

Introduction to Food Safety – Temporary Labor

Dear Sodexo Manager:

All temporary labor hired for a food handling position must complete the following introduction to Sodexo Food Safety before starting their job.

Temporary labor hired to work in a food handling position for 1 to 10 business days:

Time / Who:

15 to 20 minute review with a manager or supervisor

What:

- Review of the attached overview and sign-off sheet "Introduction to Food Safety – *Temporary Labor*" – use page 2, 3 and 4.
- Review of the 4 TOPS food safety instruction cards:
 - Handwashing
 - When to Wash Hands
 - Using Gloves
 - Personal Hygiene

Temporary labor hired for more than 10 business days (i.e., for extended vacation relief) must complete Step One and Step Two of the food safety orientation / training program for new employees.

Please refer to the HACCP Manual, 1.2.5.9: *Manager's Guide: New Employee Food Safety Training*. Use the attendance roster in this guide to document the training.

Temporary Labor hired to work in the pot washing / dish washing area:

Time / Who:

10 to 15 minute review with a manager or supervisor

What:

- Review of the attached overview and sign-off sheet "Introduction to Food Safety – *Temporary Labor*" – use page 2 and 5.
- Review of the 5 TOPS food safety instruction cards:
 - Handwashing
 - When to Wash Hands
 - Using Gloves
 - Personal Hygiene
 - Washing Pots and Pans

Optional: Show the Inspector HACCP Video *You Call That Clean?*

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Personal Hygiene

Handwashing -- Wash hands and exposed parts of the arm for at least **20 seconds**:

- after using restroom facilities and again in production or service areas before returning to work;
- before starting to work and when returning from breaks;
- after handling raw meat, poultry, seafood and produce;
- before working with ready-to-eat foods;
- between handling different types of food;
- after coughing, sneezing or blowing nose;
- after touching hair, face, nose, other parts of body;
- after eating, drinking and smoking;
- after cleaning;
- after handling chemicals;
- after handling dirty equipment;
- after handling trash and other contaminated objects.

- Dry your hands with a paper towel (or air dryer), **never** with your apron or a kitchen towel.
- Use a paper towel to turn off the faucet and operate the door handle.

Hair Restraint – All hair must be contained with a hairnet or cap at all times.

Fingernails – Must be well trimmed and clean; **no** nail polish or artificial fingernails are allowed.

Jewelry and Watches on hands and arms **may not be worn** during production and service, except for a plain, smooth-surface ring / band. (A medical bracelet is allowed only if needed for a medical condition).

Cuts, Abrasions and Burns on hands and exposed arms must be covered with a bandage. A bandaged hand must also be covered with a disposable glove (or finger cot).

Disposable Gloves must be worn

- When handling ready-to-eat foods without utensils. *Not needed when handling raw foods that will be cooked, cleaning or handling trash.*
- When switching from raw food to ready-to-eat food. (Hands must be washed before putting on gloves.)
- Change gloves when they are torn, dirty or contaminated. (Hands must be washed before putting on gloves.)
- Remove and discard gloves when leaving the work area, going to the restroom and going on break.

Cut-Resistant Gloves must be used when cutting foods and working with a food slicer.

- When cutting or slicing foods, wear the cut-resistant glove on the hand that touches the food. Cover this glove with a disposable glove.
- When cleaning a food slicer, wear cut-resistant gloves on both hands.

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Tell the manager if you are sick:

- If you have symptoms such as vomiting, diarrhea, fever, jaundice, sore throat with fever.
- If you have infected open wounds or boils.
- If you are diagnosed with an illness that can be transmitted through food.

Safe Food Handling

Thermometers

- Employees must use a properly cleaned, sanitized and calibrated thermometer.
- Thermometer must be calibrated to 32° Fahrenheit in a cup of ice water. If it is not calibrated properly, see your manager for assistance.
- Thermometers must be recalibrated daily, and when accidentally dropped, or if there is an extreme temperature change.

Potentially Hazardous Food must be cooked to the correct minimum internal temperature. The required cooking temperatures are listed on the Sodexo recipes.

Hot Food must be held / served at 140°F / 60°C or above.

Cold Food must be held / served at 40°F / 4°C or below.

Food Temperatures must be checked and recorded on the HACCP log:

- at the end of the cooking or preparation process, and
- every two hours during service.

Cooling and Reheating Food

- Food prepared for later use or food that is left over after meal period must be cooled properly (from 140°F / 60°C to 70°F / 21°C within 2 hours and then to 40°F / 4°C within an additional 4 hours).
 - Place in shallow containers; for thick (viscous) products no more than 2" - 3" (5 cm - 7.5cm) in pan.
 - Use an ice bath method used, where possible.
 - Stir with an ice paddle to speed cooling.
 - Place in the refrigerator uncovered but protected from contamination for the remainder of the cooling process.
 - Larger pots or pans can be used when cooling large quantities of liquid products such as soups and sauces.
- Food must be reheated rapidly (within 2 hours) to 165°F / 74°C or above. Temperature must register on thermometer for 15 seconds minimum.

Thawing Food

- Food must be thawed under refrigeration, not at room temperature.

Storing Food

- Raw meat, poultry, seafood, shell eggs must be stored **below** ready-to-eat foods
- Food stored only in food-grade containers. Food containers **not** used for purposes other than their intended use.

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Food Preparation

- Food is removed from the refrigerator in small batches, and kept at room temperature during preparation for no more than 40 minutes.
- Raw food must be kept separate from ready-to-eat foods during preparation.

Cutting Boards

- Use red cutting boards for raw foods of animal origin. (They must be cleaned and sanitized between different raw foods, i.e., when first cutting chicken, then beef.)
- Use white cutting boards for ready-to-eat foods.
- Use green cutting boards for washed raw fruits and vegetables.
- Cutting boards must be stored vertically for proper draining and quick drying.

Sanitizer Use

- All food contact surfaces and utensils (including thermometers, prep knives and stationary parts of the food slicer) must be cleaned and sanitized before and after each use.
- The sanitizing solution (Oasis 146 or Mikroklene) must be prepared in correct concentrations. This solution must be checked with test strips throughout the day to ensure proper concentration.

If you have any questions about this information, please talk to the manager.

Temporary Employee:

Print Name	Signature	Date

Manager:

Print Name	Signature	Date

WHEN TO WASH HANDS:

After using the restroom
Before starting to work
When returning from the restroom and from breaks
Before putting on gloves
After eating, drinking and smoking
After handling raw meat, poultry, seafood and produce
Before working with ready-to-eat foods
Before handling different types of food
After touching your hair, face, nose or any other part of your body
After coughing, sneezing and blowing your nose
After cleaning
After handling chemicals
After handling dirty equipment
After handling trash or other contaminated objects

HOW TO WASH HANDS:

Wet hands with warm water.
Apply soap from the dispenser.
Lather hands and wrists with soap for 20 seconds ("Happy Birthday" twice).
Clean thoroughly underneath fingernails and between fingers.
Rinse hands thoroughly with warm water.
Turn off the faucet with paper towel - not with your clean hands.
Dry hands with disposable towel or under air dryer -- never use an apron or kitchen towel.

WHEN TO WEAR GLOVES:

- When handling ready-to-eat food without utensils.
- When serving food without utensils. May wear gloves for service even if utensils are used.
- When a wound on the hand has been bandaged (to protect the bandage and keep it from coming off).

WHEN WEARING GLOVES IS NOT NEEDED:

- When working with raw food that will be cooked.
- When cleaning kitchen equipment.
- When handling trash.

HOW TO PROPERLY PUT ON GLOVES:

First wash hands and dry thoroughly.
Gloves slip on best when hands are completely dry.

- Grab gloves from the box by the cuff.
- Hold on to the cuff, then pull glove over the hand without touching any other part of the glove.

HOW TO PROPERLY TAKE OFF GLOVES:

- Hold on to the cuff, take off glove by turning it inside-out.
- Throw into trash can.

WHEN GLOVES MUST BE CHANGED OR REMOVED:

- When they are torn, dirty or contaminated.
- Before starting another job.
- When leaving the work area or going on break.
- When going to the restroom.
- Don't forget -- always wash hands when you change gloves before starting another job.**



PERSONAL HYGIENE

GETTING READY:

Shower or bathe before coming to work.

Keep fingernails short and clean.

Don't wear nail polish or artificial nails.

Keep hair clean and neat, and mustaches and beards well trimmed.

AT WORK:

Wear clean uniform, apron and shoes.

Wear proper hair restraints (hair net, hat or cap).

Remove all jewelry (except smooth surface rings) and watches from hands and arms.

Follow the rules for eating, drinking, smoking and gum chewing -- only in approved areas.

YOUR HEALTH:

Tell your manager if you are sick.

Cover cuts and burns on hands and arms with a clean bandage. Wear a disposable glove over the bandaged hand.

Always wash your hands thoroughly for 20 seconds, especially after using the restroom.

THE SIX STEPS OF MANUAL WAREWASHING

- Step 1:** Clean and sanitize all sinks and drain board. Have trash can, brush, nylon scrub pads and rubber gloves available.
- Step 2:** Pre-rinse, scrape or soak.
- Step 3:** Wash in detergent solution.
- Step 4:** Rinse in clean water (immerse or spray-rinse).
- Step 5:** Sanitize by immersion.
- Step 6:** Allow to air-dry. Do not dry with a towel or apron.

HOW TO PROPERLY SANITIZE

Sanitizing Solution:

- Prepare the proper concentration (measured in parts per million or *ppm*):
Mikroklene: 12.5 to 25 ppm, Oasis 146: 150 to 400 ppm (U.S. operations), Oasis 144: 200 ppm (Canadian operations)
- Use test strips to verify the proper strength.
- Make sure the water temperature is right (at least 75°F / 24°C, but no more than 115°F / 46°C).
- Immerse for one minute.

Hot Water Sanitizing:

- Make sure the water temperature is at least 171°F / 77°C.
- Immerse for 30 seconds.

HOW TO CLEAN POTS AND PANS

- Make sure sinks and drain board are cleaned and sanitized before you start.
- **Pre-rinse, scrape or soak** all items to remove excess food and soil before washing.
- Use **hot water** for washing and rinsing (at least 110°F / 43°C).
- Use the proper detergent.
- To wash, use a **scrub brush** or nylon scrub pad to remove any remaining soil.
- Change the wash water when it is dirty or cloudy and the suds are gone.
- **Rinse** thoroughly to remove all traces of food and detergent.
- Change the rinse water when it becomes cloudy or dirty.
- **Sanitize** properly by immersing all items for one minute in the sanitizing solution. Immerse for 30 seconds, if hot water is used for sanitizing.
- **Air-dry** all items. Never use towels or aprons to dry.
- Stand cutting boards and sheet pans upright and apart for quick drying.
- Never stack wet pots and pans on storage shelves.
- Be extremely careful with knives or other sharp objects. Don't put them into the sink with other equipment. Wash them separately to avoid an accident.

ACCIDENT PREVENTION FORM

FOR NEW EMPLOYEES AND ANNUALLY FOR ALL EMPLOYEES

This form must be reviewed and completed with your manager BEFORE YOU START WORKING.
(Note: this is best used in conjunction with the Accident Prevention DVD or streaming video)

Employee Name:	Date:
Unit Name:	Position:

To ensure a safe, productive and accident-free workplace, you are expected to do and/or understand the following:

Company Safety Policies

- NorAm Health & Safety Policy
- Global Health & Safety Policy

Report to work

- Alert (review Drug and Alcohol Free Environment policy)
- On Time

Properly Dressed (review Appropriate Attire and Appearance policy):

- Wear your Personal Protective Equipment (PPE), if required
- No loose clothing or jewelry (except for one smooth, flat surface hand ring)
- Long hair tied back and secured

Obey and follow warning signs on equipment

Do not engage in horseplay, running or other unsafe acts

Follow these back injury prevention measures:

- Size up the load
- Test the load
- Get help, if needed for safe lifting
- Use your legs to lift, not your back
- Do not twist your back, instead pivot your feet
- Ensure you have a clear path of travel
- Ensure you have a place to put the load down safely
- Use a cart when necessary
- Push, don't pull

Follow these slip, trip, and fall prevention measures:

- Watch where you walk
- Do not block your vision
- Do not leave tripping hazards
- Clean up spills immediately
- Barricade spills until cleaned, or when mopping
- Practice good housekeeping
- Use ladders, never climb on furniture or equipment

Personal Protective Equipment (PPE):

- Learn how to wear PPE correctly and maintain it
- If "Safety Shoes" are required, you must wear closed top, closed heel, and rubber sole, slip-resistant footwear in steel-toe or non-steel-toe styles

Chemical Safety Awareness:

Your manager will:

- Provide you information about the hazardous or toxic chemicals at your unit
- Train you about the precautions needed to safely use and handle these chemicals, about the signs and symptoms of over-exposure, and about emergency first aid procedures
- Inform you about the importance of reading all labels and following safety instructions as specified
- Identify the location of the Safety Data Sheets (SDS)

You must:

- Always read label
- Never mix chemicals
- Report unlabeled chemicals to supervisor
- Know location of Emergency Eye Wash Station and how to use it

Your rights under the Global Harmonization System:

- You may review the Chemical Information Lists and Safety Data Sheets (SDS) upon request
- You may obtain one copy of a requested SDS or the means to make a copy without charge within 5 days
- You may refuse to work with a hazardous chemical if doing so will cause serious physical harm

Emergency Procedures:

- Know location of emergency exits
- Never block exits
- Know location of fire extinguishers
- Always notify emergency services when there is an emergency
- Don't try to be a hero
- Evacuate when necessary and go to designated assembly area

Injury Reporting:

- Report injuries to your supervisor immediately
- If needed, you will receive necessary treatment
- Your manager will investigate the cause of the injury or illness and necessary prevention measures

The above information was discussed with me by my manager. I have reviewed it and understand my responsibilities. This checklist will become a permanent part of my personnel file.

Signature of Employee Date

Signature of Manager Date