

Sample A: Worker Policy for Don's Orchards

Written practice for:	Worker policy.
Who needs to do it:	Each worker.
How often it should be done:	At time of hire, with refresher training at regular intervals.
Why you are doing it:	To reduce the risk of contamination to apples from workers.
Tools and equipment used (if applicable):	None.
Step-by-step instructions:	<ol style="list-style-type: none">1. No workers will bring food, medication or glass containers into the food handling area.2. Workers will refrain from chewing gum, using tobacco products or spitting in or around the food handling area.3. Workers will not wear jewelry of any kind including necklaces, watches, brooches or rings. Nail polish and false nails are also not allowed.4. All workers will wash their hands before entering the food production, handling and storage areas, after lunch and breaks, and after any action that may contaminate their hands.5. All workers will wear a suitable clean uniform at all times in the food handling area. All uniforms and footwear will be properly and cleanly stored when not in use.6. Workers with open cuts and wounds will not work in the food production or handling areas without a secure watertight bandage covering the wound. All injuries occurring during work will be promptly reported.7. Workers known to be suffering from a disease transmissible through food will not enter any food production areas or handle food or packaging.
What records need to be filled out:	Staff Training Record (see BC GAP Guide Form #1).

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By:

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