

Employee Hygiene Toolbox

Onboarding Checklist



This checklist is designed to provide guidance when onboarding new production team members to introduce good hygiene practices and ensure food safety in production areas:

Hygiene Introduction

- Review why employee hygiene is important at your facility**
 - Explain the importance of hygiene across all levels of the organization
 - Detail how hygiene affects each individual, your consumers, and food safety

- Have the new hire read and sign the hygiene social contract**
 - Review the responsibilities of the individual as outlined in the hygiene social contract
 - Explain that the contract will also be reviewed at the end of the training session with plenty of time for questions and concerns
 - Have the individual sign and date the social contract

Hygiene SSOPs Training:

- Convey hygiene risks associated with human behavior**
 - Interacting with cell phones
 - Picking things off the floor with clean hands
 - Rubbing, scratching and touching eyes, skin or hair inside of hair net

- Ensure training videos are watched (if applicable)**
 - Once videos are watched allow time for questions and concerns

- Communicate individual hygiene standards**
 - Cleanliness of body, hair and facial hair
 - Clothing cleanliness
 - Ensure there are no items in pockets above the waist
 - Ensure that fingernails are clean and trimmed
 - Communicate that rings, earrings and other jewelry should be avoided

- Go over footwear hygiene SSOPs**
 - Review the type of footwear used at the plant
 - Street shoes or plant footwear
 - Communicate the facility's footwear hygiene SSOPs

Go over protective outer clothing and donning procedures

- Review the proper PPE donning order
 - Footwear (if required)
 - Frock
 - Sleeve covers (if required)
 - Hair and beard nets
 - Hearing protection
 - Gloves (if required)
- Explain how to check PPE and outer clothing for damage or deterioration
 - Communicate who employees should contact if outer garments need to be replaced or cleaned

Go over hand hygiene SSOPs

- Teach employees how to properly wash their hands
 - Review proper hand washing methods
 - Explain how to use an automated handwashing station (best practice)
- Show employees how they should dry their hands after washing
 - Paper towel (best practice)
 - Forced air dryer

Go over optional hygiene processes, based on your facility's procedures

- Hand sanitizing post hygiene event
- Gloving:
 - Importance of wearing a glove for food safety
 - Procedures for sanitizing gloved hands
- Air showers for lint removal

Hygiene SSOPs Review:

Review the hygiene social contract after training

- Does everything outlined in the social contract make sense?
- Are there any questions or concerns in upholding all areas outlined in the contract?

Assign a team member mentor

- Introduce their hygiene mentor and explain their role in helping the new hire learn hygiene SSOPs and assimilate to the facility's hygiene culture.

Ensure all hygiene processes stick through repetition

- More than just a day or two, should be for a week minimum
 - Watching hand hygiene for the first couple days at transition points
 - Supervision with direct supervisors

Communicate retraining and re-education moments this year

- Communicate the purpose of these programs and where and when they will be held