

N **Time T** **Teach**

Proper Hand Washing Procedures

Lesson Participants: Central Warehouse Employees

Type of Lesson: Face-to-face teaching session

Objective: Learn to properly wash hands and identify times when hand washing is needed.

Materials Needed:

- Leader's Script
- Pens or Pencils (one for each employee)
- Example Scenario (one for each employee)



Leader's Script:

Proper Hand Washing

Introduction: (1 minute)

SAY: Unwashed hands can be a major source for contamination of food. Contamination of foods can lead to food borne illnesses. Proper and frequent hand washing can help prevent the spread of microorganisms to food. While warehouse employees may not handle or prepare exposed foods regularly, proper hand washing remain a very important part of food safety. It is especially important when making deliveries to school kitchens during preparation and serving times and when handling cases/containers of time-temperature controlled for safety foods. Remember to always avoid bare hand contact with ready to eat foods.

Proper Hand Washing: (6 minutes)

SAY: The steps to proper hand washing are:

- First: Wet hands with water and apply hand soap.
- Second: Wash hands for 15-20 seconds. Remember to clean between fingers and under fingernails.
- Third: After 20 seconds thoroughly rinse hands under full flowing water.
- Fourth: Dry hands with air hand dryer, or single-use paper towels.

DO: Demonstrate the proper way to wash hands according to the steps above. Let employee(s) practice the steps.

SAY: Hand washing should always occur after:

- You drink or eat
- You use cleaning supplies and chemicals
- You cough or sneeze into hands
- You touch your face, hair, clothing/apron, or body
- You use the bathroom
- You take out the garbage
- You touch dirty dishes or other unsanitary objects, such as washcloths, countertops, or equipment
- Before you put on or change into a new pair of gloves
- You handle raw poultry, meat, fish and eggs

And remember, you should never touch ready to eat foods with bare hands. Use hand sanitizer after hand washing if available; however, application of this product is not a substitute for thorough and regular hand washing.

Example Scenario: (3 minutes)

DO: Pass out example scenario, pens and pencils.

SAY: Now we will go over an example scenario. I will pass out the handout. Read the directions and complete the scenario. We will review and discuss once everyone is finished.

Answer Key for the Leader:

1.	True
2.	False
3.	False
4.	False
5.	False
6.	True
7.	True
8.	True

Continuing Education Documentation:

DO: Complete the continuing education report at the end of this lesson, obtain participant signatures, and file in *HACCP Section: Continuing Education*.



Example Scenario

True or False?

Directions: Determine if the statements are true or false and circle the correct corresponding letter.

1. **T** **F** After washing your hands, rinse hands under running water.
2. **T** **F** Dry hands with dish cloth.
3. **T** **F** Use dish detergent to wash hands.
4. **T** **F** After using cleaning supplies, you only need to change or put on gloves to work with exposed food.
5. **T** **F** Wash your hands for 5 seconds.
6. **T** **F** When working with food, wash your hands every time you touch your hair or face.
7. **T** **F** After sneezing in your hands, you can contaminate food,
8. **T** **F** Before handling food, wash your hands after using the bathroom, even if you washed them in the bathroom.

FOOD SAFETY AND HACCP CONTINUING EDUCATION REPORT

(Complete this report and File in HACCP Section: Continuing Education)

LESSON TITLE: **No Time To Teach: Proper Hand Washing Procedures**

DATE: _____
LOCATION: _____
INSTRUCTOR: _____

Lesson Agenda/Outline is attached: **Yes** **No**

PARTICIPANT NAME	SCHOOL