Welcome the trainees and explain to them what they are here to learn:

- Hygiene training is critical for building knowledge and understanding of employees and for developing the competency necessary to produce safe food packaging.
- Hygiene training is also a key customer requirement and a requirement of standards such as the BRC/IoP Packaging Standard.
- Tell the trainees what they are going to learn i.e. the purpose of food packaging, the main risks to it e.g. foreign objects, chemicals and bacteria and the important role they play in ensuring that the packaging that the company produces is safe for use with food.
- The short presentation consists of 30 slides and can take anywhere from 30 minutes to 1 1/2 hours depending on the level of discussion generated.
- Welcome feedback and discussion from the trainees.
- Explain about the end Q & A quiz. It's important they listen to the presentation but stress that the quiz is not an exam.
- The quiz is to check the effectiveness of the presentation as a learning methodology and to check the trainees understanding of the course content.
- The quiz is not a memory test and can be completed using the booklets as a reference in small groups ideally pairs.
Why Food Packaging Hygiene is Important

Millions of tonnes of packaging are manufactured throughout the world every year.

Around 70% of all packaging manufactured is used for packaging food.

The main purpose of food packaging is to transport, protect and preserve food products.

Food packaging safety and quality are very important to our customers and the consumers of our products.

The main risks to food packaging safety are contamination by foreign bodies, chemicals, and bacteria.

As a company, we must identify all potential food packaging safety hazards and put appropriate systems and controls in place to ensure that our packaging is safe for use with food.

This presentation is your introduction to Food Packaging Hygiene. Please listen carefully and put into practice what you learn.

We COUNT on you to make our systems work!

Ask questions to check understanding:

1. Talk about why quality and hygiene are important to customers, e.g. consumer safety and brand protection.

2. Explain that the company has carried out Food Packaging Safety Risk Assessment e.g. a Hazard Analysis or HACCP Study to identify all potential foreign body, chemical and bacterial contaminants and to develop control measures to minimize their risk.

3. If you have Critical Control Points in your system ask the trainees if they know what they are and what their responsibilities are for controlling or monitoring them.

4. In addition to the above contaminants if you have identified any "packaging defects critical to consumer safety" within your system, e.g. print faults such as missing / wrong ingredients you can introduce these and ask what could be the consequences of a "nut" printed ingredient error to the consumer?
Foreign Bodies

A foreign body is anything that can physically contaminate the food packaging

Typical foreign bodies are glass, blades, sharp objects, nuts, bolts, bits of machinery, hairs, stationery, fur, animal droppings, dust, dirt, tape, buttons, swarf, jewellery, paper, cardboard, off-cuts etc.

The most dangerous foreign bodies are the ones that can cause serious harm to the consumer such as Glass, Sharp Objects or Blades.

Please help us to minimise the risk of foreign body contamination by following company rules and procedures at all times.

AVOID
- bringing potential foreign bodies into the workplace

DETECT
- foreign bodies whilst working

REPORT
- any problems to a supervisor

1. Ask the trainees if they can identify any of the specific controls that are in place to prevent foreign body contamination e.g. blade control, glass control, pest control, personnel hygiene rules.

2. Use an example of a young child about to eat a food product that uses your food packaging that has been contaminated by a blade. Explain the ramifications of this e.g. customer complaint, environmental health investigation, litigation etc.

3. Explain the due diligence defence. As long as all preventive measures have been taken and can be demonstrated then the company may not be prosecuted.
Chemicals

Chemicals can be an important source of contamination if they are not handled and used safely.

- Typical chemicals may be inks, solvents, lacquers, varnishes, oils, adhesives, dyes, lubricants, cleaning chemicals etc.

- If chemicals were transferred to packaging they could contaminate the food and cause harm to consumers.

- Remember to follow the manufacturers instructions on labels at all times.

ALWAYS
- Store and carry chemicals in properly designed and labelled containers, which can be securely closed.

TAKE
- Care with chemicals near open or exposed products.

CLEAN
- Up spills quickly.

REPORT
- Any problems to a supervisor.

1. Ask the trainees to name the chemicals that are used in the factory.

2. Highlight the importance of taking care with chemicals near unprotected products – e.g. what precautions should one take before cleaning?

3. Point out the importance of following manufacturers safety instructions on chemical containers and for using Personal Protective Equipment e.g. the dangers of prolonged skin contact, clothing, gloves, goggles where required.
Bacteria

Bacteria are found everywhere, some are friendly and others are harmful and can cause food poisoning.

The main sources of food poisoning bacteria are people, insects, rodents, dust, soil, dirt, refuse and raw foods. The risks that exist in the manufacture of food packaging are much lower than that of a business, especially if the packaging is not in direct contact with food.

Even so, people handling food packaging can be an important source of food poisoning bacteria, which can enter food, make the producer feel that it is very ill.

Whenever you pick up the telephone, handle money, make meals, dress wounds, your hands gather bacteria. You can remove many of these bacteria by WASHING YOUR HANDS and SCRUBBING YOUR FINGERNAILS.

1. Explain that humans can carry millions of harmful and invisible bacteria such as (Staphylococcus aureus and Enterobacteriaceae) on their hands and these can only be removed or reduced by effective and regular hand washing at the critical times.

2. Ask the trainees what other controls the company has for minimising the risk of bacterial contamination e.g. protective clothing, cleaning programmes, pest control, eating, drinking, and smoking restrictions.

3. If you have a return to work / reporting illness procedure in place ask the trainees if they are aware of it and understand it?
Personal Hygiene – Do’s!

Excellent standards of personal hygiene are essential to ensure that our packaging is safe for use with food products.

- Do cover cuts, sores and open wounds with a blue metal detectable plaster.
- Do wear protective clothing correctly, such as hats, hairnets, snoods and overalls.
- Do wash your hands regularly especially after visiting the toilet, eating, drinking or smoking.
- Do report to a supervisor if you are suffering from any disease likely to be transmitted through food, such as infected wounds, skin complaints or diarrhea.
- Do follow the jewellery policy at all times.

The personal hygiene rules and procedures are in place to ensure that our products are safe for our customers to use.

ONLY YOU CAN MAKE THEM WORK!

1. For each of the do’s ask the trainees if they can explain why it is important that they do!

2. Explain why a “blue metal-detectable” plaster is the standard e.g.
   Metal strip - to allow a plaster to be found during metal detection carried out by the food manufacturer.
   Blue - to enhance visual identification “have you ever seen blue food?”

3. Incorporate any of your own specific do’s – ask the trainees for their own thoughts and ideas.

4. If you are asked why jewellery is a potential contaminant – It’s because it can harbour dirt and grime and can contain small pieces.
Personal Hygiene - Don'ts!

Excellent standards of personal hygiene are essential to ensure that our packaging is safe for use with food products.

- Don't eat, drink or smoke outside of designated areas.
- Don't bring personal items into production areas.
- Don't wear strong smelling perfume, aftershave or hand cream.
- Don't sneeze or cough near food packaging.
- Don't be a source of contamination!

The personal hygiene rules and procedures are in place to ensure that our products are safe for our customers. ONLY YOU CAN MAKE THEM WORK!

1. For each of the don'ts ask the trainees if they can explain why it is important that they don't!

2. Incorporate any of your own specific don'ts and ask the trainees for their own thoughts and ideas.
Cleaning

Regular cleaning is the key to removing foreign bodies, dirt and waste, which could contaminate product, encourage pests or allow bacteria to grow.

- Try to keep your work area as clean and tidy as possible until you have moved or packed up.
- Always follow manufacturers instructions on cleaning products.
- Remember to store cleaning equipment away safely before you go.

Remember the Motto
CLEAN AS YOU GO!

1. Before looking at the slide ask the trainees – why should we clean?
2. Ask the trainees what cleaning programmes are in operation in their area / department, what they clean, the equipment they use and how often cleaning is carried out.
3. Talk about the importance of keeping records to monitor the effectiveness of the cleaning programme, which can allow an increase or decrease in frequency and secondly to show that you have done as part of due diligence.
4. A clean working environment is a safer and more enjoyable place to work.
1. Ask the trainees to study the diagram for approximately 15 minutes “in pairs” and list as many of the potential contaminants as they can.

2. Tell them that there are 19 potential contaminants to identify – if they can spot more great!

3. Compile the results on a flipchart or board and tease out the remaining unidentified contaminants.
The Food Packaging Safety Hazards

1. Working down the list click the link to reveal the explanation of each of the food packaging safety hazards.
2. Before clicking the link ask the trainees what they think the problem could be.
3. Once all 19 of the explanations have been discussed it's time for the quick quiz.

Quiz instructions:
1. Allow approximately 20 minutes for the quiz.
2. Separate the trainees into pairs.
3. Hand out a question paper for each trainee to complete.
4. Allow the trainees to use the booklets as a reference.
5. When finished run through the answers asking the trainees to fill in the blanks / change the incorrect answers.
6. Ask the trainees to sign and date their question sheet.
7. The trainer signs and dates all collected question sheets.
8. Keep the question sheets as an attendance / training record.

And Finally
1. Ask for feedback on the usefulness of the course, what was good and interesting and bad and of no use at all etc.
2. Remind the trainees that the company has an obligation to customers to provide high quality and safe packaging. And that they have a responsibility for following rules and procedures at all times.
3. Ask them to put into practice what they have learned as the systems will not work without.
4. Thank them for their time.
Spiders Web

Because the spiders web is directly above the work area there is a potential for insects or debris to drop onto and contaminate the food packaging.

The presence of a spider's web is also a sign that either the cleaning programme is not in operation or that it is not working effectively.
Food Poisoning Bacteria

This fine fellow looks as though he is returning from a successful trip to the toilet – without washing his hands!

It is extremely important to wash your hands after visiting the toilet, eating, drinking, or smoking as these are the main routes for transferring food poisoning bacteria to food packaging.
Glass is easily smashed and is a contaminant with the potential to cause serious injury to the consumer. Glass items such as bottles, mirrors, compacts, mobile phones etc. should not be taken into the factory.
Cosmetics and strong smelling aftershave or perfume can taint or contaminate food packaging and should not be worn excessively.
Sneezing and Coughing

Sneezing and coughing can carry droplet infection for a considerable distance and should be avoided near food packaging.

Hands should be washed regularly.
Regular cleaning is essential for preventing the build-up of dirt, grime and anything that could attract pests such as insects, flies and rodents. A Clean-As-You-Go policy should be adopted.
If Electric Fly Killers (EFK's) are in place they should be working correctly and positioned to prevent frazzled insects from being jettisoned into food packaging.
Lubricants

Maintenance work such as oiling a fan should not be carried out while the fan is switched on, especially with unprotected products.
Blades are small, difficult to see and are a contaminant with the potential to cause serious injury to consumers. Knives / blades should be used and stored safely at all times.
Jewellery

Jewellery can harbour dirt and bacteria.

- In addition, stones and small pieces of metal can contaminate food packaging.

The jewellery policy should be followed at all times.
Eating and drinking in a production environment can be a cause of contamination from food debris and the hand to mouth action, which can transfer bacteria.
Rolling or storing food packaging on the floor can cause damage and transfer dirt and grime and any other contaminants that may be on the floor.

Suitable lifting equipment should be used and the material should be stored off the floor.

Dirt and Grime
Personal Items

Who knows what’s in the bag?

- Personal items such as mirrors, compacts, mobile phones and all other bits and bobs have the potential to contaminate food. Personal items should not be taken into the factory.

Back
Protective head coverings such as caps, hairnets and snoods are needed to prevent hairs and dandruff from contaminating the food. Snoods and hairnets should be worn to completely enclose the hair.
Dirt and Grime

There are two issues here:

1. Firstly, the packaging is in contact with the floor.
2. Secondly, the worker is sitting on the packaging. Both of these demonstrate poor hygiene practices and can be a cause of contamination.
Smoking can be a cause of contamination both from smoking debris and from the hand to mouth action, which can transfer bacteria.
Engineering Parts

Carrying out maintenance work with unprotected product around presents a significant risk of contamination from small engineering parts and chemicals such as oils and lubricants.

Care should be exercised and a clean-up of the area should be carried out on completion of the maintenance work.
Rodents

Pests such as rats and mice are a source of food poisoning organisms and can also contaminate food packaging through fur and droppings.

The presence of rodents is also a sign that either a preventive pest control programme is not in place or is not operating effectively.
Chemicals such as inks can contaminate food packaging if they are handled carelessly and not stored away safely when not in use, preferably in a lidded and labelled container.