**FOOD SAFETY AIM**

1. The aim is to provide safe working and eating conditions for its employees and customers, and to comply with *Canada Labour Code* Part II, and Canadian Forces Public Health Regulations. The entire management team needs to participate in maintaining a quality assurance program and through management’s guidance, all employees engaged in food services must become involved in maintaining food protection and sanitation practices.

**DUTY OF EMPLOYER**

1. It is the duty of managers, with the assistance of supervisors, if applicable and appropriate to:
2. identify and eliminate hygiene, sanitary and safety hazards.. An occupational health and safety food inspection checklist to be completed monthly;
3. indoctrinate new food premises employees with safe practices. An indoctrination-briefing certificate containing safety measures applicable to new employees;
4. apply the “Seven Hazard Analysis Critical Control Point” (HACCP) System. They are as follows:
5. conduct a hazard analysis. Prepare a list of steps in the process where significant hazards can occur and describe the preventive measures,
6. identify the Critical Control Points (CCPs) in the process,
7. establish critical limits for preventive measures associated with each identified CCP,
8. establish CCP monitoring requirements. Establish procedures for using the results of monitoring to adjust the process and maintain control,
9. establish corrective actions to be taken when monitoring and indicate that there is a deviation from an established critical limit,
10. establish effective record-keeping procedures that document

the HACCP system, and

vii. establish procedures for verification that the HACCP system is working correctly;

1. specify food safety responsibilities in job descriptions for each food premises position;
2. assign only employees who are certified as “Smart Serve” or similarly recognized training to serve alcoholic beverages;
3. hire employees who have completed the National Food Safety Training or similar training; and
4. act as the food premises safety representative or appoint an employee to represent management.

**DUTY OF EMPLOYEES**

3. It is the duty of employees to:

1. comply with applicable health and safety standards, regulations, directives and procedures;
2. implement HACCP principles as directed by supervisor;
3. report immediately to the supervisor unhealthy and unsafe conditions, and take corrective action. The recording of such reports to be in accordance with local procedures;
4. report immediately all accidents in which they are involved, or in which they are a witness;
5. use safety devices and protective equipment as applicable;
6. warn others of hygiene and safety hazards, and of failure to observe safety measures;
7. inspect the workplace and equipment for unsafe conditions when commencing and completing a shift; and
8. recommend improvements to the supervisors.

**CONTROL MEASURES FOR HYGIENE AND SANITATION**

 1. **Prevention of food hazards:**

1. prohibit the sale or delivery of food products within food premises that have not been prepared for consumption according to applicable federal, provincial or municipal laws and regulations;
2. as required by Canadian Forces Regulations, to notify the Base Commander of any specific food or drink product which for medical or hygienic reasons should not be made available on DND establishments;
3. obtain all food from a source that is subject to inspection by the Government of Canada, the province, any other province or territory, or an agency official of any of those governments under whose authority food safety standards are established and enforced;
4. identify clearly and properly all food on food premises;
5. do not sell, donate, supply, prepare, process, package, display, serve, or dispense contaminated food or otherwise unfit for human consumption;
6. process potentially hazardous food in a manner to render it safe to eat; and
7. provide employees with written food handling procedures for potentially hazardous foods to prevent contamination.

 2. **Employees in food premises:** employees can become a carrier of

 disease organisms and contaminate the food if not promptly referred for identification and treatment to a medical facility. The following control measures will assist to prevent food contamination:

a. when an employee incurs a common cold, sore throat, gastro­intestinal upset, skin rash or an infected cut or sore:

1. such employee is under an obligation to immediately report this condition to the person in charge of the food premises, and
2. the person in charge will take appropriate measures to remove the affected employee from primary food handling duties until approval has been obtained from a medical authority for a return to normal duty. In the meantime, such an employee

may be employed on duties without exposure to food handling;

b. to prevent the transmission of infectious diseases through food, a high standard of personal hygiene is essential and employees will:

1. wear clean clothing and footwear,
2. avoid handling food with hands and use ladles, lifters, tongs or scoops,
3. exhibit cleanliness and good personal hygiene,
4. take measures to prevent food contamination with hairs,
5. not smoke where food is prepared, processed, packaged, stored and in dishwashing area, and
6. wash their hands as often as necessary to prevent the contamination of food and refrain from any behaviour or practices that may result in the contamination of food;

c. an employee holding a valid food safety training certificate confirms the completion of a formal food safety course and is a minimum standard to safely serve customers:

1. food premises employees preparing and serving potentially hazardous food will hold a certificate confirming successful completion of a food safety training program, and
2. food premises will operate with at least one employee holding such a certificate of training.

3. **Equipment and utensils:**

1. to use equipment, utensils, and food contact surfaces which are suitable for intended purpose, durable, easily cleaned and free from undesirable substance, in good working order, and operating in a manner that ensures safe and sanitary handling of food;
2. to seal or mount on legs non-mobile equipment with a minimum floor clearance of 15 cms; and
3. to replace any plastic ware or crockery, and any other utensils or heavy equipment items with chipped or cracked or damaged surface which renders it difficult to sanitize.

 4. **Cleaning and sanitizing:** food, in general, is easily contaminated, and it

 is imperative to:

1. clean and sanitize all food equipment, food-contact surfaces, and utensils after each use;
2. keep cooking surfaces scraped and cleaned daily;
3. clean and sanitize stored equipment or infrequently utilized items before use; and
4. prevent recontamination, by air-drying equipment, utensils, food-contact surfaces and store sanitized utensils and equipment in a clean place.

 5. **Washing and sanitizing food beverage dishes and other equipment:**

a. when using a mechanical dishwashing method:

1. remove all food debris by pre-washing or scraping,
2. use water containing a suitable detergent and a water temperature between 49°C and 60°C (120°F and 140°F), and
3. maintain rinse water temperature at a minimum of 82°C (180°F),

b. when using a manual dishwashing method. Normally, three-compartment sink or sanitary containers are provided but when space is limited, two-compartment sinks may be used with prior approval from the senior medical officer on base and the following procedures are applied:

1. to remove all food debris by pre-washing or scraping,
2. wash the utensils in the first sink or container, using suitable detergent and maintaining water temperature at a minimum of 44°C (110°F);
3. in a three-compartment unit, to use the second sink or container to rinse the utensils in clean water. To maintain water temperature at 44°C (110°F). In a two-compartment unit, the second sink is used for both the clean water rinse and as a sterilization compartment. The sterilization procedure is the

same as described at sub-para c. below;

c. to sterilize in the third sink or container by:

1. immersing the utensils for a least two minutes in a water solution with not less than 100 PPM of available chlorine (produced by adding one-half ounce of ten per cent sodium hypochlorite to a gallon of water),
2. maintaining water temperature at a minimum of 82°C (180°F), and
3. sterilizing oversized and electrical equipment: using a prepared chlorine solution as described at paragraph 5c.i above.

 6. **Food storage:** food not requiring refrigeration or frozen storage are

stored:

1. in clean, well-ventilated, rodent-proof areas;
2. on racks or pallets with a minimum of 15 cms clearance from the floor to facilitate cleaning and pest control measures;
3. in unbroken packages or in closed containers to prevent insect contamination; and
4. chemicals, cleansers, and other similar agents are stored in non­food containers clearly labelled to identify the contents and in such a manner as to prevent contamination of food.

 7. **Refrigeration and hot holding equipment:** all refrigeration and cooking

facilities need to be adequate to meet the needs of food premises. All refrigeration units, such as domestic and walk-in refrigerators, deep freezers, cold top tables and sandwich displays are maintained as follows:

1. the interior surfaces, racks and trays are made of corrosion-resistant metal and kept clean;
2. cooling coils are defrosted regularly on units not equipped with automatic defrosting devices;
3. all refrigeration and hot holding equipment is equipped with an accurate temperature measuring device in good repair;

d. perishable foods, both cooked and uncooked, when not actually being used in the preparation of meals or being served, are stored according to the following temperatures:

1. vegetables and fruits: 4 to 10°C (39 to 50°F),
2. meats: 0.5 to 4°C (33 to 39°F),
3. dairy products: 1.5 to 3,5°C (35 to 38°F),
4. frozen foods: -18°C or lower (0°F or lower), and
5. garbage: 1.5 to 3.5°C (35 to 38°F);

e. during meal preparation and service, cold foods are kept below 7°C (45°F) while hot foods are maintained at a minimum temperature of 60°C (140°F); and

f. leftover foods are cooled rapidly to 7°C (45°F), loosely covered to

prevent contamination, and stored in a refrigerator. Maximum storage period for leftover foods will conform to recommended food service industry standards.

8. **Structural building design**: food premises are designed and

constructed to be free of conditions hazardous to food by providing adequate storage, preparation and serving areas. The minimum safety standards are:

1. floors made of hard, smooth, slip-resistant, non-absorptive, non-flaking or peeling materials;
2. hard, smooth, non-absorbent and easily cleaned wall materials capable of withstanding high humidity conditions. Tight and sealed joints to eliminate harbourages for insects;
3. sufficient supply of hot and cold potable water to meet the needs of the food premises;
4. trapped, vented and sealed floor drains into the floor surface with removable grilles to allow cleaning;
5. a sewage disposal system operating effectively and connected to an approved disposal system;
6. a lighting system providing sufficient intensity throughout all areas of the food premises and meeting the needs of the food premises operation;
7. the ventilation system meets the fire regulations and designed to prevent a back flow of contaminant material from vents or hoods onto the food or food preparation surfaces. The designing prevents entrance of dirt, dust and insects from air intakes. The filters are removable, kept free from an accumulation of grease and dust;
8. washrooms and personal lockers or changing rooms are structurally separated from food storage, handling, preparation and serving areas. Separated facilities are provided for male and female personnel; and
9. there is an adequate supply of hot and cold water, soap, nails brushes and single disposable towels or an approved hand-drying device in employee washrooms.
10. **Garbage disposal:** there are approved garbage containers which are leak-proof, non-absorptive, easily cleaned, with tight fitting lids and lined with plastic garbage bags to facilitate cleaning. There are facilities to wash and sanitize garbage containers after each use.
11. **Pest Control:** cleanliness is the prime consideration in the prevention of insect or rodent infestation in food premises. Particular attention to building maintenance, garbage disposal, cleaning and sanitizing, and storage of food is very important to prevent intrusion and propagation of insects and rodents. If pest control is required, pest control procedures will be performed as described in Control of Pesticides.
12. **Presence of animals:** live animals are not permitted in food premises. A service animal such as a seeing eye dog, may be permitted but not in any area of the premises where food is handled, prepared, processed, packaged, or stored. Live fish may be permitted in an aquarium.