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Document Title:	Safety Guidelines for Handling Equipment and Machines in the Production Area	Creation Date:	15-Feb-2026
		Effectivity Date:	11-March-2026

Document History Log

Status	Effectivity Date	Description of Change/s	Initiated by

Prepared by:	Reviewed by:	Approved by:
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Safety Guidelines for Handling Equipment and Machines in the Production Area

1. PURPOSE

To prevent accidents, injuries, and equipment damage through continuous safety awareness, reminders, and careful practices when handling and operating equipment and machines inside the client's Production Area.

2. SCOPE

2.1 All deployed Customers working in the Production Area (Operators, Helpers, Packers, QA support, and Warehouse support entering production).

2.2 All production machines/tools (conveyor, sealer, cutter/knife, mixer/grinder, boiler/kettle, canning machine, retort/pressure cooker, weighing equipment, hand tools, and others).

3. DEFINITION OF TERMS

3.1 Awareness – Staying alert to hazards and following safety reminders while working.

3.2 Authorized Operator – Certified trained and approved person allowed to operate a specific machine handled.

3.3 Hazard Zone – Area with moving parts, hot surfaces, sharp edges, pinch points, or electrical risks.

3.4 E-Stop – Emergency stop button used to immediately stop a machine during danger.

3.5 LOTO (Lockout/Tagout) – Isolation of energy sources before cleaning, repair, or jam clearing.

4. RESPONSIBILITIES





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4.1 Deployed Customers

- 4.1.1 Follow all safety reminders and client/company safety rules.
- 4.1.2 Wear correct PPE and do not operate equipment if PPE is incomplete.
- 4.1.3 Report unsafe conditions immediately (missing guard, wet floors, defective E-stop, exposed wiring, leaks, abnormal noise).
- 4.1.4 No rushing and no unsafe shortcuts while doing the job.
- 4.1.5 Attend safety training and orientation before deployment.

4.2 Customer Concierge

- 4.2.1 Provide daily reminders in Toolbox Meetings and monitor safe behavior on the production floor if allowed by the Client.
- 4.2.2 Report to Client Safety Officer unsafe work and correct actions immediately.
- 4.2.3 Trained/authorized workers only to operate machines.
- 4.2.4 Conduct toolbox talks, inspections, and coaching.
- 4.2.5 Checklist Monitoring in compliance on PPE
- 4.2.6 Receive accident notifications and coordinate response.
- 4.2.7 Notify internal/client stakeholders and assist documentation.
- 4.2.8 Ensure incident report is completed within 24 hours.
- 4.2.9 Ensure all customers attend safety orientation before deployment.

4.3 First Aider

- 4.3.1 Provide immediate first aid response for injuries (cuts, burns, slips/falls, exposure incidents).
- 4.3.2 Assess severity and decide if escalation is needed (clinic/ambulance/ER).
- 4.3.3 Ensure first aid supplies are available; coordinate replenishment with Supervisor/Safety Officer.



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4.3.4 Record all first aid treatments and submit incident details for reporting within 24 hours.

4.4 Business Unit Admin (BU Admin)

4.4.1 Process and track PPE requests (type, size, quantity).

4.4.2 Request PPE from Purchasing and monitor delivery/issuance.

4.4.3 Provide needed documents/support during incidents.

4.5 Business Unit Head (BU Head)

4.5.1 Ensure hazards escalated by Customer Concierge are addressed promptly with the client and internal teams.

4.5.2 Decide on operational controls if hazard remains (stop work, pull-out staff, restrict access, temporary controls).

4.5.3 Lead coordination with client management for corrective action timelines and accountability.

4.5.4 Ensure incident investigations and corrective actions are completed and documented.

4.5.5 Approve necessary resources/support to close hazards (PPE, signage, guarding, manpower).

4.6 Safety Officer 3

4.6.1 Review high-risk hazards/incidents and ensure corrective actions are effective and closed.

4.6.2 Provide guidance to Safety Officers/Supervisors and conduct periodic audits/assessments.

4.6.3 Ensure safety training programs and reporting systems are implemented and updated.

4.7 Purchasing



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4.7.1 Procure approved, task-appropriate PPE and ensure correct sizing.

4.7.2 Maintain buffer stock and ensure timely delivery.

5. POLICY STATEMENTS (Reminders and Safe Practices)

5.1 General Safety Reminders (Daily)

5.1.1 Think Before You Touch: Before touching any machine, check if it is moving, hot, sharp, or has pinch points.

5.1.2 No PPE, No Work: Full PPE before entering and before handling tools/machines (gloves, safety shoes, hairnet, mask; goggles/earplugs when required).

5.1.3 Hands Off Moving Parts: Keep hands away from belts, rollers, gears, blades, and conveyors. Use tools/pushers.

5.1.4 Do Not Remove Guards: Guards and covers must always remain installed. Never bypass safety devices.

5.1.5 No Cleaning While Running: Cleaning/wiping/removing residue while a machine is operating is prohibited.

5.1.6 Stop Before Clearing a Jam: For any blockage, STOP/E-stop first and follow the correct procedure.

5.1.7 Hot Surface Awareness: In sealer/boiler/retort/kettle areas, always assume surfaces are hot. Use heat-resistant gloves when required.

5.1.8 Sharp Tool Awareness: Use proper gloves when required and return knives/scissors/cutters to tool holders after use.

5.1.9 Good Housekeeping Prevents Accidents: Keep floors dry and clear. If wet, clean immediately and place caution signage.

5.1.10 No Rushing / No Shortcuts: Rushing is a major cause of cuts, strains, and caught-between incidents.

5.1.11 Report Early: Reporting near-misses is better than waiting for an accident.

5.2 Authorization Rule



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5.2.1 Only Certified **trained and authorized** personnel may operate machines.

5.2.2 Helpers may assist only; they must not adjust settings or remove parts unless authorized.

5.3 LOTO / Maintenance Reminder

5.3.1 LOTO is required for blade change, internal jam clearing, deep cleaning, repairs, and electrical work.

5.3.2 Maintenance/Engineering (or authorized personnel) must perform repairs.

5.4 Behavior-Based Safety (BBS) Reminders

5.4.1 Use “**Pause–Look–Proceed**” before starting any task.

5.4.2 “**See something unsafe? Speak up.**” Safety comes first.

6. TRAININGS TO PREVENT ACCIDENTS

6.1 Mandatory Trainings (Initial + Refresher)

6.1.1 Production Safety Orientation (Client + Company rules)

6.1.2 Machine Safety Basics (guards, pinch points, safe distance, safe feeding)

6.1.3 LOTO Awareness (when required + do’s & don’ts)

6.1.4 Proper PPE Use and Limitations (correct glove type, earplugs, goggles, safety shoes)

6.1.5 Housekeeping / Slip Prevention (wet floors, drainage, spill response)

6.1.6 Hot Surface / Burn Prevention (sealer/boiler/retort hazard zones)

6.1.7 Basic Emergency Response (E-stop use, first aid response, reporting flow)

6.2 Toolbox Talks (10–15 minutes, Daily)

Will Conduct By Customer Conierge



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“Top 5 hazards today” based on actual observations

6.2.1 No rushing / no shortcuts

6.2.3 Correct jam-clearing procedure

6.2.4 Correct gloves for cutting tasks

6.2.5 Slips and falls prevention

6.2.6 Near-miss sharing (1 case per week)

6.3 Practical / Hands-on Coaching

6.3.1 On-the-spot coaching during actual work (safe posture, safe hand placement).

6.3.2 Buddy coaching system (new worker paired with trained operator for 1–2 weeks).

6.3.3 Mock drills: E-stop drill + emergency response basics (monthly/quarterly).





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7. MONITORING & ENFORCEMENT

- 7.1 Daily safety reminders by Supervisor before work starts (2–3 minutes).
- 7.2 Safety Officer spot checks (PPE, guarding, housekeeping, unsafe acts).
- 7.3 Progressive discipline for repeat unsafe acts (verbal → written → suspension as applicable).base on code of conduct
- 7.4 Recognition program for teams with consistent safe behavior and zero violations.

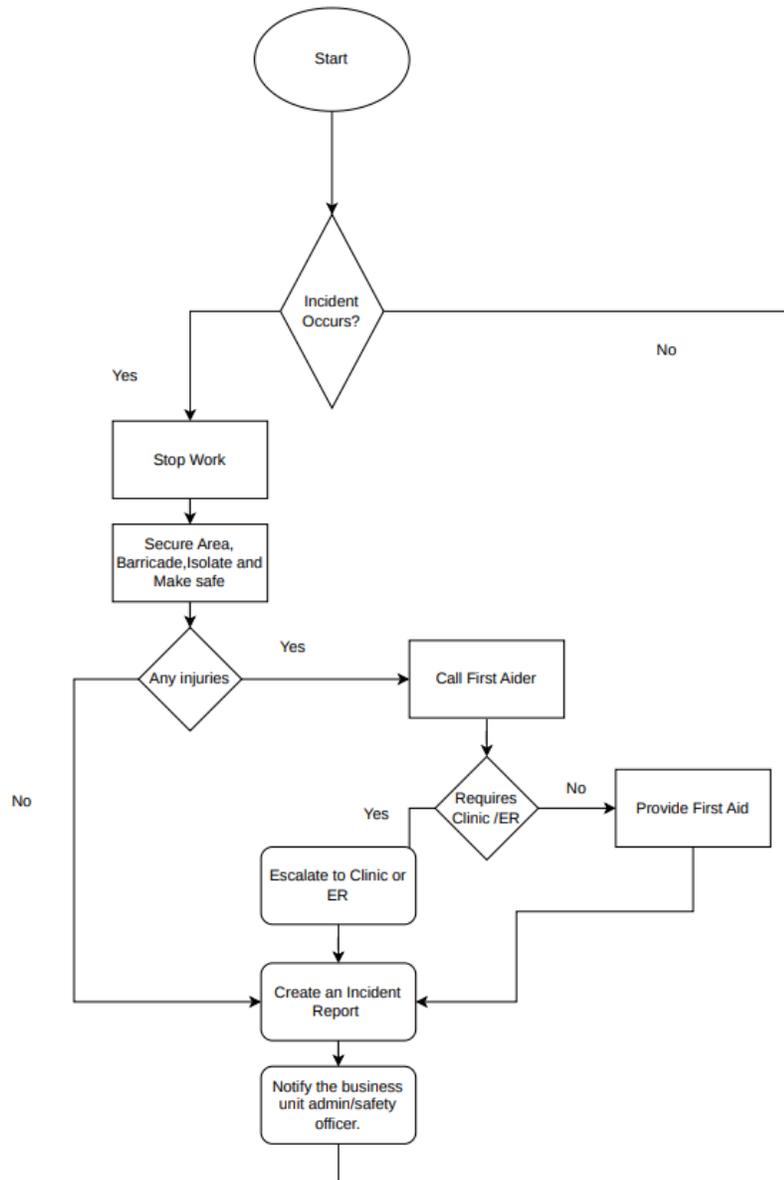
8. INCIDENT RESPONSE & REPORTING

- 8.1 Stop work and secure area if there is an incident
- 8.2 Call First Aider for injuries; escalate to clinic/ER if needed.
- 8.3 Report to Business Unit admin/Safety Officer and complete incident report within 24 hours.
- 8.4 Track corrective actions until closed

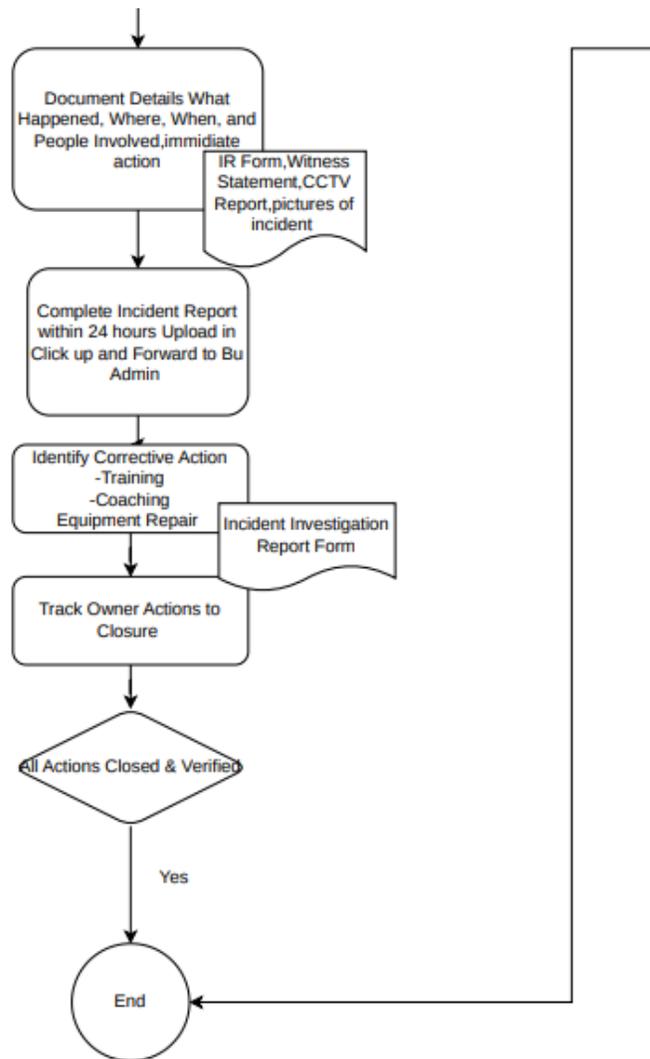


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8.5 Incident Response and Report Flow Chart



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