

## Basic Food Safety Training for New Employees

### Warehouse / Cold Storage

Before you begin working with mangos it is necessary to learn the following basic rules for food safety to help minimize the risk of mango contamination. It is your responsibility to follow these rules whenever you are working with mangos at the warehouse/cold storage. Please follow the icons or photos on the poster you were given and listen carefully to the instructor.

#### 1. Personal Hygiene

To keep mangos clean and safe it is necessary to bathe daily and have clean and short nails.

#### 2. Clothing and Personal Objects

Wear clean clothes to work, it is prohibited to use sleeveless shirts, dirty, ripped or torn clothing. DO NOT wear shorts, open toed shoes or sandals. NO personal items are allowed in the warehouse/cold storage. Before starting work store them in the designated area for personal items.

#### 3. Jewelry

Wearing jewelry is not allowed at any of the mango handling areas of the warehouse/cold storage.

#### 4. Hair Restraints

When you are at the warehouse/cold storage, always use a hair restraint like a cap, bandana or hair net.

#### 5. Eating, Drinking, and Smoking

All workers must eat, drink and smoke ONLY in the designated areas away from mango packing or handling areas and equipment. You must wash your hands before going back to work. It is strictly prohibited to spit inside the warehouse/cold storage.

#### 6. Restrooms

ALWAYS use the restrooms provided by the company. It is prohibited to urinate and defecate outdoors.

#### 7. Hand Washing

Wash your hands before starting work, after taking a break and after using the restroom.

The following are the 5 steps for proper hand washing:

- Step 1. Wet your hands with water.
- Step 2. Put on soap.
- Step 3. Scrub your hands and forearms. Do not forget to scrub the areas under your fingernails and between your fingers. This step should take 10 to 15 seconds.
- Step 4. Rinse thoroughly with water.
- Step 5. Dry your hands using a paper towel. Some companies may require the use of hand sanitizer after washing your hands and before starting work.

#### 8. Personal Health

If you have any of the following symptoms, you will not be allowed to work in the mango handling or packing areas: diarrhea, sore throat with fever, vomiting, yellowing of the eyes or skin.

#### 9. Wounds and Blood on Mangos

If you cut yourself while packing mangos, wash your hands immediately, ask your supervisor for a bandage or bandaid, put it on the wound and cover it with a clean glove. You should also cover small scrapes and cuts on your arms, wrists and forearms. Throw away all the mangos that come into contact with blood or other bodily fluids.

#### 10. Trailers and Transportation

Before loading the product, inspect that the vehicles are clean, without any odor, food debris, or dirt and with no trace of rodents or pests. Check the temperature control in the trucks and make sure that vehicles used to transport mangos to and from your facility were not used for animal transportation. If required by your company, apply sanitizer to the back of the truck before loading it with product.

#### 11. Mangos on the Ground

If the product falls on the ground discard it properly.

#### 12. Condensation in Coolers

Inform your supervisor if you see condensation droplets falling on or near mangos.

#### 13. Domestic Animals

Domestic animals such as dogs or cats are not allowed at any area of the warehouse/cold storage.

#### 14. Foreign Objects

If you find a piece of glass in a mango or in a basket/box or crate of mangos you must remove the piece of glass, THROW AWAY the product and report the incident to your supervisor immediately. Always be alert for any foreign material or object. Mango baskets must only be used to store mangos.

#### 15. Visitors

Everyone entering the warehouse/cold storage must have the management's authorization and must register before entering the company's premises. Visitors must also follow all hygiene and safety rules.

I (Employee Name) \_\_\_\_\_ received and understood the basic food safety training of \_\_\_\_\_ (Company's name) on \_\_\_\_\_ (Date) and I am making a commitment to follow the food safety rules at all times whenever working at the warehouse/cold storage.