

# 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