

Worker Health, Hygiene, and Training Overview

This section outlines how to make sure workers know about food safety risks, understand how they can reduce risks while they are working, and have the resources required to properly do their jobs. Because workers are present in the fruit and vegetable growing and packing environments, their health and hygiene practices and other actions directly affect the safety of produce. An effective worker health, hygiene, and training program can only happen with grower commitment and oversight.

Implement training programs to effectively reduce risks

- Use a language workers understand.
- Describe how and when to properly wash hands while working on the farm.
- Discuss the importance of being clean and wearing clean clothes to work.
- Explain why workers should not be working when ill.
- Teach workers how to handle injuries and illnesses on the farm.
- Describe which farm food safety practices and **Standard Operating Procedures (SOPs)** workers are responsible for completing and why these practices are important.

Provide facilities and equipment so workers can follow your food safety plan

- Provide clean, private, and well stocked toilets and hand washing facilities .
- Provide all equipment necessary for implementing food safety practices such as access to cleaning supplies and **personal protective equipment (PPE)**.
- Develop detailed SOPs to ensure proper implementation of practices.
- Make sure all workers know where all equipment and supplies are located and when they are to be used.

Encourage communication so workers will help you identify and reduce risks

- Set a good example.
- Develop a system for communication that is shared during trainings.
- Acknowledge proper behaviors and discourage improper behaviors.

Implement training programs to effectively reduce risks

Workers are the foundation of all food safety programs because they are responsible for implementing the food safety practices. Training should be in the language workers understand to create the best opportunity for learning. Include farm specific food safety practices and SOPs in worker education programs to encourage workers to actively participate in the farm food safety program. Information should be reinforced continuously through the use of posters, refresher trainings, and by management setting a good example. Good training will help workers recognize a risk when they see it and encourage them to do something about it.

The importance of the cleanliness of every worker's hands throughout all phases of production cannot be over-emphasized because they may be directly touching the produce. All workers, even family members, should receive instruction in proper hygiene practices as well as other food safety practices that you are using on your farm. Hand washing should occur after using the restroom, before starting or returning to work, and before and after eating or smoking to reduce the risk of contamination. Hands must be washed before handling produce. People who are ill or who have symptoms such as nausea, vomiting, or diarrhea can contaminate fruits and vegetables and should not handle produce. Open or infected wounds, blisters, or bleeding cuts also can transmit harmful pathogens to produce. Workers should be taught how to wash and bandage cuts as well as how to check the area around them to be sure

no blood has contaminated fresh produce or food contact surfaces. All contaminated produce should be discarded and contaminated food contact surfaces cleaned and sanitized. With proper bandaging, (e.g. a bandage with a secondary covering such as a glove), workers may return to work or be assigned to tasks that do not include handling fresh produce.

Provide facilities and equipment so workers can properly follow your food safety plan

Providing clean, accessible, and well-stocked restroom facilities including toilets and hand washing stations is critical to workers' hygiene practices. To encourage the use of the facilities, cleaning and maintenance should be regularly scheduled and recorded in a log. Workers need to be provided with the proper tools to do their job well. If your food safety plan has SOPs make sure workers have access to all equipment, tools, supplies, and PPE listed in the SOPs.

Encourage communication so workers will help you identify and reduce risks

Good communication encourages workers to report risks including injuries and illnesses. Stress the importance of communication during trainings. There must be a system developed so workers know how to communicate their concerns with their supervisor. When workers find food safety risks, they should report the risks and learn how to reduce the risks they have identified. Proper behaviors and actions should be acknowledged and improper behaviors discouraged. Farm owners and managers should focus on:

- Developing a farm food safety plan that includes a worker health, hygiene and training policy.
- Educating workers about food safety risks and how to identify and reduce risks.
- Providing workers with all the resources they need to do their jobs properly.
- Enforcing the proper use of toilets and hand washing facilities.

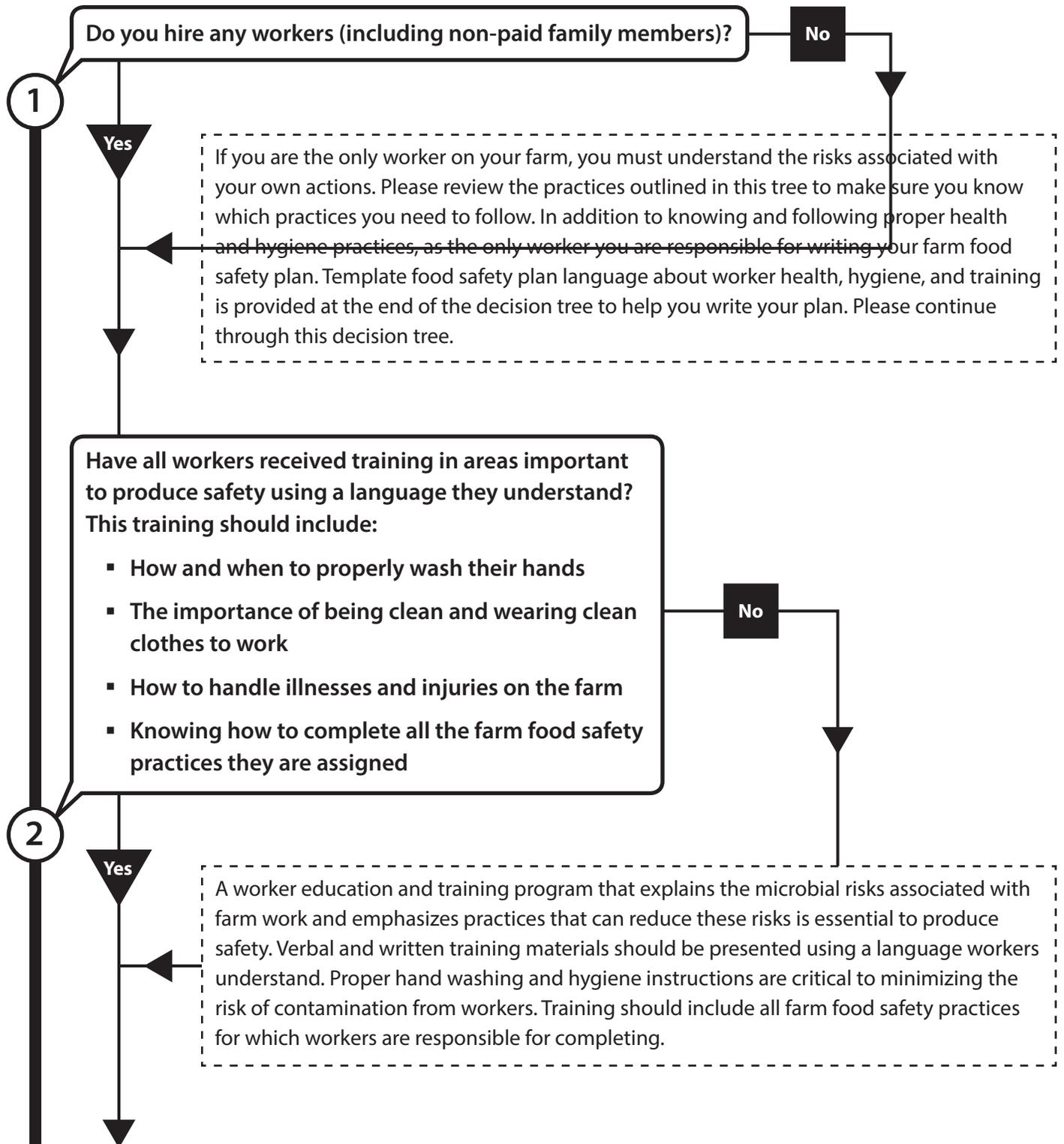
- Paying attention to the health of workers.
- Encouraging workers to report injuries and illnesses.
- Keeping records of all training sessions, illness and injury reporting, and other food safety practices such as toilet and hand washing facility monitoring and cleaning.

Templates and Sample Policies

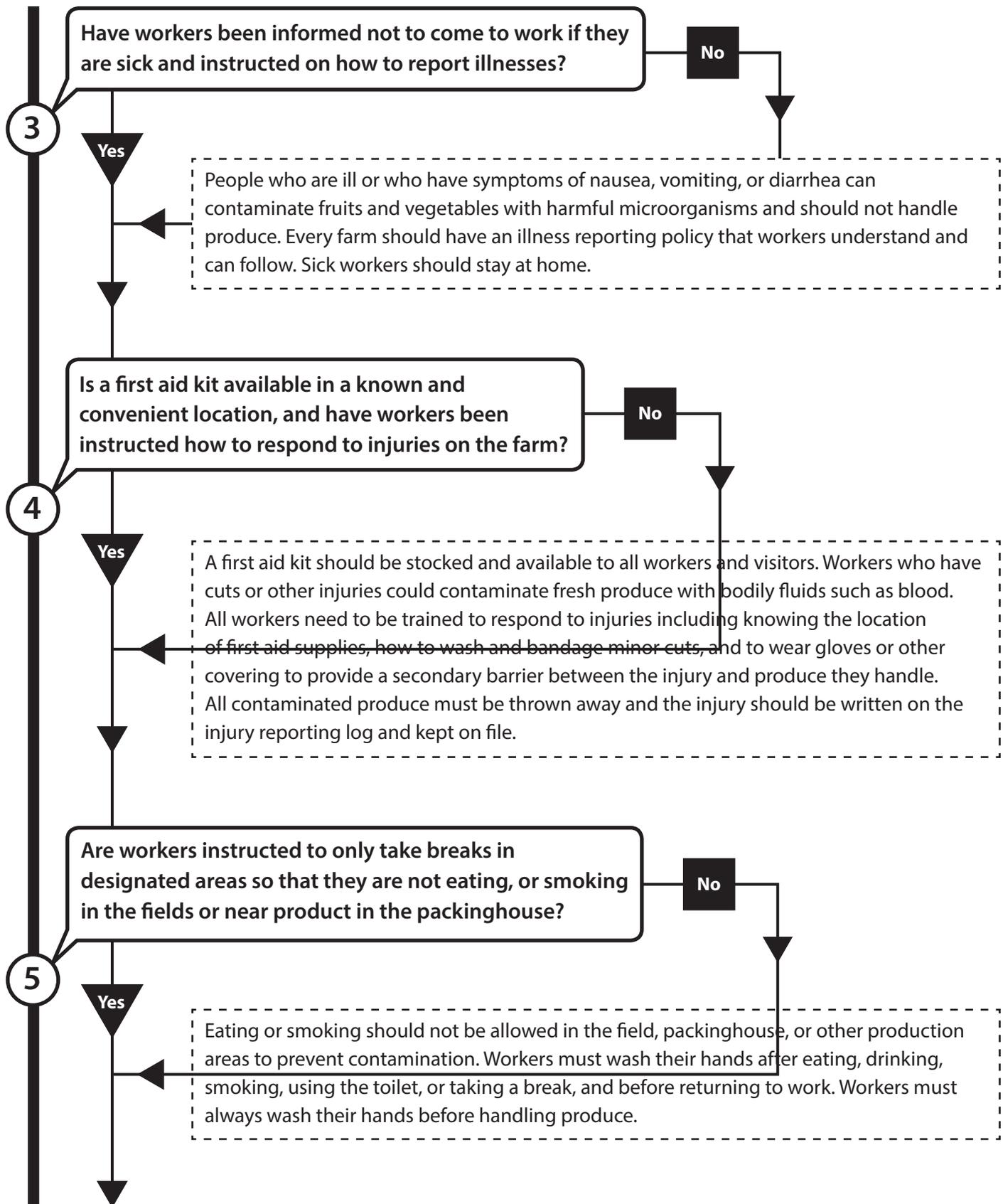
Recordkeeping templates and sample SOPs are provided as part of the *Worker Health, Hygiene, and Training Decision Tree*. These templates, SOPs and recordkeeping logs should be tailored to meet the needs of your farm, so modify them by adding practices you have in place or by removing practices that are not necessary on your farm.

The information in the template food safety plan, SOPs, and recordkeeping logs are examples you can use. They are not intended to be used directly. Tailor each to fit your farm operation and practices. These documents are guidance for risk reduction and for educational use only. These documents are not regulatory and are not intended to be used as audit metrics. These documents are subject to change without notice based on the best available science.

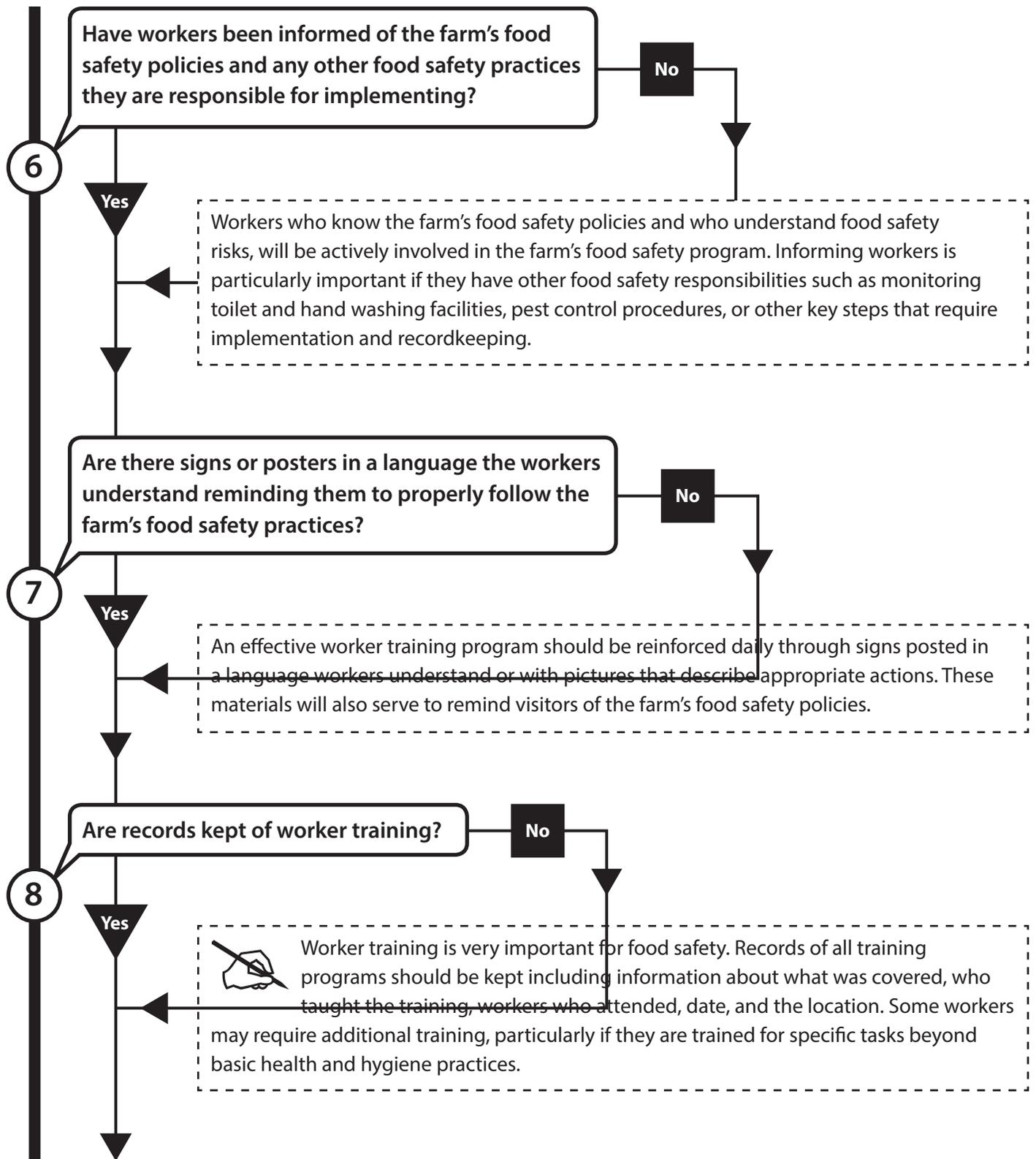
Worker Health, Hygiene, and Training Decision Tree



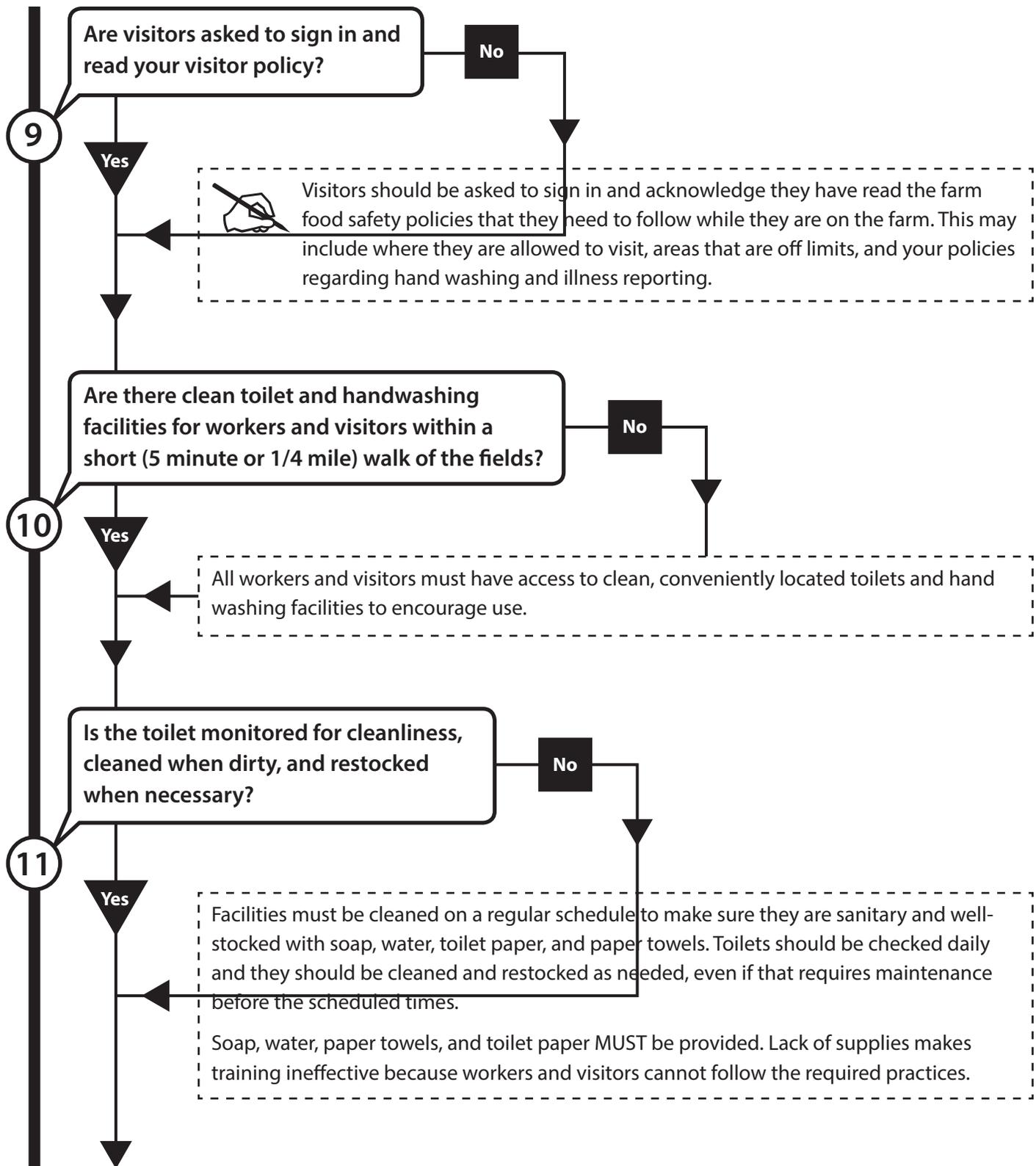
Worker Health, Hygiene, and Training Decision Tree



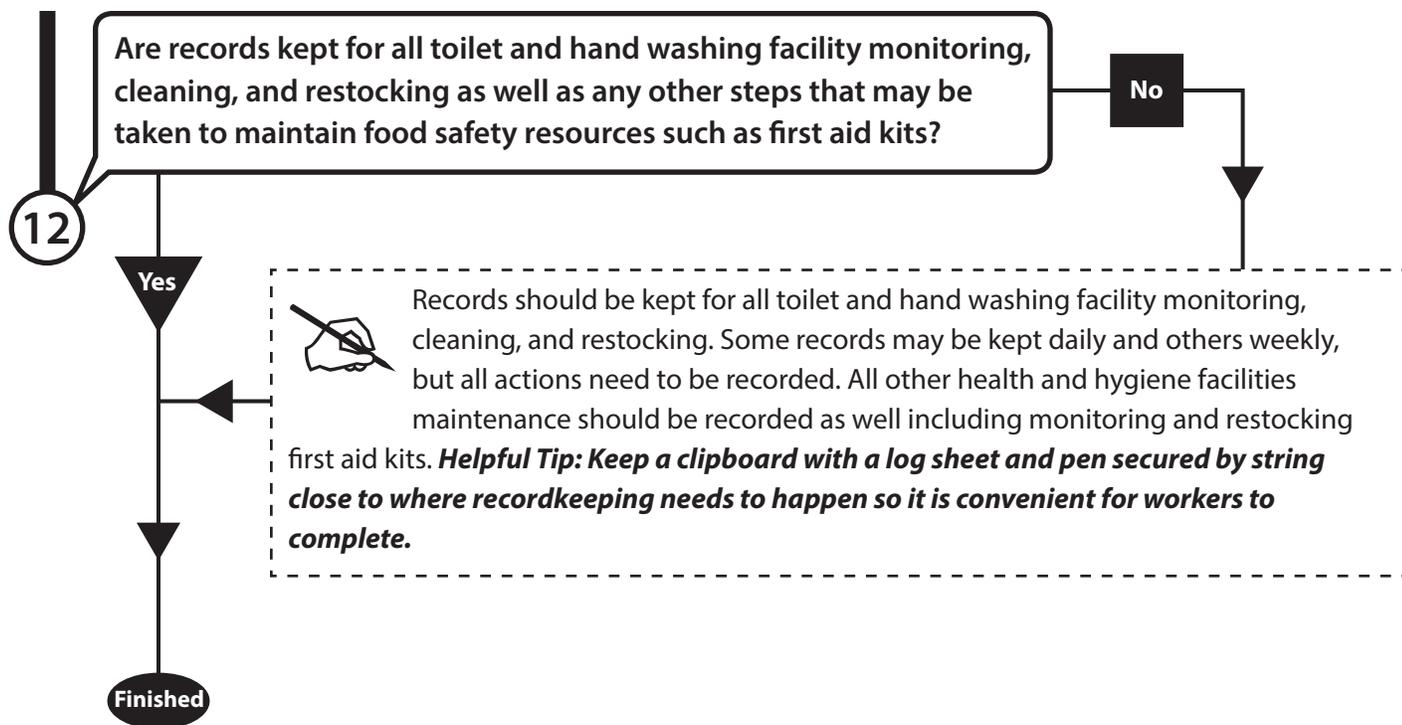
Worker Health, Hygiene, and Training Decision Tree



Worker Health, Hygiene, and Training Decision Tree



Worker Health, Hygiene, and Training Decision Tree



Sample SOP: Hand Washing

Revision: 2.0

Date: 07/16/14

1—Purpose

Describes the correct method for hand washing while working or visiting the farm.

2—Scope

Applies to all farm personnel including farm owners, and workers, and farm visitors.

3—Responsibility

Everyone on the farm should understand and practice proper hand washing, regardless of their job or activities on the farm.

4—Materials

- Sink
- Water
- Soap
- Single-use paper towels
- Trash can (preferably with a lid)

5—Procedure

Procedure to be completed before the beginning of work, after each break, after eating or smoking, after using the toilet, at the end of the day, and at any other time hands become dirty.

1. Wet hands with water.
2. Apply soap and lather. Be sure to wash the front and backs of hands as well as in between the fingers. Rub hands together for AT LEAST 20 seconds.
3. Rinse hands thoroughly.
4. Dry with a paper towel (and turn off faucet with used paper towel).
5. Throw the paper towel in the trash can.

Sample SOP: On-Farm Illness and Injury

Revision: 2.0

Date: 07/16/14

1—Purpose

Describes what to do when an illness or injury occurs on the farm.

2—Scope

Applies to all farm personnel including farm owners, and workers, and farm visitors.

3—Responsibility

Everyone on the farm should know what to do when an illness or injury occurs and what recordkeeping needs to be completed. Management needs to know where completed records are to be filed and stored.

4—Materials

- First aid kit
- Water
- Soap
- Single-use paper towels
- Telephone for 9-1-1
- Injury reporting log

5—Procedure

This procedure must be completed in the event of an illness or injury. Variation in response is directly related to the extent of the injury. In the event of an illness or injury:

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 illness or 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.
3. If injury is a cut or scrape, 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. If an illness, assist the person as needed. Assess whether they can drive themselves home or if they need transportation to a clinic or hospital.
4. Notify the farm owner or supervisor to make him/her aware of the illness or injury.
5. Check the area where the illness or injury occurred. If blood, vomit, or other bodily fluid is on equipment or a cleanable surface, wash the area with soap and water to remove the bodily fluid then apply a sanitizer.
If any bodily fluid has come into contact with any fresh produce, throw the produce away.
6. Write down the details on the illness and injury reporting log and submit to management for review, filing, and storage.

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.

Sample Field Sanitation Unit Service Log

Name of farm: Pleasant Valley Farm

Please see the food safety plan for overall information on field sanitation unit service procedures.

If contracted with a sanitation company, attach service/cleaning receipt.

Sanitation unit #*	Date of cleaning	Cleaned by (name)	Date of servicing	Serviced by (name)	Supplies stocked** (list supplies)
5	6/12/13	Joe Anderson	5/8/13	Tom Miller	Paper towels, toilet paper, soap

* See field map for locations of each unit in fields.

** Sanitation supplies are single-use towels, toilet paper, hand or anti-bacterial soap, potable water for hand washing.

Reviewed by: _____ Title: _____ Date: _____

Sample Illness/Injury Reporting Log

Name of farm: Pleasant Valley Farm

Please see the food safety plan for overall illness/injury reporting procedures.

Date	Name of employee	Injury/Illness reported	Action taken (ice applied, bandaged, sent to hospital, etc.)	Did employee return to work? (Yes or No)	Initials
7/20/13	Maria Gonzales	Cut finger while harvesting cabbage.	Cleaned wound, applied antiseptic, applied a bandage and gave her disposable gloves to wear.	Yes	EAB

Reviewed by: _____ Title: _____ Date: _____

Sample First Aid Kit Monitoring Log

Name of farm: Pleasant Valley Farm

Please see the food safety plan for detailed first aid kit monitoring procedures.

Date	First Aid Kit # or location	Checked (✓)	If restocked, list added items here (e.g. bandages, ointment)	Initials
5/18/13	Production area.	✓	Added another box of adhesive bandages.	EAB

Reviewed by: _____ Title: _____ Date: _____

Sample Restroom Monitoring and Cleaning Log

Name of farm: Pleasant Valley Farm

Please see the food safety plan for detailed first aid kit monitoring procedures.

Date	Restroom # or location	Checked (✓)	Cleaned (✓)	Supplies filled/actions completed	Comments (e.g. special maintenance required)	Initials
4/30/13	#3	✓	✓	Cleaned the inside and emptied trash	None	EAB

Reviewed by: _____ Title: _____ Date: _____

Sample Worker Training Log

Name of farm: _____ Date: _____

Trainer: _____ Training time: _____

Location: _____

Training materials: Please attach any written materials and provide an outline of the training topics discussed. Also reference any relevant SOPs or sections of your farm food safety plan that apply.

Employee Name (please print)

Employee Signature

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____

Reviewed by: _____ Title: _____ Date: _____

Sample Visitor Log

Name of farm: Pleasant Valley Farm

Please see the food safety plan for information on food safety procedures for visitors.

Date	Enter time	Exit time	Visitor (name)	Purpose of visit	Host (initials)	Read visitor policy (yes or no)
6/4/13	8:30 am	9:45 am	Jason Gointobe	Looking for new cabbage supplier	EAB	Yes

Reviewed by: _____ Title: _____ Date: _____

Template Language for Worker Health, Hygiene, and Training Section of a Farm Food Safety Plan

Risk Assessment

Workers' health and actions directly impact the safety of fruits and vegetables they harvest and pack. If workers are sick, do not wash their hands properly, or are not aware of food safety risks and practices that reduce risks, they could contaminate fresh produce while they work.

Actions to Reduce Risks

All workers on the farm are trained to follow the farm food safety plan. Worker training includes instructing workers to stay home if they are sick and to report any illnesses or injuries that occur while working. Workers are instructed to wash their hands before handling produce, after using the toilet, before starting or returning to work, before and after eating or smoking, and whenever their hands are dirty. This is important both for their health and for the safety of the fresh produce.

First aid kits are provided and the location of all first aid kits is reviewed during the training programs. First aid kits are regularly monitored and restocked when needed. This information is kept in the first aid log located **[enter location here]**. Workers are also instructed how to bandage minor cuts, cover them with a secondary barrier, and how to dispose of produce that may have been contaminated with bodily fluids such as vomit and blood. All illnesses, injuries, and accidents are written in the illness/injury reporting log located **[enter location here]**.

Visitors also represent a food safety risk, so all visitors are required to review the visitor policy and follow company food safety policies as outlined. Visitors are asked to sign in when entering the farm and verify that they have read the policy. The Visitor Log is located **[enter location here]**.

All workers and visitors have access to conveniently located, clean, and well-stocked toilets and hand washing facilities. Facilities are within a 5 minute or ¼ mile walk of the work locations. These facilities are monitored to ensure that they are clean and well-stocked. Actions to maintain all toilet and hand washing facilities are documented and located **[enter location here]**.

Finally, all recordkeeping logs are reviewed by management **[Can enter name of individual here if only one person]** and kept on file for at least 2 years **[enter location here]**.