**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
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| 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
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| 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
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| **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:
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| **Additional*** Employees will finish all activities in the growing area before moving to areas where animals/livestock are housed. (Example)
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| **Security*** Employees will report any strange or suspicious activity in or around the facility
* Employee will report any suspicious materials and/or chemicals
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