

Washing Hands SOP

PURPOSE: To prevent foodborne illness by contaminated hands.

SCOPE: This procedure applies to anyone who handles and prepares food for *Insert Business*.

KEY WORDS: Hand-washing, Cross-Contamination

INSTRUCTIONS:

1. Train foodservice employees on using the procedures in this SOP.
2. Follow State and local health department requirements.
3. Post hand washing signs or posters in a language understood by all foodservice staff near all hand washing sinks, in food preparation areas, and restrooms.
4. Use designated hand washing sinks for hand washing only. Do not use food preparation, utility, and dishwashing sinks for hand washing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
6. Keep hand washing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves
 - After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
8. Follow proper hand washing procedures as indicated below:
 - Wet hands and forearms with warm, running water at least 100 degrees F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Use paper towel to open door when exiting the restroom.

MONITORING:

1. A designated employee will visually observe the hand washing practices of the foodservice staff during all hours of operation.
2. The designated employee will visually observe that hand washing sinks are properly supplied during all hours of operation.

CORRECTIVE ACTION:

1. Retrain any foodservice employee found not following the procedures in this SOP
2. Ask employees that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain employee to ensure proper hand washing procedure.

Washing Hands SOP, continued

VERIFICATION AND RECORD KEEPING:

The Processing Coordinator will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 1 year.

DATE IMPLEMENTED: _____ **BY:** _____.

DATE REVIEWED: _____ **BY:** _____.

DATE REVISED: _____ **BY:** _____.