"PRACTICAL FOOD SAFETY" FOR FARMERS AND HANDLERS

Training, Human Health, and Personal Hygiene

Prevent ill or infected persons from contaminating covered produce with microorganisms of public health significance -- FSMA Produce Rule

Prepare Your Materials
- Designated Food Safety Person
- Hand Washing SOP
- Worker Training Documentation
- Human Health and Hygiene Action Plan
Majority Of Food Borne Illness Is Transferred By Humans

People can carry Shigella, Hepatitis A, Salmonella, *E coli 0157:H7*. . . and more

- Hands
- Feces
- Human Fluids
- Clothing
- Footwear
- Illness
- Injury
Many fruits and vegetables are eaten raw.

Pathogens introduced by workers can cause illness.
POLICY: All water that directly contacts covered produce during or after harvest, used on contact surfaces, used to make ice that will contact produce or produce contact surfaces, and for washing hands during and after harvest activities must be potable. Water is tested . . .
All “Post Harvest Water” Must Be Potable

- No detectible E. coli -

TEST FOR GENERIC COLIFORMS & E. COLI

FSMA

Ground: 4 times a year base, then once a year
Municipal: Request municipal records?

- Test close to end use
- Keep records of results.
Mini-BREAK-OUT

Fill out “Designated Food Safety Person”

- Designated person needs to be a manager
- On small farms there might not be an alternative

<table>
<thead>
<tr>
<th>DESIGNED FOOD SAFETY PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated Food Safety Person</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
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<tr>
<td>Cell #</td>
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<td>Phone # at work</td>
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<td>Phone # at home</td>
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<table>
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<tr>
<th>Alternate Food Safety Person</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Address</td>
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<tr>
<td>Cell #</td>
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</table>
Personnel Qualifications and Training

All people who handle or supervise covered produce must receive adequate training as appropriate to the person’s duties:

- upon hiring
- at least once annually
- as needed
1. At least one supervisor or responsible party must have successfully completed food safety training at least equivalent to that recognized as adequate by the FDA.

2. At a minimum... EVERYONE is trained on
- Principals of food hygiene and food safety
- Human health and personal hygiene
- Additional training based on assigned duties
- Persons who conduct harvest must receive...
Proper hand washing is the most effective way to prevent food borne illness.

“Adequate hand washing by food handlers could have prevented 34% of E. coli 0157:H7 infections in the study population” (Mead et al., 1997)
Sanitizers can be used but **ARE NOT** a substitute for hand washing.

1. Wet hands with clean water, apply soap, and work up a lather
2. Clean hands at least 20 seconds
   - Wash the front and backs of hands
   - Clean under the nails and between the fingers
   - Rub fingertips of each hand in suds on palm of opposite hand
3. Rinse under clean, running water
4. Dry with paper towel, and turn off faucet with used towel
5. Throw the paper towel in the trash

**WHEN?**

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**Materials list.**

1. **Water container** -- the blue container holds 5 gallons of water and has an open/close valve. Available at big-box home hardware store in the camping section. $9.99
2. **Soap.**
3. **Trash can** with a lid so paper towels don’t blow around in the wind. We used an old rag container found in the barn.
4. **Water catching bucket** (5 gallon bucket)
39% of Americans don't always dry their hands completely after washing them.

Damp hands can spread up to 1000 times more bacteria than dry ones.
RISK ANALYSIS DISCUSSION
What Should Be Improved?
Reinforce Food Safety Habits

- Posters and Signs
- Review Trainings As Needed
- Model Desired Behavior - **CULTURE**

1. Wet with water
2. Add soap
3. Wash
4. Rinse and dry

**NOTICE**

**EVERYONE**

**EMPLEYESS MUST WASH HANDS BEFORE EVEN THINKING ABOUT LEAVING THIS ROOM REGARDLESS OF THEIR RETURNING TO WORK**

Due by Monday
duebymonday.com
SOPs Can Be Used For Training

SAMPLE SOP: HAND WASHING

Version:
Date:
Written by:

RESPONSIBILITY

Everyone on the farm must understand and practice proper hand washing, regardless of their job or activities on the farm. This includes farm owners and family members, workers, volunteers, and visitors.

WHEN

People are require to wash their hands:

Before:

- Beginning work
- Putting hands in wash water
- Before handling fresh produce

After:

- Breaks
- Using the restroom
- Smoking
- Eating
## Document Worker Training

<table>
<thead>
<tr>
<th>Training</th>
<th>Date</th>
<th>Signature: I received training and questions answered in a language I understand</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Health and Hygiene</td>
<td>4.1.1.12</td>
<td>Maria Last Worker 4.1.12</td>
</tr>
<tr>
<td>Hand Washing</td>
<td>4.1.1.12</td>
<td>Maria Last Worker 4.1.12</td>
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<tr>
<td>Cleaning Produce Contact Surfaces</td>
<td>4.1.12</td>
<td>Maria Last Worker 4.1.12</td>
</tr>
<tr>
<td>Hand Washing</td>
<td>6.8.1.12</td>
<td>Maria Last Worker 4.1.12</td>
</tr>
</tbody>
</table>

### Train:
- Upon hiring
- Start of season
- As needed to refresh

### Document:
- Date of training
- Topics covered
- Persons(s) trained
HAND WASHING SOP

Responsibility

Everyone on the farm must understand and practice proper hand washing, regardless of their job or activities on the farm. This includes farm owners and family members, workers, volunteers, and visitors. The designated food safety person provides training and oversight on hand washing.

When

People are required to wash their hands:

Before:

WORKER TRAINING DOCUMENTATION

Farm Name: ____________________________ Address: ____________________________

<table>
<thead>
<tr>
<th>Training Topic</th>
<th>Date</th>
<th>Signature of trainee:</th>
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<tbody>
<tr>
<td></td>
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<td>I received training and answered in a language</td>
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</tbody>
</table>
Break Out: Hand Washing Training and Documentation

1. **PAIR UP** with another person in the room
2. **DESIGNATE** a “trainer” and a “trainee”
3. **TRAIN**: Using, “Hand Washing SOP,” the “trainer” will train the “trainee” how to properly wash their hands
4. **DOCUMENT**: After the “trainees” questions are answered, and the “trainer” is satisfied that the “trainee” is fully trained, collect signatures on the handout “Worker Training Documentation”
### Human Health and Hygiene Action Plan

State clearly what you plan to do and create accountability

<table>
<thead>
<tr>
<th>Area of Food Safety Action</th>
<th>What</th>
<th>How SOP or Practice</th>
<th>Who</th>
<th>When</th>
<th>Training</th>
<th>Record</th>
<th>Rank 1-3</th>
<th>Check-in</th>
<th>Done</th>
<th>Will By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Policies To Reduce Risk</td>
<td>How is this done? Is the practice or SOP written?</td>
<td>Who is required to do this?</td>
<td>When is this done?</td>
<td>What training is done, who, and when?</td>
<td>What records are kept for this action? Where?</td>
<td></td>
<td>1</td>
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</tr>
<tr>
<td>Hand Washing</td>
<td>POLICY: Everyone who handles or supervises produce must use proper hand-washing techniques.</td>
<td>Written SOP</td>
<td>Everyone on the farm must understand and practice proper hand washing, regardless of their job or activities on the farm. This includes farm owners and family members, workers, volunteers, and visitors.</td>
<td>Workers are required to wash their hands <strong>Before:</strong> - Beginning work - Putting hands in tank water <strong>After</strong> - Breaks - Using the restroom - Smoking - Eating - Or otherwise compromising the sanitary nature of hands</td>
<td>Everyone who handles produce on the farm is trained in proper hand washing techniques when they begin working, at the start of each season, and as additional training is needed. The hand washing SOP is used for training. Signs are posted in lavatories and eating areas.</td>
<td>Records are kept of training on hand washing in the Training 3-ring binder.</td>
<td></td>
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</tbody>
</table>

**Fill Out The Human Health and Hygiene Action Plan Based On Your Farm’s Plan**
Toilets and Hand Washing Facilities

GAP: within a quarter-mile of the work site
FSMA doesn’t specify distance (vehicle provided/ time allowed)
TRAINING:
Address Cultural Habits
Should I kill my weeds by peeing on them?
Reinforce Food Safety Habits

- Posters and Signs
- Review Trainings As Needed
- Model Desired Behavior
What should be improved?
Cleaning And Monitoring Records

Please wash your hands after using the bathroom!

Por favor, lavase las manos despues de usar el baño!
### Women's Restroom Maintenance:

#### TOILETS
1. Clean seat (top & bottom) w/ flat brush.
2. Clean bowl w/ round brush & Morning Mist.
3. Wipe toilet seat, chrome, and top of commode with a red Micro-Wipe.
4. Clean TP dispenser, chrome hand rails, and all tile walls.
5. Change wax bag in sanitary napkin boxes.
6. Refill toilet paper dispenser if needed.

#### GENERAL DUTIES
1. Clean mirrors
2. Clean porcelain sink with sponge and Bon Ami Cleaner
3. Fill soap dispensers if needed, wipe outside, clean spout
4. Change trash can liner if needed
5. Clean tile walls & under hand dryer.
6. Sweep/mop as needed
7. Refill paper towels

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Weds.</th>
<th>Thurs.</th>
<th>Fri.</th>
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<th>Record</th>
<th>Rank 1-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toilet and Hand Washing</td>
<td>Policies</td>
<td>Who is required to do this?</td>
<td>When is this done?</td>
<td>Is there a SOP, written on this beyond this plan?</td>
<td>What training is done, who, and when?</td>
<td>What record keeping system is kept for this action?</td>
<td>1 is highest priority</td>
</tr>
</tbody>
</table>
POLICY: SICK PEOPLE DON’T WORK WITH FOOD

If someone has any of these symptoms:
- Nausea
- Vomiting
- Diarrhea
- Stomach cramps or pain
- Fever, chills
- Skin infections, wounds or sores containing pus
- A cold, runny nose, frequent coughing or sneezing

- They should not pick, pack, or handle fruits or vegetables.
- They should not prepare food for others.

- Train employees to identify illness
- Notify designated food safety person and document
Illness/Injury Report

(Completed forms will be collected and kept)

Employee Name: ____________________________________________________________

Today's Date: _____________________________________________________________

Person completing report: __________________________________________________

ILLNESS:

Date and Time of First Symptoms: ______________________________

Symptoms: (check all that apply)

_____Fever

_____Vomi

_____Respiratory

_____Jaun

_____Sore Throat w/ Fever

_____Lesic
<table>
<thead>
<tr>
<th>Area of Food Safety Action</th>
<th>What</th>
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<th>Who</th>
<th>When</th>
<th>Training</th>
<th>Record</th>
<th>Rank 1-3</th>
<th>Check-in</th>
</tr>
</thead>
</table>
| Sick Employees            | Any employee who is sick must notify the food safety person or his/her supervisor immediately and must not handle fresh produce. If an employee does not report his or her illness and is found to be sick, the employee will be immediately dismissed from work and not allowed to return until they are symptom free. | Policies To Reduce Risk | Is the practice or SOP written? | All employees | The following symptoms prohibit an employee from working and handling fresh produce.  
- Diarrhea  
- Fever  
- Vomiting  
- Jaundice (when the whites of the eyes are yellowish and the skin has a yellowish tinge)  
- Sore throat with fever  
- Lesions containing pus (including boils or infected wounds, however small) on the hand, wrist, or any exposed body | Everyone who works on the farm is trained to identify and report illness. Training is done annually when employees start and as additional training is needed. This action plan is utilized for training. | If an employee has any of the conditions listed, these conditions will be recorded on the Illness and Injury Form kept on its clipboard. Long term records will be filed. Trainings are recorded in the Worker Training Log and stored in the Worker training 3-ring binder | 1        |          |
• Provide accessible well stocked first-aid kits
• Check and update supplies routinely
• Train all employees how to handle minor injuries
• Report injuries to a supervisor
• Cover hand cuts with glove to protect produce
Used Handyplast with Blood - Falooda Special At PassionFruit Nila Technopark
If Blood And Other Body Fluids Come In Contact With Produce And/Or Food Contact Surfaces

In The Field or Packinghouse

• Mark the Area
• Inspect the area for contamination
• Remove all affected produce as well as all packing materials to a plastic bag and placed in trash can
• Clean and sanitize food contact surfaces before using them again
• Document all actions in Accident Log
• Send email to designated food safety person
FSMA Maintain adequate personal cleanliness to protect against contamination of produce and food contact surfaces;

May mean different policies in the field and in the packing shed.
FSMA Removing or covering hand jewelry that cannot be adequately cleaned and sanitized during periods in which covered produce is manipulated by hand; and

Pathogens can hide under nails and rings.

You decide your jewelry policy.
- Do you allow nose rings?
- Just above waist?
- Watches?

Policy Example:
- No jewelry is allowed in the packinghouse or during harvest with the exception of a plain wedding band (no stones allowed).
Pathogens can hide behind long nails!

Policy Example:
- Nails must be trimmed and clean.
FSMA If you choose to use gloves in handling covered produce or food contact surfaces, maintain gloves in an intact and sanitary condition and replace gloves when no longer able to do so.

Gloves are not required! What is your Glove Policy
FSMA: Avoiding contact with animals other than working animals, and taking appropriate steps to minimize the likelihood of contamination of covered produce when in direct contact with working animals;

WHAT IS YOUR POLICY?
Employees must store all personal possessions in the designated storage area or in their personal vehicle.
FSMA: Not eating, chewing gum, or using tobacco products in an area used for a covered activity (however, drinking beverages is permitted in designated areas)

Where do you want people to drink?

What do you want them to drink out of?

Do you provide the water or beverage or do they?
POLICY: On-farm consumption of food must be consumed in the lunch and break areas. Beverages may be consumed in the field and packing area from employees’ personal beverage containers and from the single use cups at the designated water dispensers. Glass containers are not allowed in the packinghouse or in the field.
FSMA ON VISITORS: You must make toilet and hand-washing facilities accessible to visitors. (FSMA does not require “who visited records”)
FSMA: You must make visitors aware of policies and procedures to protect covered produce and food contact surfaces from contamination by people and take all steps reasonably necessary to ensure that visitors comply with such policies and procedures.
Sample Visitor Health and Hygiene Policy

Welcome to our farm!

Food safety is a priority so please review and follow the visitor policy.

1. If you are ill, please come back another day to visit us. If you have diarrhea, jaundice, fever, sore throat, or are vomiting, you will not be allowed to enter the farm or packinghouse.

2. Please remove all jewelry and place in a pocket. If this is not possible, let your host know so an alternative safe storage spot can be provided. It is okay to wear a plain ring that does not contain a stone or jewel.

3. Please wash your hands at the beginning of your visit as well as after using the restroom or eating.

4. Eating is permitted only in designated areas. If you have any questions about the location of these areas, please ask your host.

5. Smoking is not allowed on our farm.

6. If required, please wear all protective gear provided for you.

7. If you are injured, tell your host immediately. Please let your host know if any blood or bodily fluid has come in contact with any surfaces or fresh produce, so we can clean the area and properly dispose of the contaminated produce.

8. Pets are not allowed on the farm, unless it is a service animal. To reduce food safety risks, service animal access may be limited in areas where fresh fruit and vegetable production, handling, or packing occurs.
Monitor & Corrective Actions

- Workers are not following food safety policies
  - Retrain workers

- Facilities are not cleaned, restocked
  - Sanitation company on speed dial

- Facilities leak in the field or packinghouse
  - Emergency plan for spills
WHAT SHOULD YOU DO? (Corrective Action)
<table>
<thead>
<tr>
<th>Area of Food Safety Action</th>
<th>Action</th>
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<th>When</th>
<th>SOP</th>
<th>Training</th>
<th>Record</th>
<th>Rank 1-5</th>
<th>Check-in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Policies, Practices, Systems To Reduce Risk</td>
<td>Who is required to do this?</td>
<td>When is this done?</td>
<td>Is there a SOP, written on this?</td>
<td>What training is done, who, and when?</td>
<td>What record keeping system is kept for this action?</td>
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<td>Potable Water</td>
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<td>Toilet and Hand Washing Facility and Sanitation</td>
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<td></td>
<td>Hand Washing</td>
<td>Everyone is required and trained to use proper hand-washing techniques. Signs in all of the languages of workers are posted in lavatories and eating areas to instruct on people to wash their hands</td>
<td>Everyone on the farm must understand and practice proper hand washing, regardless of their job or activities on the farm. This includes farm owners and family members, workers, volunteers, and visitors.</td>
<td>Workers are required to wash their hands <strong>Before:</strong> - Beginning work - Putting hands in tank water <strong>After</strong> - Breaks - Using the restroom - Smoking</td>
<td>Yes</td>
<td>Everyone who works on the farm is trained in proper hand washing techniques when they begin working, at the start of</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

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