



SOP 01 Hand Washing



Date: Jan 2017

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Issued by: BWG Foods

Approved by: Fresh Food Team

Revision: 05

Information:

Frequent hand washing is vital if we are to sell safe food. All employees must follow correct hand washing procedures to ensure the safety of food by preventing cross contamination.

Purpose:

To provide detailed instructions so that food handlers wash their hands effectively and correctly.

Scope:

This procedure is to be followed by all employees including management who wash their hands at wash hand basins in food preparation areas, food storage areas, shop floor and in staff facilities.

Responsibility:

All employees including management.

The manager/food safety leader

Is responsible for ensuring the procedure is implemented and followed correctly

Materials and Equipment:

- Separate sink for hand wash only preferably elbow or knee operated
- Immediate supply of hand hot water. (immediate means no more than 10 seconds to heat)
- Liquid dispensed non perfumed antibacterial soap
- Paper towels, continuous roller dryer or hot air dryer (whichever is best applicable)
- Pedal operated bin for disposal of paper towels where necessary
- Appropriate food safety signage to remind staff to wash their hands
- Hand sanitizer (at the discretion of the store)

Procedure:

1. Wet hands and forearms (if exposed) under warm running water
2. Use sufficient non perfumed liquid antibacterial soap to form a good lather
3. Systematically rub all parts of hands with soap and water
4. Lather for 10-15 seconds minimum, vigorously and thoroughly
5. Make sure you rub all hand surfaces, including between fingers, fingertips, back of the hands and thumbs.
6. Rinse hands thoroughly with running water
7. Dry hands thoroughly using either paper towel or cabinet roller towel or hand dryer.
8. Where applicable/possible turn off the tap using the paper towel.
9. Dispose of paper towel hygienically.



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10. **Hand sanitizer** (if using this in store)

You may only use hand sanitiser after you have washed and dried your hands thoroughly using the technique above.

- Apply approx $\frac{1}{2}$ teaspoon of the product to the palm of your hand.
- Rub your hands together covering all surfaces of your hand until they are dry.
Remember to rub between fingers, fingertips, back of the hands and thumbs

Date of Training: _____

Trainer: _____ Job Title: _____ Sign: _____

I have read and fully understand the contents of this document

Learner: _____ Sign: _____