



AUSTRALIAN MEAT PROCESSOR CORPORATION

# BRINGING THE CORE CDs INTO THE 21<sup>st</sup> CENTURY



# Background

## Apply Hygiene and Sanitation Practices

### Apply Hygiene and Sanitation Practices

This CD supports the delivery of MTMMAPC Apply hygiene and sanitation practices unit of competency from the compulsory core units of AQF 3. This CD can be used in association with other activities to provide some of the knowledge components associated with the unit. This CD is suitable for use in the Abattoirs, Meat Retail, Slaughterhouses and Food Services sectors.

Have your Core Unit CD's customised to your workplace!  
Only \$130 for every 5 slides changed

Available in English, Tagalog, Indonesian, Portuguese, Maltese and Vietnamese

Regular Price: \$130.00  
MTMMAPC Assessor Price: \$130.00



## Apply Quality Assurance Practices

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## Communicate in the Workplace

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## Overview the Meat Industry

### Overview the Meat Industry

This interactive CD introduces the trainee to the meat industry and covers much of the underpinning knowledge required to complete the unit MTMMAPC Overview the Meat Industry. This CD is suitable for use in the Abattoirs, Meat Retail, Slaughterhouses and Food Services sectors.

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## Maintain Personal Equipment

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## Follow safe work policies and procedures

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# The project

10 online films, with downloadable quizzes and worksheets, translated into 5 languages

# Why online films?

Human beings process visual information more efficiently than text

Graphic description



Textual description

*A plane figure with  
four sides and four  
right angles*

*\*Image source Uberflip blog*

# What has been done so far?



# Topics and languages

- Manual handling
- Knife sharpening
- Personal hygiene
- Cleaning and sanitising
- Animal welfare
- Food safety
- Workplace documents
- Workplace behaviour
- Careers in the meat industry
- Mandarin
- Korean
- Vietnamese
- Tagalog
- Portuguese

# Film company

[ANVIL TRAINING VIDEO SAMPLES](#)

# Your turn



# Manual handling

## ***Visual***

Loading of trucks, lifting of cartons/carcases to give overview of what types of manual handling occurs onsite

Correct procedure for lifting, loading, reaching etc

Using lifting aids eg trolleys, hoists, pallet jacks, forklifts etc

Incorrect procedure for lifting, loading, reaching etc

Stretches and/or exercises

Drinking water/eating healthy food

## ***Narration***

Explanation of why it is important to follow correct procedures when lifting

List of the types of injuries that could occur or be aggravated if not done correctly

Step by step explanation of the correct procedure

Explanation of what the person is doing wrong in the incorrect procedure

Explanation of the stretches and how they can help reduce injuries

General information about how keeping healthy will benefit them eg drinking water washes toxins out of muscles and helps keep them flexible, good diet and exercise helps maintain fitness and makes lifting easier etc

Reminder to refer to and follow the WI and SOPs at their plant

# Knife sharpening

## ***Visual***

Show boning room to give background

Demonstration of correct procedure for sharpening knives using a stone

Demonstration of correct PPE and safety considerations for working with knives (may show types of injuries that can occur or provide link to appropriate website/images)

Demonstration of cleaning and sanitising knives – may include what not to do if you drop your knife

Demonstration of knife sharpening using machine

## ***Narration***

Overview of where knives are used on plant and why it is important that they are kept sharp eg less force required, slides through easier, less physical damage/effort

Explanation of correct procedure for sharpening knives with a stone

Explanation of the correct way to use different steels and other knife sharpening devices

Explanation of correct PPE and working safely with knives – also cover injuries including overuse type injuries

Explanation of correct sanitising and cleaning procedures and why it is important

Explanation of sharpening knives using machine

Reminder to refer to and follow the WI and SOPs at their plant

# Personal hygiene

## **Visual**

Images of people washing hands, putting on hairnets, clean work wear in lockers or correct storage etc

Demonstration of putting on coats, hair and beard nets and making sure everything is covered

Show where aprons must be worn and when to remove them eg take off before entering toilets, not outside production area etc

Show cuts/injuries correctly covered

Demonstrate what not to do eg touch hair, scratch face, cough or sneeze, spit etc.

Demonstrate correct handwashing procedure – wet hands first, work liquid hand cleaner into lather on hands/forearms, rinse and repeat if necessary, dry hands thoroughly

Glitter bug or UV light check of hand wash

Show when you should wash hands – before and after using toilet, before and after eating

Demonstration of boot washing – where and when

## **Narration**

Explanation of why personal hygiene is important eg risk of cross contamination, loss of quality etc

Explain how to put hair nets etc on correctly

Explain correct handwashing procedure

Explain why hands should be washed after using toilet, eating etc

Explain boot washing process

Reminder to refer to and follow the WI and SOPs at their plant

# Cleaning and sanitising

## ***Visual***

Show various cleaning and sanitising practices throughout plant

Diagram/illustration showing the difference between cleaning and sanitising and why both are necessary

Show swab results from beginning of chain and end of chain to show how contamination can happen

Demonstrate good sanitisation procedure for knives, PPE etc

Demonstrate cleaning work area and PPE eg boot wash, aprons, lockers, floor etc

## ***Narration***

Explanation of why it is necessary to keep work area clean and equipment sanitised

Explanation of cross-contamination – what it is and how it can happen

Explain sanitisation and what it does

Explain the benefits of keeping PPE and work area clean

Reminder to refer to and follow the WI and SOPs at their plant

# Animal welfare

## ***Visual***

Generic images of stock in paddocks and yards, being unloaded etc – show all types of animals that go to processors

Show good practice in loading and unloading animals – low-stress environment etc

## ***Narration***

Brief overview of the Australian meat processing industry and explanation of how important animal welfare is in maintaining the reputation of the industry

Go over regulations, audits etc that producers must comply with

Cover regulations/requirements for domestic plants?

Brief overview of what good animal welfare procedures should include (include basic animal needs such as water, food, shade etc) and reinforce importance of training.

Reminder to refer to and follow the WI and SOPs at their plant

# Workplace health and safety

## ***Visual***

People looking over policies

Demonstration of correct PPE including ear protection

Examples of hazards, traffic management and unsafe work practices

Working with chemicals safely

Show people eating health, drinking water etc

Demonstration of stretches before starting work

Demonstration of what to do if there is a workplace accident plus how to manage injuries

Correct practices for working in cold temperatures eg freezers/cold rooms

Correct practices for working with machinery/automation eg safety gear, turning off, using guards, lock out tags, looking up (beef carcass pushing) etc

## ***Narration***

Explanation of what workplace health and safety is and why it is important to follow company policy. Include duty of care, personal responsibility etc

Reminder that each plant should have emergency plan and they should be familiar with the evacuation procedures for fire, chemical leak etc

Explain the importance of following assigned roles/procedures to ensure safe evacuation

Reminder of PPE and why it is important (cover the safety aspect not the cleanliness/sanitisation aspect)

Explanation of what a hazard is and what to do if you see one. Also, incident reporting, traffic management and unsafe work practices

Health – overview of the benefits of keeping healthy eg eating well, staying hydrated, exercise, stretching etc. Include reducing sickness and risk of injury

First aid overview

Reminder to refer to and follow the WHS procedures/policies at their plant

# Food safety

## ***Visual***

General overview of boning room and packing cartons – places where it is important food safety procedures are followed

Show person putting on correct work wear (hair nets, aprons etc) and washing hands. Also, cleaning PPE and what to do if it is contaminated

Show swab results from beginning of chain and end of chain to show how contamination can happen

Generic shot of people in laboratory or doing testing?

Show meat inspectors inspecting

## ***Narration***

Explanation of why food safety is important eg regulations, customer at the end of the process

Explanation of good hygiene practices eg hand washing, covering street wear etc and how it helps maintain food quality

Brief overview of meat inspections – what they are looking for. Also, what to do if you notice anything unusual eg defects, abscess

Brief explanation of HACCPs and how they relate to food safety

Reminder to refer to and follow the WI and SOPs at their plant

# Workplace documents

## ***Visual***

People being shown/discussing a SOP

Visual of what a basic SOP might look like and where to find them

People being shown a Work Instruction

Visual of what a basic WI might look like and where to find them

Examples of colour coding in a plant

Examples of other signage that might be used in plants (generic not plant specific)

## ***Narration***

Explanation of what a SOP is and why it is important

Talk through a basic SOP and explain how to follow/understand them

Explanation of the difference between SOPs and WIs

Explanation of how colour coding works and why it is important to know what the different colours represent

Explanation of the types of signage that you might find on a plant and what message/s it conveys

Reminder to follow their plant's SOPs and WI and to ask if they don't understand anything

# Workplace behaviours

## ***Visual***

People interacting in various work situations eg being shown how to do something, having WI explained, training etc

Examples of unacceptable workplace behaviour eg playing around, being unsafe, substance abuse etc

Examples of bullying, workplace harassment, racism, sexual harassment etc

## ***Narration***

Brief overview of how to communicate effectively in the workplace

Explanation of why certain behaviours are unacceptable in the workplace and the consequences of behaving in that way

Explanation of why there are policies in place around bullying etc and what to do if you see it happen or it happens to you

Reminder to refer to and follow the procedures at their plant

# Careers in the meat industry

## ***Visual***

Generic images of animals in a paddock, yards, then boning room, packing, transport, shop

Images of people doing various roles around a plant and a retail business

Various face-to-face interviews with people during their work day

## ***Narration***

Overview of the meat industry – paddock to plate, different governing bodies/associations

Overview of the various jobs that are available in the industry including support roles, retail, consultants etc

Series of interviews with people who have worked in various roles in the industry showing how diverse the career opportunities are

# Next steps

