

## *VISITOR / TOUR ORIENTATION*

### ***Welcome to the Food Processing Branch!***

Before visiting / touring the processing area, please be advised of the following policies on Good Manufacturing Practices (GMPs), sanitary and safety regulations that must be adhered to at all times.

#### **Signing In and Out:**

Ensure you sign the sign-in sheet at the time of your arrival and departure from our facility. This enables us to know who is in the building in the event of a fire or safety issue.

#### **Age Requirement:**

Everyone entering the facility must be over the age of 16.

#### **Restricted Access:**

This facility respects the confidentiality of all clients who do work with our Food Processing Division (FPD). It may be necessary to avoid certain areas during the course of your tour to respect the wishes of our clients. You must remain with your tour guide at all times and may only enter areas that your tour guide presents to you.

#### **Photography:**

Photography will be permitted only when prior permission has been granted by the facility management and the clients working in the plant at the time of the tour.

#### **Mandatory Plant Apparel:**

When going into plant processing areas, the following plant apparel is mandatory. These items will be provided to you by the tour guide at the plant entrance and they include:

- Red Visitor Hard hats
- Hairnets
- Beardnets must cover all facial hair below the upper lip
- Shoe covers or rubber boots (no open toed shoes allowed)
- Ear-plugs (if required due to operational plant activities)
- White smock with red collar (must be removed prior to going to the lunchroom, washrooms or outside the building)
- Disposable gloves (to cover any bandages or nail polish).

No skirts, dresses or shorts are permitted. In a situation where someone arrives in such apparel, coveralls will need to be put on prior to plant entry.

#### **Good Manufacturing Practices:**

- Wash and sanitize your hands as you enter the production plant.
- Sneeze and / or cough into the crook of your elbow to contain it. If you are not able to do this, please wash your hands immediately after sneezing and / or coughing.
- Remove all jewelry (i.e: watches, bracelets, rings, earrings, etc). If you are unable to remove a ring, there is green tape available to cover the ring with. Gloves must be worn overtop. Medic alert tags may be worn as a bracelet or necklace but must be covered by your clothing at all times.
- Any artificial nails or nail polish must be covered by a disposable glove.
- No food, gum, candies, lozenges or drinks are permitted in the processing facility.
- No smoking is permitted within the facility. There are two designated smoking areas on site. If you need a cigarette after your tour, please ask your tour guide for directions to the nearest location.
- Hoods and scarves are not permitted unless they are tucked inside the lab coat or if worn covered by a hair net.
- If you have any open wounds or cuts, they must be covered with a waterproof bandage. If the wound is on the hand, in addition to the bandage, a disposable glove must be worn at all times.
- During the tour, please do not touch any pieces of equipment or product.

### **Red Light System:**

A red light system is in place in the FPDC main plant hallway and the loading dock to indicate that a transfer of raw meat is taking place. When the red lights are flashing, no personnel are permitted in the area. Once the raw meat is in its destination, a visual check will be done to ensure that the floors are clean. When the lights are turned off, traffic can continue as normal. If this process takes place during your tour, where possible your tour guide will re-direct you.

### **Communicable Diseases:**

If you knowingly have a communicable disease or are exhibiting symptoms, e.g. sneezing, coughing, fever, stomach problems, please notify your FPD contact to re-schedule.

### **Fire Alarm or Ammonia leak:**

In the event of a fire alarm or ammonia leak, please follow your tour guide quickly and safely out of the building or exit using the safest door nearest to you.

- The mustering point is located on the northwest corner of the parking lot and marked with a green sign that reads “mustering point”. Roll call will take place based on the sign-in sheet so please listen for your name to be called out.
1. Stop your activity.
  2. Activate the nearest fire alarm (if not already activated) to alert others in the facilities and the fire department of the emergency.
  3. Turn off any equipment you may be operating (if possible).
  4. Go to the nearest SAFE exit. If working in the FPDC, do NOT use the elevator under any circumstances, there are stairwells at either end.
  5. Go immediately to the mustering point. It is located on the North West corner of the parking lot. The location is marked with a green sign that reads “mustering point”. Roll call will take place based on the sign-in sheet so please listen for your name to be called out. Do not wait in your vehicle.
  6. Re-enter the building only when a Fire Marshall or a member of the facility health and safety committee has given the okay.
  7. Upon re-entry into the facility, please remove you lab coat, throw them out for laundry and seek a clean lab coat prior to returning to processing areas.
  8. Replace your hairnet with a clean one and give your hardhat a wipe down with sanitizer.

### **Tornado or Severe Windstorm:**

1. Facility staff will sound an air horn indicating that we must move to the internal muster points
2. Stop your activity and shut down equipment.
3. Do NOT use elevator.
4. Proceed to internal muster points. It is located on the main suite up area of the FPDC or the raw hallway of the APBI. The location is marked with a green sign that reads “muster point”. Roll call will take place.
5. Follow the directions of the floor warden or FERC
6. Wait until given the all clear.

### **At the End of your Visit:**

- Please put your lab coats in the laundry bin for cleaning.
- Sign out at the reception desk.

Thank you!

The FPD Management

---

I have read and understood the Visitor / Tour Orientation information as it has been presented to me. I will adhere to the rules, principles and concepts as they have been described while visiting / touring the Food Processing Division.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Company or Organization you represent: \_\_\_\_\_

FPD Contact Person: \_\_\_\_\_ Date of Tour / Visit: \_\_\_\_\_

---

**To be completed by the facility tour guide:**

Number of People on the tour: \_\_\_\_\_

Who Requested the Tour: \_\_\_\_\_

Name of tour guide: \_\_\_\_\_

Purpose of tour: \_\_\_\_\_

---

---