

PERFORM Operating Document

General food safety and hygiene for food handlers

PC-POD-NS-001-v04

Revision History

Version	Reason for Revision	Date
04	<p>Specific changes in this version:</p> <ul style="list-style-type: none"> i. Change in title ii. Definition of Terms – removal of terms defined elsewhere iii. Change in text section 2.1 describing Background and required training for food handlers, addition of links to required training in section 2.4 iv. Posted and Recording documents added to section 2.4 Relevant documents v. Changes in text section 4 describing the background for handwashing (4.1); that steps for Temperature control can be carried out by users with appropriate training and not only the platform supervisor (4.4),and Cross-contamination (4.5) to update the list of priority allergens, respectively 	November/05/2018

Summary

This PERFORM Operating Document (POD) establishes area specific procedures for food safety and general hygiene in the PERFORM Centre’s Nutrition Suite.

This POD affects all users who will be involved in activities in the PERFORM Nutrition Suite.

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APPENDIX I: POD TRAINING RECORD FORM

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1. Definition of terms and abbreviations

HACCP	Hazards Analysis and Critical Control Points – Internationally recognized food safety standards. The principles are applied in the Nutrition Suite.
MAPAQ	Ministère de l’Agriculture, des Pêcheries et de l’Alimentation du Québec
Metabolic Kitchen	Kitchen used for meal preparation by PERFORM employees or collaborators for activities; holds a permit from MAPAQ; adheres to HACCP requirements.
Safety First fire suppression system	Fire prevention system installed in the Metabolic and Teaching Kitchens.
Teaching Kitchen	Kitchen used for teaching purposes by users for activities

2. Introduction

2.1 Background

In keeping with the law, the *Réglement sur les aliments*, PERFORM ensures that users working with food have the obligatory training and attestation, as necessary. A PERFORM employee or user with the required training and attestation in food safety is required to be on-site during preparation of food. Users working directly with food are encouraged and may be required to pursue the [online training and attestation](#) required by MAPAQ if food preparation occurs without the presence of a PERFORM employee holding the required attestation.

2.2 Purpose

This document is area specific to the kitchens located in the Nutrition Suite (S1. 226, S1.223). Expectations for food safety and hygiene will be described.

2.3 Responsibility

It is the responsibility of the Platform Supervisor to ensure that food safety standards are communicated, applied and adhered to. Users are responsible for reading and applying the practices as outlined in the current and all related SOPs and PODs (see section 2.4).

2.4 Relevant documents

- VPS-7 Policy on Food or Beverage Service on University Space
- PC-SOP-NS-001 Nutrition Suite at the PERFORM Centre

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- PC-POD-NS-002 Nutrition suite Safety First fire suppression system
- PC-NS Posted documents
- PC-NS Recording documents
- *Ministère de l'Agriculture, des Pêcheries et de l'Alimentation du Québec (MAPAQ)*
 - [Guide des bonnes pratiques d'hygiène et salubrité alimentaires, 2013](#)
 - [Formation obligatoire en hygiène et salubrité alimentaires](#)
- Health Canada, [Food allergies](#)

NOTE: This POD defers to Concordia Policies at all times

3. General conditions

Food safety and hygiene standards are posted for reference in the kitchen; food temperatures and receiving of food is recorded, as per MAPAQ permit requirements. Refer to PC-NS-Posted and Recording documents, respectively.

4. Nutrition Suite general food safety practices

4.1 Handwashing

Handwashing has decreased the number of infections and deaths around the world; it was first encouraged in 1846, yet it was not until the 1980 that it became a matter of public policy ([Global Handwashing partnership: History](#)). It is estimated that even now, hands are not washed properly, or are washed less often than recommended and required, contributing needlessly to infections and sickness and in some cases, death ([CDC: Why Handwashing](#)).

Each kitchen has a designated handwashing sink. Signs are posted to indicate when to wash hands and how to wash hands (see PC-NS-Posted documents “MAPAQ Lavage des mains”). Generally, wash often and very well!

4.1.1 When to wash:

- At the start of work and after a break
- Before going to the bathroom or after, or after touching your body
- After touching a dirty item
- After working with raw meats, shellfish, eggs
- After finishing working with one food item and starting to work with a different food item
- After entering a new food production area, as doorknobs, pushcarts, stair railings or elevator buttons are sources of bacteria
- After eating
- After coughing, smoking or sneezing
- After vacuuming, sweeping, cleaning-up, touching garbage or chemicals

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- After having touched a phone, doorknob, box or rag
- Before putting on gloves and after taking them off
- After cleaning and wiping tables of participants
- Between manipulating food and money, meat and vegetables, food and garbage
- Before touching ready-to-eat foods

4.1.2 How to wash:

- Remove jewelry
- Use hand washing sink only
- Wet hands and upper arms with warm water
- Apply soap
- Rub front, backs and palms of hands
- Interlace fingers and go back and forth
- Scrub fingers, tips of fingers, thumb and nails
- Rinse with warm water
- Dry hands with a disposable towel

4.2 Food storage

4.2.1 Refrigerators

Food stored in the refrigerators should be organized according to the following posted chart to prevent contamination (see also PC-NS-Posted documents "Disposition des aliments dans un réfrigérateur unique").

Shelf	Food Item
1 (top)	Ready-to-eat food items, All cooked foods
2	Eggs, cheese, milk products
3	Vegetables and fruits
4	Whole fish
5	Pieces of meat (pork, beef)
6	Ground meats and fish
7 (bottom)	Poultry

4.2.2 Dry ingredient storage

Food items should not be stored near cleaning and sanitization chemicals. Items in boxes should not be placed on the ground.

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4.3 Thermometer calibration

To ensure that food temperatures are accurate, thermometers need to be calibrated before being used for the activity. A recording form is posted for this purpose (see PC-NS-Recording documents “Registre de vérification des températures de conservation des aliments (ambiantes)”). Thermometers have a vice that permits moving the needle. The steps for calibrating the thermometer are below:

- Immerse for one minute in ice water; the thermometer needs to indicate 0 °C
- Immerse for one minute in boiling water; the thermometer needs to indicate 100 °C (at sea level)

The precision needs to be $\pm 1^\circ\text{C}$

4.4 Temperature control

- While the kitchen is in regular use (used at least once on a weekly basis), the temperatures of refrigerators and freezers are checked and recorded daily by users (see PC-NS-Recording documents “Registre de vérification des températures de conservation des aliments (ambiantes)”). Otherwise for slower periods where cooking classes are not occurring regularly, temperatures of refrigerators are checked on a weekly basis.
- Participants of cooking classes are encouraged to take the temperatures of food items throughout the food preparation process during possible defrosting, cooking, cooling and reheating (see PC-NS-Recording documents “Registre quotidien des températures / Daily temperature log”). Internal cooking temperatures recommended to prevent food-borne illness are posted (see PC-NS-Posted documents “Les températures de cuisson”) and are listed below:

Refrigeration: 0 to 4 °C

Freezer: -18 °C

Defrosting:

- i. Done in the refrigerator
- ii. Done in combination with cooking process (oven, microwave)
- iii. Done by immersion in cold running water (in a plastic bag or sealed container), followed immediately by cooking

Cooking: refer to poster “Les températures de cuisson”

- i. The internal temperature taken at the middle of the thickest part is maintained for 15 sec at the following temperatures:
 - 60 °C for roast beef, lamb, or veal
 - 63 °C for beef steak, rare
 - 68 °C for veal, lamb, ground beef and pork
 - 74 °C for chicken, turkey, duck, rabbit, goose
 - Microwave, cook an additional 14 °C above recommended

Cooling:

- i. From 60 °C to 21 °C in 2 hours
- ii. From 21 °C to 4 °C at 4 hours

Reheating:

- i. In less than 2 hours, obtain 74 °C for 15 sec or 63 °C for 3 min.

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4.5 **Cross-contamination**

- i. Always wash hands prior to food handling and after having manipulated food ingredients.
- ii. Do not reuse food cutting boards or utensils for raw food ingredients, cooked food ingredients or foods that are ready to eat.
- iii. Prepare cooked food ingredients or ready to eat foods separately from uncooked food ingredients.
- iv. Cover food items with appropriate wraps or by using a washable, sealable container.
- v. Place cooked food items above uncooked food items in the refrigerator.
- vi. Do not place boxes or containers that have previously been in contact with the floor on cooking workspaces and countertops.
- vii. Prewash, wash, rinse and sanitize adequately equipment, utensils and work surfaces after working with uncooked food ingredients like meat, and prior to working with cooked food items or ready to eat items like salad.
- viii. Verify allergy risk among kitchen users. Use caution when working with the twelve foods that are designated by Health Canada as a priority allergen. These are associated with severe allergic reactions, including anaphylaxis, respiratory distress and death. Briefly, these are gluten, eggs, milk, mustard, peanuts, crustaceans and molluscs, fish, sesame seeds, soy, sulphites, tree nuts, and wheat and triticale. Working with these food items is extremely delicate, even trace amounts in other food dishes as a result of cross contamination can provoke a severe allergic reaction. For each food order placed, a recording document that lists all food ingredients present in the kitchen that include priority allergens is kept (see PC-NS-Recording documents “Grocery list and Traceability”). Clear documentation of these ten priority allergens on recipes using **CONTAIN** and **MAY CONTAIN** statements allows for **traceability** of these ingredients.
- ix. Cover all hand wounds, sores, cuts and rashes with an impermeable band-aid or gauze. Wear a clean, impermeable glove and dispose of this immediately in the garbage when removed.
- x. Taste-test with a clean spoon only and use a different spoon for each food item.

4.6 **Cleaning and sanitation**

Refer to poster “Techniques de nettoyage” (see PC-NS-Posted documents).

- i. Wash cookware, use dishwasher for dinnerware, utensils.
- ii. Preferably, let air dry
- iii. First, wipe to clean surfaces and then disinfect surfaces (Ammonium quartenaire)

4.7 **Waste removal**

Food waste and compost is removed daily.

- i. Please ensure that the lids remain closed and sealed on the garbage at your station. There is one central compost pail for the Teaching Kitchen.

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- ii. Wash hands after touching the garbage, compost or recycling.
- iii. Recycled items need to be rinsed and then put in the appropriate bin. This is removed weekly.

5. Nutrition Suite general hygiene practices

Refer to “Les trois précautions personnelles” (see PC-NS-Posted documents).

5.1 Personal hygiene

- Daily bath or shower
- Hair washed regularly
- Teeth brushed following each meal
- Clean hands, using posted handwashing technique and short nails
- No nail polish or fake nails

5.2 Dress code

- Clean clothes at all times (not soiled or possessing a strong odor)
- Clean uniform, changed at least daily
- Protective apron or smock in the absence of a uniform, changed at least daily
- Hair completely covered by a hair net or bonnet
- Beards (more than one day’s growth) must be covered by a hair net
- Mustaches cannot cover the lips or extend beyond and lower than the corners of the mouth
- Shoes must be clean and reserved for work only.

5.3 Jewelry

No jewelry is permitted. This includes: chains, bracelets, necklaces, watches, all rings, earrings and piercings.

5.4 Hygienic conduct

- No sneezing on food
- No smoking in the building
- No chewing gum or spitting
- No eating in food preparation areas
- When taste-testing always use a clean spoon

5.5 Wounds

Refer to PC-SOP-NS-001.

5.6 Sickness

Refer to PC-SOP-NS-001.

APPENDIX I

POD Training Record Form

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POD Title

General food safety and hygiene for food handlers

POD Code

Ownership	Document type	Area	POD Number	Version
PC	POD	NS	001	04

Training Record

Full Name	
Institution	
Contact (email or phone number)	

Signature

Sign here and return to SOP custodian

Date