**Sample SOP: Hand Washing**

**Revision: 2.0  
Date: 07/16/14**

1—Purpose

Describes the correct method for hand washing while working or visiting the farm.

2—Scope

Applies to all farm personnel including farm owners, and workers, and farm visitors.

3—Responsibility

Everyone on the farm should understand and practice proper hand washing, regardless of their job or activities on the farm.

4—Materials

* Sink
* Water
* Soap
* Single-use paper towels
* Trash can (preferably with a lid)

5—Procedure

*Procedure to be completed before the beginning of work, after each break, after eating or smoking, after using the toilet, at the end of the day, and at any other time hands become dirty.*

1. Wet hands with water.
2. Apply soap and lather. Be sure to wash the front and backs of hands as well as in between the fingers. Rub hands together for AT LEAST 20 seconds.
3. Rinse hands thoroughly.
4. Dry with a paper towel (and turn off faucet with used paper towel).
5. Throw the paper towel in the trash can.

**Sample SOP: On-Farm Illness and Injury**

**Revision: 2.0  
Date: 07/16/14**

1—Purpose

Describes what to do when an illness or injury occurs on the farm.

2—Scope

Applies to all farm personnel including farm owners, and workers, and farm visitors.

3—Responsibility

Everyone on the farm should know what to do when an illness or injury occurs and what recordkeeping needs to be completed. Management needs to know where completed records are to be filed and stored.

4—Materials

* First aid kit
* Water
* Soap
* Single-use paper towels
* Telephone for 9-1-1
* Injury reporting log

5—Procedure

*This procedure must be completed in the event of an illness or injury. Variation in response is directly related to the extent of the injury. In the event of an illness or injury:*

1. Assess the area to make sure it is safe to enter and does not pose an immediate or continuing danger.
2. Determine the extent of the illness or injury. If life-threatening or severe, dial 9-1-1 and wait for emergency personnel while assisting the ill or injured person as best as possible.
3. If injury is a cut or scrape, thoroughly wash the area with soap and water. Apply antibacterial ointment and a bandage. If the cut is on the hands, also wear clean, disposable gloves over the bandages if you are handling fresh produce. If an illness, assist the person as needed. Assess whether they can drive themselves home or if they need transportation to a clinic or hospital.
4. Notify the farm owner or supervisor to make him/her aware of the illness or injury.
5. Check the area where the illness or injury occurred. If blood, vomit, or other bodily fluid is on equipment or a cleanable surface, wash the area with soap and water to remove the bodily fluid then apply a sanitizer.  
   If any bodily fluid has come into contact with any fresh produce, throw the produce away.
6. Write down the details on the illness and injury reporting log and submit to management for review, filing, and storage.

**Sample Visitor Health and Hygiene Policy**

**Welcome to our farm!**

**Food safety is a priority so please review and  
follow the visitor policy.**

1. If you are ill, please come back another day to visit us. If you have diarrhea, jaundice, fever, sore throat, or are vomiting, you will not be allowed to enter the farm or packinghouse.

2. Please remove all jewelry and place in a pocket. If this is not possible, let your host know so an alternative safe storage spot can be provided. It is okay to wear a plain ring that does not contain a stone or jewel.

3. Please wash your hands at the beginning of your visit as well as after using the restroom or eating.

4. Eating is permitted only in designated areas. If you have any questions about the location of these areas, please ask your host.

5. Smoking is not allowed on our farm.

6. If required, please wear all protective gear provided for you.

7. If you are injured, tell your host immediately. Please let your host know if any blood or bodily fluid has come in contact with any surfaces or fresh produce, so we can clean the area and properly dispose of the contaminated produce.

8. Pets are not allowed on the farm, unless it is a service animal. To reduce food safety risks, service animal access may be limited in areas where fresh fruit and vegetable production, handling, or packing occurs.