

# Food Safety Orientation for New Employees

The Commodity Specific Food Safety Guidelines for the Production and Harvest of Lettuce and Leafy Greens require that ALL employees receive food safety training.

The Initial Hire Food Safety Orientation poster and Commitment Form is a training tool developed to be used when employees are initially hired. This program is not a substitute for the more comprehensive training as provided in the Arizona Leafy Greens Food Safety Training Kit (AZ FSTK).

The poster illustrates 15 food safety areas in which employees must be trained upon hiring. The commitment form has short, written descriptions of each of the areas on the poster. The poster and commitment form are intended to be used with employees at the time of hiring, prior to starting work. Both are available in English and Spanish.

## How to use the Initial Hire Food Safety Orientation poster and Commitment Form:

1. When a new employee is hired, the employer shows the poster to the employee.
2. With the employee looking at the poster, the employer reads from the commitment sheet, in a language the employee understands, all 15 explanations of the food safety areas illustrated on the poster.
3. The employee then signs a copy of the commitment sheet, which states that he or she received and understood the basic food safety rules for working with leafy greens.
4. A copy of the signed sheet is given to the employee and the original is placed in the employee's file or in a food safety training documentation file.
5. The poster is kept by the employer for future training needs.
6. The Food Safety Orientation posters can be displayed throughout the company as food safety reminders for all employees.

To order any of the materials go to: <http://www.arizonaleafygreens.org/> or contact AZLGMA at 602-542-0945 or [tlopez@azda.gov](mailto:tlopez@azda.gov)



**Harvesting Safe**  
Arizona Leafy Greens