

FSMA Worker Training Requirements

Training Programs Must Include

1. Principles of food hygiene and food safety
2. Recognizing symptoms of foodborne illness and the importance of personal hygiene for all personnel and visitors
3. Other training relevant to the worker's job

Training Programs Must

- Be appropriate for the job and conducted upon hiring
- Include refresher training throughout the season (at least annually) or when a problem arises
- Be easily understood
- Be supervised by a qualified person
- Include a process for documenting the training



FSMA Worker Training Requirements

- Training is **required upon hiring**, regardless of when they arrive on the farm, and **then at least once annually after hiring**.
- Training **must be appropriate for the job**. Everyone working on the farm receives some instruction on how to accomplish their new job. This introductory training should include basic food safety concepts that are likely to apply to the job.
- Training must be conducted in a way that is **easily understood by employees**. Training in the employees' native language, using visual aids, using demonstrations, and providing a variety of other educational materials are good ways to accomplish this.
- Training must be **supervised by** a qualified person.
- **Training must be documented** and documentation must include the names of those trained, the date they were trained, and the topics covered.
- **Standard Operating Procedures (SOPs)** should be developed to provide clear step-by-step instructions for how workers should complete practices they need to do.



Consider these things when planning your training:

- How do you incorporate training and food safety information into routines?
- How do you reinforce what is covered in training during normal operations?
- How do you reinforce SOPs, make sure work is meeting your standards?
- How do you train your workers so that you feel confident that they're doing the job you want them to do?
- How do you set your workers up to succeed so that your job is easier?
- Do you have a sick time policy? Do people know what it is? Who to report to and when?

