

# Worker Training Checklist

The Produce Safety Rule (PSR) requires that employees (including part-time, seasonal, volunteers, & supervisors) who handle (or supervise others who handle) covered produce or food-contact surfaces must be adequately trained as needed, but at least once annually. Training must also be given in a manner that the worker understands. At least one supervisor or responsible party on the farm must complete the standardized Produce Safety Grower training course. It is important to recognize that farms vary greatly in their operation and training topics must cover food safety as it relates to the farm’s specific operations. **Farms must develop a training that is specific and applicable to their operation, which include the required training topics outlined in the PSR. This table is an aid to help farmers identify key training requirements and should NOT be used as a comprehensive training topic list.**

Applicability	Topic	Description	Completed? (Check box)
Required for <u>ALL</u> Workers  (Required for all workers who handle covered produce including those who harvest)	<b>Principles of Food Safety &amp; Food Hygiene</b>		
	Microbial Contamination	Workers need to be trained to identify sources and routes that could lead to produce or food contact surfaces becoming contaminated.	
	Cleaning & Sanitizing	Workers need to be trained on the difference between cleaning & sanitizing and know the steps to properly conduct these activities.	
	Working Animals & Wildlife	Workers need to be trained on the potential risks of microbial contamination caused by wildlife or by working animals.	
	Additional Farm Specific:	Description:	
	<b>Personal Health &amp; Hygiene</b>		
	Recognizing Health Conditions / Sick Policy	Workers must be able to recognize symptoms of health conditions that may lead to contamination of food contact surfaces or produce. Workers must be trained on who to report to in cases of injury or illness.	
	Injury Policy	Workers must know how to properly handle incidents when bodily fluids are present and could potentially contaminate covered. Employees should be trained on where to receive or access first aid.	
	Hand Washing	Workers must know when and how to properly wash hands. 112.32 of the Produce Safety Rule outlines when hand washing is required.	
	Restroom	Workers need to be made aware of restroom locations and proper hygiene associated to reduce potential of cross-contamination.	
	Additional Farm Specific:	Description:	
	<b>Produce Safety Rule Standards</b>		
	Applicable Standards found in the PSR	Workers must understand the standards found in Subparts C (Worker Training) through Subpart O (Records) of the PSR which apply to their job tasks. For example, workers who clean and sanitize the pack line will need to be trained on the requirements of the rule which apply to this activity (i.e. Subpart L – Equipment, tools, buildings, and sanitation). Workers need to understand the terms “covered produce” and “covered activities”.	
	Additional Farm Specific:	Description:	
Required for <u>Harvest</u> Workers	<b>Employees Engaged in Harvest Activities of Covered Produce</b>		
	Proper & Safe Harvest	Workers conducting harvest activities must be trained to recognize produce that must not be harvested, including produce that has been contaminated or likely to be contaminated.	
	Inspecting Harvest Containers and Equipment	Workers who conduct harvest activities must know how to inspect harvest containers and equipment to ensure that they are functioning properly, clean, and maintained so as not to become a source of contamination of covered produce with known or reasonably foreseeable hazards	
	Correcting Harvest Containers & Equipment	Workers who conduct harvest activities must know how to correct problems with harvest containers or equipment, or know to report such problems to the supervisor, as appropriate to the person's job responsibilities.	