

2.0 Worker Health and Hygiene (Answers G-4 - G-8, G-11 - G-15)

Purpose:

To address proper worker health and hygiene and to reduce the potential of contamination by a worker: either by their actions, hygiene practices, health, or habits.

Concern:

All workers have direct access to the entire food supply chain on the farm and thus have the potential to contaminate or cross-contaminate produce, which may result in increased probability of an adulterated produce and/or food-borne illnesses.

Contaminant Introduction:

- Appropriate drinking-water quality standards help ensure that contaminants are not introduced and promote employee health.
- Proper sanitation, health, and hygiene practices and policies teach employees and visitors to limit contamination of the work environment.

Policies and Procedures:

List what you are doing to avoid introducing contaminants and promote employee health. These are some sample policies.

General Policies and Procedures:

All workers and visitors involved in the production, harvesting, transporting, and marketing of crops on **Farm Name** are to follow the appropriate GAP policies and procedures to maintain food safety at all levels.

Farm name General Employee Policies:

All employees must sign and date the General Employee Policies for Food Safety found in Appendix 2.1. All farm workers and visitors who will be directly handling fresh produce at this facility will conduct themselves according to the general policies and procedures set forth below.

Farm name Procedures:

Farm Workers and Visitors Orientation

All employees will be trained in food safety and personal hygiene based on the Employee Health and Hygiene Training Content in Appendix 2.2. Employees and visitors will be provided with a brochure of food safety requirements in the appropriate language (English or Spanish) located in Appendix 2.3. Each employee will be required to sign a training roster (Appendix 2.4) signifying that they have received, understand, and will comply with these requirements.

All visitors will be required to sign in at the farm office upon entry to production areas. The visitor log is maintained in Appendix 2.5. Visitors will be given an overview of food safety requirements (worker and visitor hygiene training content

and brochure located in Appendix 2.3) in the appropriate language. By signing the log, visitors are certifying that they have received a copy of the Food Safety Procedures for Farm Workers and Visitors brochure and will comply with all policies and procedures, including proper sanitation and hygiene practices.

Worker Health

Workers with intestinal illness or infectious disease (diarrheal symptoms) should not be allowed to work in contact with fresh produce and should be assigned other duties when appropriate. Workers should promptly report any illness, cuts, abrasions, lesions, boils, sores, infected wounds, or other injury or illness to their supervisors and seek prompt attention. Injury or illness is recorded in Appendix 2.6. Produce that has come into contact with feces, blood, saliva or other body fluids will be immediately removed from the field, packing house, or storage area in accordance with the procedures in Appendix 2.7 - Emergency Procedures for Handling Produce That Has Come Into Contact with Blood or Body Fluids. Once the supervisor or crew chief has been notified of any of the above conditions, he or she will take appropriate measures to assign worker to a task that will not contaminate produce or equipment. An appropriate measure for minor cuts or open sores could be a combination of a leak-proof bandage as well as disposable nitrile gloves that completely cover the injury. The employee may return to work at the discretion of the supervisor. An adequately stocked first-aid kit should be available for immediate use.

Worker Hygiene

Workers should bathe and wear freshly laundered clothes daily. Employees must wash their hands with soap and running water before starting work, after breaks, after using the bathroom, and after touching unsafe materials (such as tools, contaminated produce or soil, and human body parts). Readily understandable signs are posted to instruct employees to wash hands before beginning or returning to work. Proper hand-washing procedure involves the following steps:

1. Wet hands with potable water, apply soap, and work up lather.
2. Rub hands together for at least 20 seconds.
3. Clean under the nails and between the fingers.
4. Rinse under the potable running water.
5. Dry hands with single use towel.

Employee Breaks

Break areas will be provided for all employees and will be separated from areas where product is handled. Smoking, chewing gum or tobacco, eating, and drinking are prohibited in the work area.

Potable drinking water will be provided for all employees. Drinking stations will be readily accessible and stocked with single-use cups. A first-aid kit will be accessible in a designated area during each shift. It is the responsibility of the field supervisor

to ensure drinking water containers are filled with potable water and refilled at designated potable water sources.

Application of Pre-/Postharvest Materials

Only employees with a pesticide applicator license or under the supervision of someone holding a pesticide applicator license may apply pesticides. Pesticide training certificates are maintained in Appendix 2.8. All non-regulated materials (such as fertilizer and waxes) will be applied by trained personnel; following all label instructions for quantity, application timing, mixing, application, storage, and disposal.

Appendix 2.1

General Employee Policies for Food Safety on **Farm name**.

1. No jewelry, including rings, watches, bracelets, necklaces, pins, earrings, nose rings, hairpins, or combs, may be worn in the field. A wedding band is allowed if employees wear nitrile gloves.
2. Personal belongings, including sacks, lunch bags, and clothing not being worn, should be stored in a designated area away from the field.
3. Pets are not allowed in the field.
4. Employees should not walk, step, sit, or lie on raw produce, packaging material, or food contact surfaces of equipment.
5. Smoking, chewing gum or tobacco, eating, and drinking are prohibited in the field area where crops are growing.
6. Absolutely no urinating, defecating, spitting, or nose-blowing on the ground or around the fields is allowed. Never allow any body fluid of any kind to come into contact with produce or in any of the work environment where not specifically allowed.
7. Hands must be washed before starting work, after breaks, after using the bathroom, and after touching unsafe materials (such as tools or human body parts). Employees will be regularly observed for compliance with the requirement of washing hands.
8. Proper personal hygiene and sanitation must be practiced by all personnel. Workers should bathe daily and wear freshly laundered clothes each day.
9. Personnel must promptly report and seek treatment for any illness, lesions, boils, sores, infected wounds, or other injury. Sick or injured employees should not come to work or should check with their supervisors before starting work. All workers diagnosed with an illness or workers with diarrheal symptoms are not allowed to work in direct contact with produce or in other work environments, such as the field.
10. Supervisors and employees will be familiar with the “Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood, Saliva or Other Body Fluids” document and procedures.
11. First-aid kits will be kept by field supervisors.
12. Employees should check for appropriate pesticide warning signs before entering a field or starting work.
13. All employees must attend food safety and personal hygiene training before starting work with **Farm name**. All employees will be required to sign a roster stating that they received, understand, and will comply with these requirements.
14. A non-compliance form will be completed up to three (3) times if these policies are not followed.

By signing this document, employee agrees to adhere to all policies set forth.

Signature of Employee: _____

Signature of Supervisor: _____ Date: _____

Appendix 2.2

Employee Health and Hygiene Training Content

Resource to hand out to employees (downloadable for free)(BILINGUAL):

National GAPs Program. Did you know? In the field, there is a need for hygiene too!

Editors Elizabeth A. Bihn, Robert B. Gravani, and Kay Embrey 2005.

<http://www.gaps.cornell.edu/Educationalmaterials/Samples/FieldPhotoNovelSampleEng.pdf>

PROMOTE WORKER HYGIENE

One of the major sources of food-borne pathogen contamination is workers' hands. The single most effective method of preventing produce contamination is proper hand washing.

Hand washing:

- 1. Provide clean restroom facilities and stock them with soap, clean water, and single-use towels.**
- 2. Teach all workers about microbial risk and the importance of good hygiene.**
 - Poor hygiene can cause them to become sick and even die
- 3. Train all workers in proper hand-washing techniques**
 - 20 seconds of vigorous scrubbing with soap and water
 - Thoroughly dry with disposable hand towels
 - Properly wash hands after each visit to restrooms and before handling equipment, machinery, and raw produce

Restrooms and Hand-Wash Stations:

1. Restrooms will be easily accessible and stocked with disposable paper towels and soap in proper dispensers.
2. Portable restrooms will be stationed within ¼ mile or five minutes' walking distance of the work area and will be sufficient to provide one facility per 20 persons.
3. Portable restrooms will be directly accessible to the septic trucks servicing them and located in an area where leakage or spills will not contaminate crops.
4. Employees will always have the opportunity to use the facilities when they require them.
5. Management and employees will monitor all restrooms.
6. Restrooms will be cleaned, sanitized, and maintained, whenever the need arises.

Break Areas and Employee Water:

1. Break areas will be provided for all employees away from the harvest area to prevent contact with produce.
2. Cool, potable drinking water will be provided for all employees daily.
3. Drinking stations will be readily accessible and well stocked with single-use cups.

Injuries and illnesses:

1. Do not allow workers with open wounds to work.

- Open wounds can contaminate fresh produce.
- Bandages are necessary to protect wounds but can become contaminated. Restrict workers with bandaged wounds to areas where they do not come in contact with fresh produce.
- If hand wounds are bandaged, nitrile gloves must be worn to prevent the bandages from becoming a source of contamination. Gloves can also become contaminated. Change and discard gloves periodically, and prohibit gloves with holes or tears.

2. Workers who exhibit symptoms of illnesses should not be allowed to work in direct contact with produce.

- They can transmit their sickness to others.

Hygiene and Conduct:

1. All employees must shower or bathe daily.
2. Clean clothing should be worn every day.
3. Nails must be clean and trimmed. No false nails or false eyelashes.
4. Always wash hands after coughing and sneezing; after using the restroom, smoking, and taking breaks; before entering the work area; and after using the telephone.
5. No jewelry should be worn, except a wedding band.
6. Pens, pencils, or similar items must be carried in shirt pockets.
7. No bottles, cups, glasses, or any items made of glass are allowed in the work area.
8. Running, horseplay, or improper use of forklifts, tractors, trucks or other equipment is strictly prohibited.
9. Employee policies and procedures must also be followed by visitors in contact with produce or in produce flow zone.
10. Workers are responsible for cleaning up after themselves, including using garbage cans or other trash receptacles in work areas and restroom facilities.
11. Sick or injured employees cannot work without being examined by a physician or authorized by a supervisor to continue work.
12. Open cuts, boils, lesions, or rashes must be covered by pants, sleeves, or gloves.
13. Any product or packaging material exposed to feces, saliva, blood, or other bodily fluid must be destroyed immediately.
14. Short haircuts for men are recommended, but if long hair is worn, it must be tied back in a ponytail or bun.

15. Do not leave tools or parts that need repairing in the field or in production areas.
16. Food and drink are allowed only in designated break areas.
17. Anyone under the influence of drugs or alcohol is not allowed to work.
18. Pets or other domestic animals are not allowed in the work area.
19. Employees should not walk, step, sit, or lie on raw produce, packaging material, or the contact surfaces of equipment.
20. Smoking, chewing gum or tobacco, eating, and drinking are prohibited in the work area.
21. Smoking will be allowed only in designated areas away from where product is handled.
22. Cigarette butts must be disposed of in garbage cans or other trash receptacles.
23. Urinating, defecating, spitting, and nose-blowing onto the ground is never allowed in or around the work area.

Appendix 2.3

Farm Name

Food Safety Procedures for Farm Workers and Visitors

This brochure recaps some important points from your orientation. Please take the time to look over it and become more familiar with its points. Do what you can to prevent contamination of produce, soil, and equipment. If you see something that needs attention, let your supervisor know.

Employee Hygiene

We are in the fresh produce business, and many of our products are going to be consumed without cooking. All employees are expected to practice personal cleanliness. There are many opportunities for food to become contaminated as it is produced and prepared. One of the major sources of food-borne pathogen contamination is worker's hands.

The single most effective method of preventing produce contamination with these organisms is proper hand washing.

We must all do our part to prevent food-borne illnesses to our customers!

Hand-washing

Hand washing is the most effective way to prevent the spread of germs. Wash your hands after coughing and sneezing, using the restroom, smoking, or taking breaks, before entering the work area, and after using the telephone.

Drinking Water, Breaks, and Comfort Areas

- Water in the coolers is from safe drinking water sources and is available to you at all times. Please place cups in the receptacles provided and notify your field supervisor when the cooler needs to be refilled.
- Smoking and eating are allowed only in designated areas. Smoking and the use of tobacco and chewing gum are prohibited outside the break areas.
- Toilets are provided and are clean and properly supplied. Please notify the field supervisor if these need attention. Toilet paper is to be placed directly in the toilet bowl.

Illness

If you have an intestinal illness or symptoms of another infectious disease, you are prohibited from handling produce. Notify your supervisor and you will be assigned other responsibilities.

If You are Injured or Have an Emergency

You are required to seek prompt treatment for cuts, abrasions and other injuries. First aid kits are located at the comfort station. Notify your field supervisor.

Handling and Disposition of Produce or Surfaces That Have Come into Contact with Blood or Body Fluids

In the event of such contamination, notify your field supervisor immediately. The contaminated area should be isolated immediately. It will be the responsibility of the field supervisor to make sure contaminated produce is sealed in plastic bags and removed from the field. Equipment should be decontaminated according to procedures in the food safety plan.

Be Vigilant

Food safety depends on the attention of all employees, workers and supervisors. Be on the lookout for potential sources of contamination such as signs of animal activity and feces. Let supervisors know if there are unauthorized persons or suspicious activities in the field. Be watchful. Report failures in the food safety plan. Our customers are counting on you.



Food safety is the responsibility of every employee!

FARM NAME

Street Address

Address 2

City, ST ZIP Code

Phone:

Fax:

E-mail address

Appendix 2.4

Basic Food Safety, Personal Health, and Hygiene Training Roster

Registro de Entrenamiento de Seguridad Básica de los Alimentos, Salud e Higiene Personal

Name of operation:
Nombre de la operación

Date:
Fecha

Trainer:
Entrenador

Interpreter:
Intérprete

Location:
Lugar

I am committed to working safely to ensure the well-being and health of my family and those who eat this produce. I am informed of and will abide by these safe food-handling practices.

Me comprometo a trabajar de manera segura y responsable para garantizar el bienestar y salud de mi familia y de aquellos que comen estos productos. Yo estoy informado y voy a cumplir con estas practicas seguras de manejo de alimentos.

Employee Name (please print)
*Nombre del Empleado (por favor en letra
impresa)*

Employee Signature
Firma del Empleado

1.

2.

3.

4.

5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

Supervisor Signature: _____
Firma del Supervisor

*Training material found in the Good Agricultural Practice Food Safety Plan.
* *El material del entrenamiento se encuentra en el Plan de Buenas Prácticas Agrícolas de La Seguridad de los Alimentos*

Appendix 2.5 Visitor Log

Farm name

Nombre de la Granja/Finca

By signing this visitors log, you are stating that you have been provided with a copy of the Food Safety Procedures for Farm Workers and Visitors brochure and will comply with all policies and procedures including proper sanitation and hygiene practices.

Al firmar este registro de visitantes, usted está indicando que se le entregó una copia del folleto de los Procedimientos de La Seguridad de los Alimentos para Trabajadores Agrícolas y Visitantes, y que cumplirá con todas las políticas y procedimientos, incluyendo las prácticas adecuadas de higiene y sanidad.

Date <i>Fecha</i>	Enter time <i>Hora de Entrada</i>	Visitor Name <i>Nombre del Visitante</i>	Business <i>Empresa</i>	Field/Facility Visited <i>Campo/Instalación Visitada</i>	Exit time <i>Hora de Salida</i>

Revised by:
Revisado por

Date:
Fecha

Appendix 2.7

Emergency Procedures for Handling Produce That Has Come Into Contact with Feces, Blood, Saliva or Other Body Fluids

1. In the event that a worker becomes ill or injured, seek first aid immediately. Move the worker out of the field, when possible, and away from produce.
2. Clearly mark and isolate the area of the spill and keep other workers and equipment away.
3. Once the supervisor has determined that cleanup should proceed, follow the appropriate procedures listed below:

Field Contamination Procedures:

1. Use shovels to place contaminated soil and produce into doubled heavy plastic garbage bags.
2. Close the bags and move them to the designated area for disposal.
3. Place shovels in separate bags so they will not contaminate workers, soil, or produce, and move them to the designated area for later decontamination.
4. Dispose of the contaminated bags of produce and soil in a manner approved by the county environmental health department. Decontaminate and disinfect shovels in an area that will not re-infect the production area or any work environment associated with produce.

Building Contamination Procedures:

1. Use appropriate cleaning and sanitation methods for the surface involved (concrete, carpet, tile). Remember to wear gloves.
2. Remove surface materials as necessary and dispose of materials in a manner approved by the county environmental health department. Decontaminate and disinfect cleaning equipment (gloves, brushes, and the like) or dispose of properly.
3. Record the incident and cleanup activities and attach it to the Daily Field Supervisor's Checklist.

Appendix 2.8
Pesticide/Regulated Materials Training Certificates

Attach certificates here.