

WILLYUNG



FARMS

AVOCADO

TRAINING MANUAL

F10 Food safety instructions

Business name: _____

HEALTH STATUS: Workers and visitors must report to management: report gastric illness (e.g. vomiting and/or diarrhoea or fever) or communicable disease (e.g. influenza, hepatitis) and do not handle produce or enter food handling areas if suffering from or have signs of these illnesses.

PERSONAL HYGIENE: Workers and visitors must:

- wear clean clothes at the beginning of each day. Personal clothing must be covered by protective clothing if there is a risk of contaminating produce
- where protective clothing is used, it should be appropriate for the task, maintained, be kept clean and changed when damaged
- not take personal items (e.g. pens, personal mobile phones) or wear jewellery (with the exception of a plain wedding band) into growing, packing, handling and storage areas. An exception is made for plastic drink bottles filled with water and phones required as part of their job
- thoroughly wash and dry hands before handling produce (both in-field and in the packhouse) and after using the toilet, eating or smoking, handling animals, handling waste, or at any other time when there is a risk of contaminating produce
- use hand sanitiser, where and when required
- regularly change disposable gloves (if worn), whilst still maintaining handwashing practices
- cover all wounds with a clean, plastic adhesive bandage and a glove if required. Workers and visitors with open cuts/lesions are prohibited from handling fresh produce
- not smoke, eat or spit in growing, packing, handling and storage areas
- report any situations that could affect food safety or produce quality to the relevant staff member.

ALLERGENS: An allergen is a substance that can cause a hypersensitive immune response (allergic reaction) in some consumers. Food allergies are important to the food industry as they are becoming more common and are potentially life-threatening. The greatest risk to produce is from cross contamination from either workers or substances unintentionally introduced from other sources such as raw material inputs.

Allergens of concern include:

- | | | |
|--|---|---|
| <ul style="list-style-type: none">• cereals containing gluten and their products (namely wheat, rye, barley, oats, spelt and their hybridized strains)• lupin | <ul style="list-style-type: none">• crustacea• eggs and egg products• fish and fish products• peanuts and tree nuts and their products | <ul style="list-style-type: none">• milk and milk products• sesame seeds and their products soybeans and soy products• added sulphites (> 10mg/k). |
|--|---|---|

We agree that we will:

- follow personal hygiene instructions
- keep food in designated areas and not eat near produce
- follow site procedures and instructions at all times
- tell management if an allergen is identified and likely to contaminate produce
- only access property, growing sites and product handling areas where authorised

MOUNT WILLYUNG AVOCADOS



MOUNT WILLYUNG AVOCADOS

LAMB HASS



M2 Work Instruction (Handwashing)

NOTE: Complete Form M3-Training Record- other for all workers that are following this procedure.

HANDWASHING

Good hand washing removes dirt, leftover food, grease and harmful bacteria and viruses from your hands.

You need to wash your hands before:

- starting work
- handling food or packaging
- handling equipment or utensils
- entering another work area
- eating

You need to wash your hands after:

- going to the toilet
- meal or tea breaks
- smoking
- cough, sneezing or blowing your nose
- touching other parts of your body or jewellery e.g. Scratching your head, ears, nose or earring etc.
- touching sores, rashes, cuts or band-aids
- cleaning and handling chemicals
- handling rubbish or bins
- touching the floor or ground
- touching machinery parts
- removing gloves – single-use or other gloves.

Follow these simple tips to ensure you are washing your hands correctly. Wash your hands thoroughly with liquid soap and running water. Where possible, water should be warm. Antibacterial gels on their own are not a substitute for hand washing.

Instruction/ Steps

(Images from: NSW Food Authority <http://www.foodauthority.nsw.gov.au/>)

1. Rinse hands under running water, apply liquid soap.



M2 Work Instruction (Handwashing)

2. Lather your hands by rubbing them together with the liquid soap.
Be sure to lather the backs of your hands to the wrist, between your fingers and under your nails.

Scrub your hands for at least 20 seconds.



3. Rinse your hands well under clean, warm, running water.
4. Dry with paper towel or air dryer until completely dry.
5. All workers must apply hand sanitiser before handling produce or materials that may come into contact with produce.

Apply the product to the palm of one hand

Rub your hands together.

Rub the product over all surfaces of your hands to the wrists and fingers until your hands are dry.



M2 Procedure/Work Instruction (Secateurs and Pruning Tools)

NOTE: Complete Form - M3-Training Record- other for all workers that are following this procedure.



Safe Use of Secateurs and Pruning Tools

Hand Tools used at Willyung Farms can cause serious harm to you and others if used incorrectly, poorly maintained or used without adequate safety Precautions.

- Before using secateurs and pruning tools inspect the tools for defects such as splinters in the handle or cracks in the metal and ensure the head of the tool is attached correctly to the handle
- Ensure you use the tool for the job it was intended for
- Keep the cutting edges of garden hand tools sharp
- When using a cutting tool, always cut away from the body
- Be aware of other people around you as you work and ensure you have enough clearance
- Be aware of manual handling injuries whilst using hand tools and take regular breaks
- Ensure you pack long handle tools away after use as they may cause a trip hazard

All employees, contractors and volunteers of Willyung Farms are expected to wear appropriate, covered footwear at all times.

M2 Procedure/Work Instruction (Sun Protection and Protective Clothing)

Sun Protection

Good sun protection reduces the risk of skin cancer and skin damage.



The infographic is divided into two main sections. The top section features five icons representing the '5 simple steps' for sun protection, each with a corresponding label below it: a long-sleeved shirt for 'SLIP', a tube of sunscreen for 'SLOP', a wide-brimmed hat for 'SLAP', a tree for 'SEEK', and a pair of sunglasses for 'SLIDE'. The bottom section is a large blue box with an orange border on the left side. This box contains five numbered steps, each with an icon in a white circle on the left and text on the right. The steps are: 1. Slip on sun-protective clothing (Choose long pants and long sleeve collared shirts.), 2. Slop on SPF 30+ sunscreen (Use a broad spectrum, water-resistant sunscreen and apply 20 minutes before going outside. Reapply at least every 2 hours.), 3. Slap on a broad-brimmed hat (A hat should cover your head, face, neck and ears. Use a brim attachment for hard hats or helmets.), 4. Seek shade (Reduce your exposure to the sun, especially between 10am and 3pm when UV radiation is most intense.), and 5. Slide on sunglasses (Go for close-fitting, wrap-around styles.).

SLIP **SLOP** **SLAP** **SEEK** **SLIDE**

Protect yourself in 5 simple steps

- Slip on sun-protective clothing**
Choose long pants and long sleeve collared shirts.
- Slop on SPF 30+ sunscreen**
Use a broad spectrum, water-resistant sunscreen and apply 20 minutes before going outside. Reapply at least every 2 hours.
- Slap on a broad-brimmed hat**
A hat should cover your head, face, neck and ears. Use a brim attachment for hard hats or helmets.
- Seek shade**
Reduce your exposure to the sun, especially between 10am and 3pm when UV radiation is most intense.
- Slide on sunglasses**
Go for close-fitting, wrap-around styles.

All employees, contractors and volunteers of Willyung Farms are expected to wear appropriate, covered footwear at all times.