involved in routine manufacture.
- C9.7 Where necessary, every person while engaged in the manufacture of dairy produce shall wear an apron to protect his or her outergarments from becoming wet or contaminated.
- C9.8 Such apron shall have a surface which may be sanitised and shall be of sufficient length to protect fully the outergarments.

### **Hygienic procedures in manufacturing**

- C10.1 Any person engaged in the manufacture of dairy produce shall, prior to the commencement of work, remove all insecure jewellery or other objects from his or her clothes and person. Where dairy produce is handled by hand all rings which cannot be readily sanitised shall be removed.
- C10.2 Any person while engaged in the manufacture of dairy produce shall:
- (a) keep hands, fingernails and body clean;
  - (b) thoroughly wash hands and forearms with soap and water and rinse in a sanitiser before commencing work or when re-entering the manufacturing room after leaving it for any reason whatsoever; and
  - (c) all gloves, including disposable gloves, shall be rinsed in a sanitising solution before handling dairy produce.

**Note:**

A compound which both cleans and sanitises may be used in place of soap and sanitiser. A disinfectant cream may be used in place of the sanitiser solution.

- C10.3 No person shall expectorate, use tobacco, eat food, drink beverages or store clothing or other personal belongings in any room where dairy produce is manufactured or stored, or in which utensils packaging materials or ingredients are stored.
- C10.4 Continual sneezing and/or coughing shall be avoided in manufacturing and packaging rooms.
- C10.5 Any person engaged in the manufacture of dairy produce shall avoid unnecessary contact with the dairy produce, product contact surfaces, packaging materials and ingredients.
- C10.6 Pipettes used for sampling shall be fitted with bulbs or teats and shall not be filled by sucking with the mouth.
- C10.7 No person shall:
- (a) in any way contaminate any utensil, equipment or packaging materials used in the manufacture of dairy produce or use any utensil which has been in contact with the floor or any unclean surface or substance unless the utensil has been thoroughly cleaned after such contact;
  - (b) when handling dairy produce, touch his or her nose or mouth with his or her fingers;
  - (c) apply the mouth to or blow into any utensil or package used in the manufacture of dairy produce, or place any label or similar article or wrapping which is unclean or which has been in contact with the mouth or any unclean surface where it is likely to come into contact with dairy produce;
  - (d) use in the manufacture of dairy produce any cloth or similar material which is not clean. Cloths, towels, etc., used to dry or wipe utensils shall be used solely for these purposes;

**Note:**

These cloths should be of the single service type.

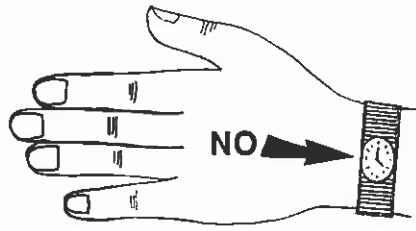
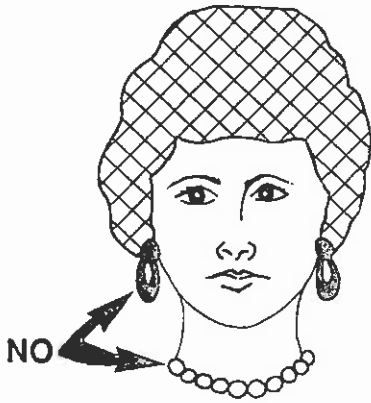
- (e) use for the production of dairy produce for human consumption any dairy produce which has come into contact with the floor or with any unclean surface.

## **Pests**

- C11.1 All factory buildings, storage areas and surrounds shall be kept free of pests.
- C12.1 Detergents and other hazardous materials shall be stored in a manner that will prevent contamination of dairy produce.

# EMPLOYEE RULES

## JEWELLERY

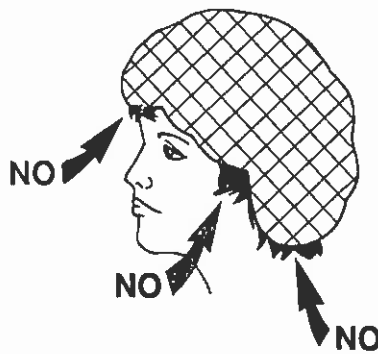
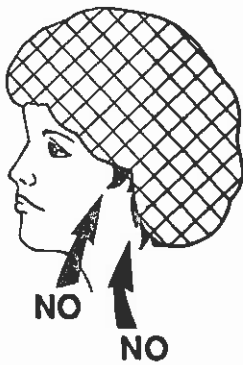


Sleepers are the only earrings permitted



Studs, clip-ons, wire type or any other earrings are not permitted

## FACIAL HAIR



No hair is permitted outside of hairnet.