



8.0 Sanitation Policy

8.1 Cleaning and Sanitizing Equipment

1. Utensils, multi-service articles, equipment and food contact surfaces must be cleaned and sanitized after each use.
2. Utensils and multi-service articles must be cleaned and sanitized in a machine dishwasher or using the three-compartment sink technique to reduce the potential for the spread of pathogenic bacteria.
3. Floors, walls, ceilings, equipment and washroom fixtures must be cleaned and sanitized on a regular basis. This will keep our establishment clean, reduce the potential for cross-contamination and minimize pest infestations.



4. Garbage containers and garbage areas must be cleaned and sanitized on a regular basis. This will reduce odors and the spread of harmful micro-organisms.

8.2 Cleaning & Disinfecting Tables

1. Customer tables must be wiped down and sanitized by the attending staff after the customer has left the premises. Do not seat a new customer on un-sanitized table. The table must be wiped down and sanitized prior to seating a new customer.
2. For wiping and sanitizing tables use the following provided chemical spray:

Name of Disinfectant: _____



18.8 Hot Holding Units Temperature Log

Hot holding units must hold hot food at a temperature at or above 60o C (140o F):

- Preheat the water in the hot-holding unit. Allow enough time for the unit to heat to at least 60o C (140o F) before putting food into the unit.
- Preheat the food to 74o C (165o F) before putting it into the unit.
- Check food temperature every two hours using a stem thermometer to ensure that a temperature of 60o C (140o F) is maintained.
- Treat each new batch of food as a new food item entry on the temperature log.

Food Item	Start Time/Temp	Time/Temp	Time/Temp	Checked By (Initial)	Corrective Action Taken

Foods that have been held at less than 60o C for less than 2 hours can be reheated to +74o C and replaced in the unit. Foods that have been at less than 60o C for more than 2 hours must be discarded. Advise a supervisor if proper temperatures cannot be maintained.



1. Employees who are injured on the job must report all injuries on the day of the incident regardless of the severity.
2. Location of first aid facilities and how to summon first aid procedures will be educated to you during the orientation session.
3. First Aid can be contacted by phone or site air horn located inside the warehouse and laboratory area.

17.4 Eye Wash Stations

1. You will be educated in the use and location of each eye wash station & safety shower in the workplace.
2. Emergency eyewash stations provide on-the-spot decontamination. They allow workers to flush away hazardous substances that can cause injury.
3. Ask for assistance at all times.

17.5 Emergency Evacuation Procedures

In the event of an **EMERGENCY**, all employees will adhere to the following procedure:

1. Do not stop for valuables or to get a coat.
2. If safe to do so, shut off all electrical tools or machinery.
3. If safe to do so, alert others around you.
4. Leave the building using the nearest **EXIT** point closest to you.
5. When evacuating always **WALK**; never run.
6. Once outside, move away from the building and head directly towards the muster station (assembly point). Your Supervisor will show you the location of the Muster Station during the orientation.
7. **DO NOT LEAVE** the muster station (assembly area) and **DO NOT ENTER** back into the building for any reason.
8. Once at the muster station, the Emergency Response Coordinator (ERC) will count heads and account for all employees including any customers or visitors. All head counts will be reported to the local fire department Supervisor on site.
9. The Emergency Response Coordinator (ERC) will advise if and when it is safe to re-enter any of the buildings.



2.0 Foodborne Illnesses

2.1 Introduction

1. Foodborne illness is a term that can include any type of illness that you can get from eating food that is contaminated. It can include illness from bacteria, viruses, parasites, chemicals, allergies or naturally occurring poisons (i.e. those contained in some mushrooms).
2. Symptoms can include stomach cramps, fever, headache, nausea, vomiting or diarrhea. Symptoms can be almost anything; however, vomiting and diarrhea are most common. Onset of symptoms usually occurs between one hour and five days after eating the contaminated food.
3. In severe cases, vomiting can occur almost immediately. The length of time it takes for the symptoms to begin will depend on the type of organism which causes the illness, the immune system of the person and the amount of organism the person ate.

2.2 Types of Foodborne Illnesses

- a. Microbiological
- b. Chemical
- c. Allergic Reactions
- d. Physical Contaminants

2.3 Bacteria

The most commonly reported micro-organisms that cause food poisonings are bacteria. Most bacterial food poisonings last for a few days and clear up on their own. Antibiotics can be prescribed and are effective against bacteria. They will help your immune system fight and eventually destroy the bacteria.

Bacterial Infection

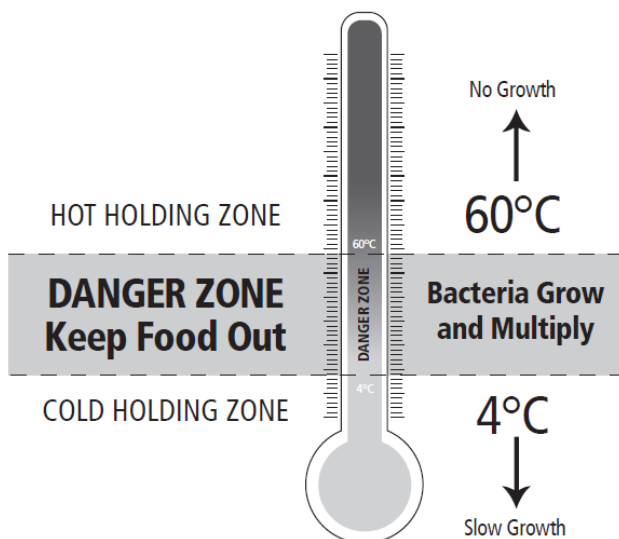
1. Food poisoning infection can occur when the food eaten is contaminated with living pathogenic bacteria.
2. You must eat the living bacteria to become ill. Food can contain a large or small amount of bacteria to cause illness, depending on the type of bacteria. The amount and type of bacteria will determine the time for symptoms to appear.
3. Bacteria will multiply in the digestive tract and most often cause diarrhea, stomach cramps and fever.

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Logo
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4. The bacteria will pass through your stomach and down into your lower intestine. The bacteria will embed themselves in the wall of the intestine and begin to multiply. When there are enough bacteria, diarrhea will result, which can sometimes be bloody.
5. Examples of infectious bacteria are Salmonella, Campylobacter, E. coli and Shigella. These are the most common however there are many other types as well. There are over 2,000 types of Salmonella alone.

Bacterial Intoxication

1. Food poisoning intoxication can occur when the food eaten is contaminated with toxins (poison) or toxin producing bacteria.
2. The bacteria multiply in the food and a by product of this multiplication is a toxin. The toxin is the poison that causes the illness. The toxin producing bacteria can multiply in the food or in the body and not all toxins are destroyed by cooking.
3. Vomiting is the most common symptom in intoxications.
4. As you eat the toxin and it enters into your system, your body realizes that this is not good for it and vomits this poison out.
5. Examples of bacteria which produce toxins are Staphylococcus aureus (found on skin, nose and throat), Bacillus cereus (found in cooked rice) and Clostridium botulinum (found in inadequately processed canned/bottled foods).





6.5 Temperature Danger Zones

1. **The Danger Zone is the temperature range between 4°C and 60°C (40°F and 140°F).**

Keep food out of the Danger Zone. Bacteria will multiply quickly in the Danger Zone. Bacteria grow extremely well at body temperature, 37°C.

2. **Keep hot food hot (60°C, 140°F or above).**

Have a probe thermometer available to check the temperature of the food on the steam table and on the stove. Cover food to keep the heat in and to prevent contamination.

3. **Keep cold food cold (4°C, 40°F or below).**

Provide a reliable thermometer to ensure proper operation of the refrigerator. Place food in the refrigerator so that air can circulate around it freely to maintain proper temperature.

4. **Do not allow hazardous food to be in the Danger Zone longer than two hours when preparing food.**

Move hazardous food through the Danger Zone as quickly as possible.

5. **Cool food quickly using shallow pans or an ice bath.**

Do not allow food to cool to room temperature before chilling in a refrigerator.

6. **Quickly reheat food to at least the original cooking temperature within two hours.**

See the following page for a list of cooking and reheating temperatures. Whole chickens must be cooked to 82°C but can be reheated to 74°C.

7. **If hazardous food is displayed for sale at room temperature for any length of time, the food must not be eaten and must be discarded.**

Pathogenic bacteria will not multiply fast enough to cause food poisoning outside the Danger Zone but will multiply fast enough in the Danger Zone.

6.6 Cooking Food Thoroughly

1. Make sure all hazardous food is cooked and reheated to an internal temperature as listed below.

2. Check internal temperatures with a probe thermometer. The following foods must be cooked to an internal temperature of:



3.0 Customer Reporting of Foodborne Illnesses

1. If someone is in severe life-threatening distress from a foodborne illness such as anaphylaxis, call 9-1-1 immediately.
2. Call the local Health Department and speak to a Public Health Inspector. Provide them with as much information as possible to help in the investigation. The Public Health Inspector's job is to ensure the incident does not happen again, not to find blame.

Local Health Department (Local Officer's Name & Phone Number):

3. Ask the customer what they ate and when (date and time). The time of meal and the time of onset of symptoms are very important in determining the type of illness. Ask the customer what his/her symptoms were and when they started. Not all food poisonings are caused by the last meal eaten. Very often the food causing illness was eaten days before symptoms began.
4. Review with the staff how the meal was prepared. Ask staff if they were ill with similar symptoms.
5. Food handlers with foodborne illness-like symptoms must not be handling food until they are symptom-free for at least 24 hours. Food handlers with Shigella, Typhoid Fever, Hepatitis A and Norwalk-like virus must not handle food until they are cleared by the Health Department.
6. Save food samples from original meal if possible. These samples should be labelled and stored in the refrigerator. Food samples from the original meal will be sent to the Public Health laboratory for testing to determine if there are any pathogens present. The Health Department will also ask the customer to submit a stool sample for testing to determine if there are any pathogens present. A confirmed foodborne illness only occurs when the pathogens from the original meal and the customer are the same.
7. Write down all this information. Keep accurate notes and records in case of further action by the customer.



3. Ensure you wear rubber/latex/neoprene gloves when removing customers dirty dishes from their table and when wiping/disinfecting the table.

8.3 Machine Dishwashing

1. Follow manufacturers' and chemical suppliers' instructions.
2. Monitor wash and sanitizing time and temperatures.
3. **Wash temperature MUST be between 60° and 71°C (140°F and 160°F). A machine will sanitize either with chemicals (low temperature) or by hot water (high temperature) In a high temperature sanitizing cycle, the water must be 82°C (180°F) for 10 seconds.**
4. Dishwashers using chemical sanitizers require the following:
 - a. a chlorine solution of 100 ppm chlorine at a temperature of 13o C or warmer; or
 - b. an iodine solution of 12.5 ppm to 25 ppm at a temperature greater than 24o C but less than
 - c. 45o C; or
 - d. a quaternary ammonium solution of at least 200 ppm at a temperature greater than 24o C;
 - e. and
 - f. chemical testing equipment (test paper) to confirm these concentrations.
5. Machine must be cleaned each day paying special attention to jets and strainers.



8.4 Manual Dishwashing

1. Change water frequently to maintain minimum temperatures and concentration of solutions.



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