Central Warehouse - Part 4

Continuing Education and Professional Development

Continuing education is an important part of the HACCP plan. Continuing education should include an overview of specific safe food handling procedures, prerequisite programs, and monitoring procedures. Employees should also be aware of the hazards communication program, such as proper handling of chemicals and the location of Safety Data Sheets (SDS). Hazards communications continuing education can be included as part of new employee orientation, during scheduled food safety continuing education, or during a separate hazards communication continuing education. Remember to include these food safety continuing education hours as part of the required annual USDA professional standards tracking for employees.

### Insert the following continuing education documentation in this section\*:

*\*Can maintain food safety continuing education documentation with Professional Standards documentation.*

#### Employee Health Policy Continuing Education (Refer to *Part 1: Prerequisite Programs* and Employee Health Policy Documents for additional information.)

#### File copies of the signed Employee Health Policy Agreement – required annually

#### Note the date of the signed Employee Health Policy Agreement for substitute employees on the “Substitute List”.

### Food Safety Checklist for Employees

### Continuing education should begin immediately when employees are hired and continually throughout their employment. Orientation is a process of teaching new employees about what is expected of them on the job. It is important to include food safety in the orientation of all new employees. The PIC, school nutrition manager, or supervisor must complete a Food Safety Checklist for Employees annually for all employees. The checklist is to be reviewed and signed by both the employee and their PIC/manager/supervisor. File the completed Food Safety Checklist for Employees in this section. The checklist must be kept on file for three years plus the current year, or more strict local procedure. It is strongly recommended to use the checklist as an annual reminder of good food safety practices with returning employees.

Whoever hires a substitute, or their designee, should complete and maintain the Food Safety Checklist for Employees. This person should also create a "Substitutes List", which includes the name of all substitutes and their contact information. The list should include columns next to the substitute's name showing the date the Food Safety Checklist and Employee Health Policy documents were completed. The Central Office may keep the required checklists on file and note this on the list. The "Substitute List" is given to all site managers and/or PIC to file in this section. If the substitute does not have a date of completion for the Food Safety Checklist and Employee Health Policy Agreement by their name, the manager and/or the PIC must work with the substitute to complete these documents send a copy to the Central Office. The Central Office then updates the "Substitute List" for the next time the information is distributed.

#### Employee Food Safety Continuing Education

#### Refer to *Part 1: Prerequisite Programs* for continuing education requirements and to the NCDPI Office of School Nutrition website (<https://www.dpi.nc.gov/districts-schools/district-operations/office-school-nutrition>). Many of these resources have partially completed Food Safety and HACCP Continuing Education Reports included in the teaching materials. Insert the following items into this section:

* Name of the food safety continuing education
* A copy of the agenda and dates held
* Name of the instructor
* A list of employees who attended
* A copy of the certificate if the continuing education was a certification course

#### Hazard Communications Continuing Education (if provided)

#### Record the date(s) completed in *Part 2a: Annual Revision*. Insert the following items into this section:

* Name of the continuing education
* A copy of the agenda and dates held
* Name of the instructor
* A list of employees who attended

#### Pesticide / Pest Management Continuing Education (if provided)

#### Insert the following items into this section:

* Name of the continuing education
* A copy of the agenda and dates held
* Name of the instructor
* A list of employees who attended

Insert signed copies of Employee Health Policy Agreements behind this page.

* All employees must review the Health Policy Agreement annually. Refer to *Part 1: Prerequisite Programs* and Employee Health Policy Documents for additional information. An Employee Health and Personal Hygiene Handbook may be downloaded from the US Food and Drug Administration at <http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm>
* Refer to the Forms section for copies of the agreement.

**Insert completed and signed Food Safety Checklists for Employees behind this page.**

**Refer to this section for copies of the checklist.**

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