

CAPS #13--Employee Training Verification

If you have employees, **CAPS REQUIRES** that

- Each employee has "signed off" on your farm's written health and hygiene (HH) policy, and this (these) signed form(s) are filed at your farm.
- each new employee has been "trained" according to our HH policy.

If you do NOT have employees, you Do not need signed HH form, but you will still submit #13 (NA) and further state your personal HH policy in your produce safety plan.

If you have employees, will also describe in #13 when and how employees are trained or oriented— both new or rehire. EXAMPLE (please use or modify this text if you want):

"All new and returning employees read and "sign-off" on our HH policy sheet (on clipboard hanging in the employee break area) within 2 days of hire or rehire. Additionally, with new or un-seasoned employees, the farm manager leads an in-depth verbal review of all farm policies (including HH) within the first 7-10 days of starting."

This HH training may be simple and quick: perhaps just a few minutes reviewing and discussing your policy, followed by your normal inclusive on-the-job training that would incorporate some hygiene policies. Training should include hands-on demo of effective handwashing (see [this stellar video !](#)), which takes about 20 seconds to complete—don't assume employees know how to effectively wash their hands!

If you have employees, feel free to modify and use any of the following, as you wish:

- [Simple all-in-one HH policy and sign-off sheet](#), or this
- [Employee Training verification log](#), or this
- [Full HH policy/ individual sign-off sheet](#).

Remember, you do not need to upload each employees' signed form, but should keep each on file in your office, with other personnel records (e.g. W-2s).

