

THE PACKERS OF INDIAN RIVER, LTD

**EMPLOYEE
FOOD SAFETY MANUAL**



Version 2: SEPTEMBER 2012

- I. **Objective** – To ensure that the employees of the Packers of Indian River, Ltd are fully aware of the proper attitude in providing Fresh Florida Citrus to customers who place a premium on consistently superior products grown and packed using Best Agricultural and Management Practices.
 - i) Any effective Food Safety Plan is based on a risk assessment that will evaluate the risks associated from chemical, physical and biological factors that may cause a food borne outbreak. The employee’s role in recognizing the risks associated with the many facets of an agricultural operation is the main line of defense in preventing an incident. All employees must be constantly vigilant, and well trained in the correct response in the event of a possible contamination issue.

- II. **Employee Rights & Responsibilities Regarding Food Safety** – Any employee that works at Packers shall have access to clean restrooms, soap, wash water and single use towels, a designated eating area and a place to store food items. The employee should not take advantage or abuse this privilege, but use it appropriately to wash up prior to eating and when using the restroom. Clean hands and clothes are essential in keeping the fruit grown and packed safe and wholesome.

- III. **Illness or Injury** - Any employee that becomes sick or injured while working must report the incident immediately to the supervisor on duty. The supervisor will determine if the injury or illness requires action and may want to confer with the Production Manager or General Manager regarding the employee’s status. Failure to report an injury or illness will result in disciplinary action that may include loss of benefits and termination.
 - i) **Employee sickness** – When an employee becomes sick during off hours it is imperative that they call their supervisor and follow the company policy.

- IV. **Hand Washing, Sneezing and Good Housekeeping** – Procedures for hand washing, inadvertent sneezes and good housekeeping are attached. Please make sure to read and follow all instructions.
- V. **Good Handling Practices** – Handling practices that include using care when loading and unloading fruit bins, cartons and trailers as well as other common sense practices such as alerting a supervisor when spray nozzles may become clogged are important steps in ensuring a quality product. The removal of culls from the packing line, floors and surrounding areas also provides a guarantee that the fruit will be packed fresh and wholesome.
- VI. **Packing Process** – The Packers of Indian River, Ltd has researched and installed the most modern sanitizing, sorting and sizing equipment. The process has been validated, supervised and regularly inspected by the Florida Department of Agriculture, the Department of Plant Industry, and the United States Department of Agriculture ensuring a safe and wholesome product that meets all health and safety guidelines. The operators, graders, packers and shipping staff are an integral part of the concerted effort to achieve maximum efficiency when packing fruit. Any unsafe or deliberate act by an employee to disrupt or undermine this well established process should be reported immediately to the General Manager; if substantiated the employee shall be subject to disciplinary action up to and including termination.
- VII. **Production** – Fresh citrus fruits grown under the harsh environments found in Florida are subjected to multiple spray applications containing a wide variety of plant protection products to ensure a blemish and pest free product. Employees should, under no circumstances, contaminate the fruit either by leaving trash in the grove or using the grove environment for biological necessities.

VIII. **Transportation** – An important part of the process in delivering to the customer a fresh product is safe, reliable transportation. It shall be the responsibility of the individual driver to check the load for possible sources of contamination when hauling fruit from the grove to the packinghouse or from the packinghouse to the juice plant. The trailers used to haul fruit should be clean and free from debris and maintained as required by the Department of Transportation.

VIII. **Harvesting** – It shall be the responsibility of the harvesting manager and supervisors to ensure that all sub-contractors comply with pre-harvest intervals, fruit fly protocols, and other rules and regulations as established by the USDA. The supervisors and manager shall make available all pertinent information to harvesting personnel regarding established protocols for audit schemes, training and hygiene.

IX. **Summary** – The management of the Packers of Indian River, Ltd is well aware of the risks involved in growing, shipping and marketing a fresh agricultural commodity. It is imperative that all employees fully cooperate in ensuring that personal hygiene, and proper workplace procedures are followed at all times. Failure to report any incident regarding a lapse in food safety protocols by an employee could result in a major incident. It is with this in mind that we must all work together to continue to produce the finest fresh Florida citrus grown.

ACKNOWLEDGEMENT STATEMENT

I have read and understand the aforementioned Rights and Responsibilities including those pertaining to my specific job description and agree to work to the best of my abilities to uphold the objectives of the Food Safety Plan.

**In the event that I have not received job specific training regarding Food Safety, then I reserve the right to leave this document unsigned.*

I also understand that failure to report an incident or to follow the rules for personnel hygiene could result in disciplinary action up to and including termination of employment.

POSITION APPLIED FOR: _____

EMPLOYEE NAME: _____

EMPLOYEE NUMBER _____ DATE _____

EMPLOYEE SIGNATURE _____

Note: This page will be retained in the employee's personnel file.