



FOOD SAFETY AND QUALITY ASSURANCE POLICY

JBS Australia is committed to meeting all legal and licensing requirements in relation to food safety and quality assurance.

This commitment is achieved by:-

1. Implementing food safety and quality assurance controls throughout all stages of the supply chain.
2. Ensuring the food safety program meets all requirements of the Department of Agriculture.
3. Maintaining very strict hygiene requirements to ensure that all products prepared for human consumption are wholesome.
4. Requiring employees at all times to comply with all hygiene specific training, instructions and directions.
5. Ensuring the quality assurance program meets the requirements of AUS-MEAT.
6. Maintaining very strict quality assurance standards that are essential to customer requirements.
7. Ensuring that our product, through the role of designated Quality Assurance Officers, at all sites complies with customer specifications prior to sale and distribution.
8. Requiring employees at all times to comply with all product specific training, instructions and directions and assist Quality Assurance Officers in the performance of their duties.

Signed

Brent Eastwood
President

Anthony Pratt
Chief Operating Officer
Northern

Sam McConnell
Chief Operating Officer
Southern

Dated June 2015

Food Safety and Quality Assurance

At our meat processing and value added processing sites we prepare food for human consumption. This means it is very important for all employees to observe hygiene requirements so that our product is free from all forms of contamination.

All employees are required to comply with the Food Safety and Quality Assurance Policy and all hygiene specific training, instructions and directions at all times to ensure food safety.

Smoking

- Smoking is only permitted in designated smoking areas.
- Smoking is not permitted in Company vehicles.

Food and Drink

- The consumption of food and drink, including lollies and chewing gum, is only permitted in designated areas.
- You may drink from the water dispensers provided in the processing and adjacent areas.

Work Performance

- You are required to perform all tasks as per your task description and procedural statement to ensure that all duties are carried out to the quality standards that have been set.
- If your Supervisor, Foreperson or Manager directs you to do anything in addition to your task description and/or procedural statement, you must comply with these instructions as long as it is a lawful instruction and a safe work practice.

Consequences of Breaching these Requirements

- Disciplinary action will be taken against anyone failing to comply with the Food Safety and Quality Assurance Policy, including failure to follow all training, instructions and directions about food safety, hygiene and quality assurance. This disciplinary action may include, but is not limited to, the issuing of a formal warning, demotion, transfer, counselling, re-education, suspension or termination of employment.

Protective Clothing

- A clean set of Company issued clothing is to be collected each day from the clothing store.
- At the commencement of each shift, clean protective Company issued clothing must be worn.
- Street clothing must be fully covered by Company issued clothing.
- Street clothing must not protrude (or be visible) from your Company issued clothing.
- Footwear must be cleaned whenever entering or leaving a processing area.
- To prevent the risk of contaminating product, clothes must be changed if they become excessively soiled during a shift.
- Soiled clothing (including cut resistant gloves) are to be placed in the receptacles provided.
- All protective clothing is to be returned daily for cleaning and placed in the appropriate receptacle provided.
- Company issued clothing and equipment must not be taken off site unless authorised.

Hair Covering in Processing Areas

- In processing areas your hair must be fully contained at all times. This will require the wearing of a medicap or other hair cover as issued and a beard snood if required, a moustache is required to be covered.
- You will be advised of the specific requirements for your workplace.

Jewellery and Cosmetics

- Site specific rules about jewellery, including watches and earrings (sleepers and keeper studs) and other piercings (nose, tongue and eyebrows) must be followed at all times.
- Nail polish, false/acrylic nails, hand creams and other cosmetics that could lead to contamination of our product, must be removed prior to entering any processing area.
- Fingernails shall be kept short and clean.



Lockers

- Where available, lockers are provided for each employee for the storage of your personal clothing and other items. Some sites (due to shift arrangements) may require employees to co-occupy their locker with an employee from another shift.
- Lockers must be kept clean, tidy and free of dust. Lockers are randomly inspected by the Company.
- Clothes issued from the laundry, including dirty or used clothing, and dirty equipment must not be stored in your locker.
- Food, including drinks, must not be stored in lockers at any time.

Access to Processing Areas

- Certain processing areas at our sites are designated as edible processing areas.
- Other areas of our operation, for example the livestock yards, are referred to as inedible areas.
- If, in the course of your duties, you need to move from an “inedible” area to an edible area, you are required to change into clean outer protective clothing and footwear and wash your hands thoroughly with soap and water.
- Only authorised visitors are allowed onto and into JBS Establishments. If you identify a person(s) in your production area that, in your opinion, is not part of a planned visiting group and therefore doesn't belong; please make your Foreperson aware of their presence and location. Your Foreperson will take any necessary action if required.

Hand and Boot Washing

- As part of your training you will learn how to wash your hands correctly. There is a correct way to do this to ensure that we meet the required hygiene standard.
- As a general rule you should:
 1. Wash hands and arms with antiseptic soap provided and warm potable water; and
 2. Dry hands with the paper towels or hand drying system provided. Dispose of towels in the receptacle provided.
- Specific times to wash hands include, but are not limited to:
 - commencement of each production shift;
 - after using the toilet;
 - every time you enter or leave a processing area;
 - after handling any type of contamination;
 - immediately after coughing, sneezing, wiping nose or coming into contact with head, face or body under protective outer clothing;
 - as instructed in your task description and/or procedural statement; and
 - before and after eating.
- At sites with boot washing facilities, wash your boots properly on entering and leaving processing areas. Ensure you wash the entire boot, especially the soles.

Personal Equipment

- Prior to commencement of your shift everyday, you must ensure that the condition of your personal equipment meets the hygiene and safety standards of your site.
- Personal equipment including boots, knives, steels, pouches, hooks, mesh gloves, cut resistant gloves, helmets, mesh aprons and PVC aprons must be cleaned and sanitised at the end of production each day.
- Steels must be worn at a length that prevents their contact with boots.
- All personal equipment must be washed at regular intervals throughout your shift and sterilised if it becomes contaminated.
- Knives and other implements used in processing areas must be washed and sterilised as instructed in your task description and/or procedural statement.
- Knife, hook and steel handles must be made from an approved material and be maintained in good condition.
- Equipment must not be worn outside processing areas during breaks and must be washed and hung on the racks provided in designated areas (not left on work tables or wash basins).
- Further instructions will be provided during your training program in relation to the use, training and storage of personal equipment.
- You are required to make your Foreperson aware should you lose or misplace any equipment in a production area as there may be a foreign material risk to the product.

Protective Gloves

- Mesh gloves worn during processing on the Slaughter Floor and cut resistant gloves worn in edible processing areas such as the Slaughter Floor, Offal and Tripe Rooms must be completely covered by a PVC over glove to allow for washing with soap and water.



- There are site specific rules about the wearing of cut resistant gloves covered or uncovered in the Boning Rooms, these must be followed at all times. However, if the glove becomes contaminated it must to be replaced with a clean glove from the clothing store.
- All cut resistant gloves are to be returned daily for cleaning and placed in the receptacle provided.
- Cut resistant gloves with fraying ends/edges and or mesh gloves/arm guards shedding links must be returned to the clothing store for replacement.
- Do not wash your gloves in sterilisers.

Dropped/Contaminated Product Procedure

- Any product that is dropped or comes into contact with either a contaminated or potentially contaminated surface must be processed in accordance with the Dropped/Contaminated Product Procedure.
- Any product that is found to have foreign objects in it must be reported to your Supervisor, Foreperson or Manager.
- Failure to adhere to the dropped meat procedure, will result in disciplinary action, up to and including, termination of employment.

Carton Handling

- To prevent accidental contamination of product, take care when handling packaged product to avoid damage to cartons and their plastic linings.

Personal Health and Additional Hygiene Requirements

- To maintain our strict hygiene and food safety procedures, employees suffering certain illnesses are not permitted to handle product or enter areas where there is raw material, unpackaged product or materials and packaging.
- Examples of such illnesses include:
 - severe cold or flu symptoms;
 - stomach cramps, vomiting and/or diarrhoea;
 - contagious or infectious diseases;
 - infected wounds or sores; and
 - dermatitis, rashes or other skin irritations.
- You must obtain and present a Medical Clearance Certificate from either your doctor or the on site Occupational Health Nurse before commencing work after suffering such illnesses.
- Minor cuts and skin abrasions will require covering with a metal detectable, waterproof dressing before handling any of our products. Visit the on-site Medical Centre to receive treatment by the Occupational Health Nurse, do not use your own dressings.
- For minor ailments, most of our meat processing sites provide access to a doctor at set times throughout the week. For employees on those sites, you can make an appointment through the Occupational Health Nurse.
- Under no circumstances are employees to spit within Company property/sites.
- Under no circumstances are employees to urinate or defecate within Company property/sites except in the toilet.

The following requirements are applicable for Feedlot employees:

Livestock Treatments and Post-Mortems

- When any medicines, vaccines or treatments of therapeutic value to livestock have been administered then the ESI (export slaughter interval) withholding period must be adhered to before the animal can be sent for processing.
- Any treatment administered to livestock whether it is at induction or in the hospital must be as per the provided treatment schedule.
- Non-reusable sharps and syringes used when treating livestock must be disposed of in the correctly identified containers.
- Knives and re-usable medicine and treatment delivery systems must be washed, disinfected and stored correctly at the completion of each day.
- Disinfectant trays must be used for the HGP guns and vaccination syringes (needles) when inducing livestock.
- Only employees who have been correctly trained in autopsy and diagnosis can carry out post-mortems.

employee responsibility statement

Food Safety and Quality Assurance

1. Comply with the Food Safety and Quality Assurance Policy at all times.
2. Follow all hygiene and product specific training, instructions and directions at all times including those set out in this Employee Handbook.
3. Assist QA Officers in the performance of their duties.