

# Farm Worker Training Policies

## Who Needs to be Trained:

All farm workers are trained on farm policies, produce safety policies, and job-specific duties at least once annually. Workers include paid and unpaid employees, interns, volunteers, friends, and family.

## Record Retention

All required records are kept for two years from the date of creation.

- The date, topics covered, and people trained
- Workers should sign a form saying they have read and understood the policies
- Attach Standard Operating Procedures (SOPs)
- Attach outline for existing worker training

## Topics to be Covered:

- The principles of food hygiene and food safety
- Recognizing symptoms of concern to produce safety
  - Diarrhea
  - Vomiting
  - Jaundice
  - Fever
  - Sore Throat w/ fever
  - Cuts/Wounds/Bodily Fluids
- Proper Handwashing
- Recognizing produce that workers must not harvest
- Ensuring proper function of harvest containers
- Removing or covering hand jewelry
- Keeping gloves in an intact and sanitary condition (if used)
- Reporting all issues to supervisor or person responsible for produce safety
- Eating, drinking, and tobacco are prohibited from a covered area where a covered activity occurs
  - A covered area is a field, transportation, packhouse, storage, etc., where covered produce could be grown, harvested, handled, or stored.
- Bathrooms
- Handwashing sinks
- Break areas
- First aid Kits

## The Principles of Food Safety and Hygiene

Farm workers are a direct link to produce safety on the farm. In some cases, they are the only direct contact with the produce before it is sold, thus, making them an asset when properly trained.

### Proper Handwashing

Workers must wash their hands before and after working, using the toilet, eating and drinking, smoking, and handling fresh fruit and vegetables. *\*Antibacterial Hand Sanitizers CANNOT replace proper hand washing\**

1. Wet hands with clean water
2. Apply soap and lather for at least 20 seconds
3. Rinse hands thoroughly with clean water
4. Dry with a single-use paper towel, and turn the faucet off with a paper towel
5. Throw paper towels into the trash can

### Symptoms of Concern to Produce Safety

It is important to recognize these symptoms could be a contamination issue if a farm worker comes into direct contact with covered produce.

- Diarrhea
- Vomiting
- Fever
- Sore throat w/ Fever
- Jaundice

Workers must report their symptoms to a supervisor, and the farm worker should not work directly with fresh produce when displaying these symptoms.

The farm's policy on handling injuries and produce contamination from blood or bodily fluid and to whom to report injuries are:

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### Glove Policy

- Gloves worn while working with the harvestable portion of crops must be kept intact and sanitary.
- If reusable, such as leather, nylon, etc., gloves must be cleaned regularly and changed whenever the gloves become contaminated.
- Single-use disposable gloves must be changed whenever handwashing occurs and whenever they become ripped or contaminated.

The farm's policy on glove-wearing while handling fresh produce is:

### Clothing, Jewelry, and Cell Phone Policy

- Farm workers must come to work with clean clothes and proper hygiene to the point they would not likely contaminate produce.
- Clothes and footwear must be cleaned or changed when switching from livestock tasks to produce tasks.
- If cell phones are used, workers must wash their hands before returning to work.
- Workers may wear a plain wedding band. The farm's policy on other jewelry is:

### Food & Drink Policy

- Workers will take breaks outside produce growing areas in designated areas.
- Food is not permitted outside of designated break areas unless by medical necessity.
- Workers are allowed to have drinking water in non-glass containers in the work areas.
- Tobacco, chewing gum, or eating are NOT allowed in the harvest area, packing area, or storage area. Workers may perform these activities in designated break areas.

Workers are permitted to take breaks in the following area(s) of the farm:

## Harvest Containers Policy

Harvest containers must be either:

- New, single-use disposable containers, or
- Reusable containers that are cleaned and sanitized when necessary.

Each time a harvest container is cleaned, it must be recorded on a cleaning and sanitation log. If a harvest container is not to this standard, it must be set aside or disposed of according to the farm's policy and not used to hold fresh covered produce.

The farm's policy on types of harvest containers used and their cleaning schedule (if applicable) are:

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## Produce That Must Not Be Harvested

Produce contaminated by feces, bodily fluids, or other sources of biological contamination should not be harvested, and that area of the field should be flagged to alert others not to harvest. Farm workers should report this contamination to a supervisor or follow the farm's standard operating procedure. In addition, workers should not pick up or harvest any dropped produce.

## Report All Issues to a Supervisor

It is important to report all food safety concerns, contamination, or issues to a supervisor so that the issues are handled properly and corrective actions are taken to prevent further contamination.

There should be a standard operating procedure (SOP) for proper reporting on the farm and the proper handling method of contamination. The SOP could include flagging the area and not harvesting that produce, pausing production to dispose of contaminated produce if a farm worker is leaking bodily fluids, and alerting the supervisor so it can be recorded and corrective action can occur.

The contact person on the farm for all food safety issues and concerns is:

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## Worker Training Checklist

Worker Training Checklist		
Topic	Description	Done
Principles of Food Safety & Food Hygiene		
Microbial Contamination	Workers need to be trained to identify sources and routes that could lead to produce or food contact surfaces becoming contaminated.	
Cleaning & Sanitizing	Workers need to be trained on the difference between cleaning & sanitizing and know the steps to properly conduct these activities.	
Animals & Wildlife	Workers need to be trained on the potential risks of microbial contamination caused by wildlife or working animals.	
Additional Farm Specific:	Description:	
Personal Health & Hygiene		
Sick Policy	Workers must recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must know to whom to report cases of injury or illness.	
Injury Policy	Workers must know how to properly handle incidents when bodily fluids are present and could potentially contaminate covered. Workers should know where to access first aid.	
Hand Washing	Workers must know when and how to properly wash their hands. 112.32 of the Produce Safety Rule outlines when hand washing is required.	
Restroom	Workers need to know restroom locations and proper hygiene techniques to reduce the potential of cross-contamination.	
Additional Farm Specific:	Description:	
Produce Safety Rule Standards		
Applicable Standards found in the PSR	Workers must understand the standards in Subparts C (Worker Training) through Subpart O (Records) of the PSR that apply to their job tasks. For example, workers who clean and sanitize the pack line will need to be trained on the requirements of the rule which apply to this activity (Subpart L – Equipment, tools, buildings, and sanitation). Workers must understand the terms “covered produce” and “covered activities.”	
Additional Farm Specific:	Description:	
Employees Engaged in Harvest Activities of Covered Produce		
Proper & Safe Harvest	Workers conducting harvest activities must be trained to recognize produce that must not be harvested, including produce that has been dropped, contaminated, or likely to be contaminated.	
Harvest Containers & Equipment	Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are clean, functioning properly, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards.	

## Worker Training Record *Template*

<b>Name and address of farm:</b>	
<b>Date:</b>	
<b>Trainer:</b>	
<b>Topics Covered:</b>	

**Training materials:** *Please attach any printed materials related to the training. Also, reference any relevant SOPs or sections of the farm food safety plan.*

Employee Name (please print)	Employee Signature

<b>Reviewed By: (farm supervisor)</b>	<b>Title:</b>	<b>Date:</b>