

HACCP Europa.com	STANDARD OPERATING PROCEDURE	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	Bodily Fluids Spillage	<i>Approved by:</i>	
		<i>Issue date:</i>	
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SCOPE: This procedure applies to employees who handle, prepare, or serve food.

PURPOSE: To prevent contamination of food by employees. The bodily fluids spillage procedure is designed to remove or ameliorate the hazard of bodily fluids contamination and ensure the risk to consumer health is as low as is practicably possible.

RESPONSIBILITY: It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

It is the responsibility of the Manager to ensure that these bodily fluids spillage procedures are enforced and adhered to and that the relevant site managers are familiar with procedures. All members of staff must appreciate the potential risks associated with spillages and must follow the instructions outlined in this procedure.

Safety Precautions

Accidents and injuries don't just happen, they are caused. Behind every accident is a chain of events that leads up to an unsafe act, unsafe conditions, or a combination of both. Safety in the workplace should be everyone's concern. Communication between supervisors and employees generates ideas and safety awareness that leads to accident prevention. Safety programs, safety manuals, and safety meetings are essential in providing the lines of communication that lead to a safe, accident-free workplace.

INSTRUCTIONS:

Bodily fluids are defined as:

- saliva
- blood
- vomit
- urine
- faecies
- any other fluids emanating from the body (coughing, sneezing, spitting).

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In the event of bodily fluid spillage within the production, storage, or warehouse areas, the following must be adhered to in order to ensure product safety:

1. Production in the area must be stopped immediately.
2. All products in the immediate vicinity must be quarantined.
3. The Operations Technical Manager, or Quality Manager must be informed immediately of the spillage in any area of the pack house.
4. **Do not move any items of food, equipment until the site has been examined by one of the above.**
5. All staff are to leave the area until all spillage has been removed.
6. On leaving the area, staff shoes will be inspected to ensure they are not contaminated with the spillage.
7. Protective clothing of affected staff will be changed on leaving.
8. Affected protective clothing will be discarded.
9. The area at risk will be isolated using coloured tape.
10. A nominated staff member on instruction will clean up all the spillage using disinfectant species in the cleaning schedule. Ensure all staff involved is wearing appropriate protective clothing and gloves.
11. Brushes, shovels, buckets, mops and cloths used to clean bodily fluids must be disposed of immediately in the external refuse area.
12. Mop bucket must be sealed against spillage with cling film or similar before transfer to the nearest foul water drain for emptying.
13. The nominated staff member's shoes are to be inspected before leaving the area.
14. The coloured tape is only to be removed once the Operations Manager, Technical Manager, or Quality Manager agree that all spillage has been removed from the affected area.
15. Any packaging or product that is judged to have been at risk is rejected. The General Manager must authorise the final disposition for this product.
16. Quality Manager will keep the record of the spillage on Non-conformance Form. The Quality Manager or Technical Manager will sign off the non-conformance once satisfied that sufficient cleaning has taken place and any affected product has been destroyed.

Personal Health and Safety Considerations for Employees Involved in clean-up

1. Wear eye protection
2. Wear rubber boots that can be washed and sanitized after the event

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3. Wear protective clothing such as coveralls
4. Do not allow employees to walk between the affected area and other areas of the establishment without removing footwear and protective clothing
5. Follow rules for handling detergents, sanitizers, and other chemicals used in the cleaning process
6. Handwashing – Immediately after working with contaminated materials and before engaging in food preparation activities (working with exposed food, clean equipment and utensils, unwrapped single-service/use articles)
 - a) Double hand washing: Clean hands and exposed portions of the arms using a cleaning compound in a lavatory that is properly equipped by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Repeat
 - b) Dry hands using disposable towels
 - c) Use a disposable towel to turn off the water to prevent recontaminating the hands
 - d) Follow-up with a hand sanitizer
 - e) Have janitorial staff clean the lavatory faucets and other portions of the lavatory after use to prevent transferring any contamination to food handlers.

General Clean-up

1. All affected food equipment, utensils, linens, and single-service items must be properly cleaned of.
2. Affected walls, floors, and equipment surfaces must be cleaned with soap and water, rinsed, and sanitized.
3. Remove wet materials. Dispose of any materials that cannot be effectively cleaned and sanitized.
4. Clean and sanitize any utensils and equipment in the affected area.
5. Use a detergent solution to clean floors, equipment, and other affected areas followed by a clean water rinse.
 - a) Sanitize the floor and any other affected areas by using an approved chlorine sanitizer/disinfectant to equal 500 parts per million chlorine solution or equivalent.
 - b) Air-dry the affected area.
 - c) Discard mop heads and other cleaning aids that contacted the sewage.

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Disposal of Food

If it is determined that food must be discarded:

1. Remove to a designated condemned food storage area away from food preparation and equipment storage and secured in covered refuse containers or other isolated areas to prevent either service to the public or accidental contamination of the facility and other food.
2. If the food must be retained until the distributor can credit the facility, it must be clearly labeled as "NOT FOR SALE".
3. Discarded refrigerated food may be stored in a refrigerated location separate from other food and held for credit until recorded by food supplier/distributor.
4. The facility should document the type and amount of food, costs and the reason for disposal for insurance and regulatory purposes.
5. Small volumes of food to be discarded can be denatured with a cleaning product (such as bleach) and placed in a covered refuse bin outside the facility.
6. Large volumes of food should be stored in covered refuse containers in a secure location and disposed of by a refuse disposal company as soon as possible.
7. All food waste is to be disposed of in accordance with state and local waste disposal regulations in a licensed landfill.
8. Local landfills should be contacted prior to delivery of food from a private individual or carrier to insure acceptance of the waste.

MONITORING:

1. A designated employee will inspect employees when they report to work to be sure that each employee is following this SOP.

CORRECTIVE ACTION:

1. Any employee found not following the procedures in this SOP to be retrained
2. Discard affected food.

VERIFICATION AND RECORD KEEPING:

1. The manager will verify that employees are following this SOP by visually observing the employees during all hours of operation.
2. The manager will complete the Food Safety Checklist daily.

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3. Employees will record any discarded food on the Damaged or Discarded Product Log.

RECORDS APPLIED TO THIS PROCEDURE:

- Food Safety Checklist
- Damaged or Discarded Product Log

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.