

# Standard Operating Procedure (SOP)

## Employee Allergen Awareness and Training Programs

This SOP outlines the **employee allergen awareness and training programs**, including identifying common allergens in the workplace, understanding allergen cross-contact risks, proper handling and labeling procedures, emergency response protocols for allergic reactions, and regular training schedules. The aim is to educate employees on allergen management to ensure a safe environment, prevent allergic incidents, and promote health and safety compliance across all operations.

### 1. Purpose

To educate and train all employees on allergen awareness and management, to minimize allergen cross-contact, prevent allergic incidents, and maintain compliance with health and safety regulations.

### 2. Scope

This SOP applies to all employees and contractors involved in food handling, preparation, service, cleaning, and related activities at the facility.

### 3. Definitions

- **Allergen:** A typically harmless substance capable of triggering an allergic reaction in susceptible individuals.
- **Cross-contact:** The unintended introduction of allergens into a food or environment when allergen-containing foods or equipment come into contact with allergen-free items.

### 4. Procedure

#### 1. Identifying Common Allergens

- Maintain and display an updated list of common food allergens (e.g., peanuts, tree nuts, milk, eggs, fish, shellfish, wheat, soy, sesame).
- Conduct regular workplace risk assessments for potential allergen sources.

#### 2. Understanding Allergen Cross-Contact Risks

- Train employees on cross-contact scenarios, such as shared utensils, surfaces, fryers, or equipment.
- Enforce designated zones for handling allergen-specific foods where feasible.

#### 3. Proper Handling and Labeling Procedures

- Label all products, containers, and storage areas containing allergens clearly and appropriately.
- Use dedicated utensils and equipment for allergen and non-allergen items as much as possible.
- Ensure thorough cleaning and sanitization of all workspaces and equipment after handling allergen-containing foods.

#### 4. Emergency Response Protocols

- Train employees to recognize symptoms of allergic reactions (itching, swelling, difficulty breathing, etc.).
- Establish and display step-by-step emergency response procedures, including contacting emergency services and using epinephrine auto-injectors where permitted.
- Maintain accessible records of employees with known allergies, with consent.

#### 5. Training Schedule and Documentation

- Provide initial allergen management training to all new employees during onboarding.
- Conduct refresher trainings for all employees at least annually or upon introduction of new allergens/procedures.
- Maintain records of all training sessions and employee participation.

### 5. Responsibilities

- **Management:** Ensure training materials and resources are up to date; monitor compliance and effectiveness.
- **Supervisors:** Enforce SOP requirements; support employees; organize and document training sessions.
- **Employees:** Attend all relevant trainings; adhere to guidelines; report allergen-related hazards or incidents immediately.

## 6. References

- Local food safety regulations and labor laws
- Company Health & Safety Policies
- Allergen management guidelines (FDA, FSA, etc.)

## 7. Revision History

Date	Version	Description	Author
2024-06-12	1.0	Initial SOP release	Quality Assurance