



Duca Farms Ltd. Employee Personal Hygiene and Food Handling Checklist 2018

Illness, disease and injury

- Persons able to transmit, or suffering from a contagious disease and/or illness transferable to food (eg. Hepatitis A, Salmonella, E coli) and those with temporary illnesses (eg. Bad cold, diarrhea and vomiting) are advised to see a doctor and not be at work.
- Open wounds are treated and covered with a band-aid (if sufficient) and waterproof covering (eg Rubber Gloves)

Hand Washing

- Hands are washed and dried before beginning each work day
- Before entering production site
- Before putting on gloves
- After every visit to the washroom
- After every break or meal
- After Smoking
- After hand to face contact (coughing, sneezing, blowing nose)

Hand washing Method

- Wet hands, lather soap for approx. 20 seconds
- Scrub well
- Rinse
- Dry hands and wrists with paper towel
- If no water is available, hand wipes and hand sanitizer is to be used.
- Use hand wipes to remove soil and organic matter and use one squirt of antibacterial sanitizer
- Gloves are not worn as a substitute for hand washing

Production Site (Field)

- Employees inspect each lug and harvest only into clean lugs
- Employees are not to stand on or in lugs for risk of contamination
- Employees are to visually inspect product during harvest to look for evidence of unusual animal or bird activity (excrement) and discard product if there is contamination
- Always use toilet facilities
- Always dispose of toilet paper in toilet, NOT garbage can
- Dispose of garbage in designated containers

Packing House/Product Storage

- Clean footwear is always worn
- Long hair is to be tied back, up
- Hair nets are to be worn
- Employees are not to stand on or in lugs for risk of contamination
- Employees are to visually inspect product during harvest to look for evidence of unusual animal or bird activity (excrement) and discard product if there is contamination
- Do not pick up asparagus off floor
- Bracelets, necklaces, watches and other jewelry (except for rings) are not worn
- Rings are covered with gloves

- False fingernails, false eyelashes and other such effects are not worn
- Gloves and aprons are worn
- Hands are washed and dried before putting gloves on
- Gloves are removed when leaving the work area and replaced upon return
- Aprons are to be worn when product is held up against their upper body
- Gloves and aprons are to be replaced when ripped or worn out
- Always use toilet facilities
- Always dispose of toilet paper in toilet, NOT garbage can
- Never Spit
- No food, drink, gum or candy allowed in packing and storage area. Lunchroom or outside only
- Put personal effects (lunches, clothing, shoes, electronic devices) in designated area/lunchroom only
- Dispose of waste in garbage cans