

# Overview of The Arizona Leafy Greens Food Safety Training Kit DVD series

## DVD 3: Module 4. Pre-Harvest and Daily Harvest Environmental Assessments

The Arizona Leafy Greens Food Safety Training Kit DVD series (AZ FSTK-DVD) was developed to establish a uniform food safety training program for the industry. This program provides content and strategies that can be used with the employees at the leafy greens growing and harvesting operations. The AZ FSTK-DVD content covers the employee training areas suggested in the “Commodity Specific Food Safety Guidelines for the Production and Harvest of Lettuce and Leafy Greens”. The program is available in English and Spanish.

### Objectives

The general objectives are as follows:

1. Provide training materials on food safety and hygiene practices that are specifically designed for workers in the leafy greens industry.
2. Develop materials (in English and Spanish) that take into account specific cultural attributes of leafy greens handlers.
3. Help the leafy greens industry satisfy third party audit training requirements.

The AZ FSTK-DVDs are designed to provide employees in the leafy greens industry with the knowledge, skills and a comprehensive explanation of standard food safety practices that they will need to follow at work. However, each company is different, therefore different rules and policies may apply at each worksite.

The video and training modules are presented in the DVD series as follows:

### DVD 1: Food Safety Orientation

- Food Safety Orientation Training Video
- Training Materials:
  - Food Safety Orientation Video Instructor’s Guide
  - Poster and Employee Commitment Form Instructions
  - Food Safety Orientation Poster and Employee Commitment Form

### DVD 2: The AZ FSTK Modules 1-3

- Module 1 Video: Foodborne Outbreaks
- Module 1 Video: Leafy Greens Contaminants
- Module 2 Video: Personal Hygiene
- Module 2 Video: Hand Washing
- Module 3 Video: Cross Contamination in the Field
- Training materials:
  - The AZ FSTK Modules 1-3 Video Instructor’s Guide
  - The Arizona Leafy Greens Food Safety Training Kit
  - PowerPoint Module 1: Foodborne Outbreaks and Leafy Greens Contaminants
  - PowerPoint Module 2: Personal Hygiene and Hand Washing
  - PowerPoint Module 3: Cross Contamination in the Field
  - Additional Resources: Posters, Training Logs, Training Certificates, etc.
  - Food Safety Training Tailgate Flipcharts

### DVD 3: Module 4. Pre-Harvest and Daily Harvest Environmental Assessments

- Module 4: Pre-Harvest and Daily Harvest Environmental Assessments Video
- Training Materials:
  - Module 4: Video Instructor’s Guide
  - Module 4: Workbook Instructor Guide
  - Module 4: Workbook
  - Module 4: Workbook Activity Book and Additional Resources
  - Module 4: Workbook Powerpoint Presentation



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### Instructor's Guide DVD 3: Module 4. Pre-Harvest and Daily Harvest Environmental Assessments Video

Before organizing a training program, the instructor should become familiar with the lessons and how to present them. Therefore, it is advisable to read this entire instructor's guide carefully and understand the content and organization of the program. The modules are designed to provide employees in the industry with the knowledge and skills they need to minimize the risk of product contamination.

#### Pre-Harvest and Daily Harvest Environmental Assessments DVD

The Pre-Harvest and Daily Harvest Environmental Assessments video is DVD 3 of The Arizona Leafy Greens Food Safety Training Kit DVD series (AZ FSTK-DVD). The objective of this video is to teach supervisors and food safety personnel how to perform Pre-Harvest and Daily Harvest Environmental Assessments. This module was designed to help leafy greens professionals conduct Environmental Assessments.

#### Target Audience

This program was developed for anyone that conducts food safety Environmental Assessments in the field. Harvest Supervisors or Foremen, Quality Control Personnel, Growers, Food Safety Professionals and Food Safety Personnel are the primary audience.

#### Program Delivery

This DVD can be used along with the Pre-Harvest and Daily Harvest Environmental Assessments Workbook also known as Module 4. The company's instructor will serve as a facilitator and will guide the participants through the content of the program. Therefore, it is important that the instructor becomes familiar with this training program and relates it to his/her company's policies and procedures.

The training program in the video's footage and the workbook is divided in three main sections and several subsections:

1. Introduction - Basic Concepts
  - Key Concepts: Pre-Harvest Assessment, Daily Harvest Assessment, Form, Log or Checklist, and Documenting an Environmental Assessment
  - What is an Environmental Assessment?
  - Documenting an Environmental Assessment
2. Environmental Assessment Evaluation of Potential Contamination Risks
  - Field Sanitary Facilities
  - Employee Health and Hygiene Practices
  - Condition of Water Source and Distribution System
  - Evidence of Flooding
  - Animal Intrusion
  - Adjacent Land Activity
  - Livestock Grazing on Immediately Adjacent Land
  - Other Potential Sources of Contamination
3. Mastering Environmental Assessments

Each section in the workbook contains several subsections that outline the basic concepts to learn, along with activities designed to test comprehension. There are activities in the workbook titled, "Putting your Knowledge into Practice". Each activity contains different case studies, quizzes, etc.

The program included in the video and the workbook was designed with the premise that people learn by doing. The DVD presents information through brief explanations of the concepts.

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The “Putting your Knowledge into Practice” activities contained in the workbook can be done with students while watching the video. The instructor can decide in advance which activities will take place in the classroom and stop the video at a specific point to get the activity done and discuss it with the participants.

The activities in the workbook will help participants to practice and to apply content that ultimately will lead the field assessors to grasp the Environmental Assessment concepts by applying their own critical thinking skills.

The Pre-Harvest and Daily Harvest Environmental Assessments video lasts approximately 29 minutes. It can be presented to the participants in one sitting or in several sessions. The following table suggests pausing points and directs the instructor to specific activities from the workbook related to that topic. The instructor may choose as many activities as time allows, or as the company’s food safety training program requires.

<b>Video Section</b>	<b>Approximate DVD Footage Pause Time at the End of Each Section</b>	<b>Potential Activities in the Workbook (page)</b>
Introduction - Basic Concepts - Checklists	4:09	Discovering a Form, Log or Checklist (p.13)
Evaluation of Potential Contamination Risks	7:44	Acceptable or Not acceptable (p.17) Quiz (p.18)
Field Sanitary Facilities	11:17	Case Studies (p.23) Identifying Missing Items (p.24) What’s Needed to Prevent Leafy Greens Contamination? (p.25)
Employee Health and Hygiene Practices	13:02	Case Studies (p. 28) Your Company’s Policies (p. 29) Risky Food Safety Practices (p. 30) Quiz (p. 31)
Condition of Water Source and Distribution System	15:11	What’s the Right Procedure? (p.40) Sanitary Survey of Distribution System (p. 41) The Company’s Water Systems (p.42)
Evidence of Flooding	16:19	Keeping Leafy Greens Safe (p. 46) What’s Right or Wrong? (p. 47) Quiz (p.49)
Animal Intrusion	20:10	Indication of Animal Hazards in the Field (p. 54) Identifying Evidence of Animal Intrusion (p. 54) Keeping Leafy Greens Safe (p. 55)
Adjacent Land Activity	21:41	Keeping Leafy Greens Safe (p. 58)
Livestock Grazing on Immediately Adjacent Land	22:53	Looking for Risks in the Field (p. 61) Keeping Leafy Greens Safe (p. 62)
Other Potential Sources of Contamination	26:41	Looking for Risks in the Field (p. 66) Keeping Leafy Greens Safe (p. 67)
Mastering Environmental Assessments	28:17	What did you learn? (p. 69)



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### Training Tips for Using the Food Safety Training Kit DVD 3: Module 4. Pre-Harvest and Daily Harvest Environmental Assessments DVD and Workbook

#### Do Your Homework

- Before conducting any training, it is important for you to watch the DVD a couple of times so that you may familiarize yourself with the content, this will help you highlight key points in the lessons that may need to be emphasized. Obtain a copy of the company's food safety policies and procedures and be sure that your message is consistent with these policies.
- Make a list of any differences in procedures that might exist between what is presented in the video and your company's policies.
- Write talking points or discussion questions that can be used after participants watch a specific section of the program.

#### Preparation

- It is important for the instructor to arrive early at the training site to check that the equipment is working properly and to make sure all the materials are ready. Perhaps more importantly, it allows for interaction as the participants arrive, which helps to establish a good environment. Be respectful of others' time by starting the session on time and pacing the lesson to fit within the scheduled time.
- Determine the appropriate class size in advance and set training dates and schedules.
- It is important that electrical outlets are working and conveniently located at the selected training location. Keep in mind that you may need extension cords for the television, DVD player, computer and/or projector.
- Test the DVD player before participants arrive to make sure that the equipment is working properly.
- Make sure you have enough handouts or workbooks if you plan to use them.

#### Scheduling

- The lessons may be presented in different sessions held on different days. The Arizona Leafy Greens Food Safety Training Kit DVD series (AZ FSTK-DVD) was designed so each module can also be presented as refresher for food safety training.
- If you schedule the training session around meal times or during breaks, workers are more likely to be thinking about food. People have routines for eating at work, so whenever possible, plan your training sessions accordingly. Another poor scheduling choice is to hold a training session at the end of the day when workers are tired and ready to go home.
- Workers who are paid on a per-piece basis may present another challenge for scheduling training. For instance, harvesters may see training as a waste of time and may be reluctant to attend since they will not be earning income during the session. Companies that pay workers while attending food safety training sessions make an important investment that could protect them in the future. In any case, it is your obligation as an instructor to make it clear that food safety training is important to the workers, and to the success of the company. Remember to keep a positive attitude.

#### Location

- The food safety training DVD series is designed for presentation in a conference room. If the location does not have a well-equipped conference room, be creative in locating a place to hold successful training sessions.
- Consider the employees' lunchroom, a warehouse, a shop, or even a common area in worker housing facilities.

#### Volume, Noise and Distractions

- The place you choose for training should be quiet enough so that the lesson can clearly be heard without distraction. Nothing is worse for maintaining a good learning environment than having the volume too high in order to be heard over a loud piece of equipment (i.e. a power generator). Likewise, an excessively low volume will not get the message across to the trainee. Also ask participants to turn off their cell phones.
- Arrange the seating to assure that all employees can clearly see and hear the video.

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### **Documenting Food Safety Training**

- If your food safety plan is to be audited by a customer, a certification body or a consultant, be prepared to provide evidence that your workers have received training. A written company policy presented to an employee during an orientation or a signed statement from the worker promising to follow food safety rules is usually not sufficient evidence.
- Instead, an auditor will be looking for a report or records from the trainer or consultant describing the information that was given in the training, the date and location of the training, and an attendance list. Therefore, documenting your food safety training is essential.
- One of the main responsibilities of the trainer is to make sure that each participant signs an attendance sheet at the beginning of the training session and to file it in a safe place along with other documentation needed during an audit.
- Use your company's training log to document training. Make sure all participants sign it before the session is over.

### **Disclaimer**

*The Arizona Leafy Greens Food Safety Training Kit's content (DVD or printed) provides information to help minimize the risk of food contamination. By using this information, users should be aware that in no event shall the Arizona Leafy Greens Marketing Agreement or Food Safety Consulting & Training Solutions, LLC be liable for any incidental or consequential damages resulting from use of this material.*

