

**Farmers Are Food Handlers**  
Responsible For The Safety Of Their Product

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**RISK AREA: Human Health And Hygiene Qualifications & Training**

Majority Of Food Borne Illness Is Transferred By Humans  
People can carry Shigella, Hepatitis A, Salmonella, E coli O157:H7. . . and more

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

**Personnel Qualifications and Training**  
All people who handle or supervise covered produce must receive adequate training as appropriate to the person's duties

**FDA PRODUCE RULE**

1. **At a minimum . . . EVERYONE is trained on**
  - Principals of food hygiene and food safety
  - Human health and personal hygiene

- upon hiring
  - at least once annually
  - as needed

  - Additional training based on assigned duties
  - 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.

**"Food Safety Action Plans" Combine Risk Assessment, A Plan Of Action, A Training Tool, and Procedures, in one Food Safety Plan**

Farm Name \_\_\_\_\_ Address \_\_\_\_\_

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

Area of Food Safety Action	What	How SOP or Practice	Who	When	Training	Record	Rank 1-5	Check in
Hand Washing	<b>POLICY:</b> Everyone who handles or supervises produce must use proper hand-washing techniques.	Written SOP	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 are required to wash their hands before beginning work - Putting hands in tank water after break working at the start of	Everyone who handles produce on the farm is trained in proper hand-washing techniques when they begin working at the start of	What records are kept for this action? Where?	1 to 5	Right or Wrong? Will they

**B**

- There are no requirements for a specific FSP
- FSPs need to be appropriate for your operation
- FSPs can be simple

**Policy: What we will do...**

- A policy is a "rule" that the operation states it will follow.
  - It doesn't matter if it is a regulatory requirement or the operation's own decision
  - Use definitive words like "shall" and "must". Words like "should," "could," or "may" are not used as they are not mandatory words.
- A policy can be written or not.

**How we will do it**

- Standard Operating Procedure (SOP)
- Practice

Policies can be implemented through SOPs or Practices, but the existence of a policy does not require a SOP or Practice.

**Standard Operating Procedure - SOP: How we will do it**

- Write SOPs when there is clearly a "right way" to do something and where **IN ALL** instances something should be done exactly the same way by everyone, every time.
  - Includes step by step instruction
- SOPs can be useful used as a training tool
- SOPs are always written and include a training record

**Practice: How we will do it**

- Use Practices when there is not set/preferred way to accomplish it. The outcome is what matters.
- Example: Training on not bruising produce
- Practices can be written or not, and include a training record.

**Need a SOP or a Practice?**

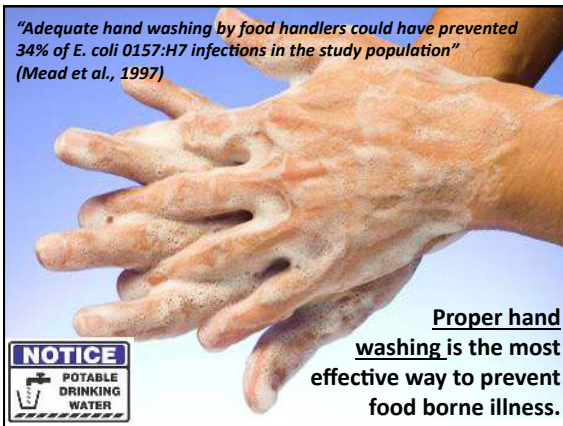
Consider regulatory requirements, adherence to a specific commercial standard, and the farms' accountability needs.

Form Name: \_\_\_\_\_ Address: \_\_\_\_\_ Date of Issue: \_\_\_\_\_

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

Area of Food Safety Action	What	How SOP or Practice	Who	When	Training	Record	Check in
Hand Washing	POLICY: Everyone who handles or supervises produce must use proper hand-washing techniques.	Written SOP	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, volunteers, and visitors.	Workers are required to wash their hands before beginning work. - Rubbing hands in lukewarm water - Breaks - Using the restroom - Smoking - Or otherwise compromising the sanitary nature of hands.	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 additional training is needed. The hand-washing SOP is used for training. Signs are posted in bathrooms and eating areas.	Records are kept of training on hand-washing in the Training Training folder.	1 Date: _____ Written by: _____

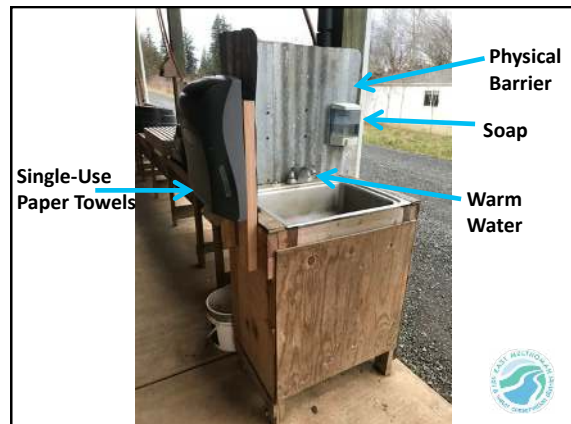
**Your Food Safety Action Plan Can Serve As a SOP**



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

Always wash hands before handling produce. Hand sanitizer may be used after hand washing with soap and water.

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





**Toilets and Hand Washing Facilities**

OSHA: within a quarter-mile of the work site  
 P. Rule doesn't specify distance  
 Evaluate safety: (vehicle provided/ time allowed)

**TRAINING:**  
 Address Cultural Habits

Should be located where it will not be a source of contamination of food.

What should be improved?

**Reinforce Food Safety Habits**

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

Human Health and Hygiene Action Plan

Tasks: clearly what you plan to do and create accountability

Area of Food Safety Action	Action	Who is required to do this?	When is this done?	SOP: is there a SOP written on this beyond this plan?	Training: What training is done, who, and when?	Records: What record keeping system is kept for this action?	Rank: 1-3: High to priority
toilet and Hand Washing Facility and Sanitation							


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**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 in the designated binder)

Employee Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Person completing report: \_\_\_\_\_

**ILLNESS:**

Date and Time of First Symptoms: \_\_\_\_\_

Symptoms: (check all that apply)

Fever  Vomit

Respiratory  Jaun

Sore Throat w/ Fever  Lesic

- Email
- Log
- 3 ring binder

**FILL IT IN: Sick Employees**

Area of Food Safety Action	What	How SOP or Practice	Who	When	Training	Records	How to Report	When to Report
Sick Employees	Any employee who is sick must notify the food safety person or leader 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.	How to this done? 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 abscesses) - Swelling 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 sign up for additional training or 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. Logs kept records will be filed. Trainings are recorded in the Worker Training Log and stored in the Worker Training Log binder.	How to Report	When to Report

- 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**


**In The Field or Packinghouse** SOP

- 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**

*Remove or cover hand jewelry that cannot be adequately cleaned and sanitized during periods in which covered produce is manipulated by hand.*




**You decide your jewelry policy.**

- Is it secure? A contact surface?
- 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).



*Pathogens can hide under rings.*

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



**Glove use is not required!**  
*If you use gloves have a Glove Policy Sample provided*



**Avoid contact with animals (other than working animals)**



**What is your farm policy?**

Reptiles (such as turtles, lizards, and snakes,) baby chicks, and small rodents (such as hamsters) often carry Salmonella.



What else?

- Mosquito spray?
- Hand lotion?
- Cosmetics?
- Deodorant?
- Cell phones?
- .....

GAPS and Produce Rule might not specify but you might want to.





**Training and Documentation**

**B**

1. **VOLUNTEERS:** Trainee and trainer
2. **TRAIN:** Using one of the SOPs in Health & Hygiene, the “trainer” will train the “trainee”, answer the “trainee’s” questions, and have the trainee demonstrate understanding.
3. **JUDGE:** The audience must be satisfied that the trainee is properly trained.
4. **DOCUMENT:** After the “trainee” is trained, collect signatures on the template “Worker Training Documentation”

Health and Hygiene Plan for \_\_\_\_\_ Farm **B**

**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, bonnet or equivalent) are required to be worn when packing product.

Add to it through out today to plan for areas that you will be training.

WORKER TRAINING DOCUMENTATION		
Farm Name _____		Address _____
Training Topic	Date	Signature of trainee: <i>I received training and answered in a language</i>

Document what was trained, your lesson plan or SOP, etc. . . .

**SOPS you might include:**

- Standardized practices that address food safety risks
- Pest monitoring method
- Cleaning/sanitizing material preparation and process
- Monitoring of cold areas
- Inspection procedure

**Beware of SOPing Your Staff To Death!**

**Write a Standard Operating Procedures (SOP) to Minimize Potential Risks.**

**SOPs should include:**

- **Title, Date, and Author:** Descriptive title, date written and updated, and who wrote it
- **Responsibility:** Who does it and who makes sure it gets done
- **When:** When and how often the procedure is performed
- **Materials:** A list of the items needed to accomplish the task
- **Detailed Procedure:** Step-by-step, in order, list of what one must do

**Additional information that is often included:**

- **Policy:** Rules on practices on your farm to minimize risks
- **Purpose:** “Description” or “Why we do this”
- **Records:** What records will be kept of the action

**Suggestions for easy to follow SOPs**

- Keep SOPs Focused On Action
- Start with a verb (action word) when possible
- Break steps into numbered tasks
- Be concise
- Be specific

**Don't SOP Your Employees To Death!**



NC Fresh Produce Safety Trainings- Video 1: Worker Health and Hygiene Training

- 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/>

**Monitoring:** Conduct planned observations or measurements to assess whether a process or procedure is under control.




**Develop a monitoring process to ensure:**

- Workers are following food safety practices and policies
- Facilities are clean and well stocked

**This can include:**

- Training supervisors to observe employee behavior
- Appointing someone to check facilities
- Using monitoring logs


**Corrective Actions:** Actions taken to correct a problem and identify why it occurred in order to prevent it from happening again. Some corrective actions can be anticipated ahead of time if a problem is likely to occur.



- Workers are not following food safety policies. Ex:
  - Develop rewards to encourage positive practices
  - Implement deterrents for poor practices
- Facilities are not cleaned, restocked or are broken
  - Sanitation company contact on speed dial
  - Retrain workers

### Recordkeeping

- Document actions taken to support worker health, hygiene, and training on the farm such as:
  - Worker training programs
  - Monitoring and restocking of toilet and handwashing facilities
  - Illness and injury reporting
  - Restocking of first aid kits



## WHOLESALE SUCCESS

**THANK YOU!**

- Resources
- Follow-up

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[www.onfarmfoodsafety.org](http://www.onfarmfoodsafety.org) [www.familyfarmed.org](http://www.familyfarmed.org) **FAMILYFARMED** **USDA** This institution is an equal opportunity provider.

### Tips on How to Have a Successful Food Safety Audit or Inspection

#### Prior to an Audit or Inspection

- Have a written policy for inspections by food safety auditors and government enforcement officers visiting the farm.
- Perform a self audit

### What To Do During the Audit or Inspection

- Treat food safety auditors and enforcement officers professionally
- Require identification and ask for the reason of the visit
- Take charge of the visit
- Strive for clear communication
- Be prepared to support your systems



### What Not To Do During the Audit or Inspection

- Do not admit to any fault or deficiency or sign any forms admitting to fault, without proper legal advice.
- Do not volunteer information.

### Follow-Up

#### Follow-Up Right After the Audit or Inspection

- When agreement is not reached

#### Follow-Up Some Time After the Audit or Inspection

- Audit results
- Inspection results



The image shows a screenshot of a website. The title is "Food Safety Action Plans and Whole Success Materials". The main content area is titled "Human Health, Hygiene and Worker Training" and lists several items: "Human Health and Hygiene Action Plan", "Worker Training Documentation", "Sample Hand Washing SOP", and "Write a Standard Operating Procedure". Below this is "Sanitation and Cleanliness" with "Zone Management" and "Sanitation Plan". Then "Water and The Produce Rule" with "The Produce Rule and Agricultural Water" and "Water Action Plan". Next is "Postharvest" with "Harvest, Postharvest, and Transportation Action Plan". Then "Record Keeping, Traceability, and Recall Plans" with "Traceback and Recall Plan" and "Produce Rule Record Keeping Requirements". Finally, "Land Use and Biological" with "Land Use Action Plan || W", "Examples for Land Use Ac", and "Biological Soil Amendment". On the right side, there is a "Communication" section with a photo of a person and some text. At the bottom, there are two website URLs: "www.onfarmfoodsafety.org" and "www.atinadiffley.com".