



TIP SHEET 8 - FOODSERVICE

PERSONAL HYGIENE PLAN

In most countries, personnel requirements for food handling are covered by food safety legislation. Where this applies, the legislative requirements underpin the requirements of SQF Food Safety Code elements 16.6.3 through 16.6.7. Personal hygiene and personnel practices legislation for food production from primary production through to final service to the consumer are generally based on the “Recommended International Code of Practice, General Principles of Food Hygiene,” from the Codex Alimentarius Commission (WHO, FAO). The SQF Food Safety Code for Foodservice requirements reflects these Codex personnel food hygiene principles.

The Codex general hygiene principles cover five distinct areas:

7.1 Health status

7.2 Illness and injuries

7.3 Personal cleanliness

7.4 Personal behavior

7.5 Visitors

LEARNING OBJECTIVES

APPLICABLE CODE ELEMENTS

- IDENTIFY THE RISKS POSED BY HANDLING OF EXPOSED FOOD
- DETERMINE THE HYGIENE AND BEHAVIOR REQUIREMENTS FOR FOOD HANDLERS IN FOOD SERVICE FACILITIES
- DEVELOP EMPLOYEE HYGIENE STANDARDS

- 16.6.3
- 16.6.4
- 16.6.5
- 16.6.6
- 16.6.7



TIP SHEET 8 - FOODSERVICE

KEY TERMS

○ CODEX ALIMENTARIUS COMMISSION

The internationally recognized entity whose purpose is to guide and promote the elaboration and establishment of definitions, standards and requirements for foods, and to assist in their harmonization and, in doing so, to facilitate international trade. The Commission Secretariat comprises staff from the Food and Agriculture Organization and the World Health Organization. The Codex Alimentarius Commission adopted the principles of the Hazard Analysis and Critical Control Point (HACCP) system in 1997.

○ BODILY FLUIDS

Liquids that are excreted or secreted from the body and include blood, vomitus and saliva. They are commonly considered as vehicles for the transmission of human disease.

○ INFECTIOUS DISEASES

Diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi. Infectious diseases may spread throughout a community by direct contact, or indirectly via vehicles of contamination such as food or food contact surfaces.

WHAT TO DO

HEALTH STATUS

Employees identified as carriers of infectious diseases are not to be permitted to prepare food or handle unwrapped disposable items, clean linens or food contact surfaces. Food handlers must be aware of risks to food products, customers and co-workers from the potential transmission of pathogens from being ill with certain symptoms or diseases.

The site's employee hygiene standards will address the prevention of exposure of food by ill employees and bodily fluids. An example of a control program could be the removal of a sick employee from direct food contact when the employee reports a potential illness or injury. Ideally, an employee will not be penalized for reporting illness to the site. This should be supported by introductory training of all employees on reporting illnesses and injury and a questionnaire on illnesses for visitors. Procedures and training will outline how to address exposure and contact of ingredients, food, packaging, and food contact.

A written protocol and procedures are to be established to address the cleanup of bodily fluid when needed. Proper tools, personal protective equipment (PPE) and sanitizing methods are to be available for trained individuals to properly clean and sanitize as well as protect the employees and customers from exposure



TIP SHEET 8 - FOODSERVICE

ILLNESS AND INJURIES

Conditions which should be reported to management so that possible exclusion from food handling can be considered include jaundice, diarrhea, vomiting, sore throat with fever, infected cuts, wounds or skin lesions containing pus on the hand, wrist, an exposed body part, or other body part.

Food handlers with exposed cuts, sores or lesions are not permitted to handle products unless suitable protective coverings are applied. These coverings must be monitored regularly by responsible personnel to ensure they remain effective. Dressings on hands and fingers are required to be covered with a suitable waterproof covering (i.e., bandage, disposable glove, etc.).

PERSONAL CLEANLINESS

Employees and visitors must have clean hands upon entering food handling or preparation areas; after each visit to a toilet; after using a handkerchief; after smoking, eating or drinking; after cleaning; and after handling dropped product or contaminated material. Hand wash stations must therefore be correctly equipped and available at convenient locations for use.¹

Food handlers shall maintain a high degree of personal cleanliness and, where appropriate, wear suitable protective clothing, hair coverings, and footwear.

PERSONAL BEHAVIOR

Eating, drinking, spitting, smoking and gum-chewing are not allowed in preparation, service, storage or dish washing areas. Employee drinking vessels such as coffee mugs or drinking cups cannot be stored next to food or preparation equipment; the site must develop a procedure that employees follow to minimize the risk of food contamination from drinking vessels. Personal mobile devices are not to be used in food preparation or dishwashing areas. After breaks or drinking from a personal drinking vessel, it is required that employees wash hands before returning to their work.

VISITORS

Visitors include anyone who has access to food preparation, handling or storage areas, exposed food or ingredients, or food contact surfaces, but is not normally employed at that site. Visitors may include contractors, management, inspectors, transport drivers, and/or sales personnel. All visitors should, where appropriate, adhere to the personal hygiene provisions covered in the site's policy, such as wearing protective clothing.

All visitors must be authorized before accessing food preparation, storage or receiving areas.



TIP SHEET 8 - FOODSERVICE

1. Hand wash sinks and hand drying. Hand wash sinks must be provided in close proximity to food handling areas, with instructions for all staff and visitors to wash hands immediately before entering these areas. The distance and location of the hand wash sinks should meet regulatory requirements as appropriate.

Potable water at a suitable temperature, liquid soap, single-use paper towels and a means of disposing of used paper towels need to be provided at each station. Hands-free operated faucets are highly recommended to reduce recontamination of 'clean' hands and hand sanitizers are also required for high risk operations. Hands-free operated taps can include foot, knee or elbow operated handles, auto-sensing devices or any other method that does not require the user to touch the handle with their washed hands to turn it off.

Hand wash sinks are to be constructed of stainless steel or similar non-corrodible materials. Hand-wash basins constructed of porcelain or similar materials must be located at a distance from food handling areas.

RELEVANT RESOURCES

- Recommended International Code of Practice, General Principles of Food Hygiene, CAC/RCP 1-1969, Rev. 4-2003, Codex Alimentarius Commission (WHO, FAO), www.fao.org/docrep/005/y1579e/y1579e02.htm