

An information series for Ontario food processors from the Alliance of Ontario Food Processors and The Ontario Ministry of Agriculture, Food and Rural Affairs

FOCUS ON FOOD SAFETY Information for Ontario Food Processors

Fact Sheet #3

Employee Training

• To learn more about food safety contact the Ministry of Agriculture, Food and Rural Affairs at 1-888-466-2372 ext 64752, follow the food safety links at www.omaf.gov.on.ca or email at haccp.advantage@omaf.gov.on.ca

Employee Training

One of the most important elements for a successful food safety program is employee training. Because your business depends upon food safety and quality, everyone on your team needs food safety training appropriate to the job they are doing and to understand the importance of the food safety program and their role in it.

What Type of Training is Required?

There are many different types of training for food processors and their employees ranging from the Food Handler Training Course, Good Manufacturing Practices, customized on-site training courses to HACCP.

Depending upon the roles and responsibilities of your individual employees, training may include some or all of the following topics:

- Good Manufacturing Practices
- Shipping, Receiving and Storage
- Sanitation
- Equipment Maintenance
- Pest Control
- Recall
- Water Safety
- Critical Control Points
- Process Technology
- Allergens
- Cross Contamination
- Basic Microbiology
- HACCP Principles and the *HACCP Advantage* Program

For more information on food safety training requirements, see the *HACCP Advantage* Manual and Guidebook published by the Ontario Ministry of Agriculture, Food and Rural Affairs which is available by contacting the Ministry at 1-888-466-2372 ext. 64752 or e-mail at haccp.advantage@omaf.gov.on.ca.

HACCP Principles

The following 7 principles form the basis for development of HACCP Plans:

Principle 1 – Conduct a Hazard Analysis

Principle 2 – Determine the Critical Control Points

Principle 3 – Establish Critical Limits

Principle 4 – Establish Monitoring Procedures

Principle 5 – Establish Corrective Actions

Principle 6 – Establish Verification Procedures

Principle 7 – Establish Record-Keeping and Documentation Procedures

For more information about each of these principles see the *HACCP Advantage* Guidebook available by contacting OMAFRA at 1-888.466.2372 ext.64752.

Who Needs Training?

The *HACCP Advantage* Guidebook details the types of training required for the implementation of a HACCP system. Management should, at a minimum, be knowledgeable of their role with respect to HACCP, the benefits and costs of HACCP and the resources required for HACCP implementation and certification. If you are implementing a HACCP system you will require a HACCP Co-ordinator. The HACCP Co-ordinator is the person responsible for overseeing the overall development and implementation of the system and should be knowledgeable in the areas of:

- Food safety hazards common to their products and processes
- GMPs (Good Manufacturing Practices) applicable to their facility
- Applicable regulatory requirements
- Importance of management commitment
- Use of HACCP for the manufacture of safe food
- Purpose of prerequisite programs
- Purpose of HACCP plans
- HACCP principles, including hazard analysis and determining critical limits
- Concepts of monitoring, corrective actions and verification
- Importance of record keeping
- Specific requirements of the *HACCP Advantage*
- Audit principles and internal audits
- Process of certification and recognition

Other personnel, should at a minimum, be knowledgeable of their roles and responsibilities within the HACCP system including the importance of appropriate control measures and how to perform specific tasks such as monitoring, taking corrective actions and record keeping.

Where to Get Training

- Training can be delivered in a number of ways, including:
- Public training programs (see OMAFRA web site for calendar of events: www.omaf.gov.on.ca)
- Customized, on-site training programs (Guelph Food Technology Centre: 519-821-1246)
- Food Handler Training, an independent study program: 519-763-4558
- Training kits (OMAFRA is finalizing employee training kits for *HACCP Advantage* 1- 888-466-2372 ext. 64752)
- Industry Association training programs and workshops (Alliance of Ontario Food Processors 519-767-5599)
- Reading the *HACCP Advantage* Program Manual and Guidebook (OMAFRA 1-888-466-2372 ext.64752)