**PERSONNEL PRACTICES PROGRAM**

**Personal Hygiene Practices**

A high standard of personal cleanliness is required for all personnel in this facility. Proper hygiene can prevent contamination of ingredients, products or packaging. All employees must follow the rules for working in food handling areas.

Employees at **[company name]** must follow these practices:

* Come to work clean.
* Keep fingernails trimmed and clean.
* Do not wear fingernail polish, false eyelashes or fingernails, badges, pins, etc.
* Avoid touching body parts, including hair, nose, arms, eyes, etc. If hands become contaminated, wash them.
* Turn away from food, ingredients, packaging materials and food contact surfaces, when coughing or sneezing. Use the crook of your elbow or shoulder.
* Do not eat, drink, smoke, chew gum or tobacco, spit or use medication in any food handling, processing, storage or packaging areas. **[Specify that these actions are conducted in designated areas, ex: lunch room]**
* Do not taste test in production or storage areas. **[Specify how taste testing is to be done]**
* Do not wear loose items in breast pockets or on shirt collars [or smocks, overalls, lab coats, etc.] This includes pens, thermometers, etc.
* Do not bring personal items into food production or storage areas, this includes gum, candy, tobacco, keys, phones, etc.
* Do not store waste on or near food, ingredients, packaging materials or food contact surfaces.
* **[Throw out any ingredient or product that falls on the floor.]**
* Do not store ingredients or packaging materials directly on the floor.
* Do not store food in lockers.
* **[Do not wear any exposed jewellery, including watches. The only exception is a medic alert bracelet or necklace, if it’s covered or tucked inside clothing.]**
* Do not bring glass into food processing and storage areas, except those specifically used for production or packaging products. [Specify to fit your operation – **Specify a list of glass and brittle plastics within your food processing and storage areas, if applicable. Customize it using the Glass and Brittle Plastics Inventory and Inspection in Food Processing and Storage Areas template.]**
* **[Follow the glass and brittle plastic breakage procedure. Specify to fit your operation, using the Glass and Brittle Plastics Breakage Procedure template.]**

**Hand Washing Practices**

Proper hand washing is critical in preventing the spread of bacteria. It greatly reduces the chances of contaminating food and food contact surfaces. All employees must wash their hands thoroughly and frequently.

**Hand Washing Procedure**

Wash your hands at the designated hand washing station. For proper hand washing, follow these steps:

* Pre-rinse hands with warm clean water.
* Apply soap.
* Rub hands, fingers, nails and wrists to form a lather for a minimum of 20 seconds.
* Rinse hands with warm clean water.
* Dry hands hygienically (ex: disposable paper towel).
* **[If there is not an automatic tap, use the paper towel to turn the tap off.]**
* **[Use the paper towel to open the bathroom or station door.]**
* **[Throw paper towel in a designated waste bin.]**
* **[Same steps apply when wearing rubber or plastic gloves.]**

Note: A poster with hand washing instructions is located by the hand washing sink.

**Hand Washing Frequency**

All employees must wash their hands:

* when starting or returning to work
* after using the washroom
* after handling ingredients, utensils, packaging materials and touching food contact surfaces
* after handling raw foods **[Specify examples for your facility, ex: eggs, meat]**
* before putting on gloves
* **[change disposable gloves regularly, in the same way you would wash your hands regularly if not wearing gloves]**
* after handling food allergens **[Specify examples for your facility, ex: peanuts]**
* after touching hair, ears, nose, mouth, etc.
* after handling garbage or waste bins
* after lunch and breaks
* every time hands become contaminated

**Clothing, Footwear, Headwear**

Employees must wear clean clothing that is designed for the operation to prevent contamination of food ingredients, packaging and food contact surfaces (ex: aprons, smocks, overalls, uniforms). All employees must follow these rules:

* Come to work in clean clothing.
* Put on **[Specify ex: apron, gloves, uniform]** before starting your shift.
* Keep designated work clothing clean and in good repair (ex: no holes, loose threads, loose buttons, etc.)
* Wear clean shoes/boots inside the facility. **[Specify ex: must put on designated work shoes before starting a shift and take them off after the shift.]**
* Wear suitable hair covering or restraint to prevent hair from directly or indirectly touching food, equipment, utensils, etc. **[Specify what’s proper for your plant]**
* Wear designated clothing for each different operation in the plant to minimize cross-contamination. **[Specify what is needed in your facility ex: colour coded clothing for areas such as maintenance, production, etc.]**
* Keep clothing designated for specific areas (ex: raw ingredients area) in those areas and don’t wear or take them into another area. **[Specify examples for your facility]**
* Do not wear designated work clothing in washrooms, lunchrooms or outside the production facility. **[Specify where to put clothing, ex: designated area with hooks]**
* Do not store designated work clothing in washrooms, lunchrooms, offices or lockers.
* Change designated work clothing if it gets soiled during a shift.
* **[Specify storage area in the facility for soiled and clean clothing.]**
* **[Specify how designated clothing will be cleaned.]**
* Store street clothes and shoes in **[Indicate a storage area within the facility for street clothes and footwear].**

Note: All visitors to our facility, including suppliers and contractors, must **[Specify the rules ex: enter through main office or receiving area]** and they must wear **[Specify requirements for your facility, ex: smocks, hair nets, shoe coverings, gloves].** When visitors leave, they must **[Specify where the clothing is to be put after visitors leave].**

**Injuries and Wounds**

All employees must follow these rules:

* Report all work related injuries to management immediately.
* When someone is injured or wounded, immediately apply first aid. **[Specify procedures to be used in your facility]**
* Ensure anyone with an open cut or wound has it securely and hygienically covered if working with food, packaging or food contact surfaces (ex: waterproof bandage covered with a glove).
* Determine which food, ingredients, packaging materials and food contact surfaces were contaminated as a result of the injury or wound.
* Ensure contaminated items are disposed of and food contact surfaces are cleaned and sanitized, using company sanitation procedures.
* Record the incident on the company’s incident report form. **[Tailor the Incident Report Form in this guidebook to fit your facility]**
* Ensure any visitor with an exposed open cut or wound securely and hygienically covers it before entering the facility.

**Evidence of Illness**

* Any employee who shows or suffers from symptoms of a disease or illness that can be transmitted through food is not allowed in food handling areas.
* To prevent the transfer of disease or illness, all employees who have symptoms of an illness or disease that can be transmitted through food must report it to their supervisor or manager immediately.
* Symptoms include, but are not limited to:

– jaundice

– diarrhea

– vomiting

– fever

– sore throat with fever

– visibly infected skin lesions (ex: boils, cuts)

– discharge from ear, eye, nose

**Access and Traffic Patterns**

Access and traffic patterns can control the movement of employees, visitors, products, ingredients, **[Specify rework if applicable]** and packaging materials to reduce cross contamination. The following are the rules covering procedures for visitors’ and employees’ movements throughout the facility.

* Visitors, suppliers, contractors, etc. must read the facility’s visitors’ policy and sign the visitors’ log book **[Specify where]** before they are allowed in the facility. **[Tailor your policy and log book using the templates in this guidebook]**
* Employees must follow the facility traffic pattern rules and follow the rules for moving products (ex: cooked, raw, non-allergenic, waste, chemicals, etc.)
* Employees and visitors must use specific entrance and exit doors at specific times of day. **[Specify where]**
* **[Create a map of the whole facility and show required traffic patterns for each area. Specify points of possible cross-contamination and find solutions. (ex: one-way traffic from clean to less clean; schedule activities at different times to avoid cross contamination).]**

**Monitoring Personnel Practices**

Personnel Practices are monitored **[Specify frequency (ex: daily, weekly]** by **[Specify employee position]** and must document the process on the personnel practices check list. **[Tailor the monitoring template to fit your facility]**