

College of Agricultural, Consumer and Environmental Sciences

BE BOLD. Shape the Future. New Mexico State University aces.nmsu.edu



Train-the- Trainer Personnel Module Training Guide

Online Food Safety Training for New Mexico Food Manufacturing Employees

The College of Agricultural, Consumer and Environmental Sciences is an engine for economic and community development in New Mexico, improving the lives of New Mexicans through academic, research, and Extension programs.









Why is this training important?

- After this training, food manufacturing employees will be able to:
 - Conform to hygienic practices;
 - Protect their physical well-being;
 - Keep food safe from chemical, biological, and physical contaminants.









In compliance with the following regulations:

- Code of Federal Regulations
- Food Safety Preventive Controls Alliance
- New Mexico Food Code



CODE OF FEDERAL REGULATIONS





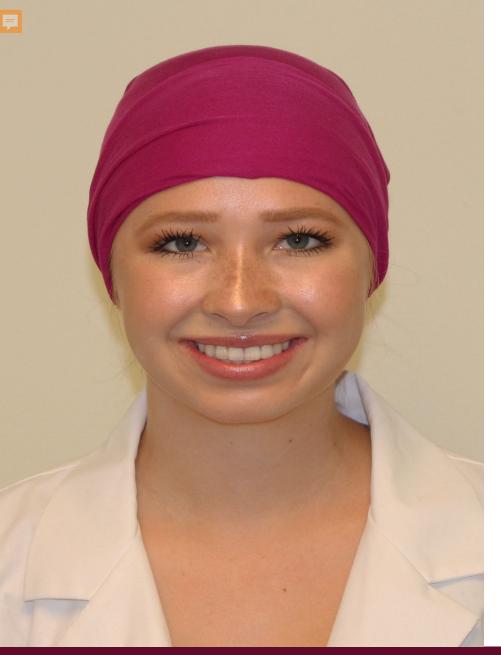






Who should be trained?

0000

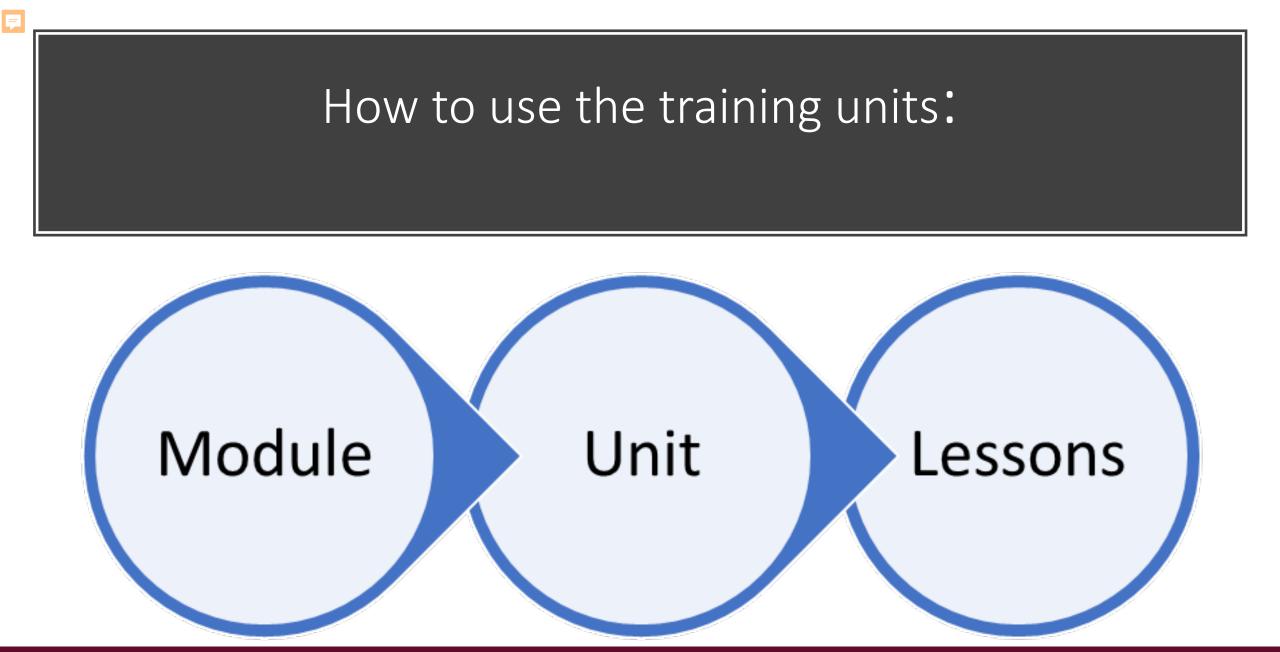


When should food manufacturing employees be trained?

- New Hires
- Retraining Current Staff











What will food manufacturing employees be trained about?

- Hair restraints
- Disease Control
- Handwashing
- Maintaining personal cleanliness
- Outer garments
- Jewelry
- Gloves

- Storing Personal Belongings
- Identifying appropriate areas to:
 - Chew gum
 - Eat food
 - Drinking beverages
 - Using tobacco products
- Precautions against allergen Cross-contact and Contamination



Ţ



Goals for the Personnel Module



At the end of this Online Food Safety Training, New Mexico Food Manufacturing Employees will be able to:

- Understand their personal responsibility to exercise personal cleanliness and hygienic practices.
- Comprehend why personal cleanliness and hygienic practices are essential to ensure the safety of food.
- Apply personal cleanliness and hygienic practices while working in food processing facilities.







How to use unit plans

Unit Plan Information- Unit 1: Hair Restraints

Online Food Safety Training for New Mexico Food Manufacturing Employees Good Manufacturing Practices: Personnel







Unit Plan Information- Unit 1: Hair Restraints Online Food Safety Training for New Mexico Food Manufacturing Employees Good Manufacturing Practices: Personnel

Protocol:

Name of Module: Personnel

Name of Unit: Hair Restraints

Place in Module: 1 of 6





In compliance with the following regulations

In compliance with the following regulations:

- CFR- Code of Federal Regulations
 - Title 21—Food and Drugs
 - Chapter 1—Food and Drug Administration
 - Department of Health and Human Services
 - Subchapter B -Food for Human Consumption
 - Part 117 Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based
 - Preventative Controls for Human Food
 - Subpart B-Current Good Manufacturing Practice
 - Sec. 117.10 Personnel.
 - (b) Cleanliness
 - (6) Wearing, where appropriate, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints.





T Lesson Objectives

Lesson Objectives:

Level 1- Knowledge:

1. List the different types of hair restraints available to food workers.

Level 2- Comprehension:

- Describe how to properly wear the different types of hair restraints available to food workers.
- Explain why food workers must wear hair restraints to ensure food safety as well as personal safety.
- 4. Identify how to properly use hair restraints.

Level 3- Application:

5. Demonstrate how to properly use hair restraints.





T Introduction

Introduction:

A physical contaminate is any foreign object in a food item. Physical contaminates can cause illness or injury to the person consuming the contaminated food product. Foreign objects are the most obvious evidence of a contaminated food product and are most likely reported by consumer complaints. Food manufacturing employees must maintain a clean and sterile environment for food preparation, processing, storage and packaging. The responsibility of food processing employees is to follow all practices outlined in the Code of Federal Regulations, Title 21-Food and Drugs, Part 117 Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based Preventative Controls for Human Food. The use of hair restraints helps to protect against physical contamination of food, food preparation, processing, storage, and packaging areas. If found in processed food, human hair has the possibility of carrying staph bacteria which can upset the stomach causing diarrhea. Not only does the use of hair restraints protect the safety of the food being processed, it can also protect the physical well-being of food processing employees. Hair can become caught in machinery and cause severe physical harm or death. After this lesson, food manufacturing employees will be able to list the different types of hair restrains available to food workers, explain why food workers must wear hair restrains to ensure food safety as well as personal safety, describe how to properly wear the different types of hair restrains available to food workers, and identify and describe how to properly use hair restraints. Wearing hair restraints is a critical component of personnel cleanliness and an effective way to protect the physical safety of food manufacturing employees. Wearing hair restraints is an essential practice to protect against hair as a physical contaminate in the process of manufacturing food.





T L Instructional Aids

Instructional Aids:

Name of Instructional Aid	Corresponding Lesson	File	Designated Audience
1. Unit 1: Hair Restraints	Lesson 1	PowerPoint Presentation	Learners
2. How to Don Hair Restraints	Lesson 1	YouTube Video	Learners
3. Hair Restraint Worksheet	Lesson 2	Word Document	Learners
4. Hair Restraint Worksheet Answer Key	Lesson 2	Word Document	Trainer
5. Hair Restraint Images	Lesson 2	PowerPoint Presentation	Learners
6. Hair Restraint Poster	Lesson 3	PowerPoint Presentation	Learners
7. Hair Restraint Assessment	Lesson 3	Word Document	Learners
8. Hair Restraint Assessment Answer Key	Lesson 3	Word Document	Trainer





L PowerPoint Presentations



(T)- Identifies information that is pertinent to the trainer. This information includes additional information needed to answer learner questions, key terms and training information.

(L)- Identifies information that must be delivered to the learners throughout the lesson. This information should be communicated through the trainer to the learners throughout the lesson.

(T)(L)- Identifies information that is useful to both the trainer and the learner. It is the trainers discretion to deliver this information. Information is helpful, but not always necessary to the learners.

(L) Script: This lesson is based on the personnel part of Good Manufacturing Practices, also known as GMP. Today we will learn about hair restraints. This lesson was made following the Code of Federal Regulations and chapter three of The Food Safety Preventative Controls Alliance. Please raise your hand if you have any questions or comments at any point throughout this lesson.

(T)(L) Key Terms:

Good Manufacturing Practice: a system for ensuring products are consistently produced and controlled according to quality standards.

(T) Food Safety Training Information: Food manufacturing employees can contaminate food and cause foodborne outbreaks at every step in the flow of food through the operation. Good personal hygiene is a critical protective measure against foodborne illness. One manner to ensure food manufacturing employees practice good personal hygiene is wearing proper hair restraints in an effective manner.











(L) Script: Theresa was called in to work on her day off. She agreed to work only a few hours because she had a party to go to in the evening. She spent an hour combing her hair and since she only agreed to work a partial shift, she decided to wear her hair down while processing food with heavy food processing equipment. Just as her supervisor was trying to catch her attention to correct her decision of not wearing a proper hair restraint, her hair got caught in the equipment.

Mike has worked for Safe Foods Processing Facility for 7 years. Wearing hair restraints properly has become routine for Mike. On this particular day, the beard net box was completely empty. He felt embarrassed telling his supervisor about this issue because he is the only employee with a beard. He had never had an accident before and he didn't think this day would be any different. Although feeling uneasy about his situation, Mike decided to proceed to the processing line. While trying to change the setting on the food processing equipment, Mike's beard got caught in the machine.





L Introduction



(L) Introduction/Script: Body hair from food workers can be a source of physical contamination. A physical contaminate is any foreign object can is found in food. Using hair restraints is a critical part of food safety as they help to protect the safety of food, the physical safety of food workers and consumer health. Once a food is physically contaminated, it is no longer sellable to consumers which results in lost profits, time and materials. Without the use of hair restraints, food workers have the potential of getting their hair caught in machinery resulting in serious physical harm or even death. If a food is physically contaminated with body hair from a food worker, the food has the potential of carrying bacteria which can cause serious illness to the consumer.









Mike has worked for Safe Foods Processing Facility for 7 years. Wearing hair restraints properly has become routine for Mike. On this particular day, the beard net box was completely empty. He felt embarrassed telling his supervisor about this issue because he is the only employee with a beard. He had never had an accident before and he didn't think this day would be any different. Although feeling uneasy about his situation, Mike decided to proceed to the processing line. While trying to change the setting on the food processing equipment, Mike's beard got caught in the machine.

(T) Set/Food Safety Training Information: This slide is meant to focus learner attention on the dangers of not utilizing hair restraints properly. These photos depict potential personal safety accidents due to unrestrained hair in food processing facilities. These images should enlighten learners to the physical harm the lack of hair restraints can cause and reinforce the importance of this lesson while working in a food processing facility. The trainer should encourage and facilitate discussion using the script and sample questions below. The activity below can be completed individually, in pairs or as a group.





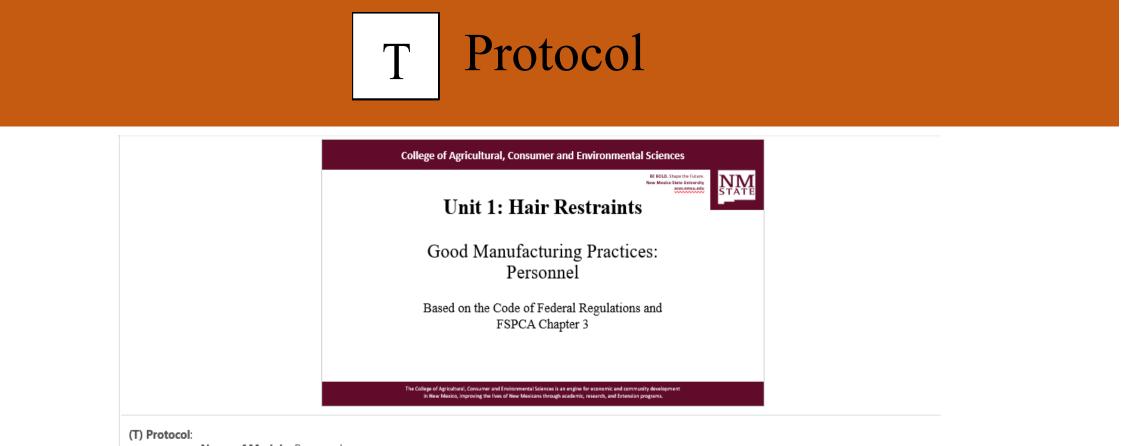
T Food Safety Training Information



(T) Food Safety Training Information: Food manufacturing employees can contaminate food and cause foodborne outbreaks at every step in the flow of food through the operation. Good personal hygiene is a critical protective measure against foodborne illness. One manner to ensure food manufacturing employees practice good personal hygiene is wearing proper hair restraints in an effective manner.





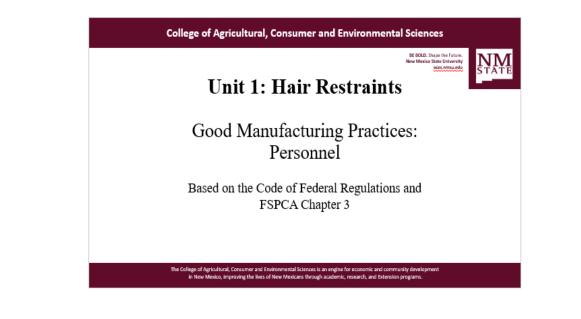


Name of Module: Personnel Name of Unit: Hair Restraints Place in Module: 1 of 6 Instructional Aid: 1. PowerPoint Presentation- Unit 1: Hair Restraints Approximate Length of Lesson: 10 Minutes





T Code of Federal Regulations

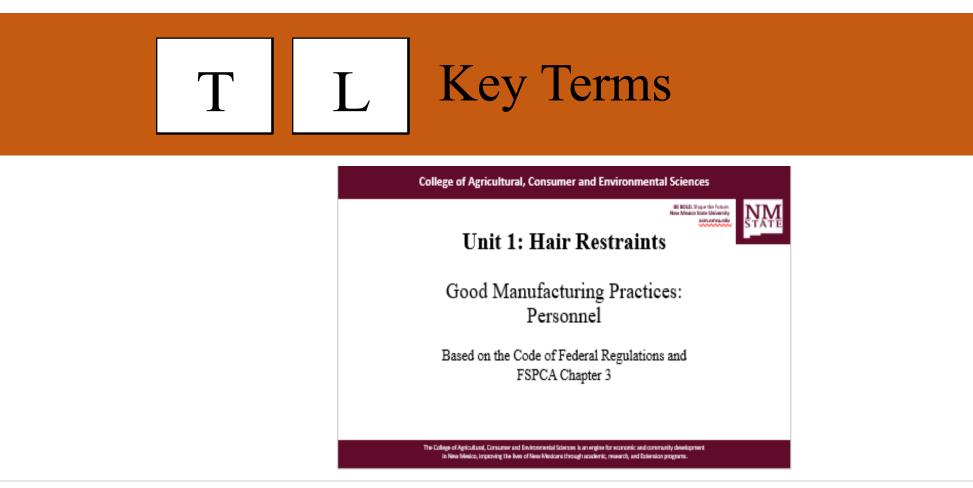


(T) Code of Federal Regulations (21CFR117)-

(6) Wearing, where appropriate, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints.







(T)(L) Key Terms:

Good Manufacturing Practice: a system for ensuring products are consistently produced and controlled according to quality standards.





T L Review

Review

- The two types of hair restraints that food workers use most often are hair nets and beard nets.
- Food workers must wear hair restraints to keep hair from touching food and clean equipment, prevent hair touching during processing, and prevent hair from getting caught in machinery/equipment.
- Hair restraints must always cover all head hair and facial hair, never leaving any hair, including bangs, outside of the hair restraint.







L Worksheets

Instructional Aid: 5

Good Manufacturing Practices: Personnel

Lesson 7: Hair Restraint Worksheet Answer Key

Identifying Effective Use of Hair Restraints

The Identifying Effective use of Hair Restraints worksheet can be completed individually, in pairs or as a group. Allow learners to work accordingly for at least 10 minutes.

The directions are as follows: Look at each image below. Circle "Yes" if proper hair restraints are used. Circle "No" if proper hair restraints are not used. Explain your answers next to each image.

After this activity the learners should be able to:

- Describe how to properly wear the different types of hair restraints available to food workers.
- Explain why food workers must wear hair restraints to ensure food safety as well as personal safety.
- > Identify how to properly use hair restraints.

⊕ 1.



BE BOLD. Shape the Future. New Mexico State University aces.nmsu.edu No



T Worksheet Answer Keys

Instructional Aid: 5

Good Manufacturing Practices: Personnel

Lesson 7: Hair Restraint Worksheet Answer Key

Identifying Effective Use of Hair Restraints

The Identifying Effective use of Hair Restraints worksheet can be completed individually, in pairs or as a group. Allow learners to work accordingly for at least 10 minutes.

The directions are as follows: Look at each image below. Circle "Yes" if proper hair restraints are used. Circle "No" if proper hair restraints are not used. Explain your answers next to each image.

After this activity the learners should be able to:

- Describe how to properly wear the different types of hair restraints available to food workers.
- Explain why food workers must wear hair restraints to ensure food safety as well as personal safety.
- > Identify how to properly use hair restraints.

⊕ 1.





Images on PowerPoint Presentation

College of Agricultural, Consumer and Environmental Sciences



Lesson 1: Hair Restraint Images

Good Manufacturing Practices Personnel

Based on the Code of Federal Regulations and FSPCA Chapter 3

The College of Agricultural, Consumer and Environmental Sciences is an engine for economic and community development in New Mexico, improving the lives of New Mexicans through academic, research, and Extension programs.

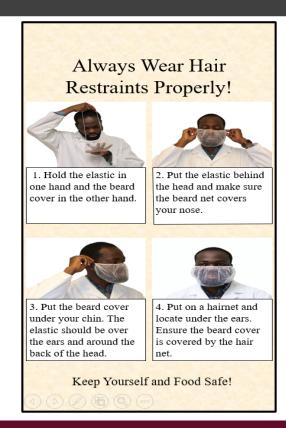


BE BOLD. Shape the Future. New Mexico State University aces.nmsu.edu

L



T L Posters







L Formal Assessments

Instructional Aid: 7 Module 1- Hair Restraints: Assessment Online Food Safety Training for New Mexico Food Manufacturing Employees Good Manufacturing Practices: Personnel Label the two types of hair restraints in the image shown below. 3. Below are four pictures. Draw a circle around the food workers who are wearing hair restraints properly.





Т

Formal Assessment Answer Key

	Instructional A	id: 7
Online Food Safety	l- Hair Restraints: Assessment Answer Key Training for New Mexico Food Manufacturing Employees ood Manufacturing Practices: Personnel	
Label the two types of hair re	traints in the image shown below.	
	1. Hair Net	
	2. Beard Net	
	nets are the easiest and safest types of hair restraints for food se. Hair nets and beard nets protect food from human hair as a	
3. Below are four pictures. Dr hair restraints properly.	aw a circle around the pictures of food workers who are wearing	ng
1.	2.	





Т

Employee Trainer Logs

nit: 1 air Restraint	0. Pi S 1. Vi	imns: re-test iew Presentat ional: Video f	tion:a) Video How to Wea	; <mark>OR VIEW</mark> r Hair Restrai	o) PDF; c) Scr nts'	ipt PDF	2. Ose images 3. Review Wor 4. Demonstrati 5. Post-test			(poster)
ctivity: in order of use <u>Employee Name:</u> Last, First	0	1a	1b	1c	Opti Male	onal Female	2	3	4	5
Example										
Doe, John	3/12/21	3/12/21	N/A	N/A	4/2/21		3/16/21	3/16/21	3/16/21	3/22/21
Flores, Maria	4/1/21	N/A	4/2/21	4/2/21		4/2/21	4/2/21	4/2/21	4/2/21	4/2/21
						+			1	+





TLLeaning Strategies/Methods for Lessons

Lesson 1 Level of Understanding: Knowledge									
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration			
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes			





TLObjectives Achieved

Lesson 1 Level of Understanding: Knowledge										
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration				
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes				





T L Instructional Aids									
	Lesson 1 Level of Understanding: Knowledge								
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration			
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes			





	L		Resou	rces				
Lesson 1 rel of Understanding: Knowledge								
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration		
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes		





Instructional Methods

sson 1 Level of United and ing: Knowledge										
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration				
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes				



Τ



	Т		Activi	ities		
		Level o	Lesson of Understand		ge	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
1. List the two types of hair restraints available to	1. PowerPoint Presentation- Lesson 7: Hair	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair	 What are the two types of hair restraints available to food processors? Answer: Hair nets and 	10 Minutes





T L

Informal Assessment

		Level o	Lesson of Understand		ge	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes





T Approximate Duration

		Level o	Lesson of Understand		ge	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
1. List the two types of hair restraints available to food	1. PowerPoint Presentation- Lesson 7: Hair Restraints	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints:	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers 	10 Minutes





How should the trainer conduct a training unit?

200

Step 1: Unit Plan Information

Unit Plan Information- Unit 1: Hair Restraints Online Food Safety Training for New Mexico Food Manufacturing Employees Good Manufacturing Practices: Personnel

Protocol:

Name of Module: Personnel

Name of Unit: Hair Restraints

Place in Module: 1 of 6

In compliance with the following regulations:

CFR- Code of Federal Regulations

 Title 21—Food and Drugs
 Chapter 1—Food and Drug Administration
 Department of Health and Human Services
 Subchapter B –Food for Human Consumption
 Part 117 Current Good Manufacturing Practice, Hazard Analysis, and Risk-Based
 Preventative Controls for Human Food
 Subpart B—Current Good Manufacturing Practice
 Sec. 117.10 Personnel.
 (b) Cleanliness
 (6) Wearing, where appropriate, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints.



=



Step 2: Instructional Aids

essential practice to protect against hair as a physical contaminate in the process of manufacturing food.

Instructional Aids:

Name of Instructional Aid	File	Designated Audience
1. Lesson 1: Hair Restraints	PowerPoint Presentation	Learners
2. How to Don Hair Restraints	YouTube Video	Learners
3. Hair Restraint Worksheet	Word Document	Learners
4. Hair Restraint Worksheet Answer Key	Word Document	Trainer
5. Hair Restraint Images	PowerPoint Presentation	Learners

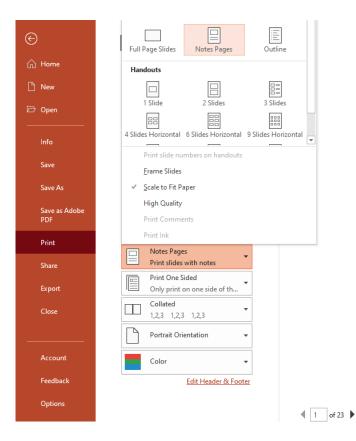
Page 2 of 10



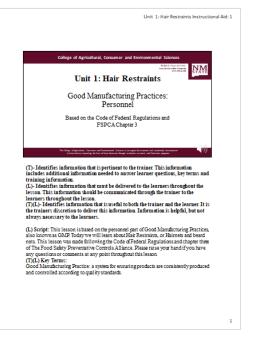
Ę



Notes Pages



* * * * *



53% - -



=



Step 3: Level of Achievement

			Lesson	1		
		Level o	of Understand	ing: Knowled	lge	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
			Lesson	2		
		Level of	Understanding	g: Comprehe	nsion	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximat Duration
			Lesson	3		
		Level o	of Understandi	ing: Applicat	ion	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximat Duration



Ţ



Step 4: Prepare for the First Lesson

		Level o	Lesson of Understand	-	ge	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
1. List the two types of hair restraints available to food processing employees.	1. PowerPoint Presentation- Lesson 7: Hair Restraints Slides 1-7	Trainer Overhead Projector or chalk board	Lecture	I. PowerPoint Presentation- Lesson 7: Hair Restraints: can be taught utilizing technology or	 What are the two types of hair restraints available to food processors? Answer: Hair nets and beard convers. How can a food processor prevent 	10 Minutes

Page 3 of 9



Ţ



Step 5: Deliver the First Lesson

	College of Agricultural, Consumer and Environmental Sciences	
	Unit 1: Hair Restraints	
	Good Manufacturing Practices: Personnel	
	Based on the Code of Federal Regulations and FSPCA Chapter 3	
	The Codego of Agic Aland, Consumer and Enderson and Solerons is an orgine for secretoric and conversionly development is then belies, in specing the low of these Networks Provedy scatteries, manantly, and Education program.	
aining information.)- Identifies information that must be delive arners throughout the lesson.	the trainer. This information includes additional information need red to the learners throughout the lesson. This information should both the trainer and the learner. It is the trainers discretion to deli	d be communicated through the trainer to the
	part of Good Manufacturing Practices, also known as GMP. Today we and chapter three of The Food Safety Preventative Controls Alliance. F	
)(L) Key Terms: and Manufacturing Practice: a system for ensur		uality standards
ood manaradaaning madador a bysterin for onbar	ing products are consistently produced and controlled according to q	uality standards.



F



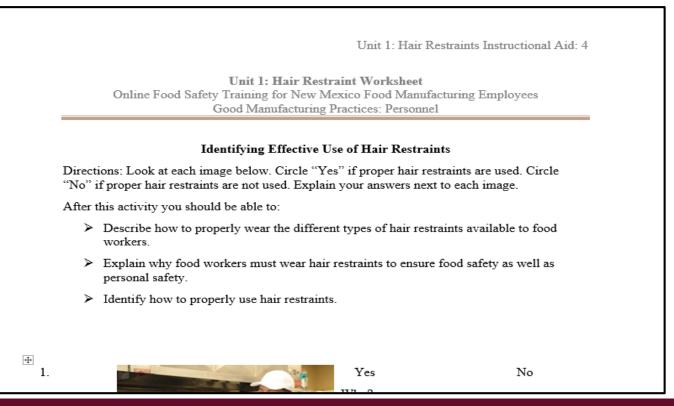
Step 6: Prepare the Second Lesson

				information.		
			-	•		
			Lesson	2		
		Level of U	U <mark>nderstandin</mark> g	g: Comprehen	ision	
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
 Explain why food processors must wear hair restraints to ensure food safety. Describe how to properly wear the two types of hair 	1. PowerPoint Presentation- Lesson 7: Hair Restraints Slides 8-13 2. YouTube Video- PowerPoint Presentation of Lesson 7: Hair Restraints	Trainer Overhead Projector Audio for video in PowerPoint Copies of Hair Restraint Worksheet for each individual, pair, or group	Lecture Discussion	I. PowerPoint Presentation- Lesson 7: Hair Restraints: can be taught utilizing technology or through traditional lecture without the use of	1. Why must food processors wear hair restraints to ensure food safety? Answer: To keep hair from contacting exposed food and clean equipment, to prevent unconscious hair touching while exposed to food, and to prevent hair from getting caught in machinery/equipment.	15-20 Minutes
restraints	2	Copy of Hair		technology. Trainer must		



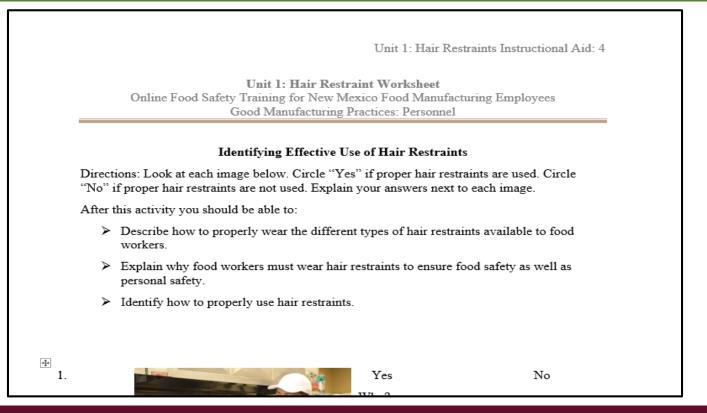


Step 7: Deliver the Second Lesson





Step 8: Prepare for the Third Lesson





F

Step 9: Deliver the Third Lesson

Unit 1: Hair Restraints Instructional Aid: 4

No

Unit 1: Hair Restraint Worksheet Online Food Safety Training for New Mexico Food Manufacturing Employees Good Manufacturing Practices: Personnel

Identifying Effective Use of Hair Restraints

Directions: Look at each image below. Circle "Yes" if proper hair restraints are used. Circle "No" if proper hair restraints are not used. Explain your answers next to each image.

After this activity you should be able to:

- Describe how to properly wear the different types of hair restraints available to food workers.
- Explain why food workers must wear hair restraints to ensure food safety as well as personal safety.
- Identify how to properly use hair restraints.



Yes



=



Step 10: Formal Assessment

Unit 1: Hair Restraints Instructional Aid: 4 **Unit 1: Hair Restraint Worksheet** Online Food Safety Training for New Mexico Food Manufacturing Employees <u>Good Manufacturing Practices: Personnel</u> **Identifying Effective Use of Hair Restraints** Directions: Look at each image below. Circle "Yes" if proper hair restraints are used. Circle "No" if proper hair restraints are not used. Explain your answers next to each image. After this activity you should be able to: Describe how to properly wear the different types of hair restraints available to food workers.

- Explain why food workers must wear hair restraints to ensure food safety as well as personal safety.
- Identify how to properly use hair restraints.



1.

Yes

No



=

