

On- Farm Hand Washing Procedure

Standard Operating Procedure (SOP)

Well- written SOP’s benefit the farm business, managers and employees by clearly communicating expectations with step-by-step instructions.

For more information on how to write an SOP see examples at [onfarmfoodsafety.rutgers.edu.](https://onfarmfoodsafety.rutgers.edu/plan/)

Farm Name-

Farm Address-

Job Name- On- Farm Hand Washing Procedure

Policy- Employees must wash their hands before the beginning of work, after each break, after eating or smoking, after using the toilet, at the end of the day and any other time hands become dirty.

Objective- To reduce the risk of spreading pathogens to produce.

Responsibility- Everyone on Farm

Equipment Needed/ Storage Details- Sink, water, soap, single use paper towels, trashcan. If supplies run out and are not in bathroom notify farm manager.

Procedure:

*Step 1: Wet Hands with Water.*

*Step 2: Apply soap and lather. Be sure to wash the front and back of hands as well as in-between fingers. Wash for at least 20 seconds.*

*Step 3: Rinse hands thoroughly.*

*Step 4: Dry hands with paper towel and turn off faucet with used paper towel.*

*Step 5: Discard paper towel in trashcan.*

Documentation: None required

Date/ Version: 7/12/21, Version 1

SOP Writer:

