

## WHOLESALE SUCCESS

### Human Health And Hygiene

**PREPARE YOUR HANDOUTS:**

1. Hand Washing SOP
2. Worker Training Documentation
3. Human Health And Hygiene Action Plan
4. Write A Standard Operating Procedures

www.onfarmfoodsafety.org  
www.familyfarmed.org

USDA is an equal opportunity provider.

### Majority Of Food Borne Illness Is Transferred By Humans

*People can carry Shigella, Hepatitis A, Salmonella, E coli O157:H7... and more*



- Hands
- Feces
- Human Fluids
- Clothing
- Footwear
- Illness
- Injury

### 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

### FDA PRODUCE RULE

What's the most important training?

- Persons who conduct harvest must receive. . .

**2. 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.**


*"Adequate hand washing by food handlers could have prevented 34% of E. coli O157:H7 infections in the study population" (Mead et al., 1997)*



**Proper hand washing is the most effective way to prevent food borne illness.**

**NOTICE**  
POTABLE DRINKING WATER

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



Materials list:  
1. Water container — the blue container holds 5 gallons of water and has an open-bottom valve. Available at big-box home hardware stores 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)

**Sanitizers can be used but ARE NOT a substitute for hand washing.**



**HAND WASHING SOP**

Version: \_\_\_\_\_  
Date: \_\_\_\_\_  
Written by: \_\_\_\_\_ Page: 1

**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.

**WORKER TRAINING DOCUMENTATION**  
Farm Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Page: \_\_\_\_\_

Training Topic	Date	Signature of trainee: <i>I received training and answered in a language</i>
<b>Train:</b>	<b>Document:</b>	
<ul style="list-style-type: none"> <li>• Upon hiring</li> <li>• Start of season</li> <li>• As needed to refresh</li> </ul>	<ul style="list-style-type: none"> <li>• Date of training</li> <li>• Topics covered</li> <li>• Persons(s) trained</li> </ul>	

**Break Out: 10 Minutes**  
**Hand Washing Training and Documentation**

- VOLUNTEER** as trainer
- TRAIN:** Using, "Hand Washing SOP," the "trainer" will train the "trainee" how to properly wash, and answer the "trainee's" questions.
- JUDGE:** The audience must be satisfied that the trainee is properly trained.
- DOCUMENT:** After the "trainee" is trained, collect signatures on the handout "Worker Training Documentation"

Form: Human Health and Hygiene Action Plan

Area of Risk	Area	How to Mitigate	Who is Responsible	When	Training	Notes	Cost	Priority
Hand Washing	Hand Washing Stations	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.	Hand washing stations should be available in all areas of the farm. Hand washing stations should be located near all areas of the farm. Hand washing stations should be located near all areas of the farm.

**Fill Out The Human Health and Hygiene Action Plan Based On Your Farm's Plan**





### Reinforce Food Safety Habits

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

### Cleaning Record Strategies

- Utilize service contracts (SOP)
- Create records that instruct

Human Health and Hygiene Action Plan

Write clearly what you plan to do and make accountability clear.

date | written by

Area of Food Safety Action	Action	Who	When	SOP	Training	Record	Sign
Hand and Hand Washing Facility and Sanitation	Policy	Who is required to do this?	When is this done?	Is there a SOP, written on this beyond this plan?	What training is done, who, and when?	What record keeping system is kept for this action?	Sign of person by

Page 1

**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 Re**

(Completed forms will be collected and ke

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

- Email
- Log
- 3 ring binder

**FILL IT IN: Sick Employees**

Employee Name	DOB	Job Title	Supervisor	Start Date	End Date	Reason for Absence	Days Off	Cost



- 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



FIRST AID

**If Blood And Other Body Fluids Come In Contact With Produce And/Or Food Contact Surfaces**



**SOP**


**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

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.



**PRODUCE RULE**

Removing or covering hand jewelry that cannot be adequately cleaned and sanitized during periods in which covered produce is manipulated by hand



Pathogens can hide under nails and rings.

**You decide your jewelry policy.**

- Do you allow nose rings?
- 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.

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*

Employees must store all personal possessions in the designated storage area (could be their vehicle)



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 eat & drink?
- Do you allow snacks in the field? Hand washing after?
- What do you want them to drink out of?
- Do you provide the water or beverage or do they?



VISITORS: You must make toilet and hand-washing facilities accessible to visitors.  
(PR does not require "who visited records")



Date of Visit	Name	Email	Phone				

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.



**Cornell University**  
College of Agriculture and Life Sciences

**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.

<http://www.gaps.cornell.edu/dt-trace.html>

Schwartz, A.L., Washel, G.L. and S.K. Alexander. www.gaps.cornell.edu

- Worker health and hygiene
- Hand washing
- Sanitary and hand washing Facilities
- Cross Contamination
- Cleaning and Sanitizing
- Wash water monitoring
- In field practices

<https://ncfreshproducesafety.wordpress.com/2011/05/10/gaps-worker-training-requested-by-growers/>

**Human Health and Hygiene Action Plan**  
State clearly what you plan to do and create accountability

date: \_\_\_\_\_ written by: \_\_\_\_\_

Area of Food Safety Action	Action	Who	When	SOP	Training	Record	Risk S-S	Check-in
		Who is required to do this?	When is this done?	Is there a SOP written on this?	What training is done, who, and when?	What record keeping system is kept for this action?		Done Will Be
Drinking Water								
Water and Hand Washing Facility and Restrooms								
Hand Washing	Everyone is required and trained to use proper hand-washing techniques. Signs in all of the languages of workers are posted in restrooms and eating areas to instruct on people to wash their hands.	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.	Workers are required to wash their hands <b>Before</b> : - Beginning work - Putting hands in tank water <b>After</b> : - Breaks - Using the restroom - Smoking	Yes	Everyone who works on the farm is trained in proper hand washing techniques when they begin working at the start of	Records are kept of training on hand washing	9	

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