

PERSONAL HYGIENE

Module 3

The Objectives for **Module 3: Personal Hygiene** are for the participants to understand the basics of:

- The risks to food resulting from unclean hands, clothing and equipment
- The hazards specifically associated with the wearing of glasses, jewelry and perfume or cologne near food
- The purpose of wearing protective clothing, such as hairnets, and the use of protective and clean utensils and equipment
- Good techniques for hand washing
- The importance of reporting illnesses, infections and wounds
- The purpose of wearing suitable wound dressings

Employees create the greatest risk of potential food hazards.

Understanding how personal hygiene can alleviate many food hazards will help employees make conscious decisions about what they wear and do in a food processing facility.

This module will cover general facts as well as provide general suggestions for onsite or offsite activities to help with the learning.

If employees are being prepared for a specific worksite, it is best to learn their hygiene expectations and procedures.

The most important thing to pull from this module is that employees are in control of food safety and their actions influence food safety outcomes.

Proper Employee Hygiene

Why is proper employee hygiene important?



- prevents food borne illness
- keeps you and others safe
- controls microbes

What is hygiene?

Hygiene is what we can do to prevent illness or infection with regards to the cleanliness of our body and what we wear.

Hand washing is a common form of personal hygiene that is taught from an early age. Other forms of personal hygiene include wearing clean clothes, taking care of fingernails, and trimming beards and moustaches.

Take note of other forms of personal hygiene that might be relative to specific employees among your participants. If you notice other forms of personal hygiene that should be addressed among participants which have not been mentioned in the course, make time to cover this as well.

Know what participants already know about personal hygiene and then move forward to what they do not know about personal hygiene in a food processing facility.

Active Learning:

Have participants Think, Pair, Share about what Personal Hygiene they do already to ensure they are prepared to work in a food processing facility.

After listening to other suggestions, have participants think about how they can improve their Personal Hygiene.

Hand Washing

Proper hand washing is an important preventative measure to reduce food hazards and contamination. Remind participants often how to properly wash their hands.





Important

Now that participants have thought about how they improve their own personal hygiene based on discussion, here are some other ways to improve personal hygiene in the food processing industry.

- Proper hand washing
- Clean clothes
- Preventing food hazards
- Protective clothing and equipment
- Telling your supervisor if you are sick or hurt

Why are clean hands and clean clothing important?



Clean Hands

Visible dirt and invisible microbes can contaminate food without the employee's knowledge.



Active Learning

Unclean hands and unclean clothes...

- can spread **microbes** and contaminate food



Active Learning

What you need: Paper, different coloured ink pads and gloves.

Explain to participants that the ink pad is filled with microbes. Have students put on gloves and touch an inkpad then touch paper (or potatoes, apples, or glasses) that have been placed around the room.

Discuss how the ink traveled from the ink pad to the objects.

How can unclean hands and clothing spread microbes?

Microbes are invisible and therefore we cannot easily see in a classroom setting how the spread. However, seeds in forests and gardens are spread by attaching to the fur of animals. Using this visual, have students see how seeds are dispersed on animals backs just as microbes are dispersed on the backs of their hands and clothing.

Have participants use different materials (fake fur, feathers, scaly skin) found in closets or fabric stores to see how animals in the wild disperse seeds. Participants will drop a handful of seeds on each fabric then carefully shake the fabric.

- Which fabric holds the most seeds after being shaken?
- Which fabric holds the least?
- What can you learn about the spreading of microbes after doing this experiment?





Food Hazards

- Drink, eat, chew gum, spit, and drool
 - Saliva and food particles can fall into the food
- Smoking
 - Chemicals from cigarette smoke will enter the food being processed
- Wearing Jewelry
 - Can fall off without the employee noticing creating a physical hazard
 - Can get caught in equipment creating a safety hazard

Controlling Food Hazards

Employees have the ability to reduce the potential of creating food hazards.

Be sure to spend some time on each of the activities that can increase food hazards.



Protective clothing and safety equipment



- All employees and visitors must wear protective clothing and safety equipment **before** entering the food processing areas.
- This may be coats, aprons, gloves, hairnets, beard nets and footwear.
- Clothing, footwear and headwear must be in good, clean condition.

Keep it Out!

Employees can eliminate many food hazards by not bringing substances into the food processing facility.

If participants are taking the course in a classroom, have them form small groups and identify items that they are wearing or in their possession that should not enter a food processing facility.

If participants are in their workplace, go over what the expectations are for their workplace in regards to what is allowed and not allowed in the workplace.

Other hazards may include eyeglasses. Participants with glasses should be shown how to use a lanyard to help keep glasses in place and to keep them from falling off.



Protective Clothing

Clothing



- you must wear all special clothing as directed
- no pockets above the waist
- durable and easy to clean
- snaps or ties, not buttons

Most small scale food processors will provide the required protective clothing for their employees.

This course offers general criteria, remind participants that they may need to wear additional protective clothing based on specific food processors.

Active Learning

Clothing

- clothing must be stored in lockers
- must be washed regularly
- you must wear clean clothes every day
- no street clothing in processing, handling or packaging areas

- Have students think about what kind of protective equipment they have seen at home, in restaurants and in food processing units.
- Practice putting on clean coats, aprons, gloves, hairnets, beard nets and footwear. Practice working in the kitchen, or use a simulated kitchen, followed by taking off the clothes. Have students think about what comes next.
 - Where does the dirty protective clothing go?
 - Where do I find clean clothes for my next shift?



Hairnets



Hairnets must be worn by **everyone**.

Beard nets



• Any facial hair (beards and moustaches) must be covered by a beard net.

Examples & Activities

- Have students role play being at a restaurant and finding a hair in their food.
 - What are they feeling or thinking about finding a hair?
 - What will they do about finding a hair?
- Have students then discuss how the restaurant staff could have prevented the hair from getting into their food.
- After the discussion, have students use the protective equipment available and role play preparing food to serve in a restaurant.
- Next step, have students role play wearing protective equipment while in a food processing facility.



Watch Video

This video shows the risk of cross contamination when you do not wash your hands, especially when working in the food industry:

<http://www.youtube.com/watch?v=32x65e9zTYo&feature=related>

Why wear hairnets and beard nets when working with food?

- We wear hairnets and beard nets to capture hair and skin and prevent them from falling into the food, ingredients, food surfaces and packaging.

Cover all facial hair

Make note that in some cases, two beard nets may be required to fully cover both beard and moustache.

Clothing and footwear

- Clothing and footwear can carry small amounts of **allergens**.
- Clothing and footwear can transfer **dirt** and **microbes** from people to food.

Where to wear

Allergens can transfer from the lunch room into the food production area. This transfer is cross contamination.

Have participants practice putting on their protective clothing before entering their work station. If in a classroom, rearrange the room so one area is for eating and another area is for food processing. Have participants practice putting on and taking off protective clothing going between the two stations.



Hand washing



Practice

Proper hand washing must be done before entering the food processing facility and after visiting the washroom or lunch room.

The next few slides will go over when to wash hands. Prior to discussing when to wash their hands, have participants think of some examples of when they must wash their hands.

Always wash your hands properly **before touching:**



- food
- ingredients
- utensils
- equipment



Before Touching

It is important to wash hands properly before touching food, ingredients, utensils, and equipment to reduce the risk of contamination from outside microbes and allergens.



After Touching

Wash your hands properly **after touching:**



- your face or eye glasses



- garbage
- raw food

An employee cannot wash their hands too often while preparing food. Be specific about when to wash hands after:

- Sneezing
- Coughing
- Touching your face
- Pushing back hair
- Readjusting glasses
- Scratching
- Using the washroom
- Biting your nails
- Eating
- Wiping away drool
- Touching raw food
- Taking out the garbage

Wash your hands properly **after:**



- returning from a break
- sneezing or coughing
- using the toilet or urinal



- smoking
- eating or drinking

Other examples

Have participants think of other examples now that many have been reviewed. As a trainer think of specific times when individual participants will need to wash their hands.



Why wash your hands?

- prevents **contamination** of food and ingredients
- protects against getting sick
- reduces the risk of spreading germs

Hand Washing Steps

- use warm water
- use soap and lather beyond the wrists
- lather for at least 30 seconds
- rub in circles
- use a fingernail brush
- rinse thoroughly under running water
- dry with a paper towel
- shut off tap with paper towel

[Hand washing Video](#)

How to Wash Hands

Participants will learn best by first observing proper hand washing techniques either by watching a video or watching it performed properly.

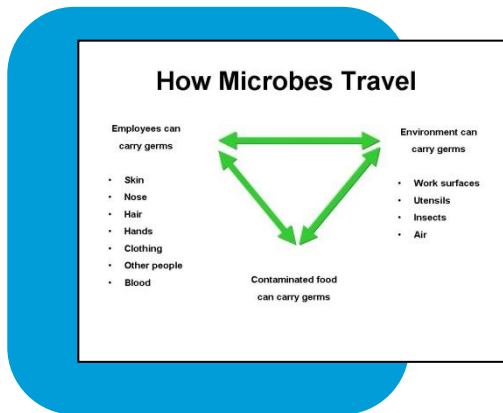
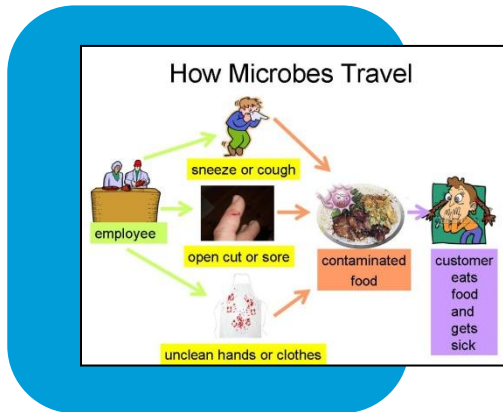
Have a health official come into the classroom to demonstrate how to wash hands effectively.

Most individuals do not wash their hands for the proper amount of time to sufficiently clean them. Help individuals to understand how long 30 seconds really is.

After washing their hands, it is important to also turn off the taps and open the door with paper towel. Have participants practice turn off taps and open doors without touching them with their clean hands.



Traveling microbes



Employees pose the greatest opportunity for microbes to enter a food processing facility. Review cross contamination if needed.

To avoid cross contamination it is paramount that employees stay away from the work place if they are sick. If a worker becomes sick on the job, he or she must tell their supervisor.

Microbes cannot travel on their own, they piggyback on food, skin, and clothing. Have participants review how they can prevent microbes from entering the food processing facility.

If participants do not have FoodSafe, they should be encouraged to take it. FoodSafe will go into more detail about cross contamination and will complement this course.



Employee Health

Tell your supervisor if you have...

- diarrhea
- a stomach ache or throw up
- a fever
- jaundice
- a sore throat
- skin infections
- runny nose, eyes or ears



Tell your supervisor if...

- you feel sick
- you have a cut or open sore
- you get hurt while working



Do not handle food or enter the food processing area if you feel sick.

How do employees know they are sick?

- Coughing or sneezing
- Runny nose
- Fever and sweating
- Upset stomach
- Throwing up

These are only some examples. If an employee is not feeling well, they should not be in a food processing facility.

Personnel known or suspected to be suffering from, or to be carriers of a disease transmissible through food, **do not** enter any food processing or handling areas, or handle food, ingredients, packaging materials or food contact surfaces. Management must be notified immediately, even without symptoms, because they may be a carrier. Management will decide if preventive containment can be accommodated. Ensure medical examination of the employee is carried out if clinically or epidemiologically indicated.

(SSFPA, unknown)



Open wounds

If you have an open cut or sore:

- use **detectable** bandages and a glove
- **change** bandage if it gets **wet or dirty**
- **tell your supervisor** immediately if you get **hurt** at work



Personnel having open cuts or wounds **do not** handle exposed food, ingredients, packaging materials or food contact surfaces unless measures are taken to prevent direct or indirect contamination of food.

Employees must have a band-aid and wear a glove if they have a cut on their hand or fingers.

Employees must notify their supervisor when they cut themselves at work to ensure proper disposal of affected food.

Practice

Have groups of three participants role play getting a cut.

One participant will be the employee that gets cut. The second will be the first aid attendant in charge of cleaning the wound and providing a glove. The third participant will role play the supervisor who ensures the food is disposed of.



References

Andrealeedavis. (2008, November 13). *Hand Washing and the Risk of Cross-Contamination* [Video file]. Retrieved from <http://www.youtube.com/watch?v=32x65e9zTYo&feature=related>

Small Scale Food Processors (unknown). *Basic Hygiene Training for Food Processor Workers – Module 2 Regulations*.

[Untitled photograph of cereal and blueberries]. Retrieved February 21, 2012, from: dgl.microsoft.com

