3

Learning Objectives

- Identify potential routes of contamination associated with workers
- Identify adult learning concepts and topics to include in a worker training program
- Describe how to monitor that facilities are maintained on the farm
- Describe corrective actions that may be used to correct identified problems
- Identify recordkeeping tools for worker health and training

4

- Each module will begin with assessing risks. This slide outlines risks posed by workers.
- Workers can carry, introduce, and spread contamination to fresh produce while they are working on the farm.
- Human pathogens can be spread through many routes; however, the fecal-oral route is most common. This can happen if a worker does not wash their hands after using the toilet and then handles produce, contaminating it with fecal material.
- Pathogens can also spread through saliva and mucus, and contact with other contaminated surfaces. For example, hands may become contaminated while eating, smoking, or sneezing.
- Workers must wash their hands at times where hands may have become contaminated.
- Worker training should include how to wash hands and workers should be given opportunities to practice this skill during the training.
- Workers must know what to do if they are ill or injure themselves while working. This reduces the risks of human pathogens, blood, and other bodily fluids contaminating fresh produce, fields, and packinghouses.

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Remember, workers and the training they receive are very important since workers play a key role in farm food safety.

**Example outbreak:** Hepatitis A in Green Onions


Here are some ways that workers can introduce contamination.

- **Feces (poop)** can contaminate produce directly if workers defecate (poop) in the field or if there is a leak in the sewage system.

- Workers’ hands can also **cross-contaminate** produce if they do not wash their hands after using the toilet or returning from a break (e.g., after eating or smoking) and then handling produce.

- Another example of indirect contamination can occur when workers’ clothing is contaminated by animal feces that can be transmitted to covered produce or food contact surfaces. When working with animals or handling manure, workers may need to use protective outer garments (e.g., aprons or coveralls) to protect their clothing from contamination.

- Injuries can result in blood or other bodily fluids contaminating produce, so it is also important to stress worker safety on the farm.

- Workers can contaminate tools/equipment if proper hygiene practices are not followed.
Fresh fruits and vegetables often do not receive a “kill step” such as processing or cooking before being consumed. Pathogens that contaminate produce can cause foodborne illness if they are consumed.

Workers are a critical part of any Farm Food Safety Plan because they are responsible for using food safety practices every day while they work.

Food safety practices are learned, so training is key to successful implementation.

Training can present challenges when implementing the farm’s food safety plan.

Time is money, so taking time to train workers means an investment in food safety. Making time for training may mean training right when workers are hired or committing time each week to remind workers about key food safety issues.

Any training should be provided in the workers’ native languages; this includes any written materials provided during the training.

Keep in mind that some workers may not be able to read, even if materials are printed in their native language. Using pictures or showing workers what they need to do may be more effective than using written materials. Most people are visual learners, so this is good for everyone attending the training.

Some farms bring on additional labor at the height of harvest, when things are busiest on the farm. Even during these times, new workers must be trained, so it is best to plan for worker training before things get too busy.
As an example of the variability in hygiene practices, toilet paper may end up in the garbage can or on the floor next to the toilet. Some workers are from countries where the plumbing is not sufficient to allow toilet paper to be deposited into the toilet, so to avoid plumbing problems they DO NOT put toilet paper in the toilet. This highlights a hygiene practice that is different from U.S. expectations. Understand that workers may have different hygiene practices and address expectations directly in trainings so workers know what to do while working on the farm or packing areas.

Many people, including workers, have preconceived notions about food safety. Understanding their current knowledge and beliefs can help address and dispel myths or reinforce core knowledge about why food safety policies and practices are important to follow.

**Additional Information**

- This slide is optional.

Adults learn best when it is clear why the information and practices are needed. For this reason, it is important to explain how practices reduce risks and how these practices are relevant to each worker’s job in order to complete them correctly.

For the training to be effective it should:

- Include reasons why food safety is relevant to workers and their jobs
- Outline clear expectations and detail practices that reduce risks
- Be presented through a variety of learning media and methods (through posters, verbal training, etc.)
- Provide an opportunity for participants to practice skills they are expected to use
- Include interactive and visual learning opportunities, such as walking through the steps of a specific task or showing a short video

Incorporating principles of adult education will make the training more effective.

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**Principles of Adult Learning**

- Adults need to understand why food safety practices are important and needed
- Training should:
  - Be relevant to their jobs and daily tasks
  - Outline clear expectations
  - Detail practices that reduce risks
- Effective training materials:
  - Are presented through a variety of methods with practical examples and an opportunity to practice skills
  - Include interactive and visual learning opportunities
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- Good communication is a two-way street, meaning everyone has a responsibility to share what they know and listen when others have information to share.
- Since workers handle fresh produce and are working in the fields and packing areas daily, they are a valuable part of the food safety team since they can identify risks if they understand what risks they might see.
- Workers should understand that communicating food safety risks is a critical part of doing their jobs and reducing or eliminating a potential problem.
- Workers should also be comfortable talking to their supervisor or manager and know that their concerns will be taken seriously. If workers report a problem and it is not addressed, they may be less likely to report problems in the future.

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- All workers that handle or contact covered produce or supervise covered activities must be trained (§ 112.22(a)). However, everyone who works on the farm should understand the company’s food safety policies.
- Paid workers, volunteers, interns, pesticide applicators, and even family members can impact the safety of fresh produce. Anyone on the farm who does not wash their hands properly can contaminate produce or food contact surfaces through direct contact, or spread contamination indirectly to others by touching door knobs or other non-food contact surfaces.

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Training all members of the farm on food safety helps each employee know their responsibilities and helps identify potential risks that someone else may not see. Remember, everyone should be actively involved in identifying and reducing risks.

Most importantly, owners, managers, and supervisors need to be committed to food safety AND set a good example for workers and visitors to ensure that their policies are followed.

In addition to the training requirements for supervisors of those that handle covered produce during covered activities, § 112.22(c) requires that at least one supervisor from the farm complete food safety training at least equivalent to the standardized curriculum recognized by the FDA. This curriculum satisfies that requirement.

Visitors to the farm must be made aware of food safety policies set by the farm and visitors must have access to toilet and hand-washing facilities (§ 112.33).

Policies can be reviewed with visitors through the use of posters, handouts, short policy summaries, or verbally when they enter the farm.

Key items to review with volunteers and visitors are:

- Understand what parts of the farm and packing areas they can enter
- Understand they should not visit the farm if they are sick or have symptoms of illness
- Understand why, when, where, and how to wash their hands
- To keep their pets at home (This is not just a food safety risk, but a liability issue as well)

Examples of visitors include pick-your-own customers, agricultural tour groups, or school groups. § 112.3(c) defines a **visitor** as any person (other than personnel) who enters the farm with permission.

§ 112.33(a) requires that growers must make visitors aware of policies and procedures to protect covered produce and food contact surfaces from contamination by people and take all steps reasonably necessary to ensure that visitors comply with such policies and procedures and (b) make toilet and handwashing facilities accessible to visitors.
§ 112.22(a) requires that all personnel who handle covered produce during covered activities or supervise the conduct of such activities must receive training that includes all of the following:

1) Principles of food hygiene and food safety;

2) The importance of health and personal hygiene for all personnel and visitors, including recognizing symptoms of a health condition that is reasonably likely to result in contamination of covered produce or food contact surfaces with microorganisms of public health significance; and

3) The standards established by FDA in subparts C through O of this part that are applicable to the employee’s job responsibilities.

A successful program will have these attributes:

- Training is required upon hiring, regardless of when they arrive on the farm, and then at least once annually after hiring. Training must be appropriate for the job. Everyone working on the farm receives some instruction on how to accomplish their new job. This introductory training should include basic food safety concepts that are likely to apply to the job. Concepts to include in a training program will be discussed in the next few slides.

- Training must be conducted in a way that is easily understood by employees. Training in the employees’ native language, using visual aids, using demonstrations, and providing a variety of other educational materials are good ways to accomplish this.
Training must be supervised by a qualified person.

Training must be documented and documentation must include the names of those trained, the date they were trained, and the topics covered.

**Standard Operating Procedures** (SOPs) should be developed to provide clear step-by-step instructions for how workers should complete practices they need to do.

- § 112.21(a) requires workers to be trained as appropriate to the person’s duties, upon hiring and periodically thereafter, at least once annually.
- § 112.21(c) requires that training must be conducted in a manner that is easily understood by personnel being trained.
- § 112.21(d) requires that training must be repeated as necessary and appropriate in light of observations or information indicating that personnel are not meeting standards established by FDA in subparts C through O of this part.
- § 112.23 requires that an individual be identified to supervise operations to ensure compliance with the rule requirements.
- § 112.30(b) requires that records be established and kept to document the names of those who were trained, the date they were trained, and the topics that were covered.

The level of education, training, and experience necessary for supervisors and workers will vary depending on the job. A supervisor of a field operation needs a different set of knowledge and skills compared to an employee who is packing boxes. Since many farm workers will not have formal education, providing training is particularly important.

While on the job training and experience at farming gives employees certain skills necessary to perform their jobs, it does not necessarily convey information about food safety.

Some members of the crew will need specific training focused on food safety.

**Worker Qualifications**

Workers and supervisors must be qualified to conduct their job duties through:

- Education
- Training
- Experience

Notes:
§ 112.21(b) All personnel (including temporary, part time, seasonal, and contracted personnel) who handle covered produce or food contact surfaces, or who are engaged in the supervision thereof, must have a combination of education, training, and experience necessary to perform the person’s assigned duties in a manner that ensures compliance with this part.

§ 112.22(b) requires that persons who conduct harvest activities for covered produce must also receive training that includes all of the following (1) Recognizing covered produce that must not be harvested, including covered produce that may be contaminated with known or reasonably foreseeable hazards; (2) Inspecting harvest containers and equipment to ensure that they are functioning properly, clean, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards; and (3) Correcting problems with harvest containers or equipment, or reporting such problems to the supervisor (or other responsible party), as appropriate to the person’s job responsibilities.

Additionally, workers must take measures to identify and not harvest any produce that is reasonably likely to be contaminated, including produce that is visually contaminated with animal feces or has dropped to the ground* (§ 112.112 and §112.114).

*Dropped covered produce is covered produce that drops to the ground before harvest. Dropped covered produce does not include root crops that grow underground (such as carrots), crops that grow on the ground (such as cantaloupes), or produce that is intentionally dropped to the ground as part of harvesting (such as almonds) (§ 112.114).

Growers should be aware that there may be other, unique challenges on the farm that require specialized training in addition to the regulatory requirements.
16 Additional Information

- This slide is optional.
- Food safety is not just for a day, but should be implemented every day!
- Signs and reminders can help workers remember to implement food safety practices every day, especially if they are placed in high traffic areas or strategic locations where workers are present (restrooms, break areas, packing areas).
- Review sessions can be conducted on a schedule (daily/weekly) before workers begin work. This might involve a quick review of a flip-book, poster, or just a reminder of a few practices that workers should follow. Covering different topics and using diverse materials will help keep workers attention during training.

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- As a farm owner and manager, it is important to realize the need to provide the following resources for workers. If toilets, toilet paper, water, soap, and paper towels are not provided, workers will not be able to properly use the toilet, wash their hands, and follow farm food safety policies. It is also important to provide garbage cans, first aid kits, and areas where workers can take a break without introducing contamination to fresh produce.
- Keep in mind, on small farms, these facilities can be located inside the home or office as long as the same resources are provided.
- Reusable towels are not allowed because of the risk of transferring pathogens from one person to another. Single-use paper towels are one acceptable option for workers to use to dry their hands.

Notes:

Reinforcing Food Safety Training

- Post signs and reminders
  - Place signs where they will be most effective
  - Pictures are often better than words
  - Use appropriate language
- Conduct review and refresher training sessions throughout the season or when a problem arises
- Mix it up to keep information relevant and interesting to workers

Resources Provided to Support Food Safety Practices

- Toilets
- Toilet paper
- Soap
- Clean water
- Paper towels
- Container to catch wastewater
- Garbage cans
- First Aid Kit
- Break Areas
§ 112.129(a) requires that toilets must be provided for workers and readily accessible in growing areas during harvest activities, (b) that toilet facilities must be designed, located, and maintained to: (1) Prevent contamination of covered produce, food-contact surfaces, areas used for a covered activity, water sources, and water distribution systems with human waste; (2) Be directly accessible for servicing, be serviced and cleaned at a frequency sufficient to ensure suitability of use, and be kept supplied with toilet paper; and (3) Provide for the sanitary disposal of waste and toilet paper.

§ 112.130(b) requires handwashing facilities have soap, running water, and adequate drying devices to dry hands (such as single service towels, sanitary towel service, or electric hand dryers), (c) requires that appropriate disposal of waste must be provided for dirty towels and wastewater.

OSHA requires one toilet and one handwashing facility per every 20 workers within a ¼ mile of the working area. If the workers have access to a vehicle and can drive 5 minutes to reach a bathroom at another location, this can also work. Be sure to check state and local regulations regarding resources that must be provided for workers in addition to OSHA policies.

§ 112.129(b)(2) requires toilet facilities must be designed, located, and maintained to be directly accessible for servicing, be serviced and cleaned at a frequency sufficient to ensure suitability of use, and be kept supplied with toilet paper.

Monitoring on a regular schedule can help ensure requirements are met and facilities are in proper working order. Recordkeeping logs can assist in maintaining an adequate frequency for these activities.

If a company is contracted to provide these services, have them fill out the records.

Schedules may need to be adjusted during the season for cleaning and restocking facilities as more or less workers are present.

Additional Resource:
- OSHA Regulation for Field Sanitation.

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In order for workers to do their job and stay healthy, potable (drinking) water should be provided. This can help reduce the risks of dehydration and heat exhaustion.

OSHA requires that “Potable water shall be provided and placed in locations readily accessible to all employees.”

Single use cups should be provided so that workers are not sharing cups.

If workers are allowed to bring their own water containers, make sure they are plastic (not glass) and that they know where they can refill their containers.

Check local and state regulations regarding worker health and safety. Some states allow “hydration” fluids such as Gatorade™ or have specific requirements for sending workers home if it is too hot outside.

§ 112.32(b)(6) requires not eating, chewing gum, or using tobacco products in an area used for a covered activity (however, drinking beverages is permitted in designated areas).

The FSMA Produce Safety Rule has specific requirements for training and for practices that workers must follow.

It is important that growers understand what they are required to include in training programs and the resources they need to provide so that workers can effectively follow their training programs.

It is equally critical that growers understand what practices workers are expected to use while they are working with covered produce.
Workers Must

- Maintain personal cleanliness
- Avoid contact with animals (other than working animals)
- Maintain gloves in a sanitary condition, if used
- Remove or cover hand jewelry that cannot be cleaned
- Not eat, chew gum, or use tobacco products in an area used for a covered activity
- Notify their supervisor if they are ill
- Wash their hands

§ 112.32 lists required practices that must be followed by workers, including:

- Maintaining adequate personal cleanliness to protect against contamination of covered produce and food contact surfaces
- Avoiding contact with animals, other than working animals, and taking appropriate steps to minimize the likelihood of contamination of covered produce when in direct contact with working animals
- Washing hands, discussed on the slide *When Must Hands Be Washed?*
- Maintaining gloves in intact and sanitary condition
- Removing or covering hand jewelry that cannot be adequately cleaned and sanitized during periods in which covered produce is handled
- Not eating, chewing gum, or using tobacco products in an area used for a covered activity

Other important subjects to include in a training program are:

- What to do if they become ill or experience an injury while working, how to locate the first aid kit, how to handle cuts or injuries, and how to report an injury/illness
- Specific food safety policies and practices that apply to their daily tasks
- Who to tell if they see a food safety risk and that their managers will take this seriously
- Consider positive reinforcement for reporting a food safety risk or following safe procedures. For example, farm hats for those who set good examples and follow outlined procedures.
Washing hands after using the toilet is most important; however, it is not the only time that hands must be washed.

§ 112.32(b) requires that workers wash hands thoroughly, scrubbing with soap (or other surfactant) and running water (must satisfy water quality requirements in § 112.44(a)), dry hands thoroughly using single service towels, sanitary towel service, electric hand dryers, or other adequate hand drying devices:

i) Before starting work
ii) Before putting on gloves
iii) After using the toilet
iv) Upon return to the work station after breaks or other absence
v) As soon as practical after touching animals or animal waste
vi) At any other time workers hands may have become contaminated

Proper handwashing steps included in worker training should also be reviewed with all visitors. It is surprising how many people DO NOT wash their hands properly. Just wetting hands without adding soap and lathering can actually make the problem worse and allow the spread of contamination.

Workers should be told to wash their hands for at least 20 seconds. This can be measured by singing the ‘Happy Birthday’ song or ABC’s twice in English, or choose another song lasting roughly 20 seconds.
- Hands-on exercises during training, such as using Glo Germ™, are a very fun and effective way to illustrate the importance of handwashing to growers, farm managers, and farm workers. Several products and demonstrations are available to use as tools to illustrate effective practices.
- Antiseptic hand rubs (commonly called antibacterial hand sanitizers) CANNOT be used as a replacement for washing hands with soap and water. This is a requirement outlined in §112.130(d).
- Sanitizers cannot work effectively if hands have dirt on them, which is common on farms. These products can be used in addition to handwashing, but never as a replacement for handwashing with soap and water.
- The temperature of the water is not as critical as the use of soap and vigorously rubbing hands. Warm water is more comfortable for workers, but cold water works too.
- **Note:** During the next break, participants may be challenged to wash their hands using the method described above. Did 20 seconds seem like an eternity? It is important to recognize proper handwashing is not always as simple as it might seem!

### 24

- This may seem obvious, but not using the toilets properly is a major food safety risk and happens more often than imagined.
- Urinating (peeing) and defecating (pooping) should be done in the toilet, NEVER in the field.
- Personnel must be provided with adequate, readily accessible toilet facilities (§112.129(a)) and a handwashing station must be in sufficiently close proximity to toilet facilities (§112.129(c)).
- Facilities should be clean, well-stocked, and close to where people are working (¼ mile or 5 minute walk) to encourage their use. No one likes to use a dirty toilet or give up precious work time to do the right thing.
- Some farms using portable toilets prefer to rent or buy portable facilities where the sink is located on the outside of the structure. This facilitates easier monitoring that farm workers are washing their hands after using the toilet.

### Proper Use of Toilets

- All urination and defecation should be done in a toilet, NEVER in the field or nearby production areas
- Toilet paper should be deposited into the toilet, not in a garbage can or on the floor
- Always wash hands after using the toilet

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Notes:
- Certain practices may create greater risks of contamination, such as toilet paper being placed in a garbage can or on the floor next to the toilet. This may require additional training if a grower finds this type of problem on their farm.

- Toilet facilities should be monitored daily to ensure they are well-stocked, clean, and working properly.

- Workers should be instructed to tell their supervisors if there is a problem so that it can be fixed.

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- Worker clothing and equipment is important because dirty clothes, shoes, and gloves can lead to cross-contamination of produce.

- Footwear: Have boots designated for activities that involve animals such as mucking stalls or feeding animals. Do not wear dirty boots (especially those covered in manure or other contaminants) in produce fields or packing areas.

- Gloves are not required, but if they are used, they must be changed frequently or cleaned as needed. Gloves are not a substitute for proper handwashing. § 112.32(b)(4) requires that if you choose to use gloves in handling covered produce or food contact surfaces, maintain gloves in an intact and sanitary condition and replace such gloves when no longer able to do so.

- If gloves are reusable, they should be cleaned as often as necessary so that they do not become a source of contamination.

- Aprons or other food safety equipment should be properly stored when not in use, cleaned on a regular basis, and removed prior to using toilet facilities.

- Jewelry worn by workers may present a physical food safety hazard as well as a worker safety risk. Jewelry can become stuck in processing equipment or farm tools which presents a serious safety risk to workers.

- Jewelry that cannot be adequately cleaned and sanitized before handling produce must be removed or covered to prevent contamination of produce (§ 112.32(b)(5)).

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Human pathogens can be easily transferred from sick workers, either through their hands, or from feces, vomit, or other bodily fluids.

Workers may be embarrassed to report an illness and may not want to be sent home for the day which is why a policy needs to be in place.

It is recommended that ill employees should not come to work if there is a risk of contaminating produce or food contact surfaces.

Managers should be trained to recognize when workers are ill, such as frequent trips to the toilet, so they can intervene if necessary.

Heat stress and other non-communicable conditions may also cause vomiting. Workers should be provided adequate water and take precautions to protect themselves from extreme temperatures.

Growers may choose to reassign workers to jobs that do not involve handling produce or food contact surfaces to limit the chance that produce becomes contaminated, while still allowing workers to stay on the job.

§ 112.31(a) requires that growers must take measures to prevent contamination of covered produce and food contact surfaces with microorganisms of public health significance from any person with an applicable health condition (such as communicable illnesses that present a public health risk in the context of normal work duties, infection, open lesion, vomiting, or diarrhea).

§ 112.31(b) requires (1) Excluding any person from working in any operations that may result in contamination of covered produce or food contact surfaces with microorganisms of public health significance when the person (by medical examination, the person’s acknowledgement, or observation) is shown to have, or appears to have, an applicable health condition, until the person’s health condition no longer presents a risk to public health; and (2) Instructing personnel to notify their supervisor(s) (or a responsible party) if they have, or if there is a reasonable possibility that they have an applicable health condition.
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- Make sure the injured worker receives medical attention and if necessary, call 911.
- Worker injuries represent a food safety risk because blood and other bodily fluids can contaminate produce, fields, and food contact surfaces.
- First aid kits are food safety resources that should be provided for workers.
- The first aid kit should be available in a convenient location, whether this be in a truck that goes out to the field with workers, in the packing area, or in the main office. Depending on how many workers are present on the farm, more than one kit may be necessary. All first aid kits should be inspected at least monthly (or more frequently, if needed) to make sure all supplies are stocked.
- Any minor wounds should be bandaged. If the wounds are on the hands, they should be bandaged and a glove or ‘fingerbob’ worn over top as a secondary barrier to protect both the worker (i.e., prevent infection) and the produce (i.e., prevent contamination).
- Workers should be instructed to tell their supervisor about all injuries.
- If blood or bodily fluids are present on fresh produce or food contact areas, be sure to properly clean and sanitize the area and dispose of any contaminated product.

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- **Monitoring** worker health and hygiene practices and sanitary facilities is critical to knowing if the food safety plan is working to reduce risks.
- Developing a monitoring program may include designating individuals to check specific areas of the farm, such as checking to make sure the bathrooms are clean and well stocked, or observing employee behavior.

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Recordkeeping is critical to monitoring since it allows actions to be documented to make sure they were done properly and on time.

Corrective actions should be considered if monitoring identifies a problem, if food safety policies are not being followed, or if there is an evident food safety risk.

This slide addresses some things that may happen related to worker health, hygiene, and training, but there may be other things that come to mind that should be addressed.

If workers do not follow food safety policies, they need to be aware that it is not acceptable behavior. The Farm Food Safety Plan can designate actions that result from workers not following company policies, such as being sent home if they are observed not washing their hands. This would be considered negative reinforcement. Alternatively, workers can be rewarded for good behaviors so that they will continue to do them. This is known as positive reinforcement and can be something as simple as verbally acknowledging proper behavior or by rewarding workers with some sort of recognition, such as a candy bar or monetary bonus.

Having an emergency plan for spills (such as for portable toilets) is also a good example of having corrective actions in place IF an event should occur. Although it is unlikely, the time to worry about human feces flowing into fields or the packing area is not AFTER it has happened, so have a plan so workers know who to call and what to do in case of an emergency.
When it comes to recordkeeping for worker health, hygiene and training, there are a few things that must be documented.

§ 112.30(a) and § 112.30(b) require that records be kept according to the requirements in Subpart O and include the date of training, topics covered, and individual(s) trained.

Other records that should be kept include:

- Facility monitoring, including cleaning and stocking toilet and handwashing facilities as well as maintaining first aid kits
- Worker illness and injury reporting

Remember, there are lots of templates available. Do not make recordkeeping more difficult than it has to be. Keep recordkeeping logs with pens attached in an easy to reach place, near where monitoring activities occur.

All records should have:

- Name of log/task
- Date and time the task was completed
- Name of person completing the task
- What task was done
- Any materials relevant to the task
- Space for a signature of the person responsible for the food safety plan

Subpart O contains all of the general requirements related to records, including § 112.161(a) that requires, except as otherwise specified, all records required under this part must:

1. Include, as applicable: (i) The name and location of your farm; (ii) Actual values and observations obtained during monitoring; (iii) An adequate description (such as the commodity name, or the specific variety or brand name of a commodity, and, when available, any lot number or other identifier) of covered produce applicable to the record; (iv) The location of a growing area (for example, a specific field) or other area (for example, a specific packing shed) applicable to the record; and (v) The date and time of the activity documented;

2. Be created at the time an activity is performed or observed.
31 Additional Information

- This slide is optional.
- Recordkeeping templates are available.
- Be sure to tailor them to the farm and specific tasks.

32 Additional Information

- This slide is optional.
- Records can be tailored to fit the specific task. Make sure records are legible and that they are reviewed before they are filed to make sure they are filled out correctly.
- Since this slide provides an example of a worker training document, it might be valuable to highlight that § 112.30(b) requires a grower to establish and keep records of training that document required training of personnel, including the date of training, topics covered, and the persons(s) trained.

Recordkeeping Tips

- Take advantage of template recordkeeping logs, but be sure to modify them to fit your farm

Recordkeeping

- Example of documenting worker training
- Date
- Name of trainer
- Materials/information covered
- Printed names & signatures of attendees
- Manager signature
Worker health and hygiene is critical because:

- Pathogens can be spread by a worker or visitor that does not wash their hands after using the toilet.
- Pathogens can also be spread through saliva and mucus, and contact with other contaminated surfaces. Consequently, training employees when and how to wash hands is of utmost importance.

Workers need to understand how to identify risks, reduce them while they work, and actively participate in the farm food safety team.

Workers can carry, introduce and spread contamination to fresh produce if food safety policies are not followed.

Workers are responsible for implementing food safety practices. Workers can be assets to the food safety plan if trained properly, or liabilities if not trained.

Visitors must be made aware of the farm food safety policies and know where to find the toilets and sinks.

Grower commitment is the key to training success! Supporting effective food safety training engages everyone on the farm in the food safety program.

Use principles of adult learning to ensure training is effective.

Food safety practices should be monitored and when necessary, corrective actions applied.

All required training activities must be documented.

Summary

- Worker health and hygiene is critical to food safety because workers can introduce food safety risks.
- Everyone should be trained but anyone who handles covered produce must be trained.
- Visitors must be made aware of policies too.
- Training should emphasize health and hygiene practices that reduce risks.
- A written training program should be developed, implemented, and documented.

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