

Overview of The Arizona Leafy Greens Food Safety Training Kit DVD series

DVD 1: Food Safety Orientation

The Arizona Leafy Greens Food Safety Training Kit DVD series (AZ FSTK-DVD) was developed to establish a uniform food safety training program for the industry. This program provides content and strategies that can be used with the employees at the leafy greens growing and harvesting operations. The AZ FSTK-DVD content covers the employee training areas suggested in the “Commodity Specific Food Safety Guidelines for the Production and Harvest of Lettuce and Leafy Greens”. The program is available in English and Spanish.

Objectives

The general objectives are as follows:

1. Provide training materials on food safety and hygiene practices that are specifically designed for workers in the leafy greens industry.
2. Develop materials (in English and Spanish) that take into account specific cultural attributes of leafy greens handlers.
3. Help the leafy greens industry satisfy third party audit training requirements.

The AZ FSTK-DVDs are designed to provide employees in the leafy greens industry with the knowledge, skills and a comprehensive explanation of standard food safety practices that they will need to follow at work. However, each company is different, therefore different rules and policies may apply at each worksite.

The video and training modules are presented in the DVD series as follows:

DVD 1: Food Safety Orientation

- Food Safety Orientation Training Video
- Training Materials:
 - Food Safety Orientation Video Instructor’s Guide
 - Poster and Employee Commitment Form Instructions
 - Food Safety Orientation Poster and Employee Commitment Form

DVD 2: The AZ FSTK Modules 1-3

- Module 1 Video: Foodborne Outbreaks
- Module 1 Video: Leafy Greens Contaminants
- Module 2 Video: Personal Hygiene
- Module 2 Video: Hand Washing
- Module 3 Video: Cross Contamination in the Field
- Training materials:
 - The AZ FSTK Modules 1-3 Video Instructor’s Guide
 - The Arizona Leafy Greens Food Safety Training Kit
 - PowerPoint Module 1: Foodborne Outbreaks and Leafy Greens Contaminants
 - PowerPoint Module 2: Personal Hygiene and Hand Washing
 - PowerPoint Module 3: Cross Contamination in the Field
 - Additional Resources: Posters, Training Logs, Training Certificates, etc.
 - Food Safety Training Tailgate Flipcharts

DVD 3: Module 4. Pre-Harvest and Daily Harvest Environmental Assessments

- Module 4: Pre-Harvest and Daily Harvest Environmental Assessments Video
- Training Materials:
 - Module 4: Video Instructor’s Guide
 - Module 4: Workbook Instructor Guide
 - Module 4: Workbook
 - Module 4: Workbook Activity Book and Additional Resources
 - Module 4: Workbook Powerpoint Presentation



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Instructor's Guide DVD 1: Food Safety Orientation Video

Before organizing a training program, the instructor should become familiar with the lessons and how to present them. Therefore, it is advisable to read this entire Instructor's Guide carefully and understand the content and organization of the program. The modules are designed to provide employees in the industry with the knowledge and skills they need to minimize the risk of product contamination.

Food Safety Orientation DVD

The Food Safety Orientation video is DVD 1 of the Arizona Leafy Greens Food Safety Training Kit DVD series (AZ FSTK-DVD). The objective of this video is to teach basic food safety information when employees are initially hired, prior to starting work. The Commodity Specific Food Safety Guidelines for the Production and Harvest of Lettuce and Leafy Greens require that all employees receive food safety training.

Target Audience

The program in this video was developed for employees at the leafy greens growing and harvesting operations, when they are initially hired, prior to starting work.

Program Delivery

The content in DVD 1 matches the Food Safety Orientation poster and Commitment Form. Keep in mind that this program is not a substitute for the more comprehensive training as provided in the AZ FSTK or the other DVD's.

The Food Safety Orientation video lasts approximately 11 minutes. It can be presented to the participants in one sitting or in several shorter sessions if used as refresher.

At the end of the training session the employees who received training may be required to sign the commitment form included in the DVD as a PDF file. The commitment sheet states that he or she received and understood the basic food safety rules for working with leafy greens. A copy of the signed sheet is given to the employee and the original is placed in the employee's file or in a food safety training documentation file. It is advisable to display the Food Safety Orientation posters throughout the company as food safety reminders for all employees.



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Training Tips for Using the Food Safety Training Kit DVD 1: Food Safety Orientation

Do Your Homework

- Before conducting any training, it is important for you to watch the DVD a couple of times so that you may familiarize yourself with the content, this will help you highlight key points in the lessons that may need to be emphasized. Obtain a copy of the company's food safety policies and procedures and be sure that your message is consistent with these policies.
- Make a list of any differences in procedures that might exist between what is presented in the video and your company's policies.
- Write talking points or discussion questions that can be used after participants watch a specific section of the program.

Preparation

- It is important for the instructor to arrive early at the training site to check that the equipment is working properly and to make sure all the materials are ready. Perhaps more importantly, it allows for interaction as the participants arrive, which helps to establish a good environment. Be respectful of others' time by starting the session on time and pacing the lesson to fit within the scheduled time.
- Determine the appropriate class size in advance and set training dates and schedules.
- It is important that electrical outlets are working and conveniently located at the selected training location. Keep in mind that you may need extension cords for the television, DVD player, computer and/or projector.
- Test the DVD player before participants arrive to make sure that the equipment is working properly.
- Make sure you have enough handouts or workbooks if you plan to use them.

Scheduling

- The lessons may be presented in different sessions held on different days. The Arizona Leafy Greens Food Safety Training Kit DVD series (AZ FSTK-DVD) was designed so each module can also be presented as refresher for food safety training.
- If you schedule the training session around meal times or during breaks, workers are more likely to be thinking about food. People have routines for eating at work, so whenever possible, plan your training sessions accordingly. Another poor scheduling choice is to hold a training session at the end of the day when workers are tired and ready to go home.
- Workers who are paid on a per-piece basis may present another challenge for scheduling training. For instance, harvesters may see training as a waste of time and may be reluctant to attend since they will not be earning income during the session. Companies that pay workers while attending food safety training sessions make an important investment that could protect them in the future. In any case, it is your obligation as an instructor to make it clear that food safety training is important to the workers, and to the success of the company. Remember to keep a positive attitude.

Location

- The food safety training DVD series is designed for presentation in a conference room. If the location does not have a well-equipped conference room, be creative in locating a place to hold successful training sessions.
- Consider the employees' lunchroom, a warehouse, a shop, or even a common area in worker housing facilities.

Volume, Noise and Distractions

- The place you choose for training should be quiet enough so that the lesson can clearly be heard without distraction. Nothing is worse for maintaining a good learning environment than having the volume too high in order to be heard over a loud piece of equipment (i.e. a power generator). Likewise, an excessively low volume will not get the message across to the trainee. Also ask participants to turn off their cell phones.
- Arrange the seating to assure that all employees can clearly see and hear the video.

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Documenting Food Safety Training

- If your food safety plan is to be audited by a customer, a certification body or a consultant, be prepared to provide evidence that your workers have received the training. A written company policy presented to an employee during an orientation or a signed statement from the worker promising to follow food safety rules is usually not sufficient evidence.
- Instead, an auditor will be looking for a report or records from the trainer or consultant describing the information that was given in the training, the date and location of the training, and an attendance list. Therefore, documenting your food safety training is essential.
- One of the main responsibilities of the trainer is to make sure that each participant signs an attendance sheet at the beginning of the training session and to file it in a safe place along with other documentation needed during an audit.
- Use your company's training log to document training. Make sure all participants sign it before the session is over.

Disclaimer

The Arizona Leafy Greens Food Safety Training Kit's content (DVD or printed) provides information to help minimize the risk of food contamination. By using this information, users should be aware that in no event shall the Arizona Leafy Greens Marketing Agreement or Food Safety Consulting & Training Solutions, LLC be liable for any incidental or consequential damages resulting from use of this material.

