

# Personnel Practices for Food Processors



Food processors have the responsibility of making food safe and suitable for people to eat. Good personal hygiene practices and cleanliness of personnel are two of the most important links in preventing foodborne illness. Personnel may be involved in different activities including cooking, packaging, processing, producing, or transporting. To minimize the risk of food contamination, personnel need to follow adequate personal hygiene practices.

## Personal Hygiene

- Personnel should maintain an adequate degree of personal cleanliness, such as showering or bathing before work.
- Employees may only smoke, drink, eat or chew gum in designated areas to prevent contamination of food processing areas.
- Avoid sneezing, spitting, or coughing over unprotected food or food contact surfaces. Cough or sneeze into the fold of your arm, not your hands.

## Cuts, Wounds and Sores

- Open cuts or wounds on hands, wrists or arms must be reported to a supervisor.
- Any cuts, wounds, or open sores on the hands, wrists and arms must be completely covered by a waterproof bandage or dressings.
- Wear gloves or finger cots over any bandages on the hands.

## Fingernails

- Keep fingernails trimmed and unpolished to aid in cleaning and glove fitting. Do not use artificial nails.

## Jewelry

- Food handlers may not wear jewelry in food processing or storage areas (necklaces, bracelets, earrings, etc.). Remove jewelry prior reporting to work.

## Sick Food Handlers

- Food handlers showing symptoms like fever, persistent sneezing or coughing, diarrhea, vomiting, jaundice, or sore throat with fever, must notify their supervisor.
- Sick food handlers must be excluded from work or restricted from working with exposed food, food contact surfaces, equipment, or utensils.

## Hair Restraints

- Wear hairnets or beard nets to effectively cover the hair.
- Avoid touching the hair to prevent the spreading of germs

## Hand Washing Steps

### Hand Washing

Food handlers are expected to wash their hands whenever their hands are likely to contaminate food. Hands need to be washed and dried in the following situations:

- before starting work and in between tasks
- before working with ready-to-eat food or food ingredients after handling raw
- after using the toilet
- after touching the hair, scalp or a body part
- after eating, drinking or smoking
- after coughing, blowing nose, sneezing or using disposable tissue

### Adequate Steps in Hand Washing

- Use soap and warm water.
- Wash hands for at least 20 seconds.
- Effective hand washing includes the back of hands, palms, and exposed portions of the arms, between fingers and around nails.
- Thoroughly dry hands with a single use paper towel or hot air blower.



1. Wet Hands



2. Add soap



3. Scrub back of hands, wrists, between fingers, under fingernails for 20 sec.



4. Rinse



5. Paper towel dry



6. Turn off tap with paper towel

To time yourself, try singing Happy Birthday twice. It should take approximately 20 seconds to complete.