



# COMPANY NAME

## HYGIENE AWARENESS TRAINING

### Objectives:

1. Stress the importance of hygiene to the commercial viability of the organization and the consequences of a breakdown in hygiene.
2. Provide staff with the relevant knowledge on hygienic practices in a way that develops understanding and a positive attitude towards producing safe food.
3. Enable staff to fulfill their potential by understanding their responsibilities in implementing hygienic practices, improving their skills, promoting confidence and reducing the amount of supervision required.
4. Ensure that staff understands that they have a responsibility to take corrective action to prevent food borne illness.

**TRAINER:** Enid Hinrichsen-Swart  
**DATE**

# **TRAINING SESSION**

## **TOPIC: HYGIENE AWARENESS**

**YOU ARE A VITAL LINK IN THE CHAIN OF EVENTS LEADING TO FOOD POISONING. THIS TRAINING WILL GIVE YOU THE KNOWLEDGE THAT YOU NEED TO PROVIDE SAFE FOOD.**

### **THE MEANING OF THE WORD HYGIENE**

- Practices that prevent the spread of germs.

### **THE IMPORTANCE OF HYGIENE**

- It makes food safe for people to eat

### **HYGIENE AND FOOD SAFETY GO TOGETHER**

- Food safety is the handling, making and storage of food properly to prevent people from getting sick

# 1. GERMS / BAD BACTERIA

## 1.1 What are micro-organisms?

Micro = small

Organism = living  $\implies$  they are small, living things

They are so small that you cannot see them = invisible

Some micro-organisms are harmful and can cause people to become sick.



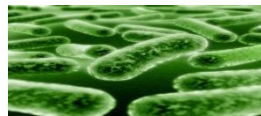
These are called GERMS.

Germs are BAD BACTERIA.

You cannot smell them or taste them.

This makes germs dangerous because it is difficult to know if they are in food.

## 1.2 How do germs grow?



They grow by splitting themselves.

One germ can divide (split) into two every 10 -20 minutes. In a few hours, millions of germs can form.

The more germs there are, the more dangerous they become.

## 1.3 What do germs need to grow?



Warm temperatures



Food



Water



Warm temperatures

(Some germs do not need air to grow)



Time

BY TAKING AWAY ONE OR MORE OF THESE THINGS, THE GERM WILL NOT BE ABLE TO GROW

## 2. CROSS CONTAMINATION

### 2.1 What does cross contamination mean?

Cross = to move over (you cross a road)

Contamination = to take over something / to go into something else

Contaminant = is the thing that takes over i.e. the germ / chemical

Germs cannot move by themselves, they move onto things by being touched by it.

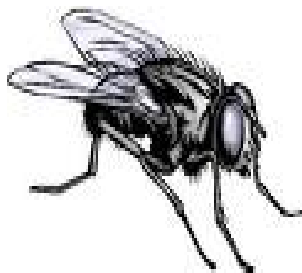
Bacteria are like hitchhikers -



Cross contamination is therefore when germs / materials move from one place to another.

### 2.2 Some examples of cross contamination

- Working with raw food and then working with cooked food. The germs move over from the raw food onto the hands and then onto the cooked food, work surface, cloths, equipment.
- Not washing your hands after going to the toilet.
- Flies, insects, rats, mice and cockroaches bring germs from drains into the kitchen.
- Equipment covered with dirt. The dirt can contaminate the food.
- Storing raw food close to cooked food.



### 2.3 How to prevent cross contamination

- ✓ Keep raw and cooked foods separate.
- ✓ Keep food covered. This prevents contamination from insects, flies, etc.
- ✓ Do not use the same equipment or surfaces for preparing raw food then cooked food. If you have to use the same area, make sure that the equipment and surfaces used for the raw food are cleaned properly and sanitized before cooked food is used on them.
- ✓ Make sure that insects are kept out of the food area. They can spread germs straight onto the food or to places where they may be picked up onto food.
- ✓ Always wash your hands after any action that may contaminate them with germs, e.g. going to the toilet.
- ✓ Do not allow dirt to build up.



What happens when a fly lands on your food?

Flies can't eat hard food, so to soften it up they vomit on it.

Then they stamp the vomit in until it is a liquid.

Then when it is good and runny they suck it back up again, dropping some 'poop' at the same time.

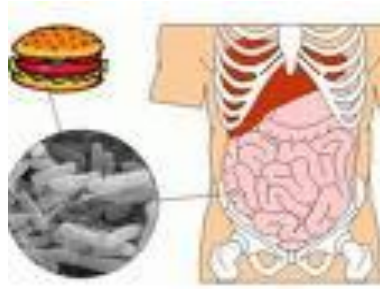
And then, when they have finished eating, **IT IS YOUR TURN!!**

IT IS EVERYBODIES RESPONSIBILITY TO PREVENT CROSS CONTAMINATION IN THE WORKPLACE

### 3. FOOD POISONING

#### 3.1 What is food poisoning?

When people get sick from eating or drinking food or water that is contaminated.



#### 3.2 What causes Food Poisoning?

- Germs: Get into the food from people, animals, dirt, dust, water, air or other foods.
- Hazardous food: Food that gives germs all the things it needs to grow.
- Chemicals: Go into the food by accident.

#### 3.3 What are the symptoms of Food Poisoning?

Symptoms are things that show you that you are not feeling well.

- Stomach cramps
- Fever
- Headache
- Nausea
- Vomiting
- Diarrhea

Happens between **1 hour** and **5 days** after eating the food / drinking the water. In very bad cases vomiting can happen straight away.

### 3.4 What can you do to prevent Food Poisoning?

- Make sure that equipment and work surfaces are clean and sanitized.
- Keep foods covered as much as possible
- Wash your hands after working with raw ingredients – especially eggs as the shells have germs on them (Salmonella) - also found in chicken
- Clean as you go



Very important: if food has germs on it, putting it into the refrigerator will not kill the germs. The germs just go to sleep for a little bit. When the food is taken out of the refrigerator, the germs will grow. WHY? GERMS LIKE WARM TEMPERATURES.

## 4. ALLERGIES

### 4.1 What are allergies?

When the body's immune system (system that fights against germs when you are sick) reacts to things that the body does not want. Even a small amount can be dangerous.

Some symptoms are:

Sneezing

Runny nose

Watery eyes

Coughing

The person can't breathe – in very bad cases the person can die.

This is called an allergic reaction

### 4.2 What foods can cause allergic reactions?

Peanuts, eggs, seafood, pollen from flowers

How do these things get into food?

- By cross contamination e.g. using the same bowl that peanuts are weighed in to weigh flour

## 5. RECEIVING AND STORAGE OF FOOD

- Check expiry dates when receiving ingredients
- Check the temperature of the refrigerator – it should be below 5°C (remember germs like warm temperatures)
- Use ingredients in the order that it was received. First in, first out. Why? Pests can get into food i.e. weevils in flour: insects lay their eggs in the wheat and if the flour that is made from the wheat is kept too long, the weevil eggs will hatch.

- Quickly move received items to storage.
- Check that the packaging is not broken – why? Pests, air and water can get in
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## 6. PERSONAL HYGIENE

### 6.1 HAND HYGIENE

**25%** of people who get **SICK** from eating food are because of workers not **WASHING** their **HANDS PROPERLY!**

The skin:

To understand hand washing we need to understand the skin.

- The skin has many cracks where germs can live. Some of these cracks we can see and some we cannot see (they can only be seen under a microscope)
- Germs can live on the skin and under the nails from a few minutes to hours to days!

Washing your hands properly:

The point of washing your hands is to lower the number of germs to a safe level.

### **REMEMBER!!!**

Germs divide (split) and grow.

The more germs there are, the more **DANGEROUS** they become.

When you do any of the following things you should wash your hands **TWICE**:

- ❖ Using the **TOILET** – germs are **NOT** stopped by toilet paper (toilet paper has tiny holes where germs can get through)
- ❖ Changing or putting on a bandage or touching a cut or boil.
- ❖ After handling raw ingredients and then going to touch cooked food. (Especially eggs as there are lots of germs on egg shells)
- ❖ Going into the factory at the start of the day or after taking a break and eating.

When you do any of the following things you may wash your hands **ONCE**:

- ❖ After brushing the hair, or touching the nose, mouth, eyes or ears;
- ❖ After smoking, coughing or blowing the nose;
- ❖ After handling dirt;
- ❖ After cleaning the floor or any other area where chemicals are used;
- ❖ After shaking hands;
- ❖ After handling money;
- ❖ After touching your shoes or feet;
- ❖ Before putting on and taking off gloves;
- ❖ As often as necessary throughout the day to remove dirt and prevent contamination



### **HAND SANITIZER**

What does sanitize mean?

To kill germs (bad bacteria) using chemicals.

You must first wash your hands before sanitizing. Why?

Germs might still be left the skin after washing the hands.

Sanitizer kills 999 out of 1000 germs.



**KEEP YOUR NAILS SHORT AND CLEAN.**

**DO NOT WEAR NAIL POLISH OR ARTIFICIAL NAILS – CAN FALL INTO THE FOOD.**

THE WAY TO WASH YOU HANDS PROPERLY

**START** →



1. Wet hands



6. Turn off taps with towel



5. Towel dry

**HAND WASHING STEPS**



2. Soap (20 seconds)



3. Scrub backs of hands, wrists, between fingers, under fingernails.



4. Rinse



## **6.2 SKIN LOTIONS**

Can support the growth of germs & contain chemicals ⇒ product contamination

## **6.3 GLOVES**

If you have to wear gloves:

- ❖ Wash your hands before putting on gloves and when changing into a pair of fresh gloves
- ❖ Change gloves at least every 2 hours or sooner if they tear

## **6.4 THE HAIR**



Hair and dandruff falls out all the time ⇒ product contamination = the need to wear a hair net

Brushing of hair and adjustment of head covering (taking it off and then putting it back on) should only take place in the cloakroom ⇒ hair can fall into the product

## **6.5 THE NOSE, MOUTH AND EARS**

Should not be touched when food is being handled – there are many germs in these areas.

It is very important the Food, People & Working surfaces are not sneezed or coughed over.

When you cough or sneeze, tiny droplets of water come out of your nose and mouth. These droplets have many germs in them and can lead to contamination.



## **6.6 SMOKING**

When a cigarette is taken to the mouth, germs from the mouth can go onto the fingers and if the hands are not washed properly, the germs can then go onto the food.



## **6.7 CLOTHING**

- ❖ Protective clothing is worn to protect the food from being contaminated (buttons, dust, pet hairs)
- ❖ White coats must not have any buttons or outside pockets – buttons can break off and fall into the food and anything stored in pockets can fall out and land in the food
- ❖ Plastic aprons must be thrown away after each use, especially if they are torn and cannot be cleaned

## **6.8 JEWELLERY, PERFUME AND COSMETICS (MAKE-UP)**

- ❖ Food handlers (which you are) should not wear: earrings, watches, rings or any other jewellery ⇒ end up in the food ⇒ contamination and customer complaints.
- ❖ You should not wear strong-smelling perfume because the smell can go into the foods.
- ❖ Make-up can get into the food if you touch or scratch your face. Try not to wear make-up to work. If you do then keep it light and wash your hands after putting it on.

### **BAD HABITS!!!!**

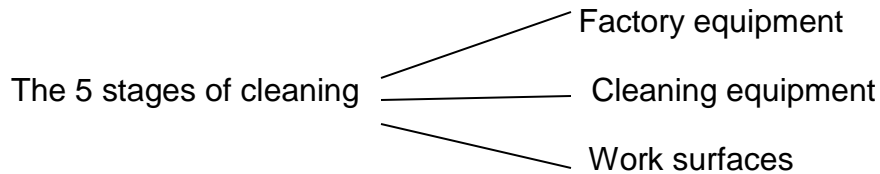
- **Wetting fingers to open bags or to pick up sheets of paper**
- **Picking the nose**
- **Scratching the head or pimples**
- **Tasting food with your hands or an unwashed spoon**
- **Coughing & sneezing onto your hands and then handling food without first washing your hands**
- **Using a food sink for hand washing**
- **Chewing bubblegum, eating food or sweets in the factory**

## 7. KITCHEN HYGIENE

### 7.1 Cleaning and disinfection

Why do we need to clean?

- It prevents the contamination of food
- It lowers the risk of food spoilage and food poisoning
- It gets rid of materials and food that will attract pest
- It helps to quickly see if there are any pests
- It lowers the risk of accidents – dirty containers and pots lying around
- It lowers damage to equipment – rust
- It promotes a good image



1	Pre-clean	Sweeping, wiping, scraping or rinsing off any loose food.
2	Main clean	Use hot water and dishwashing liquid Clean properly using a cloth or brush
3	Rinse	With clean water
4	Disinfect	To kill germs!
5	Drying	Allow to dry properly

NOTE!

Do not leave mops and cloths in a bucket with or without disinfectant. They must be dried – REMEMBER GERMS LIKE MOISTURE

Do not use dirty or broken cleaning equipment

Clean surface properly before sanitizing



### CHEMICALS USED FOR CLEANING

- Lids must be put on properly and tightly, especially when being carried
- The storeroom must be kept clean and any spillages must be cleaned up quickly

## 7.2 PEST CONTROL

Pests are the main reason why food business close

- Common pests are: rats, mice, cockroaches, ants and flies  
pests are HAZARDS and can spread DISEASE
- Pests are likely to get into the building at some time



It is normal to 1 or 2 insects that sometimes get into the factory, but when that 1 insect turns into hundreds or thousands of insects by breeding and laying eggs, it can become a very big problem. We call this **INFESTATION**.

### ➤ TO LOWER THE RISK OF INFESTATION

- ✓ Keep the factory clean and tidy (pests will not have anything to eat)  
Pay attention to staff locker rooms, the canteen and toilets.  
Only eat food in the canteen or any other area out of the factory.
- ✓ Spillages are cleaned up quickly and food is not left outside
- ✓ Food is kept in containers or covered and closed properly.
- ✓ Stock rotation is done – old stock is used before new
- ✓ Unused equipment, packaging material and raw materials are checked all the time and moved around – pests like to live in places that are quiet and not disturbed
- ✓ Dirt bags must be removed quickly and bins must be cleaned after the bags are taken out - flies will lay their eggs in dirt bins.

The proper storage of goods is important to prevent pest infestation.

- ✓ All areas must be easy to get into to clean and to check for any pests
- ✓ Keep all goods off the floor – on pallets

## **COMPANY'S FOOD SAFETY POLICY**

- ✓ to keep the highest food safety and hygiene standards.
- ✓ supply products that are safe to eat

YOU as FOOD HANDLERS have a LEGAL OBLIGATION (it is your responsibility by law) to follow all hygiene rules and to tell your supervisor if you have any sickness or disease that could put food at risk.

Remember cross contamination!!!!!!!!!!

### **WHAT HAPPENS IF THERE IS A BREAKDOWN IN HYGIENE?**

- If employees become sick from spreading germs in the workplace to each other, they will not be at work = loss of wages and shortage of staff.
- Customers can sue the company if they get sick from eating their products.
- Word of mouth spreads very quickly and the company can get a bad image, this could cause customers to not buy from Pasta Today anymore.
- Food borne illness (food poisoning) investigations takes up a lot of time and is very expensive. (Required by the Health Department).
- The company can be fined by the Health Department. This could cause the company to lose a lot of money!

**YOU COULD THEN LOOSE YOUR JOB!!!**

## HYGIENE AWARENESS TEST

NAME: .....

Please read all the questions carefully.

A) Put a T for TRUE and F for FALSE next to each statement.

1. Micro-organisms are small, living things .....
  2. You can smell and taste germs .....
  3. Germs cannot move by themselves, they move onto things by being touched by it.....
  4. If food has germs on it, putting the food in the refrigerator will not kill the germs .....
  5. Germs need water (moisture) to survive .....
- (5)

B) Choose the correct answer by putting a circle around the letter next to the word.

1. Germs are:
    - a. Bad bacteria
    - b. Good bacteria
    - c. Not bacteria
  2. Keep your nails
    - a. Long
    - b. Dirty
    - c. Short and clean
  3. The temperature of the refrigerator should always be below:
    - a. 2°C
    - b. 5°C
    - c. 0°C
  4. The last stage of the 5 stages of cleaning is
    - a. Drying
    - b. Rinsing
    - c. disinfecting
- (4)

C) Choose the word that best fits in the empty space in each sentence. Each word can only be used ONCE.

1. Hazardous food, chemicals and ..... cause food poisoning.
2. Wash your hands after handling ..... ingredients.
3. Sanitize means to kill germs using .....

Germs chemicals sneeze water raw
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4. When you cough or ----- tiny droplets of ----- come out of your mouth

(5)

D) What are the 5 things that germs need to grow?

(5)

E) Give one example of cross contamination.

(1)