

# SOP: Personal Hygiene and Food Handling Rules for Staff

This SOP establishes **personal hygiene and food handling rules for staff** to ensure food safety and prevent contamination. It covers proper handwashing techniques, appropriate use of protective clothing, guidelines for handling and storing food, protocols for managing illness and injuries among staff, and procedures for maintaining a clean and sanitary work environment. Adhering to these rules helps protect consumers, maintain product quality, and comply with health regulations.

## 1. Scope

This SOP applies to all personnel involved in the handling, preparation, storage, and service of food within the facility.

## 2. Responsibilities

- All staff must strictly adhere to the personal hygiene and food handling rules outlined in this SOP.
- Supervisors are responsible for ensuring compliance and providing necessary training.

## 3. Handwashing Procedures

1. Wash hands **before** starting work, after breaks, after using the restroom, after handling raw food, after sneezing/coughing, and after handling waste.
2. Use warm running water and soap; lather and scrub hands, between fingers, and under nails for at least 20 seconds.
3. Rinse thoroughly and dry hands with a single-use paper towel or air dryer.
4. Use a paper towel to turn off faucets and open doors after handwashing.

## 4. Protective Clothing & Personal Appearance

- Wear clean uniforms/aprons, hairnets or hats, and closed-toe non-slip shoes.
- Remove jewelry (except plain wedding bands) and cover cuts or wounds with waterproof dressings.
- Avoid wearing perfumes, nail polish, or artificial nails.

## 5. Food Handling and Storage Rules

- Separate raw and cooked foods to prevent cross-contamination.
- Store food at correct temperatures: refrigerated items below 5°C (41°F), hot foods above 60°C (140°F).
- Use separate utensils and cutting boards for raw and ready-to-eat foods.
- Label and date all stored foods; use FIFO (First-In, First-Out) system.

## 6. Illness and Injuries

- Staff must report symptoms such as vomiting, diarrhea, fever, or open wounds to supervisors immediately.
- Do not handle food if unwell or until clearance is given by management.
- Cover cuts or burns with waterproof dressings and use gloves as appropriate.

## 7. Clean and Sanitary Work Environment

- Clean and sanitize work surfaces, equipment, and utensils frequently and after each use.
- Dispose of waste promptly in designated bins.
- Maintain cleanliness in staff restrooms and changing areas.

## 8. Training & Compliance

- All staff must complete food safety and hygiene training at induction and at regular intervals.
- Supervisors must monitor staff compliance and document any breaches or corrective actions taken.

## 9. Records

Record Type	Responsible Person	Retention Period
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Record Type	Responsible Person	Retention Period
Training Records	HR/Supervisor	2 years
Incident Reports	Supervisor	2 years
Cleaning Schedules	Supervisor	1 year

## 10. Revision and Review

- This SOP will be reviewed annually or as needed based on regulatory changes or operational updates.

**Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_