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| **Farm Name:**  **G-10: Worker Health/Hygiene and Toilet/Handwashing Facilities  Signature/date of Person writing plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_ Signature/date of Supervisor review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Effective Date: \_\_\_\_\_\_\_  Document #: \_\_\_\_\_\_\_  Revision #: \_\_\_\_\_\_\_  Revision Date: \_\_\_\_\_\_\_ |

**Policies**

**G-10.1:** All employees, visitors and customers are required to follow basic hygiene practices including toilet, handwashing, hygiene, and health.

**G-10.2 Training:** All employees are trained on personal health and hygiene practices at hiring, annually, and as needed. See Personal Qualifications and Training

**G-10.3, G-10.4, G-10.6 Toilet facilities and restrooms** are designed, constructed, cleaned, and maintained and located in a manner that minimizes the potential risk for product contamination, can be kept clean and sanitary, and are directly accessible for servicing. They are adequate in number and accessible to employees and visitors.

### G-10.18 Drinking water policy: Potable drinking water is provided and available for employees in the packinghouse and in the field. All employees are notified of this policy during training and instructed to notify their supervisors if water is not available or if disposable cups are not available.

**G-10.16** **Break areas** are located so as not to be a source of product contamination.

**G-10.18** Workers and visitors who show **signs of illness** shall be restricted from direct contact with produce or food-contact surfaces.

**G-10.20** Our farm has a **blood and bodily fluids policy** and SOP specifying procedures for the handling, cleaning and disposal of food or product contact surfaces that have been in contact with blood or other bodily fluids.

**Purpose:** The hygiene practices are required to minimize the risk of humans on the farm causing contamination of fresh produce and food contact surfaces.

**Responsible Parties: Al**l employees are responsible for following proper health and hygiene practices and ensuring that any visitors or customers accompanying them on the farm do so as well.

**Employee Food Safety and Security Empowerment:** All employees are instructed to share information they observe regarding food safety and security. If employees see unusual individuals or situations, pests or other food safety issues they should notify their supervisor so they can evaluate the situation.

**Overview:** The procedure covers the following good hygiene practices SOPs

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| **Worker Health/Hygiene SOPs (check all that apply)** | |
|  | G-10.5, G-10.6 Toilet Use |
|  | G-10.8 G-10.9 Hands and Hand Washing |
|  | G-10.10, G-10.11, G-10.12, G.10.12, G-10.14, G-10.15 Clothing Cleanliness, Hair Coverings, Personal Protective Gear, Gloves, and Jewelry |
|  | G-10.16 Break Areas: Food, Drink, Gum, Tobacco |
|  | G-10.19 §112.31 G-10.20 Employee Illness and injury |
|  | G-10,19, G-10.20 Employee Injury |
|  | G-10.21 Blood And Bodily Fluids |

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| **Human Health and Hygiene Documentation (check all that apply)** | |
|  | Employee Human Health and Hygiene Training Log |
|  | Map indicating location of field sanitation units and hand washing stations |
|  | Restroom Cleaning and Restocking Log |
|  | Field sanitation service and cleaning contract/service report |
|  | Health and Hygiene Policies and SOPs |
|  | Drinking Water Test Results |

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| **Toilet Use G-10.5, G-10.6** | |
|  | **Action** |
| 1 | Employees must use provided toilet facilities for all excrement including urine and feces. Employees may not use fields, woodlots, other natural areas on the farm, or any other place for excrement purposes. |
| 2 | Toilet tissue shall only be disposed of in the toilet. |
| 3 | Employees shall inform supervisor if toilet or wash stations are in an unsanitary condition or inadequately stocked. |
| **Corrective Action:** If personnel or visitors are known to violate this policy they will be immediately retrained on the policy and procedure. | |

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| **Hands and Hand Washing G-10.8 G-10.9** | |
|  | **Action** |
| 1 | Keep nails trimmed short and maintained so that the edges are cleanable and not rough. Do not wear artificial fingernails, rings, or bracelets when handling product. |
| 2 | Everyone must wash hands:   * before handling any produce * before beginning work * before putting on gloves * after using toilet facilities * after eating, drinking, tobacco use or otherwise soiling hands (i.e. using hands to cover * mouth when sneezing, coughing) * after handling produce that has come into contact with the floor or is potentially contaminated * after handling garbage, cleaning, or maintenance materials * after handling animals * or otherwise compromising the sanitary nature of hands |
| 3 | Use soap and potable running water. |
| 4 | Wash all areas of the hands: back, between the fingers, around and under fingernails for at least 20 seconds. |
| 5 | Thoroughly rinse to remove all soap and dry, preferably with a single use towel. |
| 6 | Turn water off with towel and throw in trash. |
| **Corrective Action:** If personnel or visitors who handle produce are seen returning to work without washing their hands, they will be immediately sent to do so and retrained on the policy and procedure. | |
| **Signs in English and [NATIVE LANGUAGE OF THE WORKERS]** are posted in lavatories, eating areas, and smoking areas to instruct employees to wash their hands before beginning and returning to work. | |

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| **Clothing Cleanliness, Hair Coverings, Personal Protective Gear, Gloves, and Jewelry**  **G-10.10, G-10.11, G-10.12, G.10.12, G-10.14, G-10.15** | |
|  | **Action** |
| 1 | Clothing must be of adequate cleanliness to not contaminate produce for tasks that include produce handling and food contact equipment during harvest and postharvest. |
| 2 | Appropriate hair coverings (baseball cap, beanie or equivalent) are required when packing product. |
| 3 | Clean waterproof aprons must be worn over clothing when using dunk tanks or spraying produce with water. Aprons must be stored in the designated area. |
|  | If gloves are used:  - Gloves must be intact, free of debris, or single use.  - Gloves must be disposed of if they come into contact with bodily fluids or other potential contaminants.  - Gloves that touch produce and contact surfaces may only be used for their designated uses.  - Gloves used for harvesting or packing product may not be used for any other purpose/activity.  - Store packing gloves in their designated area in packing shed.  - Store harvest gloves closed in their designated, carry container when transporting to harvest areas.  - Follow glove use procedures for specific crops.  - Do not take gloves home or into toilet areas or into equipment areas. |
| 4 | Store all personal items such as backpacks, purses, etc. in lockers. Storage of personal items is not allowed in production, packing and storage areas. |
| 5 | Loose or dangly jewelry is not allowed in packing, harvest or storage areas. |
| **Corrective Action:** If personnel or visitors who handle produce are seen violating these policies, they will be required to immediately correct the violation and will be retrained on the policy and procedure. | |

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| **Break Areas: Food, Drink, Gum, Tobacco G-10.16** | |
| **G-10.17 Break areas are located so as not to be a source of product contamination.** | |
|  | **Action** |
| 1 | Eating, drinking any liquid other than water, chewing gum or tobacco use are restricted to designated areas and not permitted in areas where produce is produced, handled, or stored or where materials and equipment that contact produce are used or stored.   * - Eating and drinking are permitted in the break room, and in the cabs of field vehicles that are separate from produce and produce contact surfaces, as well as outside—a minimum of 15 feet from production areas. * - Smoking is permitted 50 feet or greater distance from any production, storage, or handling area. |
| 2 | Place all personal food in the break area prior to the start of your shift. Snacks may be kept at desks in the office. Food may be temporarily in the cab of work vehicles if necessary. |
| 3 | Personal food or beverages are not permitted to be stored in the farm cooling facilities. |
| 5 | Water in approved containers is permitted in designated areas.   * - Containers must be non-breakable and have a lid that is likely to remain secure in the event the container tips over. For example, a disposable cup with a plastic lid is not acceptable; a travel mug with a screw-on lid meets the standard. Glass water jars are not permitted. * - Water in production areas must be stored and drunk a minimum of five feet from production areas.   - Water in packing and storage areas must be stored and drunk a minimum of five feet away from handling and storage of produce and food contact materials.  - Do not drink water in the room coolers. |
|  | **Corrective Action:** If personnel or visitors who handle produce are seen violating these policies, they will immediately be instructed to follow them and retrained as needed. |

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| **Employee Illness and injury G-10.19 §112.31 G-10.20** | |
| Workers and visitors who show signs of illness shall be excluded from direct contact with produce and or food-contact surfaces. Personnel with exposed cuts, sores or lesions shall not engage in handling product. | |
|  | **Action** |
| 1 | The following symptoms prohibit an employee from handling fresh produce and produce contact surface materials and equipment:  - Diarrhea  - Fever  - Vomiting  - Jaundice  - Sore throat with fever  - Lesions containing pus (including boils, or infected wounds however small) on hand, wrist, or exposed body part. |
| 2 | Any employee who is sick must immediately notify the food safety person or their supervisor and must not handle fresh produce or produce contact materials and equipment. |
| 3 | Cover any lesion containing pus, obvious sores or boils with a bandage. If the lesion is on a hand, wrist or any other exposed body part, conceal with an impermeable cover such as a single-use glove or long sleeves. Clean first aid supplies are stocked in the break area. |
| 4 | Handle product or materials that have come in contact with bodily fluids according to *Blood And Bodily Fluids* |
| **Corrective Action:** If an employee or visitor does not report their 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. They will be retrained. | |

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| **Employee Injury G-10,19, G-10.20** | |
| Anyone who is injured at the farm, either in the packinghouse or in the field must follow this SOP. This includes any cuts, abrasions, or other injury incurred while working. Employees with exposed cuts, sores or lesions shall not be engaged in handling product. | |
|  | **Action** |
| 1 | Assess the area to make sure it is safe to enter and does not pose an immediate or continuing danger. |
| 2 | Determine the extent of the injury. If life threatening or severe, dial 9-1-1 and wait for emergency personnel while assisting the ill or injured person as best as possible. If you are alone in this condition—get help. If not severe, assess whether you or they can drive home or if transportation is needed to a clinic or hospital. |
| 3 | If injury is a cut or scraped, thoroughly wash the area with soap and water. Apply antibacterial ointment and a bandage. If the cut is on the hands, also wear clean, disposable gloves over the bandages if you are handling fresh produce. First aid kits are located in the break room and in field vehicles. |
| 4 | Handle any product or materials that have come in contact with bodily fluids according to Procedure: *Blood And Bodily Fluids* |
| 5 | Document all actions in Accident Log and notify supervisor |
| **Corrective Action:** If an employee or visitor does not follow injury, open wound, or covering of lesions policies, they will be assisted in doing so and retrained as needed. | |
| The first aid kits are available for use at [LOCATION OF FIRST AID KIT]. The supplies are checked and updated [MONTHLY]. All workers are instructed during training to attend to injuries immediately. | |

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| **Blood and Bodily Fluids G-10.21** | |
|  | **Action** |
| If blood and or other bodily fluids come in contact with produce and or food contact surfaces immediately: | |
| 1 | Mark the area.  If a person is not able to immediately deal with the contamination due to injury, that person will mark the area if able and immediately notify their supervisor who will take appropriate action. |
| 2 | Inspect the area for contamination.  If an employee is injured in the field or packinghouse, after assuring the safety of the injured party, immediately inspect the area to determine if blood or other bodily fluids have contaminated the area. |
| 3 | Remove all affected produce as well as all packing materials to a plastic bag and placed in the trash.  All affected soil will be shoveled up and will be removed. |
| 4 | Clean and sanitize food contact surfaces before using them again by following the SOP on cleaning and sanitizing food contact surfaces. |
| 5 | Document all actions in Accident Log |
| **Corrective Action:** If personnel or visitors are known to have violated this policy, their supervisor will immediately take over the procedure and the person will be retrained as needed. | |

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