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GAP Employee Training Program

The GAP Employee Training Program is designed to address issues of Food Safety relative to possible contamination of comestible items produced by Headstart Nursery. The following training will be given to all Headstart Nursery employees on an annual basis:

Microorganisms

Microorganisms are small bacteria capable of causing human illness or potentially life-threatening situations. Contact with human and/or animal bodily fluids or waste is of primary concern in the origination and spread of microorganisms in the workplace. Strict adherence to the following protocols will significantly reduce the threat of microorganism contact and potential spread to other employees and nursery products.

Illness and Injury Reporting

1. Employees who have sustained injuries resulting in bleeding or bodily fluid discharge must report them to their supervisor. Wounds must be dressed and covered to prevent fluid contact with other employees, work surfaces, or plants.
2. Employees with illnesses or physical conditions (i.e., colds, flu, lesions, bloody noses, vomiting) must report the condition to their supervisor immediately.

Toilet Facility Usage

1. Toilets are to be used for all bathroom functions. Use of any other area for human waste elimination is strictly forbidden.
2. Headstart Nursery will furnish and clean toilets, which will be positioned within ¼ miles of any Headstart Nursery worksite.
3. After use, toilet paper must be discarded into the toilet and not into trash cans, urinals, or other receptacles.
4. Employees should report any shortages of toilet paper or sanitary supplies, improperly operating toilet facilities, or unsanitary conditions to their supervisor.
5. Employees must wash their hands after each use of toilet facilities.

Hand Washing Policy

1. Employees must wash their hands using soap, water, and hand towels under the following conditions:
 - a. Before starting work
 - b. After using the bathroom or toilet
 - c. After eating or smoking
 - d. After any miscellaneous contamination
 - e. When switching work functions
2. Hand washing procedure should include:
 - a. Washing using soap and clean water for at least 20 seconds
 - b. Drying using clean paper towels
 - c. Paper towels are to be discarded in trash receptacles
 - d. Alternative to soap and water is sanitizing with isopropyl alcohol

General Guidelines

1. Eating and smoking are prohibited in all greenhouses and production areas in the nursery.
2. Report to your supervisor any contamination (blood, bodily fluids, animal remains, feces, etc.) of plant products, work areas, shipping containers, or general nursery grounds.
3. Report any evidence of animal intrusion into nursery work areas to your supervisor.
4. Report to your supervisor any suspicious activities or activities by visitors or non-nursery personnel that are not in accordance with this training.
5. Maintain work areas that are clean, organized, and free of trash at all times. Use appropriate receptacles for all trash (paper, leftover food, etc.). Recyclable materials should be taken to proper recycling containers.

Contamination Response

All reported instances of contamination must be reported to supervisors or management. Management will determine the most effective method of disposal, treatment, or decontamination and document these instances as they occur.

Regards,



Maria Alfaro
Headstart Nursery, Inc.