

Part 1

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

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

A Training Guide for Workers:

Post-Harvest Module



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Guide to Use of Farm Worker Training Kit

The On-Farm Training Guide was developed as a resource about good agricultural practices for those instructing farm workers engaged in planting, harvesting, and post-harvest handling of fresh produce. The Guide is a visually-based tool. We have used photos to illustrate the key points with bullet points included to reinforce the message provided by the Trainer. The Trainer is provided with a script to narrate with each photo.

The Guide covers Topic Areas addressed in the Produce Safety Rule. Reference sections of the Produce Safety Rule are included for your information purposes only.

This book may not always match what your farm does for your food safety plan. Some of the items in this guide are FSMA requirements and others are best practices. Best practices may need to be adjusted to fit your particular farm.

How to use this training resource?

- **Training Time**

Trainers can provide the information to workers in one sitting, or spread out over several periods of time. It is estimated the entire presentation would take at least one hour or broken into mini sessions of 5-10 minutes. The pictures are intended to face the staff while the trainer reads from the page behind.

- **Presentation**

You can set up a projector and show as a power point if training a large group, or simply use a tablet when showing to 1 or 2 workers.

The photos could be printed off and placed in a binder (we suggest enclosing in a plastic sleeve to protect them) with the script on a separate page for the Trainer's use. Again, this approach will work for a smaller group.

The photos could be enlarged, printed, laminated, and then taped to a Flip Chart for display to a larger group.



Photo credit on previous page: The Brenton Center

Why This Training about Food Safety



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Why Are We Talking about Food Safety?

- There are tiny, invisible microorganisms everywhere— but we can't see them!
- Most of them are beneficial and keep us healthy. But the ones that make us sick are called pathogens.
- Some pathogens that come from the soil or the intestines and feces of people and animals can make people very sick if they accidentally end up on food.

Consider that:

- Many people eat our produce raw, which means any harmful pathogens are not killed by cooking.
- Some people get sick more easily if they get even a small amount of these “bad bugs” - children, elderly and sick people can become seriously ill or even die.
- The CDC estimates that 1 in 6 people each year will get a foodborne illness. Many more may not be reported.

So these are the reasons we need to take steps to prevent contamination of our produce.



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Insert your farm name here or your farm logo

Why We Invest in Safety



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How Will It Help Our Farm?

- We need to protect our “brand”. The farm’s reputation would be badly hurt if there was an outbreak traced back to us.
- Our customers trust us to handle the food safely. If we don’t, there would be fewer customers buying our products. So handling the food safely helps us with marketing and sales.
- Good food safety practices can help reduce plant diseases, improve the quality of produce postharvest, and extend the shelf life of our fresh produce.
- Having a system for food safety and cleaning will help us be more organized and make sure everyone is doing things the right way. For example, we have SOPs that describe how to clean at the end of the day.

What does food safety include?



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What Will Food Safety Training Cover?

It is important that everyone on the farm be trained on food safety.

We will talk about our farm's Policies and Principles of Food Hygiene and Food Safety

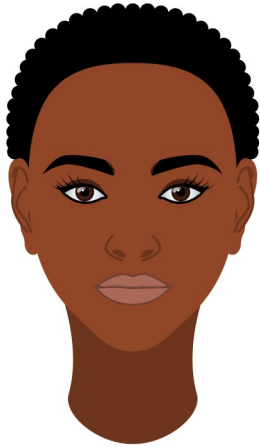
1. General farm policies to follow
2. Post-Harvest Practices
3. You should not work when you have these symptoms
4. Location of bathrooms and handwashing facilities
5. Handwashing
6. What to do when you are sick or hurt
7. What to do if you see wild animals, their poop, or their tracks in the field
8. What water is best to use on farm
9. Safe ways to harvest product
10. Cleaning and sanitizing procedures for tools and equipment
11. Recordkeeping

Remember to ask me (or the food safety manager) questions at any time if you are uncertain about our farm's food safety policy. It is ALL of our jobs to do everything we can to keep the fresh produce we sell of high quality and safe for our customers.



Photo credit on previous page: Brenton Center

healthy woman



woman with jaundice



JAUNDICE

When NOT to Work:



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Illness Policies

It is important that we don't work when we are sick because if you spread your sickness through our produce, not only will you be responsible for making a person sick but the farm will be responsible and our business might be hurt. I know you want to work to get paid, but it is VERY important you don't work when you are sick.

You must tell your supervisor if you have these conditions, as reassignment of duties is required:

- Nausea, Vomiting, Diarrhea, Jaundice (yellow skin or eyes) or Fever [Section 112.31]
- Lesion containing pus such as a boil or infected wound that is open or draining that cannot be bandaged and/or covered to prevent potential contamination
- Any reportable diagnosis (i.e. Norovirus, Hepatitis A, Shigella, *Typhoid fever*, *Salmonella*, *Shiga Toxin Escherichia coli*) (FDA Food Code 2017)

If you have symptoms of vomiting or diarrhea at home before work, you should:

- Call your supervisor (INSERT NAME OF PERSON TO CALL)
- Do not report to work until at least 24 hours have passed after the diarrhea and vomiting symptoms have ended. (FDA Food Code 2017)

Notes:

- **Must** take measures to prevent contamination from communicable illness of public health significance [Section 112.31 (a)]
- **Must** exclude persons with public health significance illness from covered activities (i.e. produce and food contact surfaces) [Section 112. 31 (b)]





**What to do if
you are ill or
injured at
work:**



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Illnesses at Work

If you get sick while here at work:

- Stop work immediately
- Report issue to management (INSERT NAME TO REPORT TO)
- Ask supervisor when you can return
- Note: If you have symptoms of vomiting or diarrhea, you **must** never handle produce or food contact surfaces (packing lines, harvesting equipment, buckets, bins, etc.) [Section 112.31]

If you get injured at work:

- Stop work immediately
- Report issue to management (INSERT NAME TO REPORT TO)
- The first aid kit/s is/are located (INSERT LOCATIONS)

Note:

If you have any open wounds or cuts, you **must** make sure they are fully covered with an impermeable cover (bandages/gloves/dressings), that will stay on firmly [Section 112.32(a)]



Bodily Fluid Clean Up



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Accidents and Injury

We realize that accidents can happen but we want you to take every precaution to lower that risk. Your safety is important! However, if you are injured while at work, there are special actions we need to take to make sure you are ok and that the injury doesn't accidentally spread germs.

If Blood, Vomit, Feces, Urine, or Other Bodily Fluids are present:

- Our farm's policies are: [\(INSERT POLICIES\)](#)

Suggestions on policies:

- Determine the severity of the injury/illness and ALWAYS call 911 for life threatening injuries.
- Provide first aid, and report all injuries/illnesses to your supervisor as soon as possible.
- Contact your supervisor to ensure cleanup procedure is appropriate to prevent cross-contamination onto covered produce and food contact surfaces.
- Retrieve your spill kit and first aid kit as necessary.
- Wear disposable gloves (not your work gloves) as you deal with any bodily fluids.
- When you are finished, carefully discard the disposable gloves used to clean bodily fluids and wash your hands thoroughly with soap and water.
- Document all your actions.



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Personal Cleanliness and Clothing



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Personal Cleanliness and Clothing

You must maintain personal cleanliness before and during work [Section 112.32]

- Our farm's policies are [\(INSERT POLICIES\)](#).
- Ask your supervisor if you have questions.

Suggestions:

- Bathing and wearing clean clothes and shoes should be daily tasks.
- Clean clothes and shoes/boots should be worn everyday.
- Changing clothing and/or shoes should be done if you work with animal manure, chemicals, or animals.

Notes:

- Clothing can become a source of contamination on the farm, particularly when working with pesticides, animal based composts, or animals.
- 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.
- Shoes can become a source of contamination on the farm as they can track contaminants throughout the field.



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Work with Wild or Domesticated Animals



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Farm Animals and Domesticated Animals

While We Are Working with Farm Animals or Domesticated Animals

- Our farm's policies are [\(INSERT POLICIES\)](#).
- You **must** wash your hands as soon as possible after working with or touching animals or contact with waste of animal origin [Section 112.32(b)(5)].

Suggestions:

- We will try to schedule your work so you do not have animal chores directly before handling produce or food contact surfaces.
- Those of us who do handle animals should inspect clothing for manure or soiled spots, before handling produce or entering a produce area. If clothing is soiled we should change clothing before working in produce areas.
- We should always wear different footwear or wear disposable foot booties when working in animal areas and change footwear before moving into areas where covered produce is handled. Wash your hands after replacing footwear.
- Do not wear dirty boots (especially those covered in manure or other contaminants) in areas where covered produce is present (i.e. fields or packing areas).

Note:

Prevention of cross contamination from animal manure is a **must** in the Produce Safety Rule [Section 112.134 (a)].



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Glove Use



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Glove Use

- Our farm's policies are (INSERT POLICIES).
- You **must** wash your hands before placing gloves on hands [Section 112.32(3)(ii)]
- You **must** wash your hands and change gloves if the gloves are soiled, gloves have holes, tears, or cracks [Section 112.32(b)(4)]
- Gloves should be intact and in a sanitary condition

Suggestions:

- Gloves must be clean prior to use [Section 112.32(b)(4)]
- Disposable gloves are intended for a single use or purpose
- You should change gloves when _____(add your farm activity)

Notes:

- When used properly, gloves can help keep food safe by creating a barrier between hands and food
- Gloves should never be used in place of hand washing



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