

Food Safety Orientation for New Employees

Welcome to the Leafy Greens industry. Before you begin working it is necessary to learn the following basic food safety rules to help minimize the risk of Leafy Greens contamination. It is your job to follow these rules whenever you are working with leafy greens and/or food contact surfaces such as baskets, cardboard boxes, bins or harvesting machines. Please look at the icons or photos on the poster you were given and listen carefully to what I will be saying.

1. Personal Cleanliness

Your personal hygiene is very important for keeping leafy greens safe. It is necessary to bathe daily and maintain your nails clean and short.

2. Protective Clothing and Personal Objects

Wear clean clothes to work everyday. Shorts, sleeveless shirts, dirty, ripped or torn clothing are not acceptable. DO NOT wear open toed shoes or sandals. If harvesting value added product wear an apron, arm sleeves and/or gloves. Clothing with sequins, pom-poms, fur, stones or other objects that could break off is not allowed. NO personal items including cell phones are allowed in the field, near the equipment, in harvest containers or in packing materials. Before starting work, store them in the designated area for personal items.

3. Jewelry

Do not wear jewelry in any of the leafy greens growing or handling areas. Some companies may allow the use of a plain wedding band.

4. Hair Restraints

Always wear a hair restraint covering all your hair and ears. A hat or bandana may be OK at your farm, always follow your company's policies. If you have a beard or mustache wear a beard net.

5. Eating, Drinking, and Smoking

All workers must eat, drink and use tobacco products ONLY in the designated areas away from equipment, unharvested product or packing materials. Do not forget to always wash your hands before going back to work. Spitting and chewing gum in the fields is strictly prohibited.

6. Restrooms and Toilet Paper

ALWAYS use the restrooms provided by the company and put soiled toilet paper in the toilet, not in the trashcan or on the floor.

7. Handwashing

Handwashing is the single most important food safety practice to prevent leafy greens contamination. Wash your hands before starting work, before putting on gloves, after taking a break, after touching animals or animal waste, and after using the restroom. The following are the 6 steps for proper hand washing:

Step 1. Wet your hands with water.

Step 2. Put on soap.

Step 3. Lather and scrub your hands and arms for about 20 seconds. Do not forget the areas under your nails and between your fingers.

Step 4. Rinse thoroughly with water.

Step 5. Dry your hands completely using a clean paper towel then throw used paper towel in the trash can. Some farms may require the use of hand sanitizer after washing your hands and before starting work.

Step 6. If required for your job, put on your gloves.

Remember that the use of hand sanitizer does NOT replace handwashing.



Harvesting Safe
Arizona Leafy Greens

Food Safety Orientation for New Employees

8. Personal Health

If you have any of the following signs or symptoms, do not work around or handle leafy greens, food contact surfaces, or packaging materials: diarrhea, cough, sore throat with fever, vomiting, jaundice (yellowing of the skin) or an infected sore or wound. Let your foreman know if you are sick.

9. Cuts, Wounds and Blood

If you have an open sore/cut prior to beginning work or cut yourself while harvesting or packaging leafy greens, wash your hands immediately, ask your foreman for a bandage or band aid, put it on the wound and cover it with a clean glove. You should also cover small scrapes and cuts on your arms, wrists and forearms. Throw away all the product or packaging that comes into contact with blood or other bodily fluids and clean and sanitize any contaminated food contact surfaces.

10. Animal Intrusion

ALWAYS report to your foreman if you notice any signs of animal intrusion in the field, a broken or fallen fence, animal tracks, animal feces or urine in the production area. The presence of domestic animals or pets in the farm is prohibited and you should avoid contact with animals while working.

11. Animal Feces

Do not harvest any product that appears to be contaminated or has had contact with fecal matter or is near the contamination source. If you spot feces in the field or in packaging materials while working tell your foreman immediately. If you touch feces, do not touch any produce, food contact surface or packing materials until you wash your hands. If wearing gloves, dispose of the soiled gloves, wash your hands and obtain new gloves.

12. Dropped Leafy Greens

If the product falls on the ground leave it there or discard it properly.

13. Cleaning and Sanitizing

Clean and sanitize all harvesting equipment and tools following your company's policies and procedures. When leaving the field for breaks or other purposes, leave your knives in the provided container until you return to work. Knives and other harvesting equipment and tools must stay within the company and not be taken home.

14. Foreign Objects

If you find a foreign object such as glass, metal objects, wood pieces, etc. in the field, product or in a harvest container or packaging material, STOP working and report the incident to your foreman immediately. You must THROW AWAY the product and work with your foreman to find the source of the foreign object. Always be alert for any foreign material or objects. Harvest containers and packaging must only be used to store leafy greens.

15. Visitors

Everyone entering the farm or company's property must have authorization from management and must register with a foreman upon arrival. Visitors must also be informed and follow all hygiene and safety rules. Alert your foreman if a visitor is not following these policies.

Report to your foreman if you see any inadequate or suspicious behavior or practice from a visitor or person foreign to the farm that might put leafy greens at risk of contamination.

I _____ (Print Employee Name) received and understood the basic food safety training of _____ (Farm's Name) on _____ (Date) and I am making a commitment to follow the food safety rules at all times whenever working on the farm and to take all measures reasonably necessary to identify and not pack any leafy greens that are likely to be contaminated.

Worker's Signature

Trainer's Signature



Harvesting Safe
Arizona Leafy Greens