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## Overview

This standard is about the skills and knowledge needed for you to maintain personal hygiene standards in food and drink operations.

Maintaining personal hygiene standards is important to keep yourself clean and hygienic when you are at work. It is also essential to maintaining the quality of the final product and for ensuring the food and drink you are handling is safe for human consumption.

You will need to be clean and tidy when coming to work and entering the production area and keep clean in the workplace.

You will need to know and understand the types of protective clothing, headgear and equipment you need for your work and why it is important to have clean hair, skin, nails and clothing. You will also need to know and understand why it is important to keep work areas clean and tidy.

It is important to understand the additional stringent hygiene requirements for high care food and drink operations.

This standard is for you if you work in food and drink operations or animal feed operations and your job requires you to enter the food manufacturing or processing area.

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## Performance criteria

### *You must be able to:*

Come to work clean and tidy

1. maintain hair, skin and nails in a clean and hygienic manner in accordance with organisational requirements
- 2.

wear clean clothing in accordance with organisational requirements

1. remove any jewellery and accessories in accordance with organisational requirements

Enter the production area clean and tidy

1. wear protective clothing and headgear that is clean and fit for use in accordance with organisational requirements
- 2.

change protective clothing in accordance with organisational requirements

1. wash hands thoroughly in accordance with organisational procedures

Maintain personal cleanliness in the workplace

1. avoid unsafe behaviour in order to protect the food being produced in accordance with organisational requirements
- 2.

make sure any cuts, boils, skin infections and grazes are treated and covered with a dressing in accordance with organisational requirements

1. report any cuts, boils, grazes, injuries, illness and infections in accordance with organisational requirements

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## Knowledge and understanding

### *You need to know and understand:*

1. why it is important to have clean hair, skin, nails and clothing
2. how jewellery and other accessories may put food safety at risk
3. the types of protective clothing and headgear that should be worn
4. why it is important to follow the recommended procedures to wash and sanitise hands and to ensure glove hygiene procedures are followed
5. the types of unsafe behaviour that may impact on the safety of food
6. why it is important to avoid unsafe behaviour when working with food
7. why it is important to report any cuts, boils, grazes and injuries
8. why it is important to report illness and infections, particularly stomach illnesses, before entering the production area
9. why it is important to keep work areas clean and tidy
10. why it is important to keep tools, utensils and equipment in good order, clean condition and stored
11. the types of food waste in the workplace
12. how food waste should be safely handled in the workplace
13. what product contamination and cross-contamination are and how to minimise the risk of them occurring through your work practices
14. why the direct handling of food should be kept to a minimum

IMPFS101

Maintain personal hygiene standards in food and drink operations



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<b>Developed by</b>	Improve
<b>Version Number</b>	3
<b>Date Approved</b>	29 Feb 2020
<b>Indicative Review Date</b>	28 Feb 2025
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	NSA FD
<b>Original URN</b>	IMPFS101
<b>Relevant Occupations</b>	Manufacturing Technologies, Process, Plant and Machine Operatives
<b>Suite</b>	Food Safety for Manufacturing
<b>Keywords</b>	Hygiene; safety; clean; tidy; protective; clothing

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