

Food Safety Program, for Processors and Distributors

FACT SHEET #2

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 finger nails 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.

Proper Work Clothing

- Wear clean outer clothes: aprons, chef jackets or smocks over street clothing.

Hand Washing

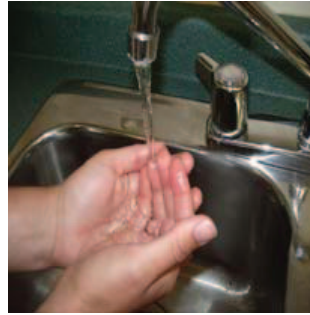
Food handlers are expected to wash their hands whenever their hands are likely to contaminate food. Hands need to be washed and dried in the following situations:

- before starting work and in between tasks
- before working with ready-to-eat food or food ingredients after handling raw food
- 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 a 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, exposed portions of the arms, between fingers and around nails.
- Thoroughly dry hands with a single use towel or hot air blower.

Hand Washing Steps



1. Wet Hands



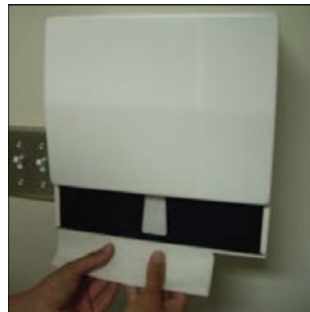
2. Add soap



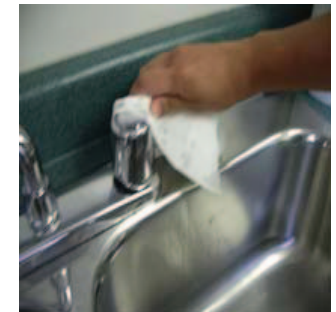
3. Scrub backs of hands, wrists, between fingers, under fingernails for 20 sec.



4. Rinse



5. Towel dry



6. Turn off taps with towel

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

For information on the Food Safety Program contact the [CVO/Food Safety Knowledge Centre](#).
For technical information, call 204-795-7968 or 204-795-8418 in Winnipeg; or e-mail foodsafety@gov.mb.ca.
For general information, contact your local [GO Centre](#).