

Farmers Are Food Handlers

Responsible For The Safety Of Their Product



Atina Diffley, FamilyFarmed.org trainer, www.atinadiffley.com

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 _____ Date Created _____
State clearly what you plan to do and create accountability _____ date | written by _____

Area of Food Safety Action	What	How	Who	When	Training	Record	Rank	Check
		SOP or Practice					5-8	in
		How is this done?	Who is required to do this?	When is this done?	What training is done, who, and when?	What records are kept for this action? When?	1 is highest or greatest	Done With By
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.	Workers are required to wash their hands before: - Beginning work - Putting hands in tank water after - Breaks - Using the	Everyone who handles produce 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 in the Training 3-ring binder	1	Done With By

- There are no requirements for a specific FSP

- FSPs need to be appropriate for your operation

- FSPs can be simple

Farm Name _____ Address _____ Date Created _____
State clearly what you plan to do and create accountability _____ date | written by _____

Area of Food Safety Action	What
Policies To Reduce Risk	Policy: What we will do...
Hand Washing	POLICY: Everyone who handles or supervises produce must use proper hand-washing techniques.

- 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.

- Audits specify which policies must be written.

Form Name: _____ Address: _____ Date Created: _____

Human Health and Hygiene Action Plan

State clearly what you plan to do and create accountability

date | written by

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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 Created: _____

Human Health and Hygiene Action Plan

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Your Food Safety Action Plan Can Serve As a SOP

www.dev.onfarmfoodsafety.org/food-safety-binder-supplemental-forms/

Protected: Food Safety Binder Supplemental Forms

Password: FSActionplans

http://www.dev.onfarmfoodsafety.org/food-safety-binder-supplemental-forms/

On-Farm Food Safety Plan Tool Is Based on Harmonized GAP Standards

On-Farm Food Safety Project

Easy to Switch to Spanish

Saves incomplete and completed manuals for later use

Manuals can be saved for completion later.

OnFarmFoodSafety.org

Sample Question

Simple, yes or no answers.

Is there a person(s) at your farm who has responsibility and authority for food safety? ☐ Yes ☐ No

View Best Practice information

Best Practices Links Available

Extra Info, Links to resources, and recommendations are provided.

Food Safety Action Plans and Whole Success Materials

Human Health, Hygiene and Worker Training

- Human Health and Hygiene Action Plan
- Worker Training Documentation
- Sample Hand Washing SOP
- Write a Standard Operating Procedure

Sanitation and Cleanliness

- Zone Management
- Sanitation Plan

Water and The Produce Rule

- The Produce Rule and Agricultural Water
- Water Action Plan

Postharvest

- Harvest, Postharvest, and Transportation Action Plan

Record Keeping, Traceability, and Recall Plans


- Traceback and Recall Plan
- Produce Rule Record Keeping Requirements

Land Use and Biological Amendments

- Land Use Action Plan || Wild Farm A
- Examples for Land Use Action Plan
- Biological Soil Amendments and the

www.onfarmfoodsafety.org
www.atinadiffley.com

"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




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.

HAZARD & RISK ASSESSMENT

- What's working?
- What would you like to improve?




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)



Reinforce Food Safety Habits

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

PLEASE USE TOILETS PROVIDED IN THE FIELD

YES

NO

NO

POR FAVOR, USE LOS BAÑOS DISPONIBLES EN EL CAMPO

Human Health and Hygiene Action Plan

Write clearly what you plan to do and create accountability

Area of Food Safety Action	Action	Who	When	SOP	Training	Records	Rank
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?	Is it higher or lower priority?	
toilet and Hand Washing Facility and Sanitation							

Page: 1

POLICY: SICK PEOPLE DON'T WORK WITH FOOD

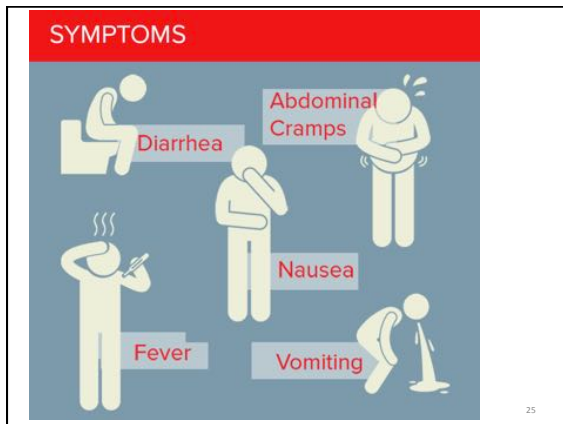
If someone has any of these symptoms:

- 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 Report

(Completed forms will be collected and kept on file)

Employee Name: _____

Today's Date: _____

Person completing report: _____

ILLNESS:

Date and Time of First Symptoms: _____

Symptoms: (check all that apply)

☐ Fever ☐ Vomiting

☐ Respiratory ☐ Jaundice

☐ Sore Throat w/ Fever ☐ Lesion

- Email
- Log
- 3 ring binder

FILL IT IN: Sick Employees

Area of Food Safety Action	What	How SOP or Practice	Who	When	Training	Record	Work
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 is 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 tint) - Sore throat with fever - Lesions containing pus (including boils or infected wounds, including small) 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 start and as additional training is 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 in clipboard. ILLNESS records will be filed. Trainings are recorded in the Worker Training Log and stored in the Worker Training 3-ring binder.	1 2 3 4 5 6 7 8 9 10 11 12



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

In The Field or Packinghouse **EXAMPLE 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.

FDA

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).

FDA

Pathogens can hide under rings.

Pathogens can hide behind long nails!



Better!



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

FDA

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



Avoid contact with animals (other than working animals)


FDA

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.

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



FDA



Cornell University
College of Agriculture and Life Sciences

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

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 packaginghouse.
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.

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Schermers, A.L., Visser, G.J., Wolt, and S.K. Aronson, www.gaps.cornell.edu

Up next Autoplay ⌵ ⌵

Fruits, vegetables and food safety: Food Safety Begins On The Farm
AgriNetworks.com/nc
4:00 views

NC Fresh Produce Safety Trainings- Video 2: Sanitary and Hand Washing Facilities
Danae T Thompson
391 views


Food Safety & Hygiene Training Video In English Level 1
AgriNetworks.com/nc
17:23 views

Fresh Produce Safety: Hand Washing
Fresh Produce Safety
109 views


NC Fresh Produce Safety Trainings- Video 1: Worker Health and Hygiene Training
Danae T Thompson
2,541 views

NC Fresh Produce Safety Trainings- Video 4: Cross Contamination Training
Danae T Thompson
241 views

NC Fresh Produce Safety Trainings- Video 3: Worker Health and Hygiene Training
Danae T Thompson
2,541 views

Training and Documentation	
1. VOLUNTEER: Trainer	
2. PRESENT INFORMATION: Show video	
3. QUESTIONS	
4. TRAINEE DEMONSTRATION OF KNOWLEDGE	
5. EVALUATE: Is trainer satisfied that the trainees understand, can and will follow procedure?	
6. DOCUMENT: Collect signatures on the template "Worker Training Documentation."	



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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. . . .

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: <ul style="list-style-type: none"> • 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 <table border="1"> <thead> <tr> <th></th> <th>Clothing Cleanliness, Hair Coverings, Personal Protective Gear, Gloves, and Jewelry</th> </tr> </thead> <tbody> <tr> <td>1</td> <td> Action Clothing must be of adequate cleanliness to not contaminate produce for tasks that include produce handling and food contact equipment during harvest and postharvest. </td> </tr> <tr> <td>2</td> <td> Appropriate hair coverings (baseball cap, beanie or equivalent) are required to be worn when packing product. </td> </tr> </tbody> </table>			Clothing Cleanliness, Hair Coverings, Personal Protective Gear, Gloves, and Jewelry	1	Action 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.
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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



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!**

WHOLESALE SUCCESS

THANK YOU!

- Resources
- Follow-up

james@familyfarmed.org
onfarmfoodsafety.org
familyfarmed.org
atinadiffley.com

www.onfarmfoodsafety.org
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