

## Basic Food Safety Training for New Employees

### Packinghouse

Before you begin working with mangos it is necessary to learn the following basic rules for food safety to help minimize the risk of mango contamination. It is your responsibility to follow these rules whenever you are working with mangos at the warehouse/cold storage. Please follow the icons or photos on the poster you were given and listen carefully to the instructor.

#### 1. Personal Hygiene

To keep mangos clean and safe it is necessary to bathe daily and have clean and short nails.

#### 2. Clothing and Personal Objects

Wear clean clothes to work, it is prohibited to use sleeveless shirts, dirty, ripped or torn clothing. DO NOT wear shorts, open toed shoes or sandals. NO personal items are allowed in the packing house or near the equipment. Before starting work store them in the designated area for personal items.

#### 3. Jewelry

Wearing jewelry is not allowed at any of the mango production areas of the mango packinghouse.

#### 4. Hair Restraints

When you are at the packinghouse, always use a hair restraint like a cap, bandana or hair net.

#### 5. Eating, Drinking, and Smoking

All workers must eat, drink and smoke ONLY in the designated areas away from packing areas and equipment. You must wash your hands before going back to work. It is strictly prohibited to spit inside the packinghouse.

#### 6. Restrooms

ALWAYS use the restroom or latrine provided by the company. It is prohibited to urinate and defecate in the open field.

#### 7. Hand Washing

Wash your hands before starting work, after taking a break and after using the restroom. The following are the 5 steps for proper hand washing:

**Step 1.** Wet your hands with water.

**Step 2.** Put on soap.

**Step 3.** Scrub your hands and forearms. Do not forget to scrub the areas under your fingernails and between your fingers. This step should take 10 to 15 seconds.

**Step 4.** Rinse thoroughly with water.

**Step 5.** Dry your hands using a paper towel. Some packinghouses may require the use of hand sanitizer after washing your hands and before starting work.

#### 8. Personal Health

If you have any of the following symptoms, you will not be allowed to work in the mango production or packing areas: diarrhea, sore throat with fever, vomiting, yellowing of the eyes or skin.

#### 9. Wounds and Blood on Mangos

If you cut yourself while packing mangos, wash your hands immediately, ask your supervisor for a bandage or bandaid, 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 mangos that come into contact with blood or other bodily fluids.

#### 10. Animal Intrusion

ALWAYS report to your supervisor if you notice any signs of animal intrusion, wild or domestic, in any area of the packinghouse or any sign of animal feces that could represent a potential source of contamination. The presence of domestic animals or pets in the packinghouse and in the areas around the packinghouse is prohibited.

#### 11. Mangos on the Ground

If the product falls on the ground discard it properly.

#### 12. Water Tanks

You should always follow your supervisor's instructions to manage the water and mangos in the water tanks.

#### 13. Cleaning and Sanitizing

Clean and sanitize all the areas and equipment following the packinghouse's policies and procedures.

#### 14. Foreign Objects

If you find a piece of glass in a mango or in a basket/box or crate of mangos you must remove the piece of glass, THROW AWAY the product and report the incident to your supervisor immediately. Always be alert for any foreign material or object. Mango baskets must only be used to store mangos.

#### 15. Visitors

Everyone entering the packinghouse must have the management's authorization and must register before entering the premises. Visitors must also follow all hygiene and safety rules.

I (Employee Name) \_\_\_\_\_ received and understood the basic food safety training of \_\_\_\_\_ (Packinghouse's name) on \_\_\_\_\_ (Date) and I am making a commitment to follow the food safety rules at all times whenever working at the packinghouse.