



WELCOME TO THE PREMIUM FOOD GROUP

As a food producer, we are subject to strict safety and hygiene requirements and regularly undergo various certifications such as the IFS, QS or BRC. Thus, high safety standards and environmentally conscious (ISO 14001) and energy-efficient (ISO 50001) behaviour are a matter of course for our employees, visitors, suppliers and service providers.

Please observe the following hygiene and safety measures. The Quality Management team will be happy to assist you if you have any questions. Thank you!

Yours, Dr. Gereon Schulze Althoff

Head of Quality Management and Veterinary Affairs

WORK SAFETY INFORMATION



Glass is categorically prohibited! Should glass or hard plastic break nevertheless, report the incident to the contact person without delay. All foreign matter, residues and contaminants must be removed immediately.



Unauthorised persons are not permitted to enter the factory premises. Access to the production area is only permitted after approval has been given by a responsible employee.



Smoking, vaping (including e-cigarettes) and other use of tobacco is prohibited in the production and is only permitted in designated areas/rooms.



Area with product contact: Personal bags and personal items such as personal phones, medication, cameras, glass items, etc. are prohibited.



Photography and filming are strictly prohibited and only permitted with the express permission of the Company Management, Factory Management or Technical Management.



The German Highway Code (StVO) applies on the factory premises and a maximum speed of 10 km/h applies to all vehicles. Forklift trucks have right of way!



All items, auxiliary and/or operating materials brought along must be removed after work.



Any items brought along (e.g. tools) must be free of rust, clean and made of food-safe material. They must not contain any wooden components or leather. Do not use worn wire brushes.



Written authorisation must be obtained for welding and cutting work on the entire factory premises. Remove residues and protect from contamination.



Electrical appliances must never be operated without supervision. Like all other equipment (e.g. ladders), they must comply with DGUV regulations and have a visible inspection stamp.



When visiting for the first time, please complete and sign the visitor instruction form at reception. In the case of work that lasts several days, sign in with plant security every day before starting work and sign out again after work.



The visitor ID must be carried at all times during the visit and be returned after work. The loss of the visitor ID must be reported immediately at the reception.



The factory premises are monitored by CCTV. Access is only permitted to the area where the agreed activity will take place.



Caution: When using materials that come into contact with the product (e.g. seals), verify food compliance.



What to do in the event of fire:

- Keep calm
- Report the fire to plant security
- Escape to safety
- Possibly try to extinguish the fire



Work in the production area is permitted only upon proof of instruction in accordance with the German Infection Protection Act (IfSG). The release check is carried out by the department management.



The specific instructions/training required to fulfil the work assignment is provided separately by authorised persons. After work, inform the responsible employee in order to clear the area and, if necessary, carry out final cleaning and disinfection.



The required personal protective equipment must be worn. During work, use the necessary protective equipment appropriate for the work in addition to hygienic clothing. When working in the factory, wear clean visitor overalls or a hygienic gown every day.



HYGIENE REGULATIONS FOR ALL LOCATIONS OF THE PREMIUM FOOD GROUP



HYGIENE INFORMATION



Touch equipment, packaging and products in the production area only after consultation with a responsible person.



Alcohol and drug consumption (including cannabis) is prohibited on the entire factory premises.



Taking and carrying medication in the production area is prohibited!



Watches and visible jewellery (including piercings) are prohibited in the production area.



Artificial or painted fingernails are not permitted in the production area. Disposable gloves must be worn.



Eating, drinking, chewing gum, etc. are prohibited in all production areas and are only permitted in the canteen and break rooms.



Avoid coughing and sneezing in close proximity to unpackaged food; wear a face mask if necessary.



Persons with infectious diseases or symptoms of illness (gastroenteritis/stomach and intestinal diseases, salmonellosis, typhoid fever, cholera, shigellosis, hepatitis A or E) as well as those with infected wounds or skin diseases that could affect food safety are not permitted to enter our factory. This also applies to persons whose stool sample tests have revealed the presence of the pathogens salmonella, shigella, EHEC or cholera vibrio, even if they do not show any symptoms of illness.



Thoroughly clean and disinfect your hands before entering the production facility. After using the toilet, first wash and disinfect your hands, then put your hygiene gown back on.



Clean your soles before entering the hygiene zone.



Only wear clean personal work gloves in the production area. Keep the construction site and working environment clean and tidy. Do not use old cleaning rags.



Only wear clean personal work shoes in the production area. Keep the construction site and working environment clean and tidy.



Items brought along must be transported in suitable containers (container and auxiliary material management). If you touch surfaces that come into contact with the product, notify the responsible person immediately.



In the production area, wear complete and clean hygienic clothing or disposable overalls and, if necessary, a protective helmet. Do not wear your own clothes over hygiene clothing.



Hairnets and, if applicable, an Astro Hood (covering all hair and ears), as well as beard guards (from the visible hairline), must be put on before cleaning and disinfecting the hands.



Before entering the canteen or smoking room, take off the hygiene gown or disposable overalls.



Before going to the toilet, take off the hygiene gown/overalls and hang them on the hooks provided.

GENERAL INFORMATION



Observe the accident prevention and emergency management instructions provided. Report any accident or dangerous situation to your contact without delay.



Before the work commences, the work area and equipment must be approved in writing by the responsible employee and be accepted in writing upon completion (approval check).



Any hazardous substances, lubricants and work equipment brought along must be reported before work commences, unless they are listed in the hazardous substances register. Safety data sheets and operating instructions must be carried along. After use, the substances must be disposed of in the containers provided for this purpose.



No hazardous substances – if hazardous substances are present, they must be coordinated with the hazardous substances register. Observe the list of approved lubricants/cleaning agents.



Comply with all fire safety and security regulations. Fire doors must not be blocked or wedged. All access doors must be kept closed.



Please park in the designated parking areas. Keep passageways, entrances, exits, escape routes and fire-fighting and rescue equipment clear.



During evacuation procedures, follow the instructions of the evacuation and fire safety officers and the emergency services personnel who have been called to the scene. Proceed to the designated assembly points.



Report accidents at work immediately to the reception. If necessary, ask a reception employee to call an emergency doctor.



If necessary, use a defibrillator in accordance with the instructions for use. Locations: Reception, Meat Inspection Unit.

HYGIENE GUIDELINES FOR VISITORS & TECHNICIANS

Company: _____

Surname, first name: _____

Reason for the visit: _____

Date: from _____ to _____
(maximum 4 weeks)

CONFIRMATION

The undersigned hereby confirms for the last 14 days:

	Yes	No
Did you suffer from diarrhoea and vomiting?	☐	☐

	Yes	No
Did you have bouts of chills or sweating?	☐	☐

	Yes	No
Was there suspicion of salmonella infection?	☐	☐

VISITORS ONLY

	Yes	No
I have received the current version of the work instruction "General order and hygiene for visitors" and will comply with the instructions contained therein.	☐	☐

EXTERNAL TRADESMEN ONLY

	Yes	No
I have received the current version of the work instruction "General order and hygiene for external craftsmen" and will comply with the instructions contained therein.	☐	☐

If "No", ask for the latest version at the gate and read it.

Signature

By signing, I also confirm that I have been made aware of the product protection rules.