FLORENCE BAKERY VISITOR SAFETY & QUALITY FOOD SAFETY RULES

To ensure the safety and wellbeing of all its visitors, The Ferrara Candy Company has instituted general guidelines for adherence during your stay at the FLORENCE BAKERY.
Please read carefully and ask questions when necessary. Your signature at the bottom is your acknowledgement of understand and commitment to adhere to this policy. Thank you for your cooperation.

- All visitors shall be received by their site contact at the front lobby.
- All visitors shall wear their given badges in a visible location at all times while in the bakery.
- All visitors will use their Personal Protective Equipment issued to them when entering the production floor.
  - Safety glasses at all times
  - Ear plugs at all times
  - Safety shoes when required
  - Bump caps when required
- Due to the use of anhydrous ammonia as a refrigerant at this facility, any smell of ammonia (spoilt egg) shall be immediately reported to the site contact.
- Visitors shall remain with their site contact during emergency evacuation and will stay with their site contact to be accounted for during roll call.
- No firearms on the company property subject to state laws
- No illicit drugs on the property
- When necessary, first aid supplies will be provided by site contact to ensure they are metal detectable
- All visitors shall only use pedestrian walkways at all times during their walk on the production floor
- All visitors shall wear reflective vests outside the bakery while walking
- All safety incidents or near misses must be reported immediately to the site contact
- No loose clothing shall be worn on the production floor.
- No visitor shall be allowed to operate any equipment without proper written permission

Ferrara meets programs and procedures based on HACCP principles, consolidated industry standards, and good manufacturing practices. While you are here you are expected to follow the same high standards as our employees.

- All visitors must wear hairnet /beard nets while in production areas. Hairnets’ must contain all your hair and be pulled below your ear lobes, regardless of how much or how little hair you have. Hair nets are color coded for food safety, be sure you are wearing the color for visitors. A beard net is necessary if you have a beard or mustache.
• Chewing tobacco, alcohol, and loose peanuts or tree nuts (almonds, cashews, or walnuts) are not permitted anywhere on the premises. Smoking is only permitted in designated areas.
• Recording devices including camera phones are also prohibited, unless approved in advance by Ferrara.
• All visitors are expected to follow the same high standards as our employees. First, we ask you to be aware of food safety and contamination risk. Food Safety Risks: Allergens, Metal, Glass, Plastic, Wood, Chemicals, Microbes or any other foreign material, If it's not on the list of ingredients, it's a contaminant.
• All jewelry (with exception of a plain wedding band), watches, purses, pens, or all other personal items must be removed before entering the facility as they represent potential sources of contamination.
• All visitors must adhere to strict allergen management procedures. All employees and visitor must follow allergen control requirements. Your contact will review specific allergen requirements for this facility. Allergens in our facility:
  • Line 1 & 3—wheat, soy, dairy, & egg
  • Line 2—Wheat, Soy, & Dairy
• A key food safety measure we practice is handwashing. Hand washing must be performed at one of our many hand-washing stations prior to entering the production floor, when transitioning to RTE areas, after eating, after visiting the washroom or after sneezing or coughing. Thorough washing followed by an application of sanitizer helps promote a contaminant free facility.
• If you have loose bandages or small cuts, your contact will provide you with a special bandage to cover them. These assure your safety as well as the quality and hygiene of our products
• Hygienic zoning practices, which separates raw or unprocessed ingredients from cooked food, must be followed. Movement between the zones through specified transition points require handwashing as well as disinfection of foot wear and any equipment. Facility Ready to Eat include – Packaging, enrobing to packing, coating manufacturing, and the hot room.

Thanks for your visit to the FLORENCE BAKERY. Welcome to the Hollow Tree

Name:............................................ Date:..............................

Site Contact: ..........................