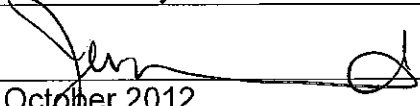


PERSONAL ATTENDANT CARE INC.
 1650 DUNDAS ST. E. SUITE 200
 WHITBY, ON L1N 2K8
 Telephone (905) 576-5603
 Fax (905) 576-8020

Operational Procedure Number 4.12	
Page 1 of 2	
DEPARTMENT	Occupational Health and Safety
SUBJECT	Food Safety
APPROVED BY (signature)	CHIEF EXECUTIVE OFFICER 
APPROVED DATE	October 2012
REVIEWED BY	Joint Health and Safety Committee
REVIEW DATE	October 2012

OPERATIONAL PROCEDURES

PAC employees will prepare food safely, according to standardized recipes and/or client directions using methods to preserve maximum nutritive value, enhance flavour and be free of injurious organisms and substances.

PAC employees have received food preparation training as part of their PSW certification. The principles and procedure for food preparation are reviewed annually. Training on protection against Food Borne Illness is provided at orientation and annually following Public Health Canada's "Be Food Safe" four basic principles for in home safety of Clean, Separate, Cook and Chill.

Procedures

- 1 The kitchen and equipment are clean before use.
- 2 All table surfaces and utensils used in food preparation shall be cleaned prior to use. Any serving dish or utensil will be cleaned prior to use.
- 3 Food is kept refrigerated or frozen except when being handled.
 - Food is covered for storage.
 - Food is cooked as soon as possible after defrosting.
- 4 All food items, while being prepared, are protected against contamination from dust, flies, rodents and other vermin, unclean utensils and work surfaces, unnecessary handling, coughs and sneezes, and any other source of contamination.
- 5 Employee will recommend that food from broken packages or swollen cans, or food with an abnormal appearance or odour will not be prepared, if the client still insists the food is to be prepared the employee will document on the Client Progress Note and report to their supervisor.
- 6 All tops of canned foods will be washed prior to opening; can opener is washed before use.
- 7 All staff will adhere to PAC's hand hygiene and gloves procedures in the Protection Against Infection Procedure 4:07 before preparing or serving meals. Any wound, infection or cracks on the hand or the arms will be completely covered with a waterproof band aid.

DEPARTMENT	Health and Safety
SUBJECT	Food Safety

- 8 Food will be prepared and served with clean utensils or plastic gloves to minimize handling.
- 9 No soiled cloths, boxes, cartons or other items that may contaminate food are placed on food preparation surfaces.
- 10 Separate cutting boards each will be used for: a) Raw meat, poultry and fish; b) Fruits and vegetables; c) Cooked meat, poultry and fish. If the client does not have separate cutting boards, the boards will be thoroughly washed before and after use.
 - Prepared foods are not cut on the same boards as raw foods.
 - Clients are encouraged to use cutting boards that are made of hard rubber construction (not wood) and are dishwasher safe.
- 11 All raw, unprocessed fruits and vegetables are thoroughly washed with clean water and scrubbed with a brush, if available, before being cooked or served.
- 12 All leftovers must be dated, labeled, covered, cooled and stored (within 1/2-hour after cooking or service) in a refrigerator.

Attached / Related Forms

Be Food Safe Check List

Personal Protection Against Infection Procedure 4:07

Sources

Adapted from: Policy & Procedure for Extended Care: Dining & Dietary Services.
Becker Dornier & Associates, Inc

Be Food Safe Canada © 2008 - 2012 Canadian Partnership For Consumer Food
Safety Education