

Train-the-Trainer Personnel Module Training Guide

Online Food Safety Training for New Mexico Food Manufacturing Employees



Welcome!



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**



FOOD SAFETY PREVENTIVE CONTROLS ALLIANCE





Who should be trained?



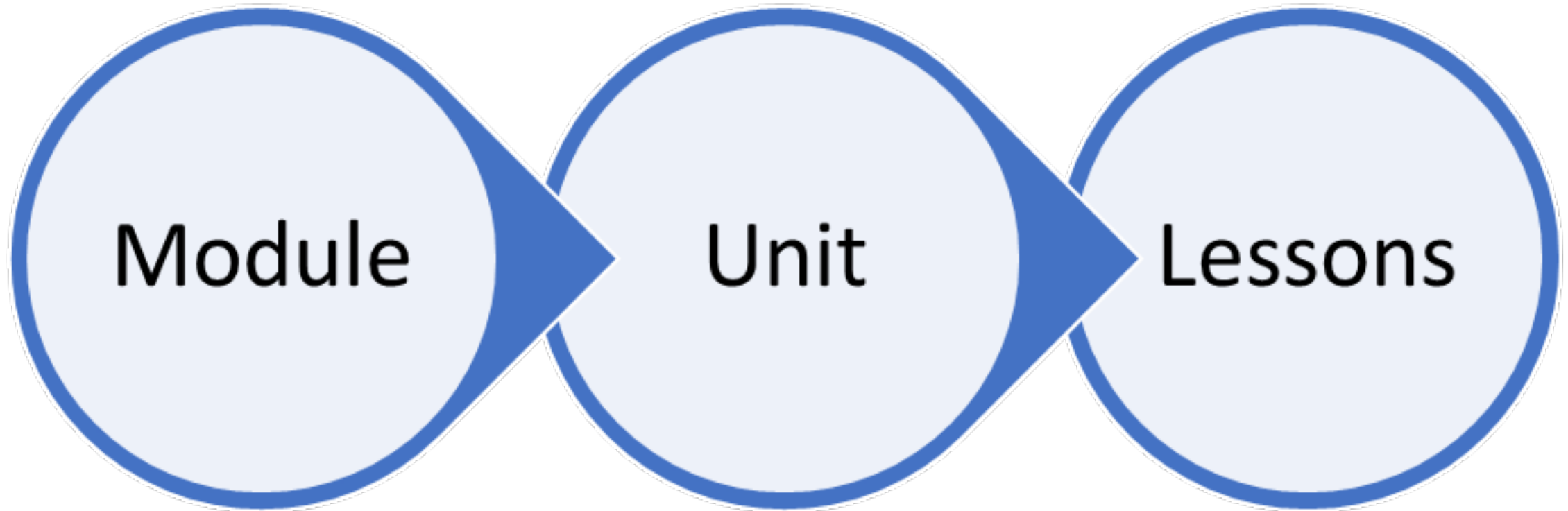



When should food manufacturing employees be trained?

- New Hires
- Retraining Current Staff



How to use the training units:





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



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





T

Protocol

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




T

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:

2. Describe how to properly wear the different types of hair restraints available to food workers.
3. 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 contaminants 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 restrains. 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

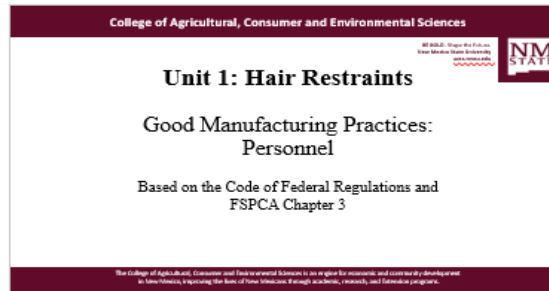
Instructional Aids:

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:

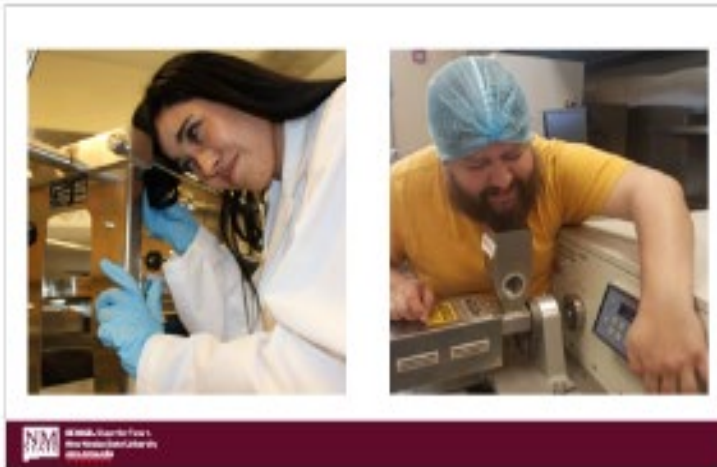
Good Manufacturing Practice: a system for ensuring products are consistently produced and controlled according to quality standards.

(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



(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

Hair Restraints

- Hair restraints help to protect:
 - Food
 - Food workers
 - Consumers



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

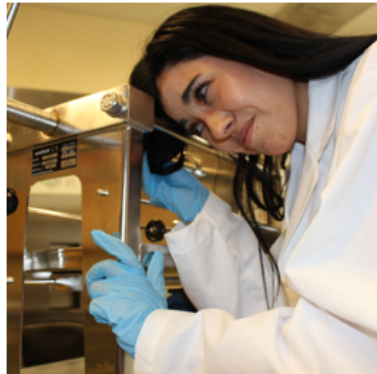
(L) Introduction/Script: Body hair from food workers can be a source of physical contamination. A physical contaminate is any foreign object can is found in food. Using hair restraints is a critical part of food safety as they help to protect the safety of food, the physical safety of food workers and 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.





T

Set



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

College of Agricultural, Consumer and Environmental Sciences

BE BOLD. Shape the Future.
New Mexico State University
AGRICULTURE

NM STATE

Unit 1: Hair Restraints

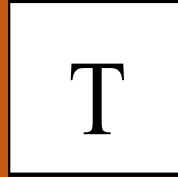
Good Manufacturing Practices: Personnel

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.

(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.






Protocol

College of Agricultural, Consumer and Environmental Sciences

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



Unit 1: Hair Restraints

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.

(T) Protocol:

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

College of Agricultural, Consumer and Environmental Sciences

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



Unit 1: Hair Restraints

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.

(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.



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



T

L

Key Terms

College of Agricultural, Consumer and Environmental Sciences


BE BOLD. Shape the Future.
New Mexico State University
AGRICULTURE

Unit 1: Hair Restraints

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.



(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

1. The two types of hair restraints that food workers use most often are hair nets and beard nets.
2. 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.
3. Hair restraints must always cover all head hair and facial hair, never leaving any hair, including bangs, outside of the hair restraint.



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



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.



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.



No





L

Images on PowerPoint Presentation

College of Agricultural, Consumer and Environmental Sciences

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



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



T

L

Posters

Always Wear Hair Restraints Properly!



1. Hold the elastic in one hand and the beard cover in the other hand.



2. Put the elastic behind the head and make sure the beard net covers your nose.



3. Put the beard cover under your chin. The elastic should be over the ears and around the back of the head.



4. Put on a hairnet and locate under the ears. Ensure the beard cover is covered by the hair net.

Keep Yourself and Food Safe!



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

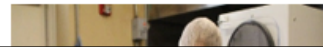
Label the two types of hair restraints in the image shown below.



1. _____

2. _____

3. Below are four pictures. Draw a circle around the food workers who are wearing hair restraints properly.



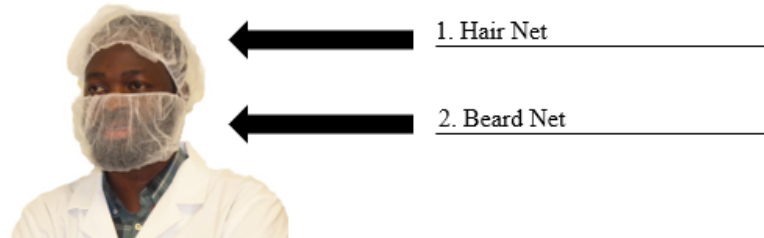
T

Formal Assessment Answer Key

Instructional Aid: 7

Module 1- Hair Restraints: Assessment Answer Key
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.



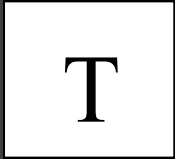
Answer: Hair nets and beard nets are the easiest and safest types of hair restraints for food manufacturing employees to use. Hair nets and beard nets protect food from human hair as a physical contaminate.

3. Below are four pictures. Draw a circle around the pictures of food workers who are wearing hair restraints properly.

1.

2.





Employee Trainer Logs

Activity: in order of use	Columns:									
	0. Pre-test					2. Use images alongside worksheet				
	1. View Presentation: a) Video; OR VIEW b) PDF; c) Script PDF					3. Review Worksheet				
Employee Name: Last, First	0	1a	1b	1c	Optional		2	3	4	5
					Male	Female				
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



T

L

Learning 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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes




T**L**

Objectives 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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes



L

Resources



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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes



T

Instructional Methods

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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes



T

Activities

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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes



T

L

Informal Assessment

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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes



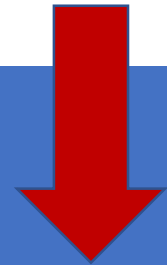
T

Approximate Duration

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:	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers	10 Minutes





How should the trainer
conduct a training unit?



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



Notes Pages

- Home
- New
- Open
- Info
- Save
- Save As
- Save as Adobe PDF
- Print**
- Share
- Export
- Close
- Account
- Feedback
- Options

Full Page Slides | **Notes Pages** | Outline

Handouts

1 Slide | 2 Slides | 3 Slides

4 Slides Horizontal | 6 Slides Horizontal | 9 Slides Horizontal

Print slide numbers on handouts

Frame Slides

Scale to Fit Paper

High Quality

Print Comments

Print Ink

Notes Pages

Print slides with notes

Print One Sided

Only print on one side of th...

Collated

1,2,3 1,2,3 1,2,3

Portrait Orientation

Color

[Edit Header & Footer](#)

◀ 1 of 23 ▶

Unit 1: Hair Restraints Instructional Aid: 1

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

(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, or Hairnets and beard nets. 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.

53%



Step 3: Level of Achievement

Lesson 1						
Level of Understanding: Knowledge						
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
Lesson 2						
Level of Understanding: Comprehension						
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
Lesson 3						
Level of Understanding: Application						
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration

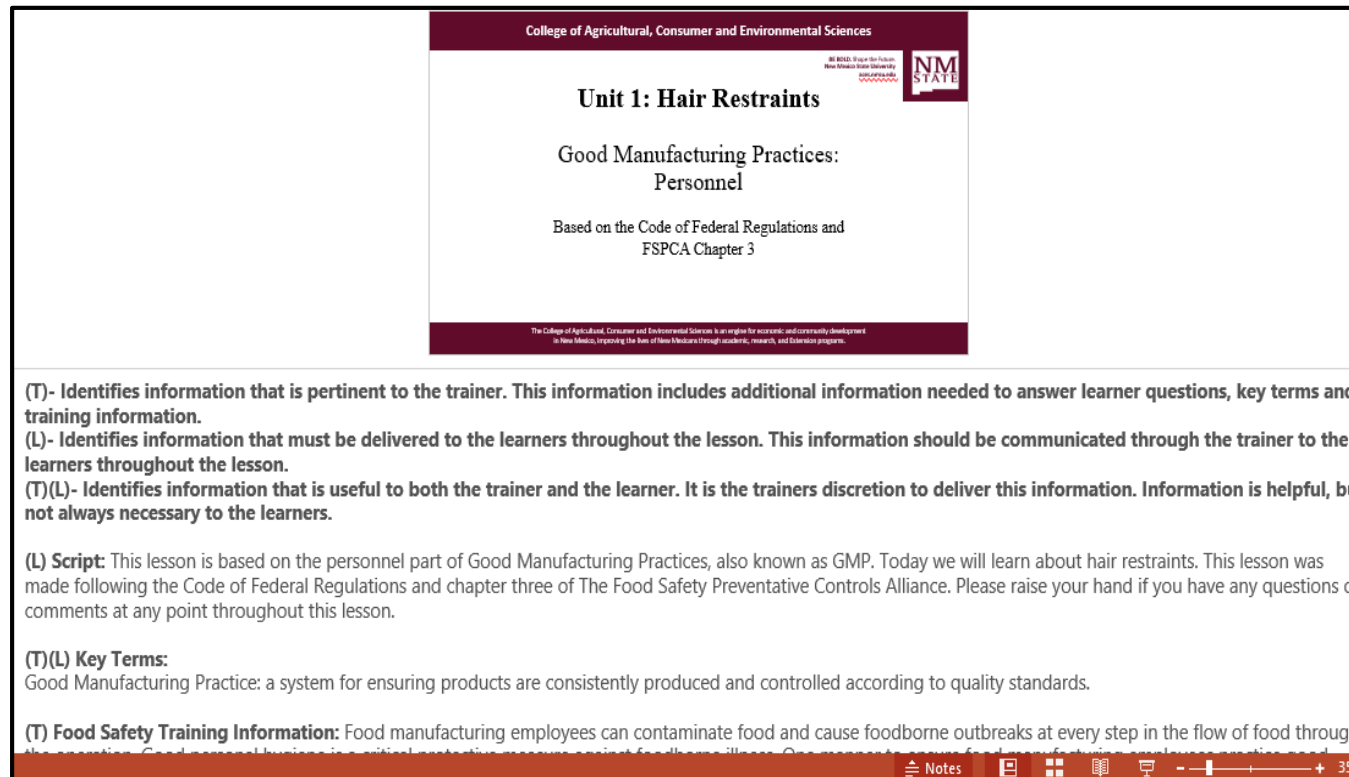


Step 4: Prepare for the First Lesson

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 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	1. What are the two types of hair restraints available to food processors? Answer: Hair nets and beard covers. 2. How can a food processor prevent	10 Minutes



Step 5: Deliver the First Lesson



College of Agricultural, Consumer and Environmental Sciences

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

Unit 1: Hair Restraints

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.

(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 critical preventative measure against foodborne illness. Government and food manufacturing employees must understand and follow food safety training and information.

Notes

358



Step 6: Prepare the Second Lesson

Lesson 2						
Level of Understanding: Comprehension						
Objectives Achieved	Instructional Aids	Resources	Instructional Methods	Activities	Informal Assessment	Approximate Duration
2. Explain why food processors must wear hair restraints to ensure food safety. 3. Describe how to properly wear the two types of hair restraints	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 Copy of Hair	Lecture Discussion	I. PowerPoint Presentation- Lesson 7: Hair Restraints: can be taught utilizing technology or through traditional lecture without the use of technology. Trainer must	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



Step 7: Deliver the Second Lesson

Unit 1: Hair Restraints Instructional Aid: 4

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.



1.



Yes

No



Step 8: Prepare for the Third Lesson

Unit 1: Hair Restraints Instructional Aid: 4

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.



1.



Yes

No



Step 9: Deliver the Third Lesson

Unit 1: Hair Restraints Instructional Aid: 4

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.



1.



Yes

No



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
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.



1.



Yes

No

