

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.