

# 3 Part

# Training Guide for Workers: Harvest On-Farm Food Safety

*This material was developed by the North Central Regional Center under a grant from the Food and Drug Administration. FDA has provided technical assistance in developing this material; however, this information has not been formally approved by FDA. It does not represent any agency determination or policy.*

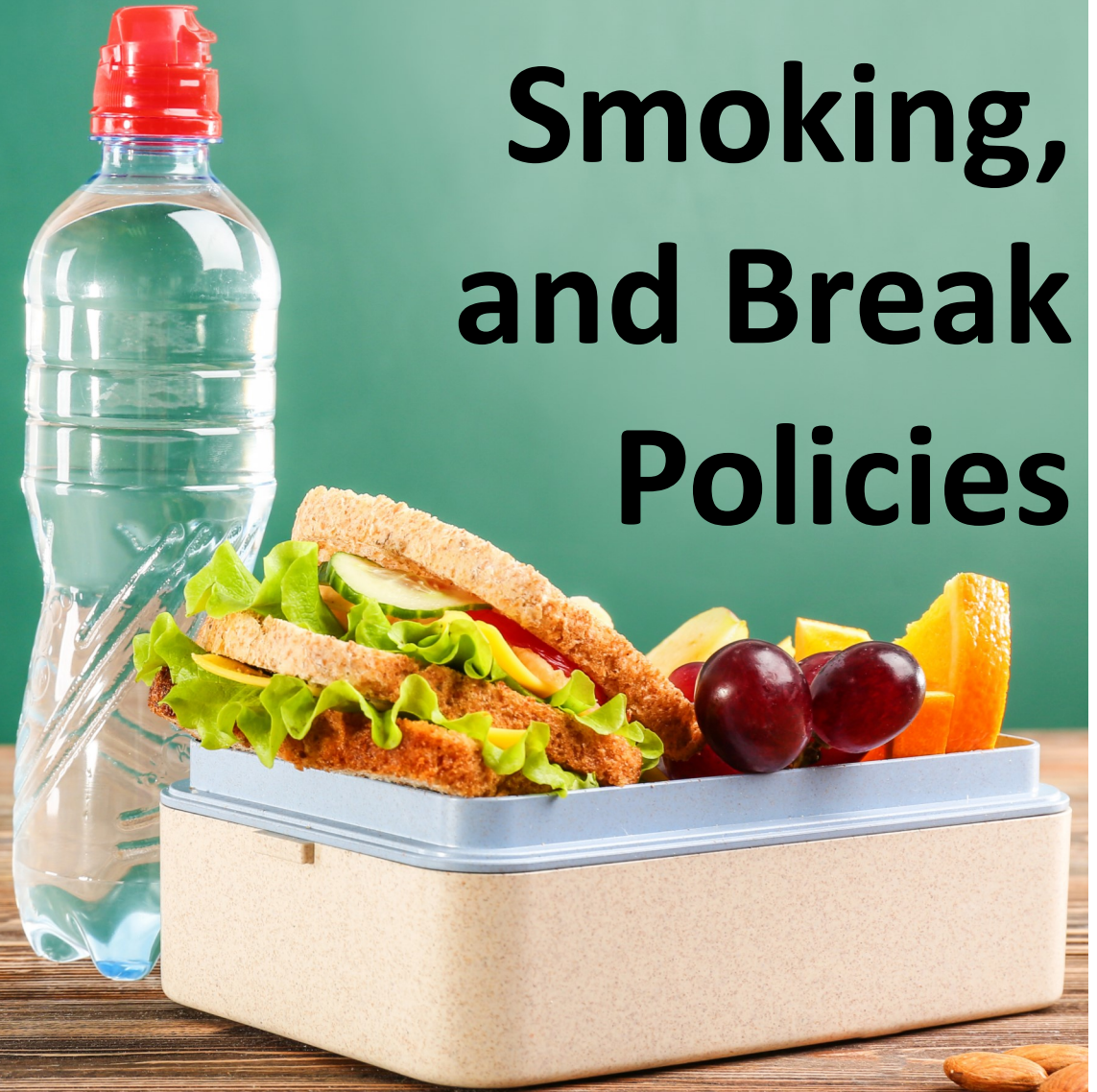
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(This page is included to make sure the document will print correctly as a flipchart)

# Eating, Drinking, Smoking, and Break Policies



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# Break Policy

- Our farm's policies are: [\(INSERT POLICIES\)](#)
- You **must** wash hands before returning to work from eating, chewing gum, or using tobacco [Section 112.32(b)]

## Suggestions:

- You **must** not eat, chew gum, or use tobacco products in an area used for a covered activity [Section 112.32(b)(6)]
- Smoking is not allowed in the fields or packing/production areas when produce is being processed
- If you don't allow smoking on the farm property, be sure to explain your policies
- If need to smoke you must go: [\(INSERT LOCATIONS\)](#)

## Notes:

- We **must** provide an area that prevents contamination to covered activities from eating, tobacco use, and chewing gum [Section 112.32(b)(6)]
- Drinking water is permitted in designated areas away from covered activities [Section 112.32(b)(6)]



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# Visitor Policies

VISITORS



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## Visitor Policies For All Visitors [Section 112.33(a)]

Visitors and volunteers are welcome on our farm, but they must be educated

- Our farm's policies are: (INSERT POLICIES)
- Visitors **must** be made aware of toilet and hand-washing facilities that they can use [Section 112.33(b)]

### Suggestions:

- Visitors **must** be aware of our policies and procedures to protect food and food contact surfaces. This includes our policy of only allowing service animals and prohibiting pets and where and what they are able to do on the farm. [Section 112.33]
- Visitors should wash hands before entering the covered activities areas
- All visitors should have clean clothes and boots to enter
- If visitors are ill, they will be restricted to non-produce and non-food areas that minimize any contact with food or food production areas
- Visitors should not bring any pets into any areas where produce activities occur. Service animals are the exception

### Notes:

- Visitor log is a best practice
- Cross contamination from other farms is a concern. Does your farm have a policy on how long one should be off another farm?



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# Wildlife and Domestic Animals in Field



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# Wildlife and Domesticated Animals in the Field

- Our farm's policies are: (INSERT POLICIES)
- You **must** wash your hands after touching animals [Section 112.32(b)(3)(v)]

## Suggestions:

- While you are working if you see evidence of animal intrusion, then: (INSERT INSTRUCTIONS)
- While you are working if you see animal fecal matter, then: (INSERT INSTRUCTIONS)
- While you are working if you see domesticated animals in the covered produce fields, then (INSERT INSTRUCTIONS)
- Domesticated animals are not allowed to be (INSERT OFF-LIMIT AREAS)
- Working animals are not allowed to be (INSERT OFF-LIMIT AREAS)

## Notes:

- **Must** control for fecal content and litter from domesticated animals in the field [Section 112.134(a)]
- **Must** take steps to minimize contamination from working animal fecal matter [Section 112.32(b)(2)]
- If there is significant evidence of animal contamination, then you **must** evaluate whether the covered produce can be harvested and take measures during the growing activities to determine if workers should harvest the covered produce [Section 112.112 and 112.83 (b)(2)]
- If there is a reasonable possibility of animal intrusion, then you **must** monitor that area during the growing season and immediately prior to harvest [Section 112.83(a)]
- **Must** adequately control the excreta and litter from domesticated animals and working animals [Section 112.134(a)]
- You are **NOT** required to take measures to exclude wild animals from the growing area or destroy animal habitat [Section 112.84]

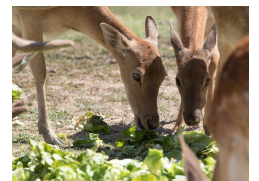


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# Tools and Containers



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# Tools and Containers

It is also important to think about the cleanliness of the tools and containers we use. Our farm's policy is to clean: [\(INSERT HOW FREQUENTLY AND OTHER POLICIES\)](#)

## Suggestions:

- Use the harvest containers provided for you.
- They should only be used to hold produce—never to carry chemicals, tools, other food/crops, or personal items – as this will reduce the risk of cross contamination.
- Before using for harvested food, make sure the container is clean *and* in good condition. If you see cracks, or something else that could hurt you, or damage the product, get a new container and let your supervisor know.
- Elevate containers off the ground to avoid contact with soil. This may mean putting a flipped over container below the harvest tote. This helps keep the soil in the field and not carried into the packing shed.
- Remember we will need to clean that container before it comes in contact with food.

## Notes:

- All tools, such as spades, hoes, harvest totes or containers, and tables, **must** be inspected, maintained, and cleaned regularly [Section 112.123(d)(1)]
- Records **must** be kept for all cleaning and sanitizing activities . Date and method **must** be on record [Section 112.3 and 112.140(b)(2)]



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# Tools and Equipment Questions



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# Tools and Containers

It is also important to think about the cleanliness of the tools and containers we use. Think about tractors, wagons, containers/bins, tables, etc.

## Questions you as a worker can ask yourself:

- Is this tool or equipment clean?
- Is this tool or equipment in good repair (is it broken, cracked, or not cleanable)?
- If dirty, then: [\(INSERT INSTRUCTIONS\)](#)

## Suggestion:

Clean and sanitize it or put in a dirty tool/equipment area for cleaning later and get a different tool/equipment

If not in good repair, then: [\(INSERT INSTRUCTIONS\)](#)

- Contact a supervisor and gain advice on:
  - what to do with tool/equipment AND
  - what to use instead of that tool/equipment
- Get another tool/equipment



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