

TOOL KIT 3

FOOD SAFETY & HYGIENE



Kenya Agribusiness
and Agroindustry
Alliance

Transforming Kenya's Agribusiness

Let's grow your business, one Tool Kit at a time!

FOOD SAFETY & HYGIENE

It is necessary for processors to standardize the quality of their products and also ensure that they are safe to eat. This is because consumers expect foods to be nutritious having been produced hygienically. Of course, there are serious penalties for those who contravene hygiene and food safety legislation protocols.

To ensure that processed foods are able to meet the hygiene and food safety specifications:

- Identify potential risks (or 'hazards') in a process and assess the level of risk;
- Design and implement procedures for monitoring and controlling hazards;
- Cleaning schedules for buildings and equipment to prevent contamination;

Cleaning procedures to remove wastes from processing rooms as they arise;

Planned maintenance of equipment to prevent parts falling off into foods;

- Training operators in correct personal hygiene and food handling techniques.
- Develop appropriate monitoring and reporting procedures.
- Proper cleaning of equipment, floors, tables etc. is essential to all food processing and this can be monitored and controlled using cleaning schedules as part of a QA plan. The schedule records:

Which cleaning jobs are allocated to each worker

The time required;

The cleaning materials involved in doing each job;

The expected standard of cleanliness to be achieved.

The worker should initial the schedule report when a cleaning job is finished and checked and it should then be countersigned by a supervisor, manager or business owner.

- Ways of working.

- Clean the processing room, toilets, washing facilities and storerooms every day.
- Use the correct chemicals to clean equipment, make sure there are no food residues and rinse the equipment with clean water.
- Make sure all cleaning cloths are washed and boiled each day. Do not hang them on equipment, or put them on products or window ledges to dry.
- Do not leave dirty equipment until the end of the day before cleaning it.
- Keep the area around the processing room clean and tidy. Keep grass cut short.
- Put all wastes into bins that are not used for anything else. Empty the bins periodically during the day away from the processing site. Clean up any spillages as they occur.
- Prevent all animals from entering the processing area or storerooms.
- Visitors should only enter the processing room wearing protective clothing and under supervision.
- Do not wear clothing or jewelry that can get caught in machinery.
- Wear a hat that completely covers the hair. Do not comb your hair in a processing room or storeroom.
- Cover all cuts, burns and sores with a clean, waterproof dressing. Do not handle any food if you have sores, boils, septic spots, a bad cold, sore throat or a stomach upset. Report any of these to the manager and do alternative work.
- Do not spit in a processing room or storeroom.
- Wash hands and wrists thoroughly with soap after using the toilet, eating, smoking, coughing, blowing your nose, combing your hair, handling waste food, rubbish or cleaning chemicals. Dry them on a clean towel before handling food again.
- Keep fingernails cut short.
- Do not wear perfume or nail varnish as these can contaminate products.
- Do not cough or sneeze over food.
- Keep food covered wherever possible.
- Keep all food, tools and equipment off the floor.
- Keep ingredients in sealed containers.
- Do not use broken or dirty equipment.
- Report any signs of insects, rodents or birds to the manager.

Processors should identify sources of contamination, the effect of contamination on the process and product, and the probability of microorganisms surviving the process and growing in the product.

Examples of factors that should be examined in a process are the formulation of ingredients, the types of microorganisms that may contaminate the raw materials, the acidity or moisture content of the product and any preservatives that are used. Monitoring and control procedures can then be developed to prevent contamination.

Equipment should be thoroughly cleaned after each day's production, using a cleaning routine that is clearly understood and followed by production workers. Solid wastes should be placed in bins and removed from the building at intervals, rather than letting them accumulate during the day. Wastes should never be left in a processing room overnight

FOOD SAFETY

Personal Hygiene Essentials

			
<p>Keep yourself clean and wear clean protective clothing when working with food</p>	<p>Wash your hands thoroughly before handling food.</p>	<p>keep your nails clean and short. Don't bite them. No nail vanish or false nails.</p>	<p>Keep your hair clean and tidy. cover with a hair net or hat when working with food. Don't scratch your head.</p>
			
<p>Don't cough, sneeze or touch your mouth and nose while working with food.</p>	<p>Don't smoke when working with food.</p>	<p>Don't eat when working with food.</p>	<p>Don't wear earrings, hairgrips, rings, bracelets or wristwatches.</p>
			
<p>Cover cuts with a waterproof dressing.</p>	<p>Don't wear strong aftershave or perfume.</p>	<p>No factory clothes outside.</p>	<p>Report pest sighting.</p>

⚠ Bad Hygiene Leads To Bad Products ⚠

Health & Safety

This is an important physical safety aspect within a processing firm which should be enhanced to avoid controllable losses. Safety and security gadgets such as fire extinguishers, water hydrants, first aid kit, warning and restriction signs to control personnel movement, stock & batch monitors to manage stock levels should be put in place to as guide to any occupant within the premises at any given moment.



All processors have a responsibility to provide safe and healthy working conditions for their staff to prevent illness or injuries at work. This is a legal responsibility in some countries, additionally, the costs of prevention are smaller than the cost of damage to equipment, medical or legal fees, increased insurance premiums, or losing skilled staff due to permanent disability arising from injuries. Also, a safe and healthy working environment enhances the public image of the business.

The main dangers in food processing are burns from equipment operated at high temperatures, cuts from moving blades, injuries caused by powered machinery, and an unhealthy environment caused by dust, fumes or smoke.

To enhance some of the H&S requirements, the following facilities required in the processing room:

- A changing room where clothing and shoes that are not worn for work can be stored.
- Separate hand-washing facilities for staff, with soap, clean water, nail brushes and clean towels.
- Toilets, which should be separated from the processing room by two doors or located in a nearby building.
- First aid materials.
- Protective aprons or coats washed regularly, hats/hairnets and if necessary, gloves and shoes.
- Cleaning chemicals, stored away from the processing room.