

Workplace Health and Safety

Applying Best Practice Workplace Health and Safety Concepts to Protect Staff, Visitors and Contractors from Personal Injury

Development

To define detail, scope and purpose.

Development

This information can be used to develop food safety and quality programs that meet the requirements of modern Regulatory, Customer and Industry Standards:

- We take the time to explain the expectations and requirements of food safety and quality compliance as these relate to your food safety and quality programs.
- You may choose to use our Premium Resources to build, enhance or upgrade your food safety and quality program.
- We encourage you to share this webpage with any food compliance associates and peers you believe may benefit from our commitment to providing our users with user friendly information and resources to to achieve superior Food Compliance Culture.
- We welcome your suggestions for additions of general or specific content through the haccp.com Contact Page.

Key Definitions for Workplace Health and Safety

- Chemical: A chemical is a substance used for a specified task. Chemicals are commonly associated with food safety and quality system elements such as pest control, cleaning and sanitation, and maintenance within food businesses.
- Control of Substances Hazardous to Health or COSHH: Control of Substances Hazardous to Health is the term often attributed to employer responsibilities to control exposure to hazardous substances to prevent human health impacts.
- Hazard: A hazard is anything with the potential to cause harm to a person.
- Personal Protective Equipment or PPE: Primary barrier of safety equipment that can consist of gloves, coats, gowns, shoe covers, boots, respirators, face shields, safety glasses, or goggles. PPE is used to shield or isolate individuals from the chemical, physical, and biological hazards they may encounter.
- Psychosocial: Psychosocial is a term relating to the interrelation of social factors and individual thought and behaviour.
- Risk: Risk is the likelihood that a hazard will cause harm to a person, together with the severity of that harm.
- Safety Data Sheet or SDS: Safety Data Sheets are the internationally standardised way to document the hazardous properties of chemicals and other hazardous agents including information on toxicity, first aid, personal protection controls, storage and handling precautions, spill and leak clean-up, and disposal practices, transportation, physical data, and reactivity data.
- Workplace Health and Safety: Workplace Health and Safety or WHS is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities. Workplace Health and Safety is also commonly referred to as Occupational Health and Safety or OHS.

Workplace Health and Safety Development

When considering the development, documentation, and implementation of Workplace Health and Safety within food safety and quality management systems, the following information should be considered to ensure effective outcomes:

About Workplace Health and Safety

This section is not a definitive guide to Food Industry Workplace Health and Safety, rather a stimulus for the application for guidelines and regulatory requirements that are important to participants within the food sector.

Workplace Health and Safety or WHS is the discipline concerned with protecting the health and safety of all stakeholders in the workplace from exposure to hazards and risks resulting from work activities.

Although it ranks higher in immediate importance than food safety and quality, Workplace Health and Safety remains an important component as part of the Regulatory requirements of most countries. It is important to address Workplace Health and Safety concepts in relation to food businesses as they play a vital role in daily operational management as a priority for all management, employees, visitors, and contractors. As well as addressing the Regulatory requirements for Workplace Health and Safety as a part of your Food Safety and Quality Program, it should also be considered a moral obligation to ensure that everyone is working in a safe environment.

By applying the adage “prevention is better than cure”, it is possible to reduce occurrences of Workplace injury and illness. The application of a systematic approach to Workplace Health and Safety Management can significantly reduce potential Workplace Health and Safety Hazards and move towards the elimination of risk.

Once identified, Workplace Health and Safety hazards must be controlled to ensure they don't manifest as human impacts. If suitable control measures are not possible, then the related hazards must be mitigated through other measures. It is important to consider that Personal Protective Equipment is at the bottom of the Workplace Health and Safety hierarchical ladder and should not be considered the primary control measure for workplace health and safety hazards.

Personnel Communication and Engagement

It is widely recognised that the best Workplace Health and Safety results are achieved when there is a cooperation between all stakeholders regarding training and recognition of Workplace Health and Safety protocols.

Workplace Health and Safety legislation generally places extra emphasis on the employer to deliver better health and safety standards within the workplace. It is impossible to make significant improvements to workplace health and safety standards though, without involving the workforce. Some organisations use direct consultation with their employees in conjunction with industry professionals to produce favourable outcomes.

Workplace Health and Safety representatives should participate within levels of the health and safety structure and related professional development and training activities. This experience and knowledge can become a catalyst to significantly improve workplace health, safety, and welfare.

Personnel Communication and engagement protocols should also extend to Visitors and Contractors to any food business site.

Workplace Health and Safety Risk Assessment



Identifying hazards such as sharp knives is the first step of a workplace risk assessment.

Workplace Health and Safety Risk Assessment is the identification of hazards against the estimation of the risks involved. If a hazard is properly identified and the likelihood of it causing harm to a person is fully assessed, then suitable control measures can be implemented to reduce the risk of harm occurring. Workplace Health and Safety specialists use their knowledge of assessing risks to ensure workers have access to safer and healthier working environments.

Risk Assessments can be simplified by using the Five-Step System:

- Step 1: Identify and list the hazards (Hazard = The thing likely to cause harm).
- Step 2: Decide who might be harmed and how (Risk = The likelihood of it happening).
- Step 3: Evaluate the risks and decide whether existing protective measures are adequate or if more needs to be done (This is the Risk Assessment).
- Step 4: Document the outcomes of the Risk Assessment.
- Step 5: Ensure the assessment is reviewed at regular intervals and updated if there are changes to working practices, always considering the capabilities of relevant persons.

There are many ways of conducting a Workplace Health and Safety risk assessment and there is no perfect way that fits all eventualities, but whatever method is used it must be suitable and sufficient. More detailed assessment systems may be used where there are greater levels of risk.

It is important to consider that Workplace Health and Safety Risk Assessment is not an exact science and you can only get out of it what you put in. Scenarios considered within a risk assessment will determine the outcomes. There are major differences between risk assessments based on Quantitative (fact-based and statistical) information and those based on Qualitative (subjective and personal judgment) scenarios and information.

General Types of Workplace Health and Safety Hazards

Workplace Health and Safety Hazards within the Food Sector may be categorised as:

- Physical Hazards;
- Biological Hazards;
- Chemical Hazards;
- Psychosocial Hazards;
- Occupational Hazards.

Physical Workplace Health and Safety Hazards



Working beside ovens exposes bakery staff to heat, so safe work practices and suitable clothing are important.

Physical Workplace Health and Safety Hazards may include direct and indirect risk.

Direct Physical Hazards may include scenarios such as where a person is directly physically injured by a piece of equipment or through a tripping injury. Examples of direct physical hazards include burns, electric shock, fire, cuts from knives and sharp machinery, manual tasks of lifting heavy objects from the floor.

Indirect Physical Hazards may include scenarios such as where a person suffers a hearing loss due to prolonged exposure to high levels of industrial noise. Other examples may include working in hot or cold environments.

In many food sector industries, there will always be hazards with working temperatures. From one extreme to the other, the heat of working at an oven to the cold of a freezer, temperature is a serious Workplace Health and Safety issue. Too much exposure to heat in humans could result in serious fatigue, heatstroke, and even death. Similarly, too much exposure to cold can cause frostbite, hypothermia, and possible death. Extremes of temperature can cause extremes of consequence. It is the responsibility of Senior Management to ensure that all reasonable measures are taken to ensure that a comfortable working temperature is maintained.

A large volume of workplace injuries are directly attributable to manual handling, including injuries caused by excessive or inappropriate lifting, carrying, pulling, pushing, or holding of loads. Manual handling-induced injuries commonly impact the back, but can also cause severe injury to limbs, muscles, tendons, and the heart. Because associated injuries tend to take longer to heal, they potentially have a more profound effect on the longer-term health of the injured person. Manual handling injuries are not always a failure of a “weak” person, but a failure of the implemented control measures.

Many workplace injuries are also attributable to slips, trips, and falls which could be greatly reduced through the application of better housekeeping, improved signage, improved lighting, better usage of tools such as tread tapes, and improved safety footwear.

Biological Workplace Health and Safety Hazards

Biohazards such as infectious microorganisms, viruses, and related toxins can have significant impacts upon human health. An example of a biological hazard would include workers working in the poultry processing industry who are exposed to biological hazards associated with handling live birds or exposure to dust and faeces. The primary controls for Biological Workplace Health and Safety Hazards rely on the maintenance of Good Hygiene Practices with support from structured Training and Communication Programs for all stakeholders.

The most important factor for Food Businesses is to consider the scope of Biological Workplace Health and Safety Hazards above and beyond those directly relevant to their products or processes for Food Safety and Quality compliance. For example, an outbreak of a non-foodborne virus among workers may have a significant impact upon the business' ability to operate though this may not have any immediate Food Safety risk.

Chemical Workplace Health and Safety Hazards

As with many different Industry Sectors, it is commonplace for workers within the Food Sector to encounter chemicals and potentially toxic substances regularly. These chemicals and substances can be detrimental to human health if they are not handled with care.

Control of Substances Hazardous to Health regulations in most countries place specific responsibilities onto Senior Management to:

- Assess the possible risks to health that may occur due to exposure to substances or materials before they are used through recognised risk assessment methodologies;
- Ensure Validated and Verified Control Measures are implemented to avoid harmful exposure;
- Monitor and complete scheduled health surveillance activities;
- Ensure that all relevant persons are suitably trained regarding Chemical hazards;
- Review and update Chemical Control Programs on an ongoing scheduled basis.

The logical hierarchical ladder of Control of Substances Hazardous to Health methodologies includes:

Prevention of Exposure by:

- Eliminating the hazardous substance or material;
- Substitution with a substance less hazardous to human health.

Control of Exposure by:

- Total enclosure of the process, therefore removing peripheral exposure risk;
- Limiting the area of potential contamination;
- The use of adequate and effective exhaust ventilation where air-borne exposure risk is present;
- Reducing the period of exposure;
- Provision and maintenance of suitable PPE.

Useful information regarding Chemical Workplace Health and Safety Hazards can be found within the Safety Data Sheet formats available for Chemicals and Hazardous Materials used within the Food Sector.

Psychosocial Workplace Health and Safety Hazards

Mental health is an important facet of the Management of contemporary workplaces. The consideration of Mental Health should be integrated into the risk assessment processes for Workplace Health and Safety management.

Psychosocial Workplace Health and Safety Hazards are related to the way work activities are designed, organised, and managed, as well as the economic and social contexts of work and are associated with psychiatric, psychological, and/or physical injury or illness.

Commonly applied Psychosocial Workplace Health and Safety Management strategies include strong links to the application of Food Compliance Culture. You may wish to view the Food Compliance Culture element available on haccp.com.

Occupational Hazards

Ammonia is used as a popular refrigerant in the food processing and manufacturing industries. Despite the various advantages, ammonia is corrosive, flammable, and explosive.

This type of hazard is more common for workers in the baking industry.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Development requirements in relation to their items.

Workplace Health and Safety Development Key Points

- Workplace Health and Safety programs must be developed to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The Senior Management of your business facilitate a commitment to ensuring adequate resources to the development of your Workplace Health and Safety program;
- Should you require additional resources for the development of Workplace Health and Safety program elements, please discuss this with the relevant Senior Management representative;
- A properly developed Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;

- A poorly developed Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Documentation

To establish the developed detail in a viewable format to facilitate information.

Documentation

Document: A document provides guidance and/or direction for performing work, making decisions, or rendering judgments that affect the safety or quality of the products or services that customers receive.

Documented policies, procedures, work instructions, and schedules form the basis of any food safety and quality management system. The following documentation formats may be considered to ensure ongoing compliance with specified requirements for Workplace Health and Safety:

- Workplace Health and Safety policy;
- Workplace Health and Safety development procedures;
- Workplace Health and Safety implementation procedures and work instructions;
- Workplace Health and Safety monitoring procedures;
- Workplace Health and Safety corrective and preventative action procedures;
- Workplace Health and Safety verification schedule;
- Workplace Health and Safety verification procedures;
- Workplace Health and Safety validation schedule;
- Workplace Health and Safety validation procedures;
- Workplace Health and Safety training procedures.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Documentation requirements in relation to their items.

You may wish to visit the Workplace Health and Safety Templates section of haccp.com for examples of Workplace Health and Safety documentation, record and resource formats commonly applied within food safety and quality systems.

Workplace Health and Safety Documentation Key Points

- Workplace Health and Safety programs must be documented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- All documented Workplace Health and Safety program elements must be controlled to ensure compliance;
- Key documented Workplace Health and Safety program elements should be available to your business' team at all times to ensure they can facilitate required tasks;
- A properly documented Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly documented Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Implementation

To facilitate the application of the documentation.

Implementation

Implementation: Implementation is the application of documented food safety and quality system elements into the actual business operation.

The implementation of Workplace Health and Safety within any food business requires genuine commitment from senior management, staff, and visitors to ensure the nominated goals of implementation are achievable on an ongoing basis. It is a step that requires significant planning and consideration of general and specific food business circumstances to ensure the outcomes of Workplace Health and Safety do not negatively impact the safety and quality of the food items dispatched from the business.

Implementation of Workplace Health and Safety must include a clear definition of responsibilities and authorities for all levels of participation by senior management, staff, and visitors to the site.

When implementing Workplace Health and Safety within food safety and quality system, you may wish to consider the following requirements before completion:

- Communication and display of the Workplace Health and Safety policy;
- Completion of Verification and Validation of Workplace Health and Safety development procedures;
- Availability of Workplace Health and Safety implementation procedures and work instructions;
- Availability of Workplace Health and Safety monitoring procedures and record templates (where applicable);
- Availability of Workplace Health and Safety corrective and preventative action procedures and record templates (where applicable);
- Availability of the Workplace Health and Safety verification schedule;
- Availability of Workplace Health and Safety verification procedures;
- Availability of the Workplace Health and Safety validation schedule;
- Availability of Workplace Health and Safety validation procedures;
- Completion of Workplace Health and Safety training procedures;
- Completion of product design and development requirements related to Workplace Health and Safety;
- Completion of process design and development requirements related to Workplace Health and Safety;
- Completion of training for team members who have responsibilities and involvement within Workplace Health and Safety;
- Completion of competency approval for team members who have responsibilities and involvement within Workplace Health and Safety.

Workplace Health and Safety Implementation Key Points

- Workplace Health and Safety programs must be Implemented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Your Workplace Health and Safety program must be fully implemented as per relevant documented Policies, Procedures, and Work Instructions;
- The implementation of Workplace Health and Safety requires a commitment to the provision of resources by the Senior Management of your business;
- A properly implemented Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly implemented Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Monitoring

To review, confirm and document evidence of the implementation against documented limits.

Monitoring

Monitoring: Monitoring is the act of reviewing and confirming measurable parameters of a defined process or product status.

Monitoring requirements within food industry sectors are generally identified against limits of acceptability defined within Workplace Health and Safety plans, implementation procedures, and work instructions. Monitoring usually includes some element of record-keeping, which may be maintained manually or through digital systems. It is important to consider that advancements in technology have spawned many systems and processes which are self-monitored and/or self-adjusted when variances are identified. Regardless of the system used, the goal of any monitoring activity is to provide sufficient evidence that any limit of acceptability has been met.

Traditional Workplace Health and Safety monitoring requirements include manual recording and the application of corrective actions when the results of monitoring are found to be outside acceptable limits. Corrective Actions should also generally be strongly linked to the monitoring process where applied to ensure full traceability of the applied actions.

Common monitoring activities and record formats may be applicable to Workplace Health and Safety:

- Workplace Health and Safety Monitoring Records: The monitoring activities for Workplace Health and Safety Control Points are in their intent, designed to provide evidence of meeting the nominated Limits of Suitability.
- Routine monitoring of GMP Prerequisite Programs for all food manufacturing premises is recommended. Daily pre-operative checks allow management and staff to ensure that Workplace Health and Safety risks are controlled before the commencement of daily production.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Monitoring requirements in relation to their items.

You may wish to visit the Workplace Health and Safety Templates section of haccp.com for examples of Workplace Health and Safety documentation, record and resource formats commonly applied within food safety and quality systems.

Workplace Health and Safety Monitoring Key Points

- Monitoring provides real-time confirmation and evidence that your risk-based FS&Q Controls are effectively implemented;
- Workplace Health and Safety programs must be monitored to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Monitoring of Workplace Health and Safety must be facilitated as per relevant documented Policies, Procedures and Work Instructions;
- Nominated monitoring records for Workplace Health and Safety must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly monitored Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly monitored Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Corrective Action and Preventative Action

To apply “real time” interventions to documented monitoring limits.

Corrective Action and Preventative Action

Corrective Action: Corrective action is mandatory action to be taken when a deviation to the Quality System occurs, particularly in relation to a Critical Control Point.

Preventative Action: At any step in the process where a hazard has been identified, preventative action must be put into place to prevent re-occurrence.

Corrective Action and Preventative Action are implemented to ensure that any identified non-conformance issues are documented, investigated, and rectified within appropriate timeframes. Corrective action is any action applied to regain control over a product, process, policy, or procedure that has been identified as being non-conforming or outside nominated limits of acceptability. Preventative action is any action applied to prevent any identified non-conformance from reoccurring.

The outcomes of corrective and preventative actions should result in regained process control after effective application. Specified corrective actions are commonly linked to the Workplace Health and Safety Plans and the food business certification process.

Below are Corrective Action and Preventative Action examples which may be associated with Workplace Health and Safety related non-conformance:

- Review of the Workplace Health and Safety policy;
- Review of Workplace Health and Safety development procedures;
- Review of Workplace Health and Safety implementation procedures and work instructions;
- Review of Workplace Health and Safety monitoring procedures;
- Review of Workplace Health and Safety corrective and preventative action procedures;
- Review of the Workplace Health and Safety verification schedule;
- Review of Workplace Health and Safety verification procedures;
- Review of the Workplace Health and Safety validation schedule;
- Review of Workplace Health and Safety validation procedures;
- Review of Workplace Health and Safety training procedures;
- Re-training in Workplace Health and Safety;
- Review of management review activities to include Workplace Health and Safety as an agenda item;
- Initiation of product hold procedures where safety or quality may be compromised;
- Initiation of a product recall or product recall procedures where investigations show that there is a substantial safety and/or quality risk to the released product;
- Contacting stakeholders including customers regarding any confirmed or potential Workplace Health and Safety concerns involving their product.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Corrective Action requirements in relation to their items.

You may wish to visit the Corrective Action and Preventative Action section of haccp.com for examples of best practice applications for this food safety and quality system element.

Workplace Health and Safety Corrective Action and Preventative Action Key Points

- The implementation of Corrective Action and Preventative Action provides confidence that your FS&Q Program is effectively implemented and that FS&Q criteria is being met;
- Where deviations or variations are observed, Corrective Action and Preventative Actions must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Corrective Action and Preventative Action of Workplace Health and Safety must be facilitated as per relevant documented Policies, Procedures and Work Instructions;

- Records of Corrective Action and Preventative Action must for Workplace Health and Safety be maintained as per relevant documented Policies, Procedures and Work Instructions;
- Proper application of Corrective Action and Preventative Action for your Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poor application of Corrective Action and Preventative Action for your Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Verification

To review and confirm documented monitoring and corrective actions against documented parameters.

Verification

Verification: The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.

Verification is the detailed review of all food safety and quality system elements to confirm that they are effectively developed, documented, implemented, monitored, and reviewed. All food safety and quality system elements, including documented policies, procedures, training, Workplace Health, and Safety plans and their operational applications must be verified on an ongoing scheduled basis. The verification process commonly includes a defined schedule for which verification activities are required, how often they are conducted, who is responsible, and detailed documented procedures for each nominated verification activity.

The general goal of an established verification process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate time frame. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

The following examples of verification activities may be applicable to Workplace Health and Safety:

- Review of the Workplace Health and Safety policy;
- Review of Workplace Health and Safety development procedures;
- Review of Workplace Health and Safety implementation procedures and work instructions;
- Review of Workplace Health and Safety monitoring procedures;
- Review of Workplace Health and Safety monitoring records;
- Review of Workplace Health and Safety corrective and preventative action procedures;
- Review of the Workplace Health and Safety verification schedule;
- Review of Workplace Health and Safety verification procedures;
- Review of the Workplace Health and Safety validation schedule;
- Review of Workplace Health and Safety validation procedures;
- Review of Workplace Health and Safety training procedures;
- Review of Workplace Health and Safety performance since the last review and historically;
- Process Assessments to ensure the effectiveness of Workplace Health and Safety;
- Inclusion of Workplace Health and Safety as an agenda item within the Management Review Process.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Verification requirements in relation to their items.

You may wish to visit the Verification Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Workplace Health and Safety Verification Key Points

- Your verification program provides evidence that your FS&Q Controls have worked;
- Workplace Health and Safety programs must be verified to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The verification of Workplace Health and Safety must be facilitated as per relevant documented Policies, Procedures and Work Instructions;
- Nominated verification records for Workplace Health and Safety must be maintained as per relevant documented Policies, Procedures and Work Instructions;
- A properly verified Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly verified Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Validation

To confirm the documented monitoring or procedural limits.

Validation

Validation: The process of gathering evidence to provide a scientific basis for the documented act of demonstrating that a procedure, process, and activity will consistently lead to the expected results. It often includes the qualification of systems and equipment.

Validation is the provision of evidence to support the limits of control or acceptability for food safety or quality parameters nominated within systemic elements. Limits of control or acceptability are commonly included within documented food safety and quality system elements such as procedures, Workplace Health and Safety plans, and specifications.

Common sources of validation include regulatory and legislative standards, finished product specifications and customer requirements, industry codes of practice and guidelines, verified and validated research, historical product, and process control outcomes, and analytical testing.

The general goal of an established validation process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate time frame. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

Validation activities are commonly defined within the verification schedules and procedures of established food safety and quality management systems.

The following examples may be applicable to the validation of the limits of control or acceptability for Workplace Health and Safety:

- Confirmation of nominated control limits for Workplace Health and Safety. These limits may be applicable to regulatory, industry, or customer specifications;
- Confirmation of assessment methods being used to confirm the effectiveness of Workplace Health and Safety and ensure the accuracy of outcomes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Validation requirements in relation to their items.

You may wish to visit the Validation Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Workplace Health and Safety Validation Key Points

- Your validation program provides evidence that your FS&Q Controls will work;
- Workplace Health and Safety programs must be validated to meet relevant Regulatory, Industry, and Customer standards and requirements;

- The validation of Workplace Health and Safety must be facilitated as per relevant documented Policies, Procedures and Work Instructions;
- Nominated validation records and supporting documentation for Workplace Health and Safety must be maintained as per relevant documented Policies, Procedures and Work Instructions;
- A properly validated Workplace Health and Safety program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly validated Workplace Health and Safety program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Training, Competency and Resources

Skills, knowledge and competency requirements to facilitate development, documentation, implementation, monitoring, corrective action, verification and validation of every Food Safety and Quality System Element.

Skills and Knowledge

Skills and Knowledge: Skills and knowledge are attributes of human interactions commonly linked to competency within any specified job-related task.

Training and competency requirements for Workplace Health and Safety must be ongoing, including regular scheduled reviews to ensure the effectiveness of training and competency outcomes.

Team members who have defined responsibilities regarding Workplace Health and Safety should have knowledge including:

- Basic Workplace Health and Safety requirements;
- Positive outcomes of Workplace Health and Safety;
- Negative outcomes of a lack of Workplace Health and Safety;
- Current Workplace Health and Safety procedures, methods, and techniques;
- General operational, corporate, and social awareness regarding Workplace Health and Safety;
- Regulatory, industry, and customer requirements regarding Workplace Health and Safety.

Team members who have defined responsibilities regarding Workplace Health and Safety should have skills including:

- Competency regarding basic Workplace Health and Safety;
- Effective application of current Workplace Health and Safety procedures, methods, and techniques;
- The basic development, documentation, and implementation of Workplace Health and Safety and Prerequisite Programs within the food industry sector.

Team members who have defined responsibilities regarding Workplace Health and Safety should have access to resources including:

- Workplace Health and Safety training;
- Workplace Health and Safety associations and events;
- Regulatory standards, industry and customer information and updates regarding Workplace Health and Safety;
- Incidents within the food industry sector regarding Workplace Health and Safety;
- Commitment to Workplace Health and Safety by senior management
- Suitably qualified food industry professionals with verified experience in Workplace Health and Safety;
- Effective communication systems including email, internet, and phone through which Workplace Health and Safety information can be sent and received within suitable timeframes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Workplace Health and Safety Training, Competency, and Resources requirements in relation to their items.

You may wish to visit the Training, Competency, and Resources section of haccp.com for examples of best practice applications for this food safety and quality system element.

Workplace Health and Safety Training, Skills and Knowledge Key Points

- Your Training, Skills, and Knowledge program ensures all participating personnel, visitors, and contracted have the required skills and knowledge to effectively facilitate the requirements of your FS&Q Program;
- Training, Skills and Knowledge programs for Workplace Health and Safety must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Training, Skills and Knowledge programs for Workplace Health and Safety must be facilitated per relevant documented Policies, Procedures and Work Instructions;
- Training, Skills and Knowledge records for Workplace Health and Safety must be maintained per relevant documented Policies, Procedures and Work Instructions;
- Properly applied Training, Skills, and Knowledge programs for Workplace Health and Safety will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poorly applied Training, Skills, and Knowledge programs for Workplace Health and Safety will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.



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