

OPERATIONAL PROCEDURES

DATE:	June 12, 2009*	PR.564 SCH: Nutrition Services Safety Standards
	* Replaces version dated January 31, 2001	
REFERENCE DOCUMENTS:		

Purpose: To outline safety standards for Nutrition Services employees

1. Safe Food Handling

- 1.1. All Nutrition Services staff will be trained annually, in safe food handling courses, working with the Toronto Health Department.
- 1.2. WHIMS training will be conducted on a yearly basis and MSDS sheets will be updated when new products are introduced.
- 1.3. All operating kitchens including contract caterers have a Health and Safety Manual (see Section 2).
- 1.4. All contract caterers employees are trained in safe food handling on a yearly basis. WHIMS training will be conducted on a yearly basis and MSDS sheets will be updated as new products are introduced.

2. Nutrition Services Safety Procedures For Food Handling and Kitchen Safety Practices

- 2.1. Workplace Hazardous Materials Information System (W.H.M.I.S.) - A system to ensure the safe handling of products, communicating with suppliers, and staff training on an ongoing basis. Updated Material Safety Data Sheets for all products used.
- 2.2. Hazard Analysis Critical Control Point (H.A.C.C.P.) - A system to ensure safe food handling, working with the Health Department, and ongoing training for staff.

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The Nutrition Services Safety Manual located in all kitchens contains information and procedures for:

- AI Lock Down Procedures
- AI-I Reporting of accidents
- A2-2 Accidents, first aid
- FS 1-1 Fire instructions, drill
- FS 2-1 Use of fire blanket
- FPS 1-1 Safe job procedures, temperatures.
- FPS 2-1 Food product safety, preparation.
- FPS 2-1-2 Food product safety, sanitation
- FPS 2-1-1-a Food product safety, food preparation
- FPS 3-1 Food product safety, display
- FPS 4-1 Food product safety, service
- FPS 5-1 Food product safety, storage
- FPS 6-1 Food product safety, buying
- FSS 1-1 Food service sanitation, care of equipment
- FSS 2-1 Food service sanitation, hand dishwashing
- FSS 2-2 Food service sanitation, dishwashing machine
- FSS 3-1 Food service sanitation, handling utensils
- FSS 4-1 Food service sanitation, insect and rodent control
- PSS 4-2 Insect and rodent control
- FSS 5-1 Food service sanitation, personal hygiene
- GS 2-1 General safety, electrical equipment and machinery, general guidelines for use of
- GS 2-2 General safety, electrical equipment and machinery, specific precautions
- GS 3-1 General safety, electrical equipment and machinery, floors and corridors
- GS 4-1 General safety, electrical equipment and machinery, ladders
- GS 4-3 General safety, ladders
- GS 5-1 General safety, electrical equipment and machinery, materials handling and disposal of
- GS 5-3 General safety, material handling and disposal
- GS 6-1 General safety, moving and lifting
- GS 6-2 General safety, carrying
- GS 6-3 General safety, pulling/pushing
- GS 6-4 General safety, stacking/unstacking
- GS 7-1 General safety, moving wheeled equipment
- GS 9-1 General safety, general guidelines
- GS 10-1 General safety, personal conduct

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- GS 11-1 General safety, personal protective equipment (see material safety data sheets)
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- JSA 1-1 Job safety analysis, dish and pot washing
- JSA 1-2 Job safety analysis, food preparation general
- JSA 2-2 Job safety analysis, food preparation – service ware
- JSA 2-3 Job safety analysis, kitchen utensils
- JSA 2-4 Job safety analysis, food preparation equipment
- JSA 2-5 Job safety analysis, cooking equipment
- JSA 2-6 Job safety analysis, refrigeration equipment
- JSA 4 Job safety analysis, garbage
- JSA 5 Job safety analysis, personal hygiene and clothing
- JSA 6 Job safety analysis, receiving and storage