

Health and Hygiene Plan for _____ Farm

Policy

All personnel, visitors and customers who handle produce on the farm are required to follow basic health and hygiene practices.

Purpose

The hygiene practices are required to minimize the risk of contamination to fresh produce.

Responsible Parties

All 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.

Overview

The procedures cover the following good hygiene practices:

- Clothing Cleanliness, Hair Coverings, Personal Protective Gear, Gloves, and Jewelry
- Break Areas: Food, Drink, Gum, Tobacco
- Hands and Hand Washing
- Illness
- Injury
- Blood And Bodily Fluids

Detailed Procedures

Clothing Cleanliness, Hair Coverings, Personal Protective Gear, Gloves, and Jewelry	
	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 to be worn 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 designated area.
	If gloves are used: <ul style="list-style-type: none"> - 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 used for harvesting product may not be used for any other purpose/activity. - Glove used for packing produce 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	No jewelry is allowed in packing and storage areas or during harvest with the exception of a plain wedding band without stone.
Corrective Action: If personnel or visitors who handle produce are seen violating these policies they will be immediately sent to correct the violation and retrained on the policy and procedure.	

Break Areas: Food, Drink, Gum, Tobacco	
Action	
1	Eating, drinking any liquid other than water, chewing gum and 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. <ul style="list-style-type: none"> - 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 food in the appropriate location in the break area prior to the start of your shift. Snacks may be kept at desks in the office and in field vehicles.
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. <ul style="list-style-type: none"> - 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 ten feet from production areas and harvested fields. - Water in packing and storage areas must be stored and drunk 5 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.	

Hands and Hand Washing	
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	Hands must be washed: 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 hand including 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.	

Employee Illness	
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 his/her 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 any product or materials that have come in contact with bodily fluids according to procedure: Blood And Bodily Fluids
Corrective Action: If an employee or visitor 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. They will be retrained as needed.	

Employee Injury	
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
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.	

Blood And Bodily Fluids	
Action	
If blood and or other bodily fluids come in contact with produce and or food contact surfaces:	
1	Mark the area
2	Inspect the area for contamination
3	Remove all affected produce as well as all packing materials to a plastic bag and placed in the trash.
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.	

Health and Hygiene Training Policy

Training on proper sanitation and hygiene practices is provided to all staff on hiring, annually, and as needed.

Purpose

To ensure all staff are aware of and can follow established sanitation and hygiene practices in accordance with the Food Safety plan.

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.

Overview

All staff receives training on sanitation and hygiene practices as applicable to their specific job function. Training attendance and completion is documented.

Detailed Procedures

Training Procedures	
	Action
1	All employees, as part of initial new hire training, annual, and as needed, receive training on proper sanitation and hygiene practices.
2	All employees receive refresher communications or training when a specific need is identified and/or procedures change.
4	Training is tailored based on specific job function of the employee.
5	As part of initial new hire training, all staff receives a copy of Health And Hygiene Policies and are asked to sign to acknowledge they have received, read and agree to follow the procedure.
6	Training procedure: <ul style="list-style-type: none"> - Trainees read policy and procedures related to the training prior to the start of the training. - Trainer discusses and demonstrates procedures. - Trainees are invited to ask questions. - Trainees demonstrate procedures and trainer evaluates competency. - Demonstrations and questions continue until both trainer and trainee are confident the trainee understands and can follow procedures.
7	Training attendance is documented using a sign in sheet (see attached sample form). Sign in sheets are kept on file. The sign in sheet includes: <ul style="list-style-type: none"> - Name of the training - Date training delivered - Signature of each participant, trainer, and food safety person
8	Detailed Procedure Tables and Hand Washing Signs are posted in the area where the procedures are performed or where materials for the procedure are stored.

Health and Hygiene Plan and Procedure History

Action Options	Action & Topic	Person	Date
- Created			
- Reviewed & Approved			
- Distributed			
- Revised & Redistributed			

Visitor Health and Hygiene Policy

Maintaining the safety of our customers and our food is a top priority to us. All visitors to the farm who might come in contact with the produce are expected to follow the same health and hygiene policies as employees. Please read and follow these policies.

Only visitors accompanied by a staff member may enter postharvest areas and fields.

All visitors must sign the Visitor Log in the farm office. Exceptions for signing the log include regular visitors such as mail carriers, delivery persons, etc. who are only on the property for short periods of time and would not be handling produce.

Restrooms and hand washing stations are located _____

- Please wash your hands at the beginning of your visit as well as after using the restroom or eating, smoking or otherwise soiling hands.
- If you are ill, please come back another day to visit. If you have diarrhea, jaundice, fever, sore throat, or are vomiting you will not be allowed to enter the farm or packinghouse. Any boil or open sore must be covered by a bandage. Any bandage must be covered by a rubber glove or clothing.
- Please remove all uncovered jewelry and watches and leave in your vehicle, or place in a secure pocket. If you need a secure place to store it let your farm host know. The only exception is a plain band with no stone.
- Eating is permitted only in designated areas.
- Do not bring glass or brittle plastic into postharvest facilities or fields.
- Smoking is not allowed on our farm.
- If required, please wear all protective gear provided for you.
- 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.
- 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. If a service animal defecates while on the farm please notify your farm host immediately so we can clean the area and properly dispose of contaminated produce.