

Standard Operating Procedure

Employee Handwashing

Issued on: [DATE]

Issued by: [NAME]

Version No: [NUMBER]

Revised on: [NEW DATE]

Supersedes: [PRIOR NUMBER]

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Objective:	To reduce the risk of contaminating food products with foodborne illness-causing pathogens.
Personnel Scope:	Anyone who accesses the facility or comes into contact with food product(s), including employees, buyers, inspectors, visitors, and/or volunteers.
Frequency:	<p>Before starting work</p> <p>Before directly handling any food products</p> <p>Before putting on or changing gloves</p> <p>After contact with allergens</p> <p>After touching hair, face, body, clothing</p> <p>After eating, drinking, smoking, sneezing, or coughing</p> <p>After using the restroom</p> <p>After any clean-up activity</p> <p>Whenever there may be a source of contamination</p>
Materials:	<p>Visible signage posted next to hand-washing sinks, restrooms and at entrance to facility in language(s) understood by all employees.</p> <p>Potable water *</p> <p>Liquid hand soap</p> <p>Single-use paper towels or a mechanical hot dryer</p> <p>Designated hand wash sink</p>
Procedures:	<ol style="list-style-type: none"> 1. If wearing shirt-sleeves, roll them up to expose wrists and lower forearms. 2. Wet hands and forearms with warm (ideally at least 100°F), clean, running water and apply soap. 3. Wash hands by rubbing them together vigorously for at least 20 seconds. Scrub in between and around fingers. Scrub fingertips and wrists. 4. Rinse hands and wrists under warm running water for at least 5-10 seconds. 5. Dry hands with a clean, single-use paper towel. 6. Shut off water using the paper towel. 7. Discard the used paper towel in the trash.

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Monitoring:	<ol style="list-style-type: none">1. Any observed deviation from the above procedures must be reported to a supervisor.2. On a weekly basis, Warehouse Manager will ensure adequate supplies are available for proper handwashing.
Corrective Action:	<ol style="list-style-type: none">1. Products affected by compliance failure with the above procedures will be discarded.2. Compliance failure will trigger staff retraining.
Verification:	<ol style="list-style-type: none">1. Compliance failure and corresponding corrective action will be documented by the supervisor on the <i>Employee Hygiene Log</i>.2. Retraining will be documented on the <i>Employee Training Log</i> and initialed by the employee.
Record-keeping:	Hard copies of logs will be stored in the office filing cabinet.

* Potable water is defined as meeting the standards for drinking purposes of the State or local authority having jurisdiction, or meeting the standards prescribed by the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations (40 CFR 141).

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