

## New Employee Orientation Training Sign Off

**Employee Hygiene**

\* Video "Employee Hygiene Practices"

**Food Safety**

**Allergens**

**Food Security**

\* DVD "Employees are the First Line of Food Defense"

**AWAIR Program**

**Plant/Employee Safety**

**Right to Know**

**Lifting Techniques**

**Hearing Conservation**

**Orientation Quiz**

**Intro to SQF**

**\*\* Important Notice \*\***

\*\* Please press the emergency stop button before sticking your hand in any of the machines \*\*  
I am aware of the disciplinary action and/or termination will occur as a result of my failure to follow the rules of th safety policies I have been informed of.

I have been trained and understand my responsibility for each of the training topics listed above.

**Employee Name (print):** Charles Maximie

**Employee Signature:** 

**Date:** 7-6-2023

**Training Conducted By:** Jelly M. Smith



# Orientation Quiz

Date: 7.6Name: Charles Maximie

1. No jewelry is allowed except for a plain wedding band (no stones) and must be covered with a glove.
2. At the beginning of your shift you can wear your smock in the break room before washing your hands.
3. Everyone is allowed to leave or go outside during their break.
4. HACCP stands for:
- A. Hazard Assessment Critical Control Procedures
  - B. Hazard Assessment Crisis Control Point
  - C. Hazard Analysis Critical Control Point
  - D. Hazard Analysis Critical Control Procedures
5. Hand washing and clean gloves are the most effective means of preventing the spread of bacteria and viruses that can cause infections and foodborne illnesses.
6. All kinds of chemicals can be stored in the production areas.
7. All products should be labeled with their allergens.
8. Plant doors should remain open and unlocked for everyone to have an easy access to the production areas.
9. Employees are instructed to report anything suspicious or out of the norm to plant management or quality assurance immediately.
10. It is OK to pick up product from the floor and continue working on the line, because we have sanitizer on the floor.
11. Sanitize gloved hands, aprons, and sleeves at the sound of the alarm.
12. What are the allergens we have present in Reichel production?
- A. Eggs, Wheat, Soy, Milk, Treenut (Cashew), Treenut (Almond), Peanuts, Sesame.
  - B. Soy, Almonds, Crab, Peanuts and Eggs
  - C. Soy, Eggs, Almonds, Peanuts and Milk
  - D. Fish, Walnuts, Shrimp, Milk and Pecans
13. Circle product contact surfaces below:
- Trays    Hands   Floor   Smock   Hairnet    Slicer Blades
14. What does SQF stand for?
- A. Simple Quality Food
  - B. Safe Quality Food
  - C. Safe Quick Food
15. Production Supervisors can remove QA HOLD tags from product or equipment?
16. Extra copies of Controlled Documents can be stored on your clipboard?
17. If a mistake is made on a form, draw a single line through error, initial it and write the correct information next to it.

- 18.** Product ID and traceability is important in the event of a recall due to a food safety issue.
- 19.** If you see a problem with product quality or food safety, you should tell:
- A. Your Co-Workers During Lunch
  - B. A Warehouse Employee
  - C. QA or Supervisor Immediately
- 20.** Internal Auditing helps us continuously improve our SQF system.
- 21.** Where can you find the Food Safety Policy?
- A. In the Lunch Room/Break Room
  - B. The Bathroom
  - C. Supervisors' Office
- 22.** It is OK to handle cardboard boxes and product contact items at the same time?
- 23.** If I wash my hands in the restroom, I do NOT need to wash my hands upon entrance into each production area.
- 24.** It is my responsibility to follow all Safety policies. If I choose not to use Personal Protective Equipment provided for me and not follow safety guidelines, disciplinary action will result.
- 25.** It is a Safety violation to walk underneath the forklift, even if the driver sees me.
- 26.** When is the best time to stretch?
- A. Before bed
  - B. After work
  - C. Before work
- 27.** Where can you find examples of the recommended employee stretches?
- A. Break Room Bulletin Board
  - B. In your Pay Stubs
  - C. In the Restrooms
- 28.** I do not have to wear earplugs in required areas if I already have hearing loss?