THE TOP FIVE PRACTICES THAT CAUSE FOOD POISONING

1. **IMPROPER COOLING** - foods cool too slowly; bacteria grow quickly at warm temperatures.

Prevention:

- Use shallow pans
- Do not overload the cooler
- Divide large items or volumes into smaller portions
- Use metal container rather than plastic
- Add ice to recipe
- Place container in an ice bath
- Stir frequently

2. **ADVANCE PREPARATION** - foods are held at unsafe temperatures before serving

Prevention:

- Prepare food close to serving time
- Cool foods quickly
- Reheat foods only once
- Date the product and use within three days

STEPS IN DEVELOPING YOUR FOOD SAFETY PLAN

Step 1: **Find the Food Safety Hazards**

- look at menu and/or recipes for potentially hazardous foods

Step 2: **Identify the Critical Control Points**

- find the key steps in food handling that need to follow a specific procedure to ensure a safe food product

Step 3: **Set Critical Limits**

- food handlers must know the proper time/temperatures at which food must be held

Step 4: **Monitor Critical Control Points**

- use of thermometers or other monitoring methods to ensure the above proper time/temperatures are being maintained/achieved

Step 5: **Set up procedures to handle control problems**

- food handlers must understand what to do it their monitoring shows that a time/temperature has not been achieved

Step 6: **Keep records and review regularly to ensure the controls are working**

- monitoring of food equipment to be recorded as a minimum

Step 7: **Check the food safety plan**

- new menu items/recipes need to be developed using the above principles

MINIMUM REQUIREMENTS FOR A FOOD SAFETY PLAN

1. Standard Operating Procedures
2. Monitoring
3. Signage

Recommended Standard Operating Procedures For A Food Safety Plan

1. **Delivery** - reject foods that are spoiled, discoloured, outdated or in severely dented, swollen or leaking containers. Reject if product arrives thawed or at improper temperature.

2. **Storage** - check cooler temperatures every time you are in the walk-in, must be below 4°C (40°F). Keep foods off of the floor, and covered. Keep raw meats below all other foods.

3. **Handling** - wash hands whenever you arrive to work, whenever you change duties, after using the bathroom, scratching, sneezing, coughing, wiping sweat and whenever you touch any raw meats. You should not handle any food if you are ill or infected.

4. **Food Protection** - know which of the foods you handle is potentially hazardous (can grow germs quickly; examples are meats, cheeses, dairy products). Thaw foods in the walk-in cooler, not on a counter top. Use a sanitized metal stem probe thermometer (-18-100°C or 0-220°F) to check food temperatures in all stages of preparation.

5. **Raw Meats** - wash hands before and after handling. Never use same cutting board or utensils for other foods; send them to be washed, rinsed and sanitized.

6. **Temperatures** - Keep hot foods 60°C (140°F) or above, cold foods 4°C(40°F) or below; never in between. Raw chicken, stuffing, and stuffed meats need to be cooked to at least 74°C(165°F) raw pork must be cooked to at least 66°C(150°F).

7. **Reheating** - Reheat foods to 74°C(165°F) in under 2 hours then hold above 60°C (140°F) some foods.

8. **Cooling** - Foods must be cooled from 60°C(140°F) to 20°C(70°F) in 2 hours or less and from 20°C(70°F) to 4°C(40°F) in 4 hours or less. Potentially hazardous food must not spend more than 6 hours total between 60°C(140°F) and 4°C(40°F).

9. **Hand washing** - done only in the hand sinks. Use paper towels to dry, never aprons or a cloth towel. Keep hand sinks clear for access. You can never wash too often when working with food! When wearing gloves, change them frequently or wash them as well.

10. **Breaks** - eat and smoke in designated area. Wash afterward. Drinks must be in container with lid and straw; cannot be in food prep, storage, clean dish or single service item area.

11. **Chemicals and Cleaners** - use only as directed and intended. Keep labeled. Store only in proper areas, with approved insecticides stored separate from cleaners. Keep away from foods, clean dishes and single-service items. Keep wiping cloths in a solution of sanitizer, such as bleach water (50 parts per million; about ½ capful of bleach per bucket of water).

Pros & Cons of Different Food Safety Plans

Types	Pros	Cons
Process-Based HACCP	• fast, ready to use • less paper work • can be posted on walls	• general, not specific to any menu item
Flow Charts	• good for unique menu items with complex handling	• each menu item requires it's own flow chart - time consuming • usually stored in binders
Recipe Plans	• good for restaurants that use written recipes	• a separate plan for each menu item is required • not useful if recipes not used daily
Safety Plan Posters	• good for simple, limited menus • instructions are immediately visible	• not useful for complex menu items

NO - COOK PROCESS

CCP	CRITICAL LIMIT	MONITORING METHOD	CORRECTIVE ACTION
Receive	Approved Source 40°F(4°C) or 0°F(-18°C)	Inspection tags Check food temp	Reject Product
Store	Below 40°F(4°C)	Check food temp.	Discard after 2 h Adjust equipment
Prep.	Healthy workers Gloves/clean hands Clean equipment	Observe practices	Modify practices
Cold-hold	Below 40°F(4°C)	Check food temp.	Discard after 2 h

NO-COOK MENU ITEMS:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

SOP'S:

- measure all temperatures with a clean, sanitized thermometer
- wash all produce
- pre-chill salad ingredients

COOK - COOL PROCESS

CCP	CRITICAL LIMIT	MONITORING METHOD	CORRECTIVE ACTION
Cook	*Min. temp. for food	Check food temp.	Continue cooking
Cool	Cool from 140°F to 70°F in 2 hrs, and from 70°F to 40°F in 4 hrs	Check food temp. every hour	Discard food Correct method
Cold-hold	Below 40°F	Check food temp.	Discard after 2 hrs Adjust equipment
.ieat	Above 165°F within 2 hrs	Check food temp.	Discard food Adjust equipment
Hot-hold	Above 140°F	Check food temp.	Discard after 2 hrs Adjust equipment

*Refer to "Safe Cooking and Reheating Temperatures"

COOK-CHILL MENU ITEMS:

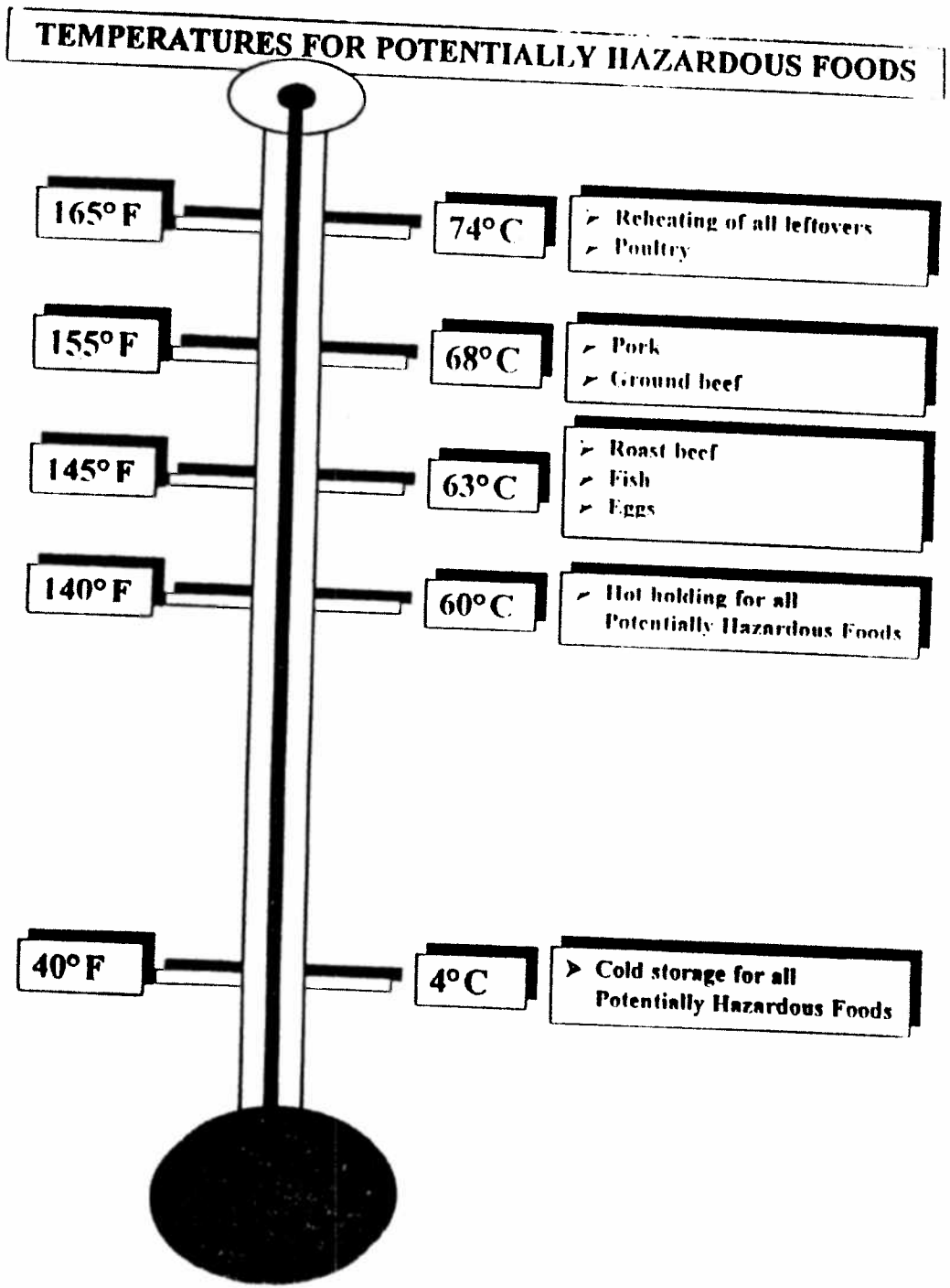
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

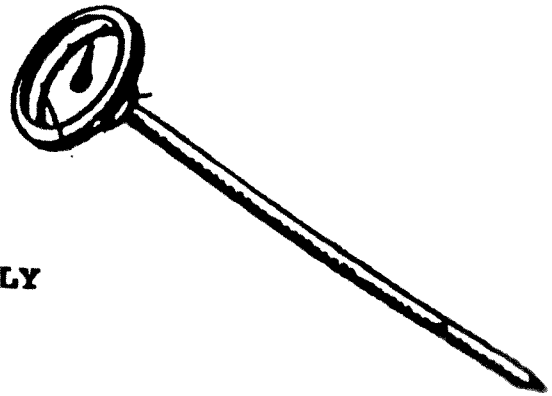
40°F = 4°C 70°F = 20°C 140°F = 60°C 165°F = 74°C

MONITORING

YOUR OPERATION MUST KEEP A WRITTEN RECORD OF THE FOLLOWING:

- **Refrigeration/Freezer Temperatures**
- **Hot Holding Temperatures**
- **Dishwasher Sanitizer Concentrations or Temperatures**


TEMPERATURES FOR POTENTIALLY HAZARDOUS FOODS
165° F
74° C
Reheating of all leftovers
Poultry
155° F
68° C
Pork
Ground beef
145° F
63° C
Roast beef
Fish
Eggs
140° F
60° C
Hot holding for all Potentially Hazardous Foods
40° F
4° C
Cold storage for all Potentially Hazardous Foods



USE THERMOMETERS CORRECTLY

1. Clean and sanitize thermometer
2. Sense in thickest part of the product
3. Allow time for thermometer to stabilize

Lists guidelines for proper use of the thermometer

KEY POINTS:

- Thermometer can be a source of contamination if not sanitized
- Some foods require checking in several parts of the product
- Sanitize thermometer with sanitizing solution or alcohol swab
- Recalibrate thermometer when necessary

COLD HOLDING TEMPERATURES (i.e. coolers, freezers)

Date	Equipment	Record Time & Temperature of each unit or food					

HOT HOLDING TEMPERATURES OF FOODS

DATE	FOOD ITEMS	Record Time & Temperature of each food						

SANITATION PLANS

The Food Premises Regulation requires that every operator must have written sanitation procedures. These should include:

- the areas and items of equipment to be cleaned
- the name of the employee(s) responsible for the cleaning
- the chemicals and cleaning products to be used, including concentrations
- the procedures to be followed
- the frequency of cleaning and sanitizing
- the inspection and monitoring records
- the identification and safe handling of pesticides

MONTH _____

CLEANING REQUIREMENTS

EXAMPLES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
KITCHEN FLOOR (D)							
COOLERS (W)							
WORK SURFACES (D)							
DISPENSERS (D)							
MICROWAVES (D)							
SHELVING (W)							
STORAGE (W)							

D= DAILY W= WEEKLY

CLEANING PROCEDURE:

1. Remove gross debris from surface(s), damp mop/wipe
2. Apply cleaning solution, remove loosened soil
3. Remove cleaner residue with rinse
4. Air dry

SANITIZING REQUIREMENTS

EXAMPLES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
CUTTING BOARDS(AR)							
SINKS (AR)							
SLICER (< 2 HRS.)							
WORK SURFACES(AR)							
THERMOMETERS (AR)							
ICE SCOOP (D)							
WIPING CLOTHS (AR)							
GARBAGE CANS (D)							

AR= AS REQUIRED D=DAILY

SANITIZING PROCEDURE:

1. Prepare sanitizer solution (see list of chemicals used)
2. Clean surface (see above)
3. Apply sanitizer solution
4. Air dry