

NEW EMPLOYEE SANITATION TRAINING

1. No food, beverage or tobacco is permitted anywhere in the facility except in designated break areas.
2. Eating is only permitted in the break area.
3. Employees should notify the Quality Assurance Coordinator when they leave their work stations.
4. Hands and gloves must be washed and sanitized before returning to work station.
5. Hands must be washed and sanitized after going to the bathroom.
6. Hands and gloves must be washed and sanitized after touching any exposed body parts or soiled clothing.
7. Only use gloves and equipment approved by the Quality Assurance Coordinator.
8. Waste receptacles and trash cannot be touched or moved except by authorized workers.
9. Doors and windows to the processing area are to be kept closed or screened as approved by the Quality Assurance Coordinator.
10. Clean clothes and boots will be worn while working.
11. Employees are expected to have bathed before reporting to work.
12. Sick employees or employees with infected cuts, boils or wounds cannot handle product.
13. Others

This information has been discussed with -

Employee: _____

Date: _____

Trainer: _____

Date: _____