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| **Farm Name:****G-4 Personal Qualifications and TrainingSignature/date of Person writing plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_Signature/date of Supervisor review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Effective Date: \_\_\_\_\_\_\_Document #: \_\_\_\_\_\_\_Revision #: \_\_\_\_\_\_\_Revision Date: \_\_\_\_\_\_\_ |

 **G-4.2, G-10.2, §112.22, §112.30 Personal Qualifications and Training**

**Policy**

All personnel who handle produce or food contact surfaces, or who are engaged in the supervision thereof, are qualified for their assigned duties and are adequately trained.

**Purpose**
To ensure all staff are aware of and follow established practices in accordance with the Food Safety plan.

**Overview**Training includes instruction on all company policies related to worker health and hygiene and, where appropriate, specialized training related to specific jobs. Contracted personnel are held to the same food safety standards as employees. Training attendance and completion is documented in the worker training log.

**Responsible Parties**

The Training Manager is responsible for delivering the training or preparing trainers to deliver the program and to oversee the success of the trainings.

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| **Training Procedures** |
|  | **Action** |
| 1 | All employees receive training when they start work on the farm, receive a refresher course at least annually, and are retrained as needed. |
| 2 | * All employees receive refresher communications or training when a specific need is identified and/or procedures change.
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| 4 | Training is adapted when necessary to accommodate the language of the worker.  |
| 5 | As part of initial new hire training, all staff receives a copy of *Health and Hygiene Policies* and other relevant policies and sign to acknowledge they have received, read and agree to follow the procedure. |
| 6 | Training procedure:1. Trainees read policies and procedures related to the training.
2. Trainer discusses and demonstrates procedures.
3. Trainees are invited to ask questions.
4. Trainees demonstrate procedures and trainer evaluates competency.
5. Demonstrations and questions continue until both trainer and trainee are confident the trainee understands and can follow procedures.
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| 7 | Training attendance is documented on the *Worker Training Log* and kept for a minimum of two years. |
| 8 | Detailed Procedure SOPs and Hand Washing Signs are posted in the area where the procedures are performed or where materials for procedures are stored. |

 **Documentation for Qualifications and Training of Personnel** (check all that apply)

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|  | Training Records That Include Date of Training, Topic, People Trained, and Signature of Supervisor |