



Sample Food Safety Plan

Employees

a. Employee Health Policy:

Food employees are required to report to the certified food manager on duty any known illnesses or symptoms as specified in the Employee Illness Reporting Agreement. The requirements of this agreement are explained to each employee at the time of hire and each potential employee is required to sign and date the policy before commencing employment. The reportable conditions in the agreement are posted in the employee restroom and are reviewed at scheduled training at least annually. Employee's files will be kept on premise, to include signed employee illness reporting agreement,

b. Personal Cleanliness & Hygienic Practices:

All new employees will receive training in proper hand washing techniques, when to wash hands, and where to wash hands when hired, and periodically during training. Hand washing will take place before beginning work, prior to glove use, after any potential contamination of the hands. The person in charge of each shift will ensure that an adequate supply of soap and paper towels is available at all employee hand sinks and that the sinks are accessible and functioning properly for employee use.

Employees will be allowed to eat only in an area designated by management. Beverages for consumption by food employees will be stored in a container with a lid and straw or a closed bottle and placed in an area where no exposed food or clean equipment may be contaminated. Smoking is not allowed in this establishment. Employees are required to wash hands when returning from a meal or smoking break or anytime hands may become contaminated.

Fingernails must be kept trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough. Food employees are not allowed to wear fingernail polish or artificial fingernails when contacting exposed food unless wearing intact gloves.

Food employees are prohibited from wearing jewelry of any kind on the hands or arms with the exception of a plain ring such as a smooth wedding band.

All employees must report to work wearing clean clothing. Effective hair restraints must be worn at all times by food employees working with exposed food and clean equipment.

The kitchen manager on duty will restrict any employee experiencing any excessive sneezing, coughing, or runny nose that causes discharge from the eyes, nose, or mouth from working with exposed food or clean equipment.

c. Training, Knowledge and Supervision

i. Food Managers:

This facility employs the required number of Rhode Island Department of Health Certified Food Safety Managers (). Certified Food Safety Managers will obtain recertification by taking a Health Department approved recertification course or passing an approved exam every 3 years. The kitchen manager on duty is adequately trained and is responsible for ensuring that the facility is operating in accordance with this plan and other food related regulatory requirements. Copies of each Food Safety Manager's certification will be kept on file and posted in a conspicuous location with the license to operate a food business as required by law.

ii. Food Employees:

All employees hired to work with exposed food and food equipment will receive basic food safety training before beginning work at this facility. The training will include personal hygiene, cross-contamination, bare hand contact with ready-to-eat food prohibition/glove use, employee illness reporting, and food temperatures, cleaning chemical. Records of training dates and attendees will be maintained on file for inspection. Translator will be available when needed.

2. Food

a. Source:

This restaurant purchases foods from licensed, approved sources only. **List companies.** No home canned or prepared foods, mushrooms harvested in the wild, or wild game animals are allowed on the premises.

List Companies:

b. Receiving:

The kitchen manager on duty is responsible for receiving all food deliveries. Frozen foods will be checked visually for evidence of temperature abuse and poor quality. Refrigerated potentially hazardous foods (PHF) must be received at or below 41°F. When refrigerated foods are delivered, at least one refrigerated PHF temperature must be taken and recorded on the receiving log. If any refrigerated PHF is found to be above 41°F, temperatures of all remaining products must be checked.

Dry goods must be visually checked for damaged packaging and signs of tampering. Dry goods will be stored 6" off the floor.

Any products found to be lacking in quality or safety will not be accepted. These products must be recorded in the receiving log along with the corrective action taken at that time. The manager will review receiving logs on a weekly basis.

c. Preparation: All Recipes and safety procedures will be followed, SOP kept in this manual.

d. Cold Holding:

Each piece of refrigeration equipment used to hold PHF will be provided with a thermometer to record the ambient temperature at the warmest portion of the equipment. A temperature-monitoring log will be placed on the exterior door of each piece of refrigeration equipment. (Clip board)

The individual responsible for opening the kitchen/establishment will check the thermometer in each piece of refrigeration equipment at start of the workday and record the temperature on the log.

The individual responsible during the mid-day will check the thermometers in each piece of refrigeration equipment between the hours of _____.

The manager responsible for closing the establishment is responsible for recording the ambient temperature of each refrigeration unit before leaving for the evening.

Managers are responsible for checking to ensure that proper separation exists between different species of raw animal foods and ready-to-eat foods stored in refrigeration units when checking temperatures.

The closing manager will verify that PHF are properly date-marked as required.

Ambient temperatures above 41°F require corrective action. The internal temperature of all PHF in a malfunctioning unit must be checked. Foods must be removed from the equipment and the equipment repaired before use. All PHF found to be out of temperature control for 4 hours or more must be discarded.

Refrigeration-monitoring logs will be kept on file for a minimum of 90 days.

e. Thawing:

Thawing of PHF must be done under refrigeration, under cold running water, as part of the cooking process or from the freezer to cooking. The preferred methods for thawing are under refrigeration or as part of the cooking process. Raw animal product thawed under refrigeration must be located in designated areas of the walk-in cooler where it can't contaminate ready to eat foods. In instances where foods must be thawed quickly, they may be thawed completely submerged in cold running water provided that no part of the thawed product exceeds 41°F unless the food product will be cooked within 4 hours.

f. Cooking/Reheating:

This Restaurant will undercook potentially hazardous foods (_____) upon an individual consumer's request. Some menu items consist of, or contain, raw or undercooked ingredients. In order to make the consumer aware of the risks associated with consuming undercooked potentially hazardous foods, an advisory is printed on every menu (**Menu Board**). The advisory consists of two parts, a disclosure and a reminder. The disclosure identifies raw or undercooked potentially hazardous foods by inserting an asterisk after the menu item. An asterisk precedes the following statement on the bottom of the menu: "These items are raw or undercooked, or may contain raw or under cooked ingredients." The following reminder immediately follows the disclosure: "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness." Undercooked items containing ground beef are not offered for sale to children 12 years of age and younger. (no children's menu)

Only PHF products identified on the menu as items offered for sale raw or undercooked in accordance with a consumer advisory are available to consumers as such. Initial cooking temperatures must be taken for all fully cooked PHF prepared in advance of hot holding or cooling. The cook preparing the item will record the initial temperature in the cooking log when the required temperature is obtained. The kitchen manager must review and initial the logs daily.

The minimum internal cooking temperature for fully cooked ready-to-eat PHF is as follows:

Item	Internal Temperature/15sec.	Notes
Vegetables, fruits, and commercially prepared food re-heated for hot holding.	135°F	
Fish and meats not listed below.	145°F	Whole meat roasts will be prepared according to the table in 3-401.11 of the RI Food Code

Injected meats, and comminuted (ground) fish and meat to include Gyros.	155°F	
Poultry, stuffed meat, stuffed pasta, stuffed poultry, Foods prepared onsite and reheated for hot holding.	165°F	

g. Hot Holding:

PHF held hot shall be at or above 135°F. Temperatures will be taken and recorded on the hot holding log every 2 hours. Foods found to be less than 135°F for less than 4 hours shall be reheated to 165°F or discarded. Foods found to be less than 135°F for 4 hours or more shall be discarded. A corrective action shall be recorded for any foods found to be less than 135°F. Hot holding records will be reviewed, signed, and filed by the closing manager each day. These records will be held for _____ days.

h. Cooling:

Cooling procedures will be established for all PHF prepared a day or more in advance of service. Internal product temperatures will be checked and recorded in a cooling chart every 30 minutes to establish these procedures. All foods shall be cooled according to the written established procedures and the procedures will be maintained in the cooling section of this manual.

3. Sanitation

a. Sanitation Schedule:

A sanitation plan (master cleaning schedule) is maintained for each piece of kitchen equipment and section of the kitchen area. The plan includes the following information: the person responsible for cleaning and maintaining the equipment; the chemicals used to clean and sanitize; personal protective equipment required; instructions detailing how and when to clean and sanitize the equipment; and instructions for routine maintenance. The plan will be reviewed every six months and adjusted, if necessary.

Material Safety Data Sheets will be kept on file in the kitchen for all chemicals identified in the cleaning schedule.

Sanitizer Solution:

Test kits are provided to measure the concentration of _____ sanitizer used in the 3-compartment sink and wet wiping cloth containers. The employee (dishwasher) on duty will record the concentration of the

sanitizer solution in the sanitizer solution log each time the sink is filled and the records will be reviewed daily by the kitchen manager on duty.

b. Automatic Warewashing Machine:

The warewashing machine sanitizes with (heat or chemical). The (heat or chemical) will be checked _____. The final rinse on the heat machine shall be > or = 180 F to achieve a surface contact temperature of 160 F. The chemical concentration will be _____. The psi will be checked on the pressure measuring device. The pressure should be between 15-25 psi. In the event that the warewashing machine is not working properly, the 3 bay sink will be used until machine is repaired. The operation may switch to single service temporarily.

- c. Chemicals will be stored in a separate, designated storage area away from any food products, single service or single use articles, and clean equipment and utensils. Working containers of chemicals taken from bulk supplies shall be marked with the common name of the Chemical.

First aid supplies are maintained in a first aid kit affixed to the kitchen wall.

d. Pest Control:

This facility contracts with a licensed pest control agency, which is responsible for the application of all necessary preventive pest and rodent control materials on a monthly basis. No pesticides or rodenticides are stored in this facility or administered by employees of this company.

4. Food Defense

a. Food Defense Plan:

This facility will operate in accordance with a food defense plan recommended by the Rhode Island Department of Health for retail food establishments. A food defense assessment will be conducted annually to ensure compliance with the food defense plan. Emergency contact information for management and multiple agencies including police, fire, health, and poison control will be posted near telephones in the kitchen office.

b. Food Defense Training:

Managers will receive web-based ALERT training designed by FDA to raise the level of awareness regarding food defense issues (<http://www.cfsan.fda.gov/~dms/alert.html>).

5. Internal Audit/Verification

- a. Management will conduct monthly internal audits to ensure compliance with this safety plan and record the findings in the Monthly Audit Log. In

addition, management will review the entire plan every six months to make certain that the plan adequately addresses all the food safety needs of this facility.