**Employee Training Topics**

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| Employee Illness, Disease and Injury  * Persons able to transmit, or suffering from, a contagious disease and/or illness transferable to food (e.g., Hepatitis A, Salmonella, *E. coli* O157:H7) and those with a temporary illness (e.g. diarrhea, nausea or vomiting) are advised to see a doctor & must stay at home * Employees are trained on the role and responsibility they play in preventing the contamination of crops * Open wounds are immediately treated and covered with a waterproof dressing (e.g. rubber gloves) * Report illnesses and injuries as soon as they occur | Employee Hand Washing  * Hands are washed: * Before beginning work each day * Before entering the harvesting area * Before putting on gloves (if used) * After every visit to the restroom * After breaks, meals, smoking * After hand-to-face contact (e.g., coughing, sneezing, blowing nose) * After applying sunscreen and insect repellant * After using the phone * After handling garbage * Hands and reusable gloves are washed using proper hand washing techniques: * Wet hands * Lather with soap * Scrub well (20 secs) * Rinse * Dry hands with paper towel * Gloves are not worn as a substitute for hand washing |
| Employee Glove Use *□ Check if gloves are* ***not*** *used & proceed to the next sub-section*   * Gloves are made of rubber, nitrile, polyethylene, polyvinyl chloride, polyurethane or cloth * Hands are washed, before gloves are put on and after they are removed * Gloves are replaced when ripped or worn out * Gloves are removed when leaving the work area and replaced upon return or, if reusable, washed (using proper hand washing technique) after being put back on |
| Other  * Employees adhere to the following:   + Always use toilet facilities   + Never spit in the crop growing area   + Only eat, smoke, drink, chew gum, spit or use tobacco products in areas designated to these activities   + Put personal effects in designated areas (ie. weatherproof clothing, boots, lunches etc…)   + Use garbage cans   + Leave tools in designated areas (including at breaks and before entering toilet facilities   + Never take tools / gloves into toilet facilities |
| **During Harvest**   * Only harvest using clean tools, equipment & into clean containers * Always inspect to ensure there is no wildlife or animal contamination (ie. droppings / trampling) * Product contaminated with blood is discarded * Harvest containers are used solely for harvesting * Crops with visible feces on them are not harvested * Crops that are visibly decaying (e.g. bruised tomato) are not harvested * Other: * Other: * Other: |
| **Additional**   * Employees will finish all activities in the growing area before moving to areas where animals/livestock are housed. (Example) * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Security**   * Employees will report any strange or suspicious activity in or around the facility * Employee will report any suspicious materials and/or chemicals |