

Implement and monitor site hygiene and bio-security

Overview

This standard covers implementing and monitoring site hygiene and bio-security.

Effective hygiene and bio-security arrangements are essential to the successful operation of any business in the land-based sector. The exact arrangements for maintaining hygiene and bio-security will depend on the business for which you work and the activities it carries out.

When working with equipment or chemicals you should be trained and hold current certification, where required.

When carrying out your work you must consider the impact it will have on the environment.

This standard is suitable for those with responsibility for implementing and monitoring site hygiene and bio-security procedures.

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Performance criteria

You must be able to:

1. assess the risks associated with the activity to be carried out
2. implement and monitor **hygiene and bio-security procedures** for the **site** in accordance with relevant legal requirements, **instructions and specifications**
3. confirm that suitable clothing and personal protective equipment (PPE) is available, in the required condition and being used correctly
4. monitor the clothing and footwear changes necessary to maintain site bio-security
5. confirm that the tools, equipment and materials required for maintaining site hygiene and bio-security are fit for use and properly set up
6. confirm that chemicals are correctly prepared and regularly refreshed, in accordance with **instructions and specifications**
7. check and confirm that warning signs are clearly located
8. confirm that all chemicals are used and stored safely and in accordance with relevant legislation, **instructions and specifications**
9. monitor the **site** access policy for personnel and vehicles
10. confirm that visitors and drivers of vehicles entering and leaving the **site** follow the correct **hygiene and bio-security procedures** and take appropriate action when required
11. confirm that all personnel are following the correct **hygiene and bio-security procedures** and take the required action where procedures are not being followed
12. identify pest or rodent infestation or other contamination and take the required action
13. implement **hygiene and bio-security procedures** to avoid cross-contamination on **site**
14. set up quarantine procedures where required
15. implement changes to site **hygiene and bio-security procedures** when required to order to maintain their effectiveness
16. maintain communication with colleagues and others involved in, or affected by, your work
17. follow business and industry environmental good practice to minimise environmental damage
18. confirm that waste is dealt with safely and correctly, in accordance with relevant legal requirements and business practices

19. confirm that the work is carried out in accordance with relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and business policies
20. confirm that records are maintained and stored, as required by relevant legislation and the business

Knowledge and understanding

You need to know and understand:

1. how to identify hazards and assess risks
2. the reasons for **hygiene and bio-security procedures** for the **site**
3. the different types of **hygiene and bio-security procedures**
4. how to monitor that **hygiene and bio-security procedures** are implemented and followed correctly and the implications of not following them
5. the type of clothing and personal protective equipment (PPE) required and the importance of monitoring that it is used correctly
6. the types of tools, equipment and materials required for maintaining **site** hygiene and bio-security and how they should be prepared and set up
7. the requirements for the storage and use of chemicals, in accordance with relevant legislation, **instructions and specifications**
8. the importance of monitoring that chemicals are correctly prepared, in accordance with **instructions and specifications**, and when and how chemicals should be refreshed
9. the types of warning signs, when they should be used and where they should be located
10. the signs of infestation by pests or rodents or other contamination and the appropriate action that should be taken
11. how contamination and cross-contamination occurs, and the possible consequences for crops/livestock and human health
12. the use of quarantine to minimise risk of disease introduction
13. the procedures to follow when breaches of site hygiene or bio-security occur
14. when to make changes to site **hygiene and bio-security procedures** to maintain their effectiveness
15. why it is important to communicate **hygiene and bio-security procedures** to all personnel and visitors to the **site**
16. the potential impact that your activities could have on the environment and ways in which this can be minimised
17. how to handle, transport, store and dispose of waste, in accordance with relevant legal requirements and business practices
18. your responsibilities under relevant environmental and health and

- safety legislation, codes of practice and business policies
- 19. the records that need to be kept and the importance of completing them

Glossary

Instructions and specifications:

- drawings/plans
- schedules
- method statements
- Standard Operating Procedures (SOPs)
- manufacturer's guidelines
- customer requirements
- verbal instructions

Procedures:

- personal hygiene procedure
- cleaning procedure
- vehicle access procedure
- personnel access procedure

Site: is used to describe all parts of the work area

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