

Insert Logo	Food Safety Culture Test-of-System Report	Doc. #:
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Objective of Training Activity

This “Mock Test-of-System” form and the following activity will complement a training workshop about food safety culture to assess and reinforce food safety awareness and compliance within the food processing facility. A “Mock Test-of-System” is a verification exercise that demonstrates the risk awareness and efficiency of employees to prevent, reduce, or eliminate food safety hazards in the event of an actual noncompliance within the food processing facility. It will also evaluate your current training content and encourage risk awareness within your processes and facility. Food safety culture is the shared and/or learned hygienic behaviors and food safety practices implemented by employees that complement the food safety management systems (FSMS) within the food handling environment.

This form and training activity will identify potential gaps in the FSMS, document the facility’s adherence to food safety practices, and assess the shared behaviors toward food safety between/within organizational levels (e.g., frontline employees, upper/middle management).

With this information, positive changes to current food safety trainings and/or organizational culture (e.g., professional interactions, etc) can be implemented. These changes will improve your risk management controls and empower employees to proactively address food safety concerns and report events.

Test-of-System Activity: Mock Staff Meeting for Food Safety Hazards

As a training exercise, the food safety manager will assess the feedback from employees (new hires or current personnel) about food safety practices, hazards, and efficiency.

The food safety manager will inform the group about a staff meeting and training for food safety. Employees are encouraged to identify any potential food safety concerns and ask questions about roles and responsibilities. The food safety manager will record who provides feedback and the ideas/solutions about prevention of food safety hazards/violations. The food safety manager should not inform the staff that the activity will assess food safety culture, nor make feedback mandatory.

The food safety manager can ask the questions found within Section A. The food safety manager should not reject or interrupt the feedback provided, and encourage others to elaborate and/or try to answer the questions of other employees. *Remind the staff not to assign blame during this discussion, it is to identify ideas and solutions for food safety practices.*

Record all questions and feedback during the discussion. If no one provides feedback and/or no one knows the answers, then the food safety manager should note the responses and observations, provide answers/procedures specific to the facility, then move forward with the questions.

After all questions have been asked and all observations noted, then the food safety manager will end the training activity. The food safety manager should complete the rest of the form and use this situation as a positive debrief to review the food safety standards of the facility, how to correct the violation and support food safety behaviors, and why food safety matters. Follow this activity with a training workshop about food safety awareness and positive food safety culture.

The staff meeting should be composed of various organizational levels including frontline employees and upper/middle management. It could also be completed with *just frontline workers* to see the willingness of responses. This test should be completed during different production shifts and with personnel from different departments of the facility. A roster or spreadsheet can be implemented to catalogue who has been selected to prevent redundancy.

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A. Questions for Training Activity

1. Provide some examples of *prior* safety concerns that should be reviewed.
 - 1.1. Why did this/these situation(s) occur? Was product implicated? How was it resolved?
2. Provide some examples of employees being *proactive* about food and employee safety.
 - 2.1. What was done well? How should this be encouraged?
3. What are some difficulties you experience at your role?
4. What questions do you have about roles and responsibilities when handling products?
5. What are some ideas or concerns to improve product handling and risk awareness?
6. How can the current food safety trainings and practices be improved?

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B. Initiation of Training Activity

Initiated by (Name):	Department:
Time (Initiated):	Time (Stopped):

C. Results of Training Activity

Question 1: Provide some examples of *prior* safety concerns that should be reviewed.

Number of participants that answered:

Concern(s)	Why?	Product implicated? (Y/N)	Resolution

Additional observations/comments (Hesitancy, who did personnel look to, etc.):

Question 2: Provide some examples of employees being *proactive* about food and employee safety.

Number of participants that answered:

What was done?	How should it be encouraged?

Additional observations/comments (Hesitancy, who did personnel look to, etc.):

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Question 3: What are some difficulties you experience at your role?

Number of participants that answered:

Statements:

Additional observations/comments (Hesitancy, who did personnel look to, etc.):

Question 4: What questions do you have about roles and responsibilities when handling products?

Number of participants that answered:

Statements:

Additional observations/comments (Hesitancy, who did personnel look to, etc.):

Question 5: What are some ideas or concerns to improve product handling and risk awareness?

Number of participants that answered:

Statements:

Additional observations/comments (Hesitancy, who did personnel look to, etc.):

Question 6: How can the current food safety trainings and practices be improved?

Number of participants that answered:

Statements:

Additional observations/comments (Hesitancy, who did personnel look to, etc.):

Test-of-System Completed by (Print):	Date:	Signature:
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Staff Meeting Attendance Sheet		
Name (Print):	Department:	Signature: