

EMPLOYEE HYGIENE

HAND WASHING

Wash hands often. It's proven that those that wash their hands more frequently get sick less often. By now you know hand washing is very important, but it's also very important to know when to wash your hands.



Wash your hands after:

- Handling raw or high-risk foods
- Sneezing or coughing
- Touching something contaminated
- Smoking
- Using the washroom
- Touching your face, hair, shirt
- Handling a chemical cleaner
- Using the telephone in a kitchen
- Open or close a door, etc.

Before each new task = Wash your hands!

Before returning to your work station = Wash your hands!

After touching something contaminated = Wash your hands!

Hand Washing Basins

- Separate hand washing basins are required by legislation
- They are for **hand washing only** – i.e. no dishwashing, vegetable prep, etc.
- They must be easy to get to so employees can wash their hands often
- Bathroom sinks do not count as hand washing basins
- There must be one in each food preparation area
- They must have hot and cold running water, soap in a dispenser, paper towels in a dispenser, and a garbage can



Proper Hand Washing Procedure:



1. Wet hands



2. Soap



3. Wash for 20 seconds
Use nail brush as necessary



4. Let rinse water run
down off fingertips



5. Dry



6. turn off water
with paper towel

PERSONAL HABITS

Avoid performing tasks that introduce contamination. For example:

- Food handlers must not bite nails, touch their face, etc. Hand washing must be performed immediately after this happens
- Employees must not smoke in the kitchen area. Fingers can become contaminated and ashes can contaminate food
- Wear limited or no jewelry
- Do not wipe hands on your clothes, cloths, or aprons. Hands should be washed clean and dried using paper towel

HANDS AND NAILS

Hands need to be cleaned well to keep dirt and germs from being transferred to food. Pay extra attention to your fingernails. More than just a regular handwashing may be needed to remove dirt stuck under fingernails:

- Use a personal nylon nail brush to clean under nails. Rinse the nail brush after use. Do not share a nail brush among staff
- Keep nails well-trimmed to help them stay clean
- Avoid nail polish as it could chip and fall into food
- Protect and care for hangnails to prevent infection

GLOVES

- Gloves DO NOT replace hand washing
- Gloves create a **false sense of security** and are rarely used properly
- After taking gloves off, hands are **dirtier** than they were before you put gloves on
- Gloves do have their uses (bandaged cut, rash)
- To prevent cross-contamination, it is much better to get into the habit of hand washing properly than it is to use gloves



Proper Use of Gloves:

- **New** gloves must be used for **each** task
- Hand washing must occur **before and after** using each pair of gloves
- Gloves must be properly stored to protect them from contamination

CLOTHING

- Food handlers must wear clean clothing and footwear
- Clothing should be comfortable so it does not need to be continually adjusted
- Aprons must be changed as soon as they become dirty
- Food handlers must ensure food is not contaminated by hair. Headgear prevents hair from falling into food which could cause physical and/or microbial contamination. Headgear also prevents food handlers from touching their hair or scalp which could cause microbial contamination



WORKING WHEN ILL

Illness in humans can be transmitted directly from contaminated hands to mouth or indirectly through food and water contaminated from the environment or an infected person or animal.



Food handlers are not to work if they are ill with diarrhea, coughing, or sneezing. The rule of thumb is you can come back to work 24 hours after your symptoms clear. Let management know right away if you're suffering from a communicable disease and/or common symptoms. Also, do not work with injuries to hands like rashes or cuts.