

SAMPLE SOP Hand Washing

Purpose

Describes the correct method for hand washing for workers and visitors.

Scope

Applies to all farm personnel including farm owners, workers, and farm visitors who are or might come in contact with produce or wash/packing surfaces during the process of harvest/washing/packing.

Responsibility

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

Materials

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

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.

SOP: On-Farm Injury

Purpose

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

Scope

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

Responsibility

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

Materials

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

Procedure

This procedure must be completed in the event of an injury. Variation in response is directly related to the extent of the injury. In the event of an 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 injury. If life-threatening or severe, dial 9-1-1 and wait for emergency personnel while assisting the 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.
4. Notify the farm owner or supervisor to make him/her aware of the injury.
5. Check the area where the injury occurred. If blood is on equipment or a cleanable surface, wash the area with soap and water to remove the blood then apply a sanitizer. If blood has come into contact with any fresh produce, throw the produce away.
6. Check how the injury occurred. If something sharp is protruding or poking then this must be fixed.
7. Write down injury details on the injury reporting log and submit to management for review, filing, and storage.