



Siam Flexibles

Safety and Personal Hygiene
Induction Training



Objectives of Course

This course is intended to introduce new and existing staff members to the basic requirements governing Safety and Personal Hygiene within the factory.

This Course is examinable, and candidates will be expected to write and pass a short test on completing it. The required pass mark is 80%.

General Safety Rules

- Employees must wear appropriate uniforms, and must wear closed shoes, no sandals.



General Safety Rules

- Employees must wear any Personal Protective Equipment (PPE) which they have been issued with, and which they are required to use in designated areas.



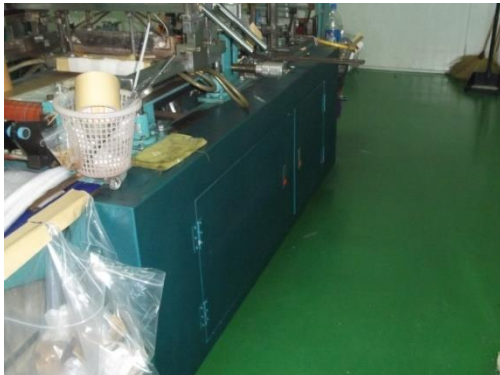
General Safety Rules

- Any persons, be they visitors, contractors or non factory staff entering the production areas of the factory must wear closed shoes, remove or secure any loose clothing and in event of having long hair, tie their hair back or wear a hair net.
- Any persons, be they visitors, contractors or non factory staff entering the production areas of the factory must wear the correct PPE when entering so designated hazardous zones or areas.



General Safety Rules

- Production staff must ensure that machines are safe (guards in place, electrical panels and connections closed) before operating them.
- No machine is to be operated without the proper guards in place, or with any electrical connections exposed.



General Safety Rules

- Understand, check, and follow "5-S" practices
 - Structure/Organization
 - Systemize/Neatness
 - Sanitize/Cleaning
 - Standardize
 - Self Discipline



General Safety Rules

- Walk within designated walkways only.



General Safety Rules

- Ensure walkways are kept clean and free of any obstacles.



General Safety Rules

- Do not tamper with or remove safety equipment from any machine or from the general work area.
- Report any missing or damaged safety equipment to your supervisor immediately.



General Safety Rules

- Strictly adhere to all safety signs displayed in the factory and its surrounds



General Safety Rules

- Only trained staff are to operated machines.
- In the event of a machine fault or failure, stop the machine, and call the supervisor. Do not attempt to repair the machine, do not open any electrical panels or attempt to perform any electrical work, or any other work you have not been trained to do.
- Stop - Call – Wait

General Safety Rules

- No smoking in the factory and surrounds. Smoking only permitted in the designated smoking area.



General Safety Rules

- In the event of you injuring yourself, or becoming sick, please inform your supervisor immediately.



General Safety Rules

A safe work environment is a happy work environment!

General Hygiene Rules

Siam Flexibles produce food packaging which is used all over the world. It is of utmost importance that we ensure the best levels of cleanliness and hygiene we can achieve!

General Hygiene Rules

- Always arrive at work in a neat, clean uniform.



General Hygiene Rules

- When entering the factory and before handling any product or material please wash your hands at the washing facility in the change room.



General Hygiene Rules

- Remove all jewelry and loose items from your person prior to entering the factory.
- All religious icons to be secured within the confines of your clothing, and must not come into contact with any materials, machines or packaging.



General Hygiene Rules

- All workers coming into contact with produced goods are required to wear hair containment nets or hats.



General Hygiene Rules

- The toilet facilities include hand soap, hand wash basins and towels, ensure you wash and dry your hands thoroughly after using the toilets.
- Do not smoke in the toilets, or flush your cigarette butts down the sewer.



General Hygiene Rules

- Toilets are serviced and cleaned three times a day. Please assist cleaning staff by keeping these facilities neat and clean while using them.
- Please dispose of waste items in the designated containers
- Please report any defects or problems in these facilities to your supervisor who will action the necessary corrective action.

Bathroom Clean-up Check Sheet

ห้องน้ำด้านหลังโรงงาน
จำนวน ๕ เมื่อนม

2		3			4			5			
2PM 14.00	6PM 18.00	9AM 9.00 น.	2PM 14.00	6PM 18.00	9AM 9.00 น.	2PM 14.00	6PM 18.00	9AM 9.00 น.	2PM 14.00	6PM 18.00	9AM 9.00 น.
✓	✓	✓	✓	✓	✓	✓	✓	✓			
☺	☺	☺	☺	☺	☺	☺	☺	☺			
10		11			12			13			

General Hygiene Rules

- Bringing food into, or eating food in the factory is strictly prohibited
- Only containers of drinking water are allowed in the factory
- Designated eating areas exist in various areas around the factory
- Dispose of all food and organic waste in the provided bins.



General Hygiene Rules

Please help us achieve our vision of being one of the best suppliers of high grade packaging in the world!