

SALSA Requirement: “All hair, including beards and moustaches, shall be fully contained to prevent product being contaminated in open food production and storage areas.”

Why?

Hair can contaminate food physically and even microbiologically and finding a hair in your food is unhygienic, unpleasant and often leads to complaints.

Tools

- 🕒 Personal Hygiene policy document/procedure
- 🕒 Suitable hair coverings always available
- 🕒 A metal plate ‘mirror’ in the changing area/on wall/at entry points
- 🕒 Start-up & Good Manufacturing Practice Audits
- 🕒 Colour-coded mop caps for designated personnel

Tips

- 🕒 Managers and Supervisors should lead by example!
- 🕒 Use pictures to show how to wear hair coverings correctly
- 🕒 A correctly worn mop cap is sufficient for most staff; long hair may need a cloth cap too
- 🕒 Overalls with integrated tight hair coverings can be used
- 🕒 Are your hair coverings comfortable to wear for a long period of time?

What do I need to do?

- Document your requirements in your Personal Hygiene policy document/Procedure
 - Decide what constitutes a ‘beard’ and include this (eg no more than ‘x’ days’ growth)
 - Consider the most appropriate solution for hair covering in hot/cold working areas
 - Longer/higher volume hair might need both mop cap (hairnet) and cloth cap
 - Cloth caps alone are very unlikely to achieve the ‘fully contained’ requirement
- Train staff against the procedure at Induction (and Refresher Training) & document this training.
- Provide sufficient hair coverings at all times within designated changing areas & entry points.
- Ensure disposable coverings are only used once and damaged hair coverings changed immediately.
- Consider non-open product storage areas where staff enter for delivery/dispatch reasons but do not go through the designated changing area.
- Use posters to show the correct order of changing, with hair coverings in place before overalls.
- Check staff are correctly wearing the provided hair coverings.
- Record your checks either in Start-up Checks and/or routine Good Manufacturing Practice Audits - include any Corrective Actions where Non-Compliance is seen.
- Visitors & Contractors (entering Production & Storage Areas) need to follow this procedure too. Use a Visitors’ Questionnaire and ask them to read the documented Personal Hygiene procedure.
- **Breweries/Bottlers:** Consider the risk in the different areas of production. In areas where hairnets are not worn, carry out a documented Risk Assessment on the potential for hair contamination.



Example

- The following extract comes from a weekly Good Manufacturing Practice (GMP) audit.
- Decide how and when to use GMP audits in your own business and which areas you will cover. This GMP Audit sheet would be useful for a number of SALSA Requirements.
- You could also record wearing of hair covering in your Start-up Checks.

<u>WEEKLY SITE GMP AUDIT</u>			
	1- Satisfactory	2- Below Average	3- Poor
	Date		
	Time		
Are all staff following the hair-covering procedure?	1	2	3
Are Visitors and Contractors reading the Personal Hygiene rules and completing/signing the Visitors' Questionnaire?	1	2	3
...etc			
Details of occasions where/when scores of 2 or 3 have been noted:			
Signed		PRINT NAME	

To be completed weekly for whole production site.

Any corrective action required (including re-training and maintenance) added to Corrective Action log.

Owner/Manager's Signature _____ PRINT NAME _____

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Need more help?

- See **Tools & Tips** for 1.2.2 Changing Facilities
- See **Guidance Notes** for 1.2 Personal Hygiene & 4.7 Location of Changing Facilities/Toilets