



1000 Potato Roll Lane • Chambersburg, PA 17202-8897 • 1-800-548-1200 • www.potatorolls.com

Contractor Packet

Introduction:

With increasing regulations and audits in the areas of food/personal safety/defense, Martin's must ensure that contractors both understand and adhere to various food/personal safety/defense regulations and precautions. As a result, we are requiring that you please read through and complete the following pages, **providing information and signing where indicated (in blue)**.

On your first day please report to the main reception area of the CHB Bakery facility. Make sure to bring hard copies of all materials, paperwork, and copies on your first day of work, as per the directions in this packet. **Failure to do so will prevent us from allowing you to start working.** If you are unable to complete any required portion(s) prior to first day, Martin's does gladly provide a station in Human Resources with a hard copy of all materials as well as a computer to complete the online quiz, Monday-Friday from 8am-5pm.

If you have questions about anything, please don't hesitate to contact your Martin's point person.

Company Name: _____

Your Full Name: _____

(As appears on government ID):

Description of Project: _____

Approximate Duration: _____

(Or frequency, if duties are on-going/cyclical)

Thank you for your cooperation!

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Non-Disclosure Form

I understand that during my work in the Bakery at Martin's Famous Pastry Shoppe, Inc., I may observe developments and receive information concerning inventions, trade secrets, improved designs and methods, and other matters which Martin's Famous Pastry Shoppe, Inc. considers to be confidential. I shall not directly or indirectly disclose the same to any person whomsoever except to duly authorized representatives of Martin's Famous Pastry Shoppe, Inc. or with the written permission of James A. Martin. I understand that if I release confidential information I am subject to dismissal and/or legal action.

I understand and agree to the terms of the non-disclosure form.

Signature: _____

Date: _____

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Equipment

Personal Protective Equipment

Martin's requires every person who enters the production area to wear certain Personal Protective Equipment (PPE), which Martin's provides. The required PPE's that everyone must wear in production areas at all times include:

- A **yellow contractor bump cap**. If your employer requires you to use your own headwear then it must be sanitized and clean before you start your work at Martin's. Bump caps must be worn as designed (i.e. cannot be worn backwards).
- Metal detectable **earplugs**, which must be worn at all times while on the production floor.

Food Safety/Other Equipment

In addition, Martin's requires every person who enters production areas to wear (Martin's provides these):

- A **hairnet** and a **beard guard** (if facial hair exists). Please pull the hair net over your ears and the beard guard up over your nose and down below your beard.
- A **yellow contractor vest**.

For certain types of work, you are required to provide and wear PPEs, such as:

- **Respiratory protection:** When working with chemicals/particles that pose a respiratory hazard.
- **Gloves:** When puncture or burn hazards exist, when handling chemicals, etc.
- **Safety glasses:** When airborne particles could pose a threat to the eyes.
- **Electrical PPE:** When using electrical equipment with electrocution hazards or arc flashes.

Contractors shall be responsible for providing their own special tools, PPEs, ladders, and any other OSHA required safety materials for special types of jobs requiring them.

If you have any questions about equipment you have to wear with your specific work, please ask your point person for more details prior to first day. Remember, all equipment you bring must be sanitized.

Thank you for your cooperation!

I understand the terms in the Equipment Requirements and agree to adhere to them.

Signature: _____

Date: _____

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Good Manufacturing Practices for Contractors

1. Before Entering Food Production Areas:

- Remove all jewelry (except approved medical necklaces). This includes rings. If unable to remove ring, glove must be worn on ring hand.
- No food (including gum and mints), drink, tobacco products, or medication (with the exception of a rescue inhaler) on the production floor.
- Keep glass and brittle plastic out of production area.
- Maintain good personal hygiene:
 - i. Please shower and shave.
 - ii. Perfume/cologne or aftershave lotion must be applied in moderation.
- Clothing must be clean and have no buttons or shirt pockets above the waste.
- No tools/objects attached to clothing above the waist.
- No personal cell phones.
- Do not go into food production areas if ill.
- Tobacco products (all types) are only allowed in car with the windows closed.
 - i. If in a non-enclosed vehicle (motorcycle, bicycle, convertible etc.) you must leave the premises.

2. In Food Production Areas:

- Have good tread on shoes.
- ALWAYS wear your bump cap, vest, hair net, ear plugs, and beard/mustache guard.
- Hearing protection is required in compliance with OSHA Standard 29 CFR 1910.95- Occupational Noise Exposure, Hearing Conservation Amendment.
- Any new chemical brought into the premises must have an MSDS and be reported to point person prior to entering premises.
- Empty chemical containers must be disposed of properly.
- Wash hands when entering and also after sneezing, coughing, touching your face, using the restroom or after hands become contaminated by chemicals or dirt.
 - 1) Wet hands with warm running water
 - 2) Apply food safe soap
 - 3) Lather
 - 4) Rub hands vigorously to scrub all surfaces (back of hands, wrists, in between fingers and nails) for at least 20 seconds
 - 5) Rinse all of the soap off
 - 6) Dry hands with a clean paper towel
 - 7) Dispose paper towel in appropriate container

3. General Safety

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- Be careful of forklifts; always look both ways before crossing a pathway.
 - Wear a safety harness if operating scissor lift.
 - If gloves are used make sure they are metal detectable.
 - Bodily fluids must be cleaned and sanitized by trained personnel.
 - All tools must have hard plastic handles (wooden and soft rubbers are not permitted).
 - Clean aprons are found in the white bins and dirty aprons are disposed of in the grey bins.
4. Doors
- As a visitor to our facilities you will only have access to certain doors.
 - Your point person will tell you which doors you can access.
 - Make sure the door closes and latches behind you, especially those that go directly outside.
 - If you enter or exit an unauthorized door an alarm will sound.
5. Cross Contamination
- Do not work directly above product zones to prevent debris from falling onto the product or ingredients.
 - Chemicals must be placed into proper storage areas when not in use to prevent accidental contamination.
 - Before operating a machine or leaving your work area make sure all nuts and bolts are secure.
 - Cover all open sores or wounds with a metal detectable band aid to prevent contamination.
 - Food Contact Surface: any surface that comes into contact with a food product and has the potential to introduce harmful components to the product.
 - Non-Food Contact Surface: Any surface that does not come in contact with a food product and does not have potential to introduce harmful components to product.
 - Follow the color code on the page below, created to prevent cross contamination:
 - Allergens
 - i. Make sure to prevent cross contamination between allergenic and non-allergenic areas by using the proper tools and materials.
 - ii. Martin's products contain the following allergens: Wheat, Soy, Dairy, and Sesame Seeds.
6. Sanitation Tips
- Keep floors and work areas clean.
 - Remove garbage and waste products after working.
 - Keep work areas dry; clean up spills immediately.
 - Use correct color coded brushes during clean up.
 - Use only designated trash receptacles; **pay attention to colors.**

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Martin's

Famous Pastry Shoppe, Inc.



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Tool Color	Approved Surfaces	Areas of Use
WHITE	FOOD CONTACT ONLY	Any surface that contacts food, unless identified otherwise on this chart.
STAINLESS STEEL	FOOD CONTACT ONLY	Any surface that contacts food, unless identified otherwise on this chart.
YELLOW	FOOD CONTACT ONLY	Yellow mix - Dry ingredients only.
BLUE	FOOD CONTACT ONLY	Sesame seed production and cleanup only.
ORANGE	FOOD CONTACT ONLY	GMO-FREE specific ingredients only.
GREEN	FOOD CONTACT ONLY	Cinnamon specific ingredients only.
BLACK	NON-FOOD CONTACT ONLY	Any surface that does not contact food. Drain tools will be labeled.
RED	NON-FOOD CONTACT ONLY	Any surface that does not contact food. Drain tools will be labeled.
GREY	NON-FOOD CONTACT ONLY	Any soiled items ready to be cleaned. (tools, aprons, gloves, etc.)

Note: Any tool may be temporarily used for a specific purpose if it is properly cleaned, labeled, and used.

I have read and understand all of the procedures in Good Manufacturing Practices for Contractors and agree to adhere to them.

Signature: _____

Date: _____

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Contractor Badge Agreement Form

Martin's issues badges to contractors in good faith, trusting that contractors will use the badges with integrity. While contractors will be in possession of badges that open certain doors around Martin's facilities, they remain independent contractors, and are not considered Martin's employees. We appreciate contractors taking responsibility to cooperate with the following rules:

1. Badges may only be used at Martin's in the context of contracted work.
2. You may not allow any other individual to use your badge for any purpose.
3. Only use your badge to access doors for which you are authorized, as an alarm will sound if an unauthorized door is accessed (your Martin's point person will inform you of the doors for which you are authorized).
4. Badges are to be left with receptionist after signing out on last day of contracted work. Failure to return a badge will result in a replacement fee of \$50. In the event that the badge is lost at any point during the contract, badge replacement will come at your expense.
5. Upon both arriving and leaving the premise for the day, be sure to swipe your badge at the door of access (please do not follow behind someone who has just swiped their badge to access a door).

Thank you for your cooperation!

I have read and agree to adhere to all rules regarding possession of a contractor badge.

Signature: _____

Date: _____

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Chemicals and Hazard Communications

Hazard Communications

Prior to any work being done, Martin's is required by OSHA 1910.1200 to show you the nearest Right-To-Know Compliance Center to your work area, which houses MSDS's for all chemicals in that area of plant. Upon request, Martin's can also direct you to its online MSDS information database.

To ensure the safety of the individuals and food inside our plant, we ask that you adhere to the following procedures and requirements set for bringing **chemicals** and/or **pesticides** into Martin's Famous Pastry Shoppe, Inc. facilities:

- Follow the procedure on the next page for each chemical you plan to bring into Martin's facilities.
- All bottles/containers with chemicals (including secondary bottles) must be properly labeled. Unlabeled chemicals will not be allowed to enter Martin's facilities.
- Pesticides may not be stored on the premise.
- While in the facility the chemicals may not be left unattended.
- Chemicals must be stored in their proper locations.
- Do not use chemicals on or above food contact surfaces.
- Empty containers must be disposed of properly (ask point person for specific details).
- Glass containers are not permitted in production areas.
- Chemicals with strong odors are not permitted in production areas.

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Chemical Control Form

If you are bringing in chemicals:

1. Prior to your first day, follow this link: <http://hq.msdonline.com/mfpsisl>
2. As default location, please select Chambersburg and save. Then choose the "All Products" tab. In the search bar search for each chemical you plan to bring in.
3. If the chemical is not in our database, it has not been approved for use at Martin's.
4. Immediately notify your Martin's point person of any unapproved chemical, providing the point person with its MSDS if you have it. If not, Martin's will work to obtain its MSDS, and will research the chemical for approval. You cannot bring a chemical into Martin's facilities unless it is in our list of approved chemicals. Remember, all chemicals entering Martin's facilities must be labeled.
5. Fill out the below form with each chemical you wish to bring into Martin's facilities, and indicate whether it is approved or in need of approval. Your point person will review on your first day, and report if any unapproved chemicals were granted approval.

Product Name	Approved	Needs Approval

I have read and understand all of the procedures for Chemical Control and agree to adhere to them.

Signature: _____

Date: _____



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Medical Screening Form

To ensure the safety of our food products we ask that you complete a health questionnaire to confirm that you are not suffering from conditions which may put Martin's food products and workers at risk.

Note: Medications may **not** be taken onto the production floor.

Please check the answer that applies to you for every question:

Have you experienced chills or hot flashes in the past two days? Yes _____ No _____

Have you experienced diarrhea in the past day? Yes _____ No _____

Have you experienced any dizziness or fatigue in the past day? Yes _____ No _____

Have you experienced a fever within the past two days? Yes _____ No _____

Do you have any unexplained open sores or wounds? Yes _____ No _____

Have you experienced nausea or vomiting in the past two days? Yes _____ No _____

Any answers with a check next to "Yes" will result in further questioning.

Are there any medications that must accompany you at all times? Yes _____ No _____

If yes, please explain: _____

I have answered all of the questions in the Medical Screening Form truthfully.

Signature: _____

Date: _____

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Accidents and Emergencies

Accidents

Please give Martin's safety coordinator any OSHA recordable injury reports resulting from injuries at this job site.

In the event that you break any glass, brittle plastic, or ceramic in the plant, notify your manager immediately. Do not make any attempt to clean it up; this will be done by trained Martin's personnel.

Emergencies

In the event of an emergency, please dial (on a Martin's phone) 9-911 or 0 for the Martin's operator.

If there is a medical emergency, please dial (on a Martin's phone) the following number to page a first aid responder to your location.

- 2000 – Chambersburg campus

In case of injury, please provide us with an emergency contact from your company:

Contact Name: _____

Phone Number: _____

The closest hospital to Martin's is:

Chambersburg Hospital
112 North 7th Street
Chambersburg, PA 17201
(717) 267-3000

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Contractor Quiz

Passing Score = 80% or higher (14 right or better)

1. Which of the following items are prohibited from being brought onto the production floor?
 - A. Labeled bottles of chemicals with MSDS forms
 - B. Food and drink
 - C. Pack of cigarettes
 - D. A and B
 - E. B and C
2. You must wash your hands after:
 - A. Using the restroom for any reason
 - B. Entering the production floor
 - C. Touching or scratching any part of your skin, hair, eyes, or mouth
 - D. Eating, drinking, or smoking
 - E. All of the above
3. I am following the Martin's GMP rules if I am:
 - A. Wearing a necklace tucked under my shirt and chewing gum carefully.
 - B. Wearing a bump cap, hair restraint/ beard shield, and a contractor vest
 - C. Wearing shorts with unshaven legs
 - D. Wearing perfume/cologne and fake nails
 - E. All of the above
4. Which of the following items are allowed on the production floor?
 - A. Personal cell phones
 - B. Contractor badges
 - C. Personal protective equipment
 - D. B&C
 - E. A&B
5. True or False: I am allowed to bring tobacco products (cigarettes, cigars, or chewing tobacco) into the building as long as I do not bring them on the production floor.
 - A. True
 - B. False
6. Which is **NOT** a good hygiene practice:
 - A. Wearing perfume/cologne
 - B. Hand washing
 - C. Wearing hair restraints/ beard shields
 - D. Wearing clean clothes
 - E. Bathing daily
7. Proper hand washing technique should include:
 - A. Only washing primary surfaces of hands (not under fingernails, between fingers)
 - B. Using the coldest water possible

- C. Using germicidal/anti-bacterial soap or sanitizer provided
 - D. Drying your hands on your clean uniform
8. If it is going to be a hot day and I want to stay hydrated on the production floor I can:
- A. Leave the production floor to get a drink
 - B. Take a drink with me onto the production floor
 - C. Get a drink from the water fountains on the production floor
 - D. B&C
 - E. A&C
9. True or False: I can exit any door on the production floor leading directly outside without sound an alarm.
- A. True
 - B. False
10. Which is NOT an acceptable type of Production Floor Equipment?
- A. Safety Glasses (to be worn when doing work posing threat to safety of eyes)
 - B. Chemical Respirator (to be worn when dealing with dangerous chemicals)
 - C. Ear Plugs (metal detector compliant, to be worn at all times on the floor)
 - D. Beard Nets (to be worn at all times on floor by those with facial hair)
 - E. Baseball Hat (to be worn as an alternative to a bump cap/hard hat)
11. The color in the Martin's food safety color coding for non-allergen food contact surfaces is:
- A. Purple
 - B. Grey
 - C. White
 - D. Black
12. The color(s) in the Martin's food safety color coding for non-food contact surfaces is/are:
- A. Blue /white
 - B. Black
 - C. Red
 - D. B&C
13. Which of the following symptoms should prevent me from entering the production area?
- A. Vomiting
 - B. Fever
 - C. Diarrhea
 - D. Runny nose
 - E. Nausea
 - F. All of the above
 - G. A through D
14. True or False: I should not hold or prop the door for anyone when entering/exiting a door on the production floor that directly leads to the outside.
- A. True
 - B. False
15. True or False: A badge issued to me by Martin's can be used by any of my coworkers, as long as they are going through the same door as I am.

- A. True
 - B. False
16. True or False: It is okay to transport chemicals into Martin's in a mislabeled container as long as I know what is in it.
- A. True
 - B. False
17. Which of the following is an acceptable replacement for hand washing?
- A. Hand sanitizer
 - B. Wiping my hands on my clean pants
 - C. Using a utility sink to rinse my hands with hot water
 - D. Licking all of the crumbs off of my fingers
 - E. None of the above