

Developing the Hygiene Training Prerequisite Program

Hygiene Incident Report	
ABC Retail Store - Meat Department	
This form is to be used to report ANY employee behavior which does not follow the Hygiene Policy and/or any other situation related to employee hygiene which could result in a food safety issue.	
Name of Employee(s)/Person Involved	John Doe
Time and Date of Incident	August 23, 2010
Product Affected and Amount (if applicable)	None
Reported by Person Named	Jane Smith
Incident Description (include detailed description)	
Employee brought into production area product being to handle with bare hands and did not wash hands.	
Describe Corrective Action Taken to control any Food Safety Hazard	
Employee was not permitted to work in food production area until hands were disinfected to remove bacteria.	
Corrective Action verified by	John Doe
Date	August 23, 2010
If affected food was distributed was <input type="checkbox"/> None <input type="checkbox"/> Yes <input type="checkbox"/> No food affected or sold <input type="checkbox"/>	
Date	August 23, 2010
Form Completed by	Jane Smith
Manager/Supervisor	Management Signature Date: 8/23/10

See page 52.

To develop the hygiene training prerequisite program follow the steps outlined below.

- 1. Assemble a Team** – To design an effective program you should bring together a team of knowledgeable individuals including:
 - Specialists in training such as members of the human resources department
 - A representative from each part of the meat department (cutting, packaging, receiving etc.)
 - A union representative if applicable

You may also wish to involve local regulatory authorities and, if available, corporate quality assurance specialists.

- 2. Develop the Hygiene Written Program** – The written program establishes the procedures and policies you will be following and outlines the requirements for training and records of hygiene training activities. As each operation is unique you may wish to customize the example text on the next page to meet your own requirements.
- 3. Prepare a Hygiene Policies and Procedures Form** – This form outlines all hygiene related procedures and policies for employees.
- 4. Create a Hygiene Incident Report** – A hygiene incident report documents any incident related to hygiene which could lead to a food safety concern and describes the corrective action taken to address any hazard.
- 5. Perform a Semi-Annual Review** – Following the initial completion of the written program and associated forms it is important to periodically review all materials to ensure they are still up-to-date and functioning as intended. It is recommended that this review be done on a semi-annual basis or more often if required. It is valuable to maintain a written record of this review to assist you in the ongoing development of your food safety system (for sample see appendix).



The example written program and forms can be downloaded at www.goodretailpractices.net

Hygiene Training Written Program

example

PROCEDURES AND POLICIES

Hygiene Policy Form

- At the beginning of employment all personnel will be required to sign the *Hygiene Policies and Procedures Form*. This form will be reviewed with the employee by a supervisor or designated individual. If there are concerns or questions expressed by the employee they will be addressed by the supervisor or designated person and if necessary will be noted on a sheet attached to the form. The form will be kept on file and reviewed again with the employee after six months or following any change in the form.

Communicable Diseases

- A written statement will be given to all employees advising them that they have a responsibility to inform a supervisor of a communicable disease which can be transmitted through food. Employees will also be told to exercise caution if they share a residence with individuals who are known to have a communicable disease.
- Management will be instructed to make every effort to ensure personnel who handle food or are working near food contact surfaces are free from communicable disease or symptoms of illness such as frequent sneezing or coughing, diarrhea, jaundice, vomiting, or sore throat with fever. If individuals become ill they must be sent home or be reassigned to other responsibilities which do not involve food handling.
- In the case of a reportable communicable disease diagnosed by a physician, employees will be asked to bring a doctors note upon return to work which states their readiness to resume activities.
- Any product potentially contaminated by personnel with transmissible illness will be immediately destroyed and work surfaces cleaned and sanitized.

Cuts and Sores

- Management will advise all employees working in food production areas to protect food in the presence of cuts or sores.
- If an individual has an open or infected sore on the hand and wrist, it must be covered by a dry impermeable bandage and a single-use glove or the person must not engage in food related activities. The glove must be checked regularly to ensure it is not punctured or torn and replaced when required.

Cuts and Sores *(continued)*

- If the affected portion is on the arm it must be covered with a dry impermeable bandage. Any other location must be protected by a dry, tight fitting bandage.
- Personnel will be advised to exercise extreme caution not to touch sores or cuts and to wash their hands thoroughly if changing bandages.
- Any product potentially contaminated by personnel with cuts or sores will be destroyed and work surfaces cleaned and sanitized.

Personnel Hygiene

- Supervisors will instruct individuals to wash their hands before handling food and immediately following sneezing, using the washroom, following coffee/lunch breaks, or touching their eyes, hair, mouth, nose, or any unclean surface. After washing, the use of an approved hand sanitizer is recommended.
- Food handlers must remove their watches, rings and any jewelry, before working with food as these may become detached and create a physical hazard in food.
- Food personnel must wear clean outer garments, hair nets and, if applicable, beard nets. Aprons will be changed or cleaned when dirty or, at minimum, once daily.
- After working in an area with raw meat, individuals must change their apron and wash their hands before entering another portion of the operation, such as the deli containing cooked products.
- Smoking, eating, or chewing tobacco or gum must not be permitted in food preparation areas.
- Gloves will be inspected on a periodic basis and replaced if punctures, cuts, or tears are found. To ensure glove condition is satisfactory, they will be replaced on a regular basis. Due to the risk of latex allergies from torn glove particles in food a non-latex glove will be utilized whenever possible. Employees will be asked to ensure that they are not allergic to latex gloves.

Hygiene Training Written Program *(continued)*

example

PROCEDURES AND POLICIES *(continued)*

Hand Washing

- Hand washing procedures involve rubbing hands with soap for at least 20 seconds followed by rinsing with hot water. Special attention will be given to the area under fingernails which may be more difficult to clean. Care must be taken to avoid harsh soaps which may injure hands and promote the growth of undesirable bacteria. After washing, the use of an approved hand sanitizer is recommended.
- Hand washing signs will be posted above hand washing stations and in bathrooms.

Visitors

- Visitors will generally be kept away from food preparation areas and, when present, must be made to follow the same procedures and policies as employees and be accompanied at all times.
- In certain instances personnel, such as those from rendering companies, represent a potential hazard and will not be permitted in food preparation areas.

Dropped Product

- In the event that product is dropped on the floor, or contacts any other unclean surface, it will be destroyed unless it is possible to completely remove the contamination.
- Unclean product must not be placed on food contact surfaces for inspection and/or removal of contamination unless these surfaces are cleaned immediately afterward.

Training of Personnel

All individuals performing hygiene training related activities will be instructed by qualified personnel and will be required to read and submit a signed copy of the *Hygiene Training Written Program* at the start of employment and following any changes to procedures and policies.

Records of Activities and Corrective Action

Activities related to the *Hygiene Training Program* and any corrective action required will be recorded on the *Hygiene Incident Report* and the *Hygiene Policies and Procedures Form* by the individual designated by the supervisor each month.

Hygiene Policies and Procedures Form

The Hygiene Policies and Procedures Form outlines important information on hygiene and the key role that employees play in ensuring food safety. The form should be kept current at all times and be used in the training of all employees in a food production operation.

example

Hygiene Policies and Procedures Form

<i>ABC Retail Store - Meat Department</i>	
Communicable Diseases	
<ul style="list-style-type: none"> • Please inform your supervisor <u>immediately</u> if you have (or suspect you may have) a communicable disease which can be transmitted through food. Symptoms of communicable disease include frequent sneezing or coughing, diarrhea, jaundice, vomiting, or sore throat with fever. Exercise caution if you share a residence with individuals who are known to have a communicable disease. If you become ill you will be allowed to return home or be reassigned to other responsibilities which do not involve food handling. • In the case of a reportable or serious communicable disease diagnosed by a physician, you will be asked to bring a doctor's note upon return to work which states your readiness to resume activities. 	
Cuts and Sores	
<ul style="list-style-type: none"> • Individuals working in food production areas must protect food in the presence of cuts or sores. If you have an open or infected sore on your hand or wrist, it must be covered by a dry impermeable bandage and a single-use glove. The glove must be checked regularly to ensure it is not punctured or torn and replaced when required. If the affected portion is on the arms it must also be covered with a dry impermeable bandage. Any other location must be protected by a dry, tight fitting bandage. Never touch sores or cuts and always wash your hands thoroughly if changing bandages. 	
Hygiene	
<ul style="list-style-type: none"> • You must wash your hands immediately following sneezing, using the washroom, following coffee/lunch breaks, or touching your eyes, hair, mouth, nose, or any unclean surface. • Please remove watches, rings and any jewelry, before working with food as it may become detached and create a physical hazard in food. Please wear clean outer garments, hair nets and, if applicable, beard nets. Aprons should be changed or cleaned when dirty or at minimum once daily. • After working in an area with raw meat you must change your apron and wash your hands before entering another portion of the operation, such as the deli containing cooked products. • Smoking, eating, or chewing tobacco or gum is not permitted in food preparation areas. • Gloves should be inspected on a periodic basis and replaced if punctures, cuts, or tears are found. To ensure glove condition is satisfactory, they should be replaced on a regular basis. If you have a latex allergy please inform your supervisor so that a non-latex glove can be utilized. • If you observe any product which is potentially contaminated by personnel or is dropped please report it to your supervisor. Contaminated product must be destroyed and any work surfaces contacted cleaned and sanitized. • Hand washing requires rubbing hands with soap for at least 20 seconds followed by rinsing with hot water. Special attention should be given to the area under fingernails which may be more difficult to clean. 	

I have read and understood the information contained in this form. Any questions or concerns have been discussed with my supervisor.

Date *Aug 27/2003* Employee Name *Jessica Brown* Signature *Jessica Brown*

Date *Aug 27/2003* Supervisor Name *Mike Andrews* Signature *Mike Andrews*

Hygiene Incident Report

The Hygiene Incident Report documents any hygiene related issue that could potentially impact food safety and the action taken to address it.

The report should be completed whenever an incident occurs.

example

Hygiene Incident Report

ABC Retail Store - Meat Department	
This form is to be used to report ANY employee behavior which does not follow the Hygiene Policy and/or any other situation related to employee hygiene which could result in a food safety issue.	
Name of Employee(s)/Persons Involved	<i>Nancy Meeshan</i>
Time and Date of Incident	<i>August 27 9:00 AM</i>
Product Affected and Amount (if applicable)	<i>None</i>
Reported by Person Named	<i>Joe Smith</i>
Incident Description (include detailed description)	
<i>Employee involved with packaging meat products came to work with serious cough and sore throat.</i>	
Describe Corrective Action Taken to control any Food Safety Hazard	
<i>Employee was not permitted to work in food production area and was instructed to return home.</i>	
Corrective Action verified by <u><i>Mike Andrews</i></u> <i>signature</i>	Date <u><i>August 27/2003</i></u>

If affected food was distributed was Recall Team informed (Yes No No food affected or sold)

Date *August 27/2003*

Form Completed by *Joe Smith*

Date *August 27/2003*

Management Signature *Dan Steel*