
Registrant Handbook

POLICY 11

Food Safety

11.1 Introduction

The Food Premises Regulation¹ made under the *Health Act*² has been amended to exempt small assisted living residences (no more than six residents), which would otherwise be used as single-family residences, from the application of that regulation. This policy outlines safe food practices for operators of small assisted living residences. Operators of larger assisted living residences (seven or more residents) are still covered by the Food Premises Regulation, but may also be interested in this policy.

11.2 Policy statement

Registrants must adopt safe practices for the obtaining, storage, preparation and serving of meals.³

11.3 Purpose

Reduce health and safety risks associated with shopping, transport, storage, preparation and service of food.

11.4 Learn about food safety

You can learn about food safety and receive a certificate by taking a course. Operators of small residences or operators living in small communities may have difficulty attending courses or sending staff to courses. There are some options available to these operators. The food safety short course for group homes is a three-hour course, which can be delivered in your home. Contact your local health authority.

An alternative would be to take FOODSAFE Level 1 by correspondence.⁴

If you are able to be off-site for a day, FOODSAFE is a one-day course offered by community colleges, private companies and health authorities.⁵ This is the preferred course curriculum. You can also learn more about food safety by accessing on-line resources and having printed resource materials on site.⁶

1 BC Reg. 210/99.

2 RSBC 1996, c. 179.

3 See Policy Tab 4, outcome 2.3.5.

4 For information, contact: go2 FOODSAFE Coordinator, Web: <http://www.go2hr.ca/static/FoodSafe/index.aspx>, Telephone: 604 930-9770, Toll-free: 1 800 665-8883, Fax: 604 930-9771.

5 See Appendix 1: Useful Links and Contacts, for how to locate FOODSAFE course information in your area.

6 See Appendix 1: Useful Links and Contacts.

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11.5 Food safety plan

A written food safety plan⁷ minimizes the chances of a food-borne illness. Food-borne illness, often called 'food poisoning', occurs when a person gets sick by eating food that has been contaminated with bacteria, parasites or viruses, also known as 'microbes' and 'pathogens.'⁸ Contamination can occur at any point from the grower to the producer to the kitchen. In the kitchen, where food is prepared, inadequate cooking or cross contamination of foods after cooking, could allow harmful bacteria to grow and cause illness.

Food can also be contaminated with chemicals such as pesticides or things such as glass or metal. Food is labelled to inform buyers what the ingredients are for those who have a food intolerance, which can cause another type of food poisoning.

The food safety plan should also contain some steps to address food allergens and allergies, prevention of chemical contamination of food and a response plan for food recalls. Food recalls are usually announced in local papers and on the news. Check with your local health department about how to be notified of recalls.

You can reduce the risk of food borne illness by following these four simple steps:⁹

1. CLEAN

Wash hands thoroughly and wash utensils and surfaces with hot soapy water before, during and after preparing foods. Sanitize countertops, cutting boards and utensils with a mild bleach and water solution. Wash all produce thoroughly before eating or cooking.

2. SEPARATE

Keep raw meats and poultry away from other foods during storage and preparation. Always keep food covered to protect it from cross-contamination.

3. COOK

Cook food thoroughly – cooking times and temperatures vary for different meat and poultry. Prepare foods quickly and serve immediately so foods don't linger at room temperature (the danger zone) where bacteria can grow.¹⁰

4. CHILL

Refrigerate or freeze perishables, prepared food and leftovers within two hours. Make sure the refrigerator is set at a temperature of 4°C (40°F) or lower for food safety. Keep the freezer at -18°C (0°F) or lower for best food quality.

7 See Appendix 2: Sample Food Safety Plan.

8 See Appendix 3: The "Top Ten" Food Handling Practices that Cause Food Poisoning, and visit <http://www.canfightbac.org/english/ccentre/ccentree.shtml>.

9 See http://www.canfightbac.org/english/fight_bac/stepse.shtml.

10 See Appendix 4: Potentially Hazardous Foods (PHFs).

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11.6 Applying the four steps

Here are some tips to applying the steps:

Shopping

When shopping, be aware that time, temperature and cold containers are key. Here are some tips:

- When running errands, do your grocery shopping last.
- Pick up food in order of least to most perishable: non-perishables, baked goods, produce, meat, poultry, fish, ready-to-eat items such as deli meats and BBQ chicken and dairy products. Separate raw meat, poultry and seafood from other foods in your grocery cart.
- Check for and follow best before dates.

Transporting food

As with shopping, when transporting food, time, temperature and cold containers are key:

- If possible, use a cooler to transport food from the store to your residence (best practice).
- Put refrigerated and frozen food together when transporting.
- When available, use insulated, foil freezer bags that can be purchased at most grocery stores and collapsible coolers to transport frozen foods.
- Once home, refrigerate/freeze food as soon as possible.

Storage

When storing food, follow these tips:

- Don't overstuff the refrigerator. Cold air needs to circulate above and beneath food to keep it safe. Separate raw meat, poultry and seafood from other foods in your refrigerator.
- To prevent juices from raw meat, poultry or seafood dripping onto other foods in the refrigerator, place these raw foods in sealed containers or plastic bags on the *bottom shelves*.
- Cold foods should be stored at 4°C (40°F) or colder.

Preparing food

When preparing food:

- If possible, use one cutting board for fresh produce and a separate one for raw meat, poultry and seafood. This helps prevent cross contamination.
- When marinating foods:
 - Marinate foods in the refrigerator.
 - Sauce that is used to marinate raw meat, poultry or seafood should not be used on cooked foods or otherwise used again to marinate.
 - Boil leftover marinade before using it for basting or prepare extra for basting cooked food.

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- Wash and sanitize your brush or use separate brushes when marinating raw and cooked foods.
- Thoroughly wash fresh produce under running water to remove dirt and residue.
- Scrub fruits and vegetables that have firm surfaces, such as oranges, melons, potatoes and carrots.
- Cut away any damaged or bruised areas on produce (where bacteria thrive).
- Remove and discard outer leaves on leafy produce.
- Never place cooked food back on the same plate or cutting board that previously held raw food.

Advance preparation

When preparing foods in advance get the foods out of the danger zone (4°C to 60°C or 40°F to 140°F) as soon as possible. You should also:

- Cook only as much food as can be refrigerated/frozen.
- Portion the food to be frozen so it can be defrosted individually.

Cooking

Be sure to cook foods to proper temperatures. Follow these tips:

- Foods are properly cooked when they are heated for a period of time at high enough temperature to kill harmful bacteria that can cause food borne illness.¹¹
- Use a clean thermometer, which measures the internal temperature of cooked foods, to make sure meat, poultry, egg dishes, casseroles and other foods are cooked all the way through. Insert the thermometer in the thickest part of the food when measuring the temperature.
- When cooking in a microwave oven, make sure the food is cooked thoroughly. For best results, cover food, stir and rotate for even cooking and follow suggested standing times.

Serving food

- When serving food over a period of time, keep it piping hot (at above 60°C or 140°F) before serving with chafing dishes, crock pots and warming trays.
- When serving cold food at a buffet, picnic or barbeque, keep these cool tips in mind:
 - Keep all perishable foods chilled right up until serving time.
 - Place containers of cold food on ice for serving to make sure they stay cold.
 - Refrigerate custards, cream pies and cakes with whipped cream or cream cheese frostings. Don't serve them if refrigeration is not available up to serving time.

11 See Appendix 5: Safe Cooking, Reheating Times and Temperatures; Appendix 6: Safe Cooking Internal Times and Temperatures for Roast Beef and Corned Beef Only; and Appendix 7: Sample Oven Temperature Record.

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Leftovers

Minimize the risk of food poisoning when using leftovers by following these tips:

- Cool food quickly by separating large amounts of leftovers, such as beef stew, into small, shallow containers (less than two inches high).
- Use portion control and menu design to minimize leftovers.
- Reheat leftovers to proper temperatures.
- Reheat leftovers only once.
- Throw out any leftovers that have already been cooked, cooled and already reheated once.

Chilling and defrosting food

When chilling food, you want to get it out of the danger zone (4°C to 60°C or 40°F to 140°F) as soon as possible (60°C to 20°C in two hours and 20°C to 4°C in four hours, total six hours). Follow these tips:

- Verify fridge and freezer temperatures weekly with a suitable thermometer kept in the fridge in plain view.¹²
- Following cooking, keep foods out of the danger zone (4°C to 60°C or 40°F to 140°F) as soon as possible. The best cooling takes food from 60°C to 20°C in two hours and 20°C to 4°C in four hours, total six hours.
- Refrigerate or freeze perishables, prepared foods and leftovers within two hours or less.
- Thaw frozen food in the refrigerator, in cold water or in the microwave if you will be cooking it immediately. Never defrost at room temperature.

Cleaning

- Always wash your hands for at least 20 seconds in warm soapy water before handling food and after handling meat, poultry, eggs and seafood. You should also wash your hands after other daily tasks, such as changing diapers, touching pets, sneezing, using the washroom and handling money.
- Options for hand washing (in descending order from best to minimum practice):
 - Have one sink for washing dishes and preparing food and another sink for washing hands.
 - Keep dish washing and hand washing separate when using a double sink.
 - Use a dual-purpose sink.
 - Air-dry dishes or dry them in the dish washer (best practices) or use one hand towel for drying hands and one hand towel for drying dishes.
 - In between hand washing or in a pinch, use liquid hand sanitizers or a hand-sterilizing unit with a soap dispenser.

¹² See Appendix 8: Sample Refrigerator and Freezer Temperature Record. Some operators may want to check temperatures more often than weekly.

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- Wearing gloves is not a substitute for washing hands. Gloves should not be used to handle food where tongs, servers or other utensils are appropriate. Wear gloves when cleaning and rinse in sanitizing¹³ solution between jobs.
- Minimize the risk of cross-contamination by following these tips:
 - Consider using paper towels to wipe kitchen surfaces or change dishcloths daily to avoid the possibility of cross-contamination and the spread of bacteria.
 - Avoid using sponges (harder to keep bacteria free).
 - Wash your food thermometer with hot soapy water before using it again. Sanitize it for the safest results.
 - Clean and then sanitize countertops, cutting boards and utensils with a mild bleach solution (5ml/1 tsp bleach per 750ml/3 cups water) before and after food preparation.
 - Where other chemicals are used for cleaning, provide staff with written instructions about appropriate concentrations.
 - Wash and sanitize your food thermometer after each use.
 - *Deal with insect and rodent infestations immediately.*
 - Discard worn cutting boards that can harbour bacteria.
 - Clean, sanitize and dry insulated foil freezer bags before reusing.

Illness plan

If you or staff who handle food are ill, you/they should not work with food. If this is not possible in your small residence, you can reduce risks by:

- Engaging in good personal hygiene – wash your hands.
- Cover cuts, sores, burns and lesions with a disposable glove.¹⁴
- Ordering in from a restaurant while you are sick.
- Making and serving previously frozen meals.

Infection control

Where a worker or resident has diarrhea or vomits, quickly clean and disinfect any contaminated surfaces. Then sanitize the area with bleach (one part bleach to nine parts water); allow the bleach to sit for two minutes before rinsing. If the residence is experiencing a Norovirus outbreak, surfaces should be cleaned regularly and disinfected to kill the virus (use a diluted bleach solution of one part household bleach to 49 parts water).

¹³ Sanitize means reducing or killing bacteria on a surface that has already been cleaned.

¹⁴ Disposable gloves are available in latex and, for those with latex allergies, in vinyl or nitrile, all with or without cornstarch.

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Appendix 1

Useful Links and Contacts

Health Authority FOODSAFE Contacts

For up to date FOODSAFE course information and availability, visit <http://www.foodsafe.ca/> and click the "courses" option at the top of the page. Or, if you do not have Internet access, consult the health authorities listing in the blue pages of your telephone book.

Workers' Compensation Board

Workers' Compensation Board has policies for making the food service area a safe working place.

You may wish to purchase the Food Service Worker's Safety Guide:

<http://tourism.healthandsafetycentre.org/s/Prevention-FoodBeverage.asp>

Workers' Compensation Board of British Columbia

6951 Westminster Highway

Richmond B.C. V7C 1C6

604 273-2266; 1 800 661-2112 or 1 800 972-9972

Fax: 604 276-3151

<http://www.worksafebc.com/>

Prevention Services Information Line:

604 276-3100,

Toll-free: 1 888 621-SAFE (ext. 7233)

After-hours safety and health emergency reporting:

604 273-7711; 1 888 621-SAFE (ext. 7233)

Contacts for WCB of B.C. offices:

http://www.worksafebc.com/contact_us/regional_locations/default.asp

Ministry of Health Publications

Ensuring Food Safety – Write Your own Food Safety Plan – The HACCP Way, A Guide for Food Service Operators, Ministry of Health and Ministry Responsible for Seniors, 1999 or see

<http://www.bccdc.org/download.php?item=1143>.

Canadian Restaurant and Food Services Association

316 Bloor Street West

Toronto, ON. M5S 1W5

416 923-8416; 1 800 387-5649

Fax: 416 923-1450

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Other links

<http://www.canfightbac.org/> – general overview of the importance of food safety in the home

<http://www.beefinfo.org/> – food safety resource related to beef

<http://www.chicken.ca/> – food safety resource related to chicken

http://www.cfis.agr.ca/english/regcode/frfsrc-amendmts/frfsc01_e.shtml –
Food Retail and Foodservice Code for Canada

<http://www.crfa.ca/> – Canadian Restaurant and Food Services Association

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Appendix 2 Sample Food Safety Plan*

<p>↑</p> <p>GOOD PRACTICE</p> <p>↓</p> <p>↑</p> <p>CRITICAL</p> <p>↓</p>	<p>COOK – SERVE</p>	<p>READY TO EAT</p>	<p>↑</p> <p>CRITICAL</p> <p>↓</p>
	<p>RECEIVING Approved suppliers</p>	<p>RECEIVING¹ Approved suppliers</p>	
	<p>STORAGE Max 4°C/-18°C</p>	<p>STORAGE² Max 4°C/-18°C</p>	
	<p>THAW / PREPARATION</p> <ul style="list-style-type: none"> • Good hygiene • Hand washing • Sanitized equipment • Defrost in fridge 	<p>PREPARATION²</p> <ul style="list-style-type: none"> • Good hygiene • Hand washing • Cross contamination • Minimize bare hand contact • Utensils/papers • Sanitized equipment 	
	<p>COOK³ Min 74°C</p>	<p>COLD HOLDING² Max 4°C</p>	
	<p>HOT HOLDING² Min 60°C</p>	<p>LEFTOVERS Label and date</p> <p style="text-align: center;">↓</p>	
	<p>COOL LEFTOVERS 60°C – 20°C 2 hours max. 20°C – 4°C 4 hours max. Label and date</p>	<p>COLD STORAGE² Max 4°C</p>	
	<p>REHEAT^{3,4} To 74°C quickly</p>	<p>COLD HOLDING² Max 4°C</p>	
	<p>NO LEFTOVERS</p>	<p>DISCARD LEFTOVERS After 72 hours</p>	

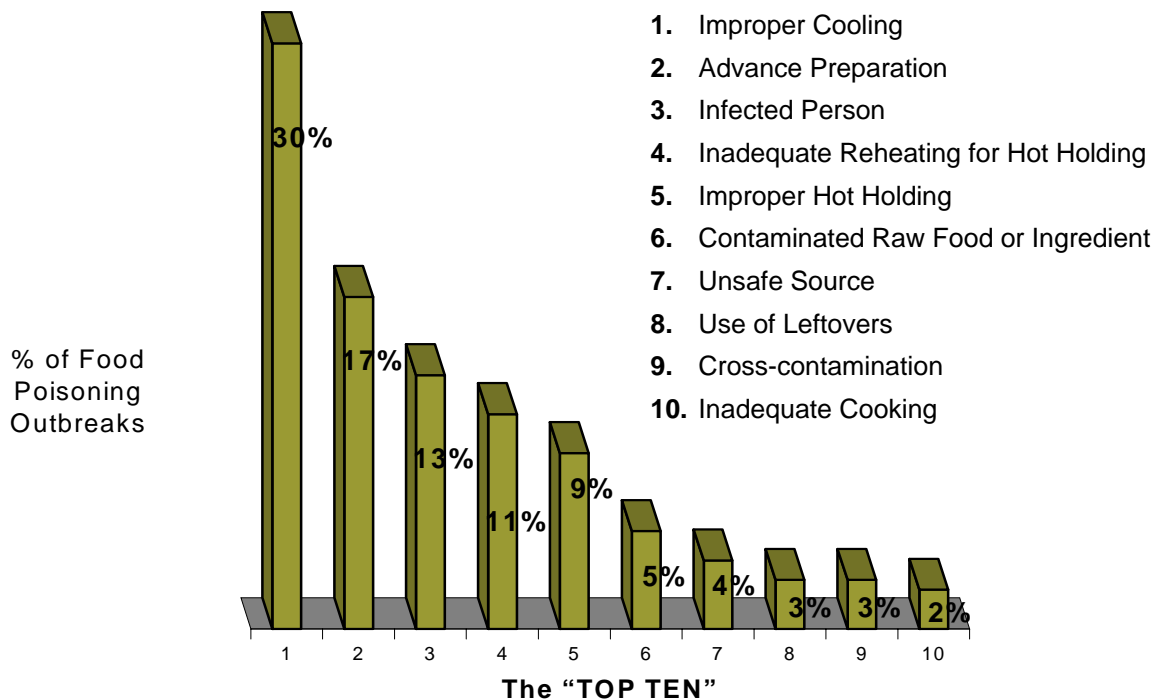
Corrective Action – If Fail To Meet Limits

- 1 Refuse product if it is damaged, not cold (4°C) or not from an approved source.
- 2 Discard if mishandled or temperature abused.
- 3 Continue cooking until you reach a minimum of 74°C.
- 4 Leftovers should only be reheated once.

* Courtesy of Interior Health Authority.

Appendix 3

The “Top Ten” Food Handling Practices That Cause Food Poisoning*



These “TOP TEN” food-handling practices cause almost all food-poisoning outbreaks in food service establishments. The top five cause 80 per cent of all outbreaks.

If you can get rid of these practices in your operation, you will reduce the risk of causing a food-poisoning outbreak to nearly zero. You will be sure that the food you serve your customers is safe. For more information on the TOP TEN list, see Appendix 1* – The TOP TEN List: Dos and Don’ts to Prevent Problems.

* Dr. Frank Bryan, Journal of Food Protection, 1988.

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Appendix 4 Potentially Hazardous Foods (PHFs)

PHFs are those foods that are considered perishable. They will spoil or “go bad” if left out at room temperature. PHFs are foods or food ingredients that support the growth or survival of disease causing bacteria (called “pathogens”) or foods that may be contaminated by pathogens. Generally, a food is a PHF if it is:

1. Of animal origin, such as meat, milk, eggs, fish, shellfish, poultry (or if it contains any of these products).
2. Of plant origin (for example, vegetables, beans, fruit) that has been heat-treated or cooked.
3. Any of the raw sprouts (for example, bean, alfalfa, radish).
4. Any cooked starch (for example, rice, pasta).
5. Any type of soya protein (for example, soya milk, tofu).

Examples of:

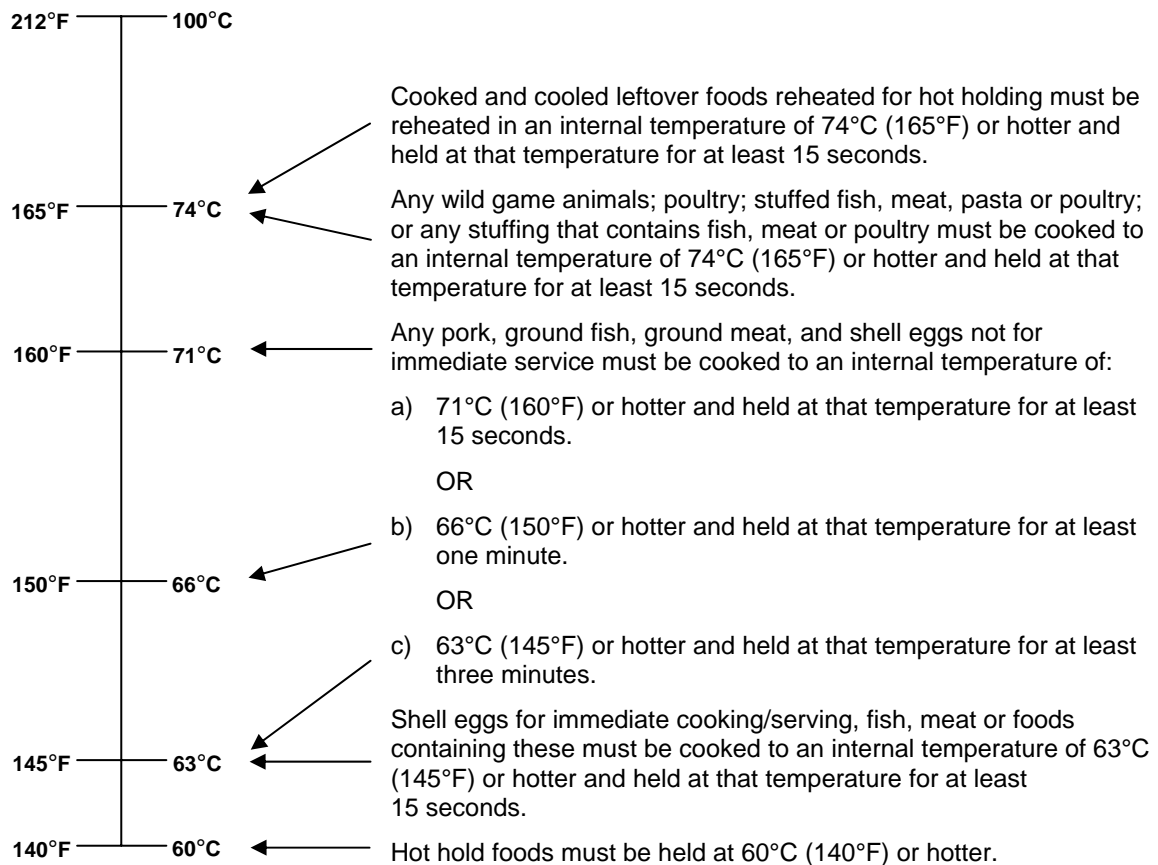
PHFs	Not PHFs
Chicken, beef, pork and other meats	Beef jerky
Pastries filled with meat, cheese or cream	Bread
Cooked rice	Uncooked rice
Fried onions	Raw onions
Opened cans of meat, vegetables	Unopened cans of meat, vegetables (as long as they are not marked with “keep refrigerated”)
Tofu	Uncooked beans
Coffee creamers	Cooking oil
Fresh garlic in oil	Fresh garlic
Fresh or cooked eggs	Powdered eggs
Gravy	Flour
Dry soup mix with water added	Dry soup mix

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Appendix 5

Safe Cooking, Reheating Times and Temperatures



Microwave:

Foods cooked or reheated in a microwave oven must be:

- cooked/reheated in a covered container;
- rotated or stirred at least once during the cooking/reheating;
- allow to stand covered for two minutes after cooking before serving.

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Appendix 6

Safe Cooking Internal Times and Temperatures for Roast Beef and Corned Beef Only

Meat Temperature No Lower Than		Meat Must be Held in Oven for At Least
°F	°C	Holding Time
130	54	121 minutes
132	56	77 minutes
134	57	47 minutes
136	58	32 minutes
138	59	19 minutes
140	60	12 minutes
142	61	8 minutes
144	62	5 minutes
145	63	3 minutes

Example:

If the maximum internal temperature of the roast or corned beef is only 56°C (132°F), then the meat must be kept at this temperature for at least 77 minutes in order to kill off potential pathogens. When measuring the internal temperature, be sure to insert the end of the thermometer in the middle of the cut and not near a bone.

Ensuring Food Safety – Write Your own Safety Plan – The HACCP Way, A Guide for Food Service Operators, Ministry Responsible for Seniors, 1999, page 8 or see <http://www.bccdc.org/download.php?item=1143>.

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Appendix 7 Sample Oven Temperature Record

Check temperature weekly. If there is a problem, please notify the manager.

Week	Oven One	Oven Two	Other	Checked By	Comments
1					
2					
3					
4					
5					
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7					
8					
9					
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12					
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25					

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Week	Oven One	Oven Two	Other	Checked By	Comments
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
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Appendix 8 Sample Refrigerator and Freezer Temperature Record

Check temperature weekly. If there is a problem, please notify the manager.

Week	Fridge One	Fridge Two	Freezer One	Freezer Two	Checked By	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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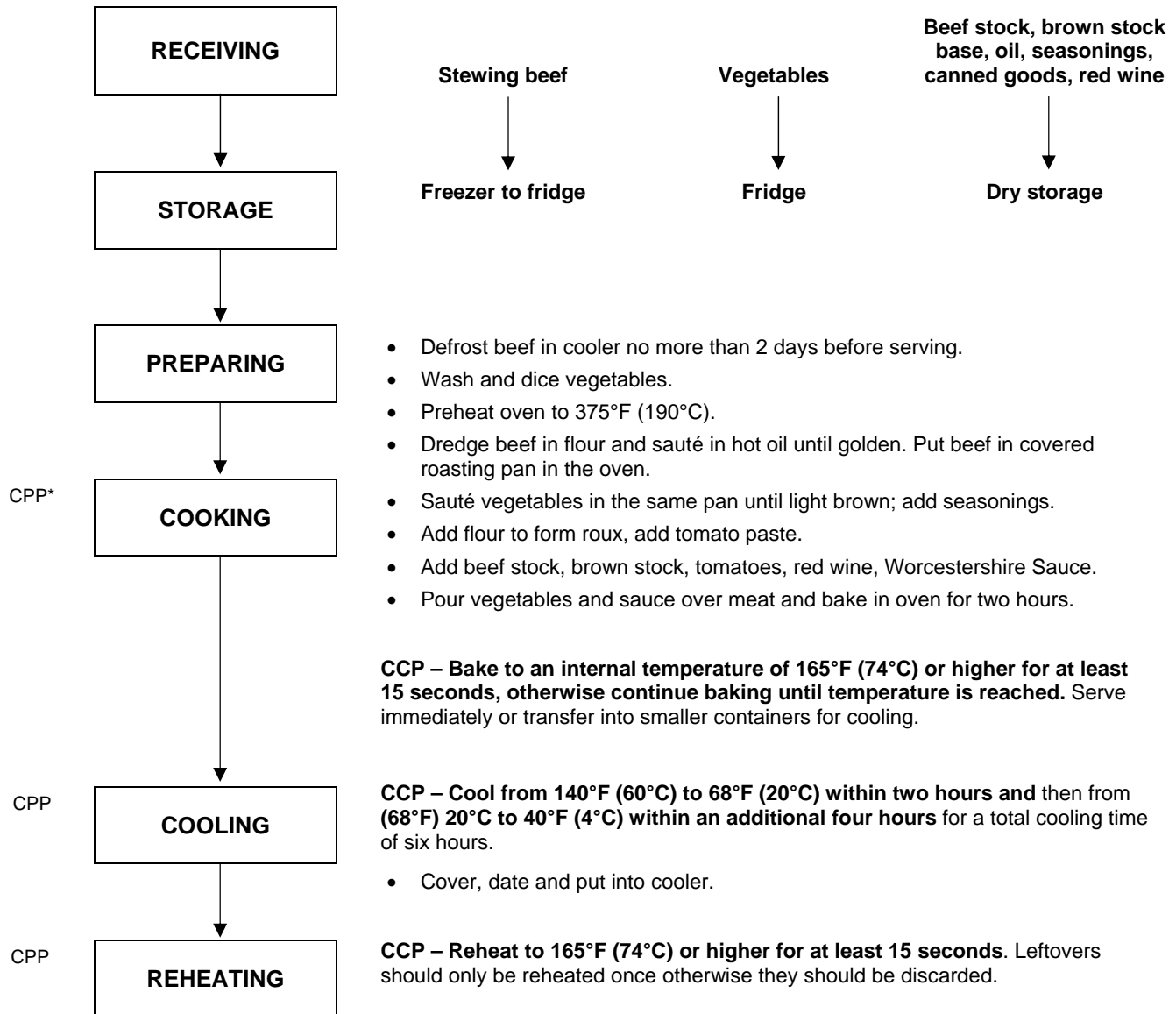
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Week	Fridge One	Fridge Two	Freezer One	Freezer Two	Checked By	Comments
26						
27						
28						
29						
30						
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32						
33						
34						
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Appendix 9 Sample Beef Stew Flow Chart



*CCP = Critical Control Point.

Standard Operating Procedures: Measure all internal product temperatures with a cleaned and sanitized thermometer. Properly wash hands and exposed parts of arms before handling food, after handling raw food and after any interruption that might contaminate hands. Wash, rinse and sanitize all equipment and utensils before and after use. Return all ingredients to refrigerated storage if preparation is interrupted.

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Appendix 10 Sample Beef Stew Recipe

PREPARATION

- Preheat oven to 375°F (190°C).
- Dredge beef in flour and sauté in hot oil until golden brown. Put beef in a covered roasting pan in the oven.
- Wash and dice vegetables.

CCP*

COOKING

- Sauté onions, carrots, celery, mushrooms, garlic until light brown.
- Add seasonings.
- Add flour to form roux. Cook the roux until golden brown.
- Add tomato paste. Add beef stock, brown stock, Worcestershire Sauce, tomatoes, red wine.
- Pour vegetables and sauce over meat.
- Put in the oven and bake for two hours.
- **Bake to an internal temperature of 165°F (74°C) or higher for at least 15 seconds, otherwise continue baking until temperature is reached.**
- Serve immediately or transfer into small containers for cooling.

CCP

COOLING

- Put into smaller container and place in ice water.
- Cool from 140°F (60°C) to 68°F (20°C) within two hours and then from 68°F (20°C) to 40°F (4°C) within an additional four hours for a total cooling time of six hours.
- Cover, date and place in cooler.

CCP

REHEATING

- Reheat to 165°F (74°C) or higher for at least 15 seconds within two hours.
- Serve within two hours.
- Use only one time.

* CCP = Critical Control Point.

Standard Operating Procedures: Measure all internal product temperatures with a cleaned and sanitized thermometer. Properly wash hands and exposed parts of arms before handling food, after handling raw food and after any interruption that might contaminate hands. Wash, rinse and sanitize all equipment and utensils before and after use. Return all ingredients to refrigerated storage if preparation is interrupted.

INGREDIENTS

Yields: 2 KG

1 kg	stewing beef
75 g	flour
80 ml	oil
300 g	onions
300 g	carrots
300 g	celery
200 g	mushrooms
2 cloves	garlic
	allspice
	rosemary
	salt
	pepper
	parsley
1	bay leaf
100 ml	tinned tomatoes
400 ml	beef stock
500 ml	brown stock
10 ml	Worcestershire sauce
20 g	tomato paste
40 ml	red wine