

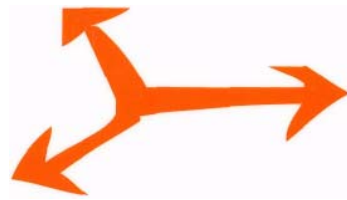
# What Is HACCP?

(pronounced "haa-sip")

It is a FOOD SAFETY and SELF-INSPECTION SYSTEM that looks at the "Flow of Potentially Hazardous Food" through your unit from RECEIVING to SERVING.

## Food Safety

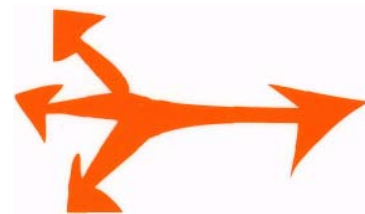
Hazard



**Where** are food safety problems most likely to occur?

Analysis

Critical



**What** steps to take to control food safety problems and where and when to take them.

Control

Points

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## Self-Inspection

You control the safety of food served in your unit!

Know and follow food safety guidelines during all stages of production.

Take and record product temperatures at all designated times.

Take quick corrective action whenever necessary.



## HACCP Critical Control Points

Cook raw foods to correct minimum temperature.



Hold hot foods at 165 F /74 C.

Cool leftover hot foods to 70F/21C within 2 hours and then to 40F / 4C or below within an additional 2 hours.



Reheat leftovers to 165F / 74C within 2 hours.

Maintain cold foods at 40 F/74C.

Maintain refrigeration at 40F/4C or below.

Wash hands properly and use disposable gloves or clean, sanitized utensils to prevent contamination of ready-to-eat food from hands.

Calibrate thermometers daily to 32 F/0 C

# HACCP Minimum Temperature *Guidelines*

## For Cooking RAW Foods



### Poultry (Solid & Ground)

- 165F/74C

### Pork, Game

- 155F/68C

### Roast Beef

- 135F/57C:( hold for 45min.)

### Veal, Lamb, other Red Meats

- 145F/63C

### Ground Meats (except Poultry)

- 155F/68C

### Seafood

- 145F/63C

### Stuffed Foods (Meats, Poultry, Seafood, Pasta)

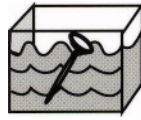
- 165F/74C

### Fresh Eggs & Pasteurized Egg Dishes

- 145F/63C

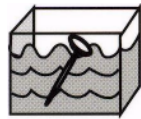
# Sanitizing Food Product Thermometers

## 1) Wash



- WASH entire thermometer stem in hot detergent water.

## 2) Rinse

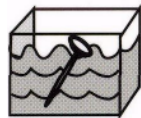


- RINSE stem in clean water.

## 3) Sanitize



1 MINUTE



- SANITIZE by placing in Mikrokylene solution (12.5 to 25 ppm) or Ster Bac Blu solution (200 ppm) for 1 minute. Let solution drain from stem before placing in next food product.

### ALTERNATE METHODS:

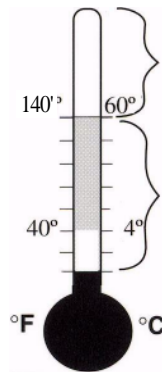
- Immerse in hot water from coffee urn (185° F/85° C or higher) for at least three seconds.
- Wipe with alcohol swabs (antimicrobial probe wipes containing 70% Isopropyl alcohol).

## •Don't forget the holder!

The thermometer holder is hard to keep clean so follow these two rules:

Wash thermometers **before** placing in holder.

Wash, rinse and sanitize thermometers **after** removing from holder and before taking any food product temperature.



If product temperature is 140° F/60° C or higher OR 40° F/4° C or lower, it is NOT necessary to resanitize the thermometer before checking the next food item.

Thermometers must be resanitized BETWEEN EACH FOOD ITEM if temperature of hot food is below 140F / 60C and temperature of cold food is above 40F / 4C. Wipe with alcohol swab OR immerse in hot water from coffee urn OR wash, rinse and sanitize (see step three above).

# Potentially Hazardous Foods

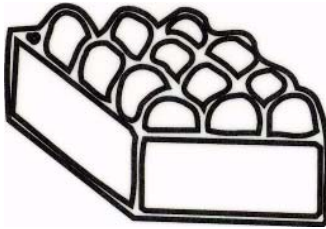
These foods or products containing these foods are considered potentially hazardous.

## Meats

(Beef, Pork, Lamb, Veal and other)



## Eggs and Egg Products

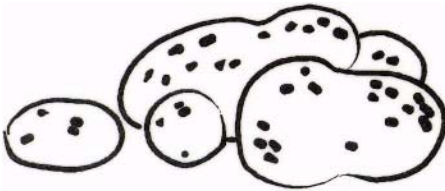


## Poultry

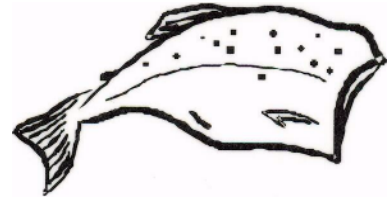
(Chicken, Turkey, Cornish Hens, Duck and other)



## Unaked Potatoes

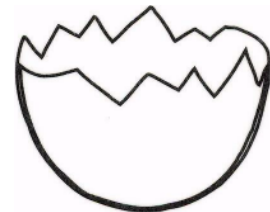


## Seafood



## Milk and Milk Products

## Cut Melon



## also

Tofu and other soy products  
Garlic in oil mixture  
Raw seed sprouts (bean sprouts, alfalfa sprouts and other)



# Examples of Potentially Hazardous Foods

- **Meats**

All beef, pork, lamb, veal and other meats

for example, used in roasts, casseroles, stews, sandwiches, salads, soups, appetizers

- **Poultry**

All chicken, turkey, cornish hen, duck and other poultry

for example, used in entrees, casseroles, stews, sandwiches, salads, soups, appetizers

- **Seafood**

All fish varieties and shellfish (shrimp, oysters, mussels, clams, lobster, crab]

for example, used in entrees, casseroles, stews, sandwiches, salads, soups, appetizers

- **Eggs and Egg Products**

All shell eggs, liquid pasteurized eggs (whole, yolks and whites)

for example, used in omelets, egg entrees, sandwiches, salads, mayonnaise, sauces, dressings, appetizers, desserts

- **All Baked Potatoes**

for example, used as plain or stuffed baked potato, in potato salad, mashed potatoes, hash browns, soups, casseroles

- **Cooked Vegetables**

All cooked vegetables

(except highly acidic vegetables such as canned stewed or escalloped tomatoes)

- **Milk and Milk Products**

All cheeses, milk, yogurt, frozen yogurt mix, ice cream

for example, used in entrees, casseroles, stews, sandwiches, salads, soups, sauces, dressings, appetizers, desserts

- **Melon**

All melon varieties, cut or sliced

- **Tofu and Soy Products**

All tofu, tempeh and other soy products

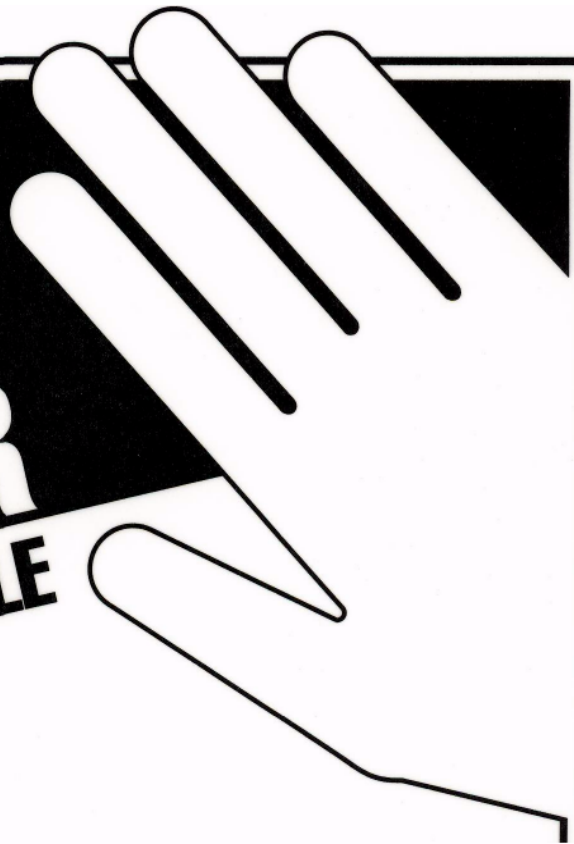
for example, used in entrees, casseroles, stews, sandwiches, salads, soups, sauces, appetizers, desserts

- **Other Products**

Garlic in oil mixture, fried or sauteed onions, seed sprouts (bean, alfalfa, others)

# HOW TO WEAR

## DISPOSABLE GLOVES



Always wash hands **BEFORE** putting on gloves.

Wear them whenever you handle ready-to-eat foods.



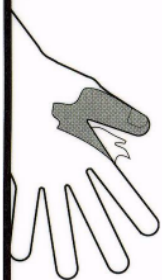
Always change them before you start another job.

Always change them when they are torn.  
Always change them when they are dirty or *contaminated*.

Always take them off when you go to the restroom, go on break or leave your work area.



Never wash your gloves and then reuse them.



# Handwashing & Personal Cleanliness Policy

The HACCP Policy Requires That All Employees Wash Hands:

- **after** using toilet facilities and **again in production or service areas**, before returning to work
- **after** handling raw meat, poultry, seafood and produce
- **before** starting to work and when returning from breaks
- **before** working with ready-to-eat food; between handling different types of food
- **after** scratching heads, touching hair, coughing, sneezing, blowing nose, or other acts of a personal nature
- **after** eating, drinking and smoking
- **after** handling trash or other contaminated objects

1) Wash hands thoroughly with approved antimicrobial hand soap. Pay particular attention to the areas underneath fingernails and between fingers. Wash hands and exposed parts of arms for at least 20 seconds. Rinse thoroughly with clean water. Turn off faucet with a paper towel, NOT with your just washed hands. Dry hands with disposable towels or use an air dryer.

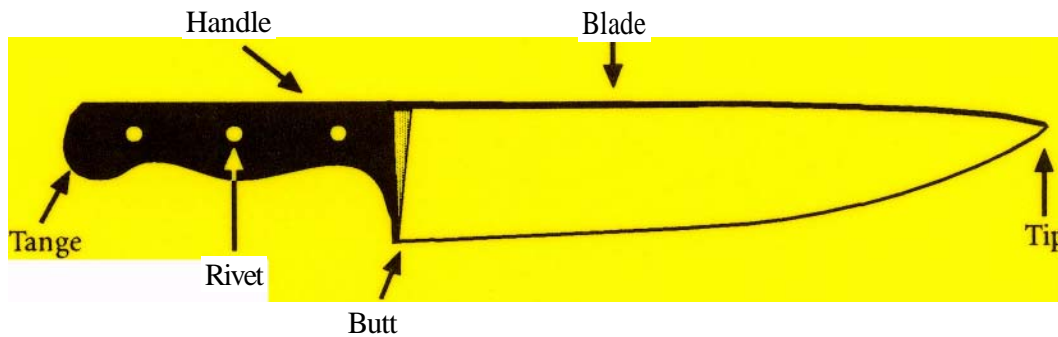
2) Keep fingernails neatly trimmed (no longer than end of finger) to make it easier to scrub them clean. Do not use fingernail polish because it may flake off into a customer's food. Do not wear artificial fingernails. Do not wear jewelry and watches on the hands or wrist (**except smooth surface rings / bands**) because they will harbor bacteria. Pieces of jewelry may come loose and get into the customer's food.

3) Be sure all cuts, abrasions or burns are free of infection. Keep them properly bandaged with a waterproof, leak proof protector. Also keep injured hands covered with tight fitting disposable examination gloves. Keep cuts, abrasions or burns on exposed arms properly bandaged so they don't become a source of contamination.

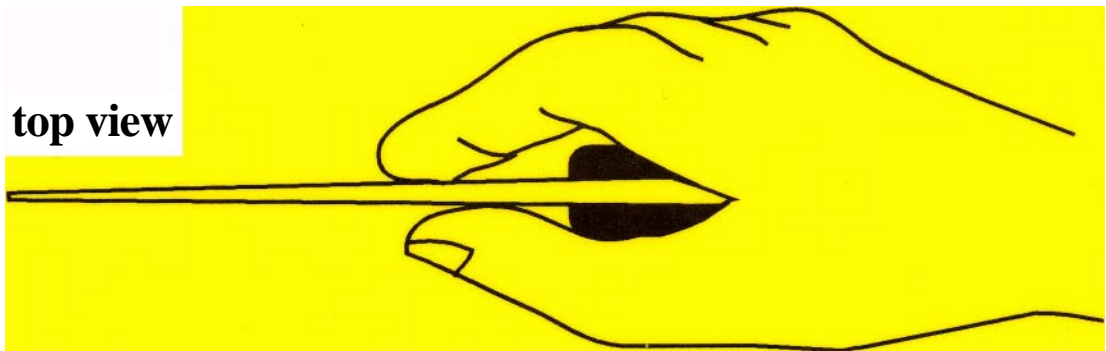
4) Never contaminate food by washing your hands in sinks used to clean food or food equipment, or by using wiping cloths to remove perspiration.



# THE FRENCH KNIFE & KNIFE SAFETY

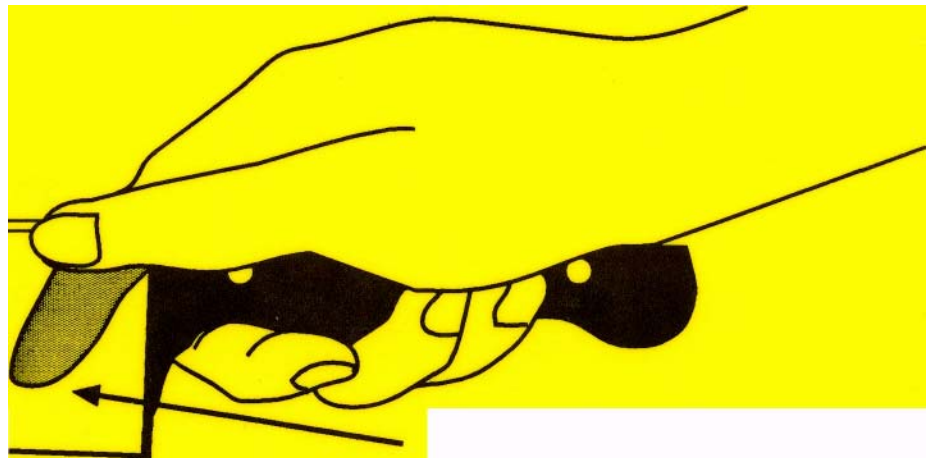


## HOW TO HOLD A KNIFE



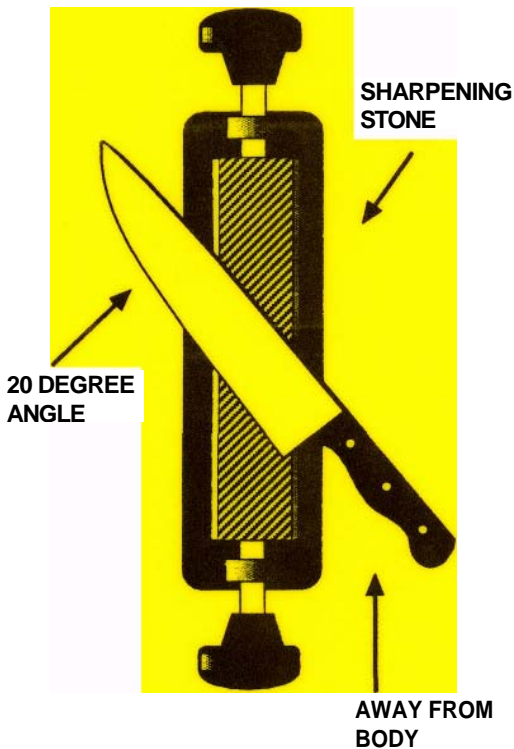
Note position of finger

side view



behind the blade for support

# HOW TO SHARPEN YOUR KNIVES



A sharpening stone is essential for the proper maintenance of knives.

To sharpen a knife, pass the edge of the blade along the stone at a 20 degree angle applying a slight pressure.

Turn the knife over and do the same to the other side, repeat until the blade is sharp.

When sharpening, always use the coarsest part of the stone first then move to the finer surface.

Stone can be used dry or with mineral oil.

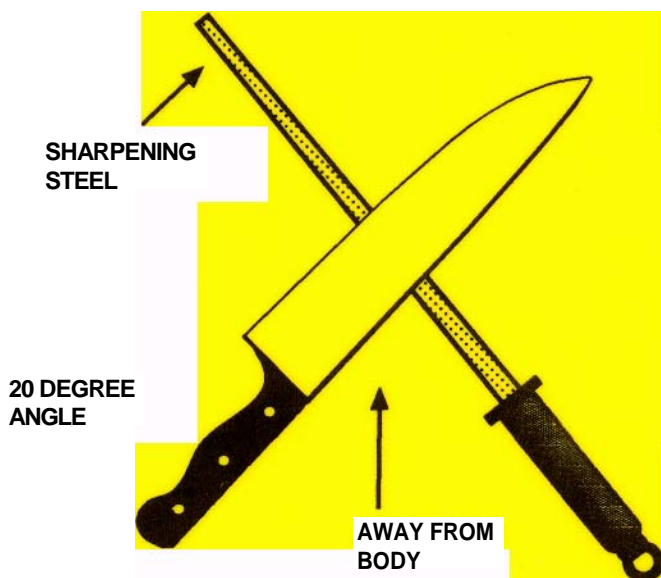
A steel helps maintain the edge on your blade and should be used after sharpening your knife and also between sharpenings.

A steel should be held away from your body and the knife sharpened away from you also. Make sure that no one else is near you when you perform this task.

The knife should be held at a 20 degree angle.

Always clean and sanitize your knife after sharpening.

For more information on how to sharpen knives, refer to the "New Professional Chef available through the Buffalo Print Shop.

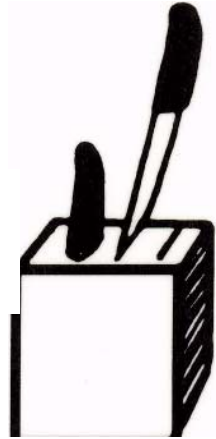


# KNIFE SAFETY

- Use the right knife for the job - keep it sharp. A sharp knife is safer since it will cut easier and will not require as much pressure with the danger of slipping.
- When chopping food, bend the fingers under and hold item with hand.
- Cut away from your body.
- Keep the point of the chopping knife on the block.
- Make sure knives placed on flat surfaces are never covered with towels, napkins, or other materials. After handling a knife, place it in a cleared area with the blade pointed away from your body and away from the edge of the table or cutting area.
- Do not use knives as substitutes for screwdrivers or can openers - use the proper tools.
- Use sharpening steels with guard placed between the handle and steel.
- Use knives with build-in guards or shaped handles which assist in firming the grasp.
- Use a cut resistant glove on hand not holding knife when knife is used continuously.
- Do not grab blindly for a knife; reach deliberately for the handle. When handing a knife to another person, point the handle toward him or her.
- Use special carton openers rather than a knife for opening cases.
- If a knife falls, don't grab it - get out of the way. The floor can take it better than your hand or foot.
- When storing knives in drawers, utilize a rack and keep separate from other small wares. Alternative storage method could be a wall mounted rack.
- Eliminate horseplay when utilizing knives.
- Do not place knives in sinks, under food or other hidden locations.
- Knives should be cleaned and maintained by the person using after each task.

# Handling of Knives

1. **Always keep** knives in good repair and sharp.
2. **Knives should** always be stored in a rack or in a place where the blade is protected and unexposed.
3. **Knives should** always be cleaned immediately after they are used and put in their proper place.
4. Do **not** place knives in sink and leave them.
5. **Always use** care when handling knives.



**Our Only Concern Is Your Safety**

# Chop It Safely

1. **Only trained** and authorized persons may operate the chopper.
2. **If necessary** to push product through chopper openings, use a plunger.
3. **Keep blade** sharp for maximum safe performance.
4. **When leaving** chopper unattended, turn chopper off.
5. **When using** chopper, keep attention on chopper operations at all times and not on other activities in the area.
6. **Never** distract a person operating or cleaning the chopper.
7. **When** cleaning chopper, turn it off and pull the plug.

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# Handling of Materials

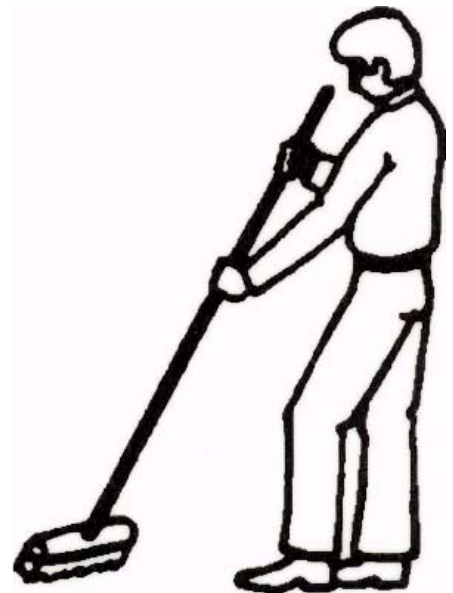
1. **Size up** the load first  
.
2. **Make sure** that your footing is secure.
3. **Place** your feet close to the object to be lifted.
4. **Bend** the knees and squat (don't stoop), keeping the back straight and as nearly vertical as possible.
5. **Start** pushing up with your legs.
6. **Lift** the object to the carrying position.
7. **If you** deposit the load on a table or bench, place it on the edge and then push it forward with your arms.
8. **In putting** the load down on the floor surface, bend the knees. With a straight back and load close to the body, lower the load with the arm and leg muscles.



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# Floor Maintenance

1. **Wipe up** any spills immediately. Areas to watch out for are floors in front of scullery sinks, bar sinks, ice machine, oven and make-up table.
2. **Keep aisle ways free** of tubs, dishes and storage items.
3. **To prevent** slips and falls, proper footwear must be worn. Shoes with a plastic, non-slip or non-hardened rubber sole is recommended. Shoes with open toes, heels, high heels over two inches high are not satisfactory.
4. **All electrical cords** should be fastened against the walls.
5. **Keep your** work area neat and orderly. Clean area after completing each task.



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# PROPER LIFTING PROCEDURE



## Size Up the Load

- Get help if needed
- Check for splinters, nails
- Use gloves if necessary
- Use a truck if it's a long move



## Lift

- Lift with legs, not body
- When setting a load down, let leg muscles carry it down.
- Make certain toes and fingers are clear.



## Move

- Elbows and arms tucked in
- Load close to body
- Look where you are going
- Shift feet to turn
- Don't twist body



## Get Set

- Feet comfortably apart (one behind the other)
- Knees bent in sit-down position
- Back straight (not necessarily vertical)
- Arms tucked in
- Load close to body
- Chin tucked in
- Grasp with whole hands



# Safe Mixer Machine Operation

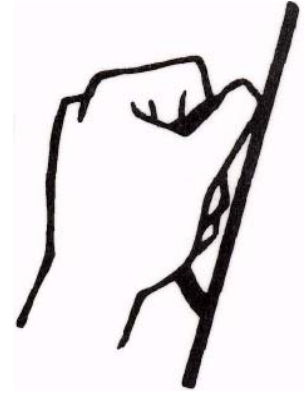
1. **Do not** operate machine without safety training.
2. **Never turn** on machine unless all safety guards are in place and bowl is completely raised.
3. **Make sure** machine arm has come to a complete stop before removing guard.
4. **Do not** use grinding attachment unless safety guard is in place and bowl is raised.
5. **Use only** those attachments provided by manufacturer



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# Slice It Safely

1. **Only trained** and authorized persons may operate the slicer.
2. **If necessary** to catch a sliced product, keep hand well below blade; rest back of hand on slicer.
3. **Use proper** attachments for product being sliced, such as food chutes and adjustable fences.
4. **Keep blade** sharp for maximum safe performance.
5. **When leaving a** slicer unattended, turn slicer off, unplug, set blade at closed or zero position.
6. **While using** slicer, keep your attention on slicer operations at all times and not on other activities in the area.
7. **Never** distract a person operating or cleaning a slicer.
8. **When cleaning** slicer, turn it off, pull plug and set blade to closed position.
9. **Clean blade** from center out using cloth folded several times to give finger protection. While cleaning one side of blade hold similarly folded cloth in other hand to rotate blade. When cleaning is complete replace guard.



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# Stack Them Carefully

**When putting away clean pots and pans...**

1. **Always** stack pots and pans with like pans...  
6 inch with 6 inch, 4 inch with 4 inch, etc.
2. **Do not** stack small pots and pans inside larger ones.
3. **Always** stack larger pots and pans on the lower shelves.
4. **Do not** stack pots and pans on the floor.
5. **Remember** to wipe up any spills on the floor.  
Leave the area safe

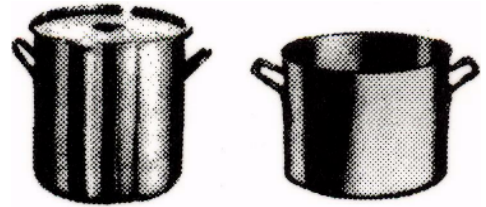


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# Stack Them Safely

When bringing dirty pots and pans to the dishroom...

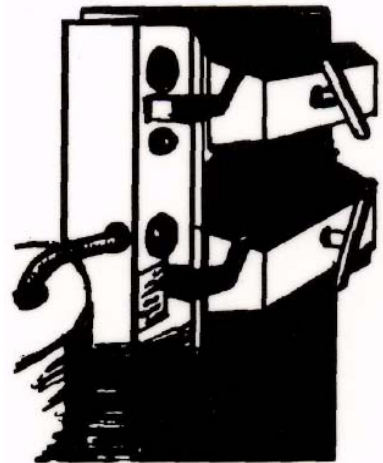
1. **Remove** all food from pans first.
2. **Remove** utensils from pans and place in basket. Be sure all knives are removed!
3. **Always stack** pots and pans safely, sheet pans in sheet pans, etc. - large pots and pans on bottom, smaller ones inside larger ones.
4. **Stack** all pots and pans on rack. Do not stack on floor. Improperly stacked pans can fall and injure someone.
5. **Never** leave cups and glasses in pans. Always take them out and place them on the dish belt.
6. **Always** walk carefully in the dish room. Wet floors are hazardous.



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# Steam It Safely

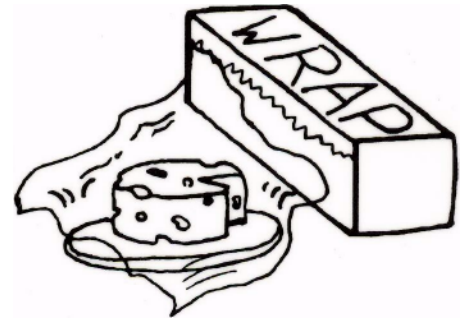
1. **Only trained** and authorized persons may operate the steamer.
2. **Always** use hot pads or gloves.
3. **Before** opening steamer, check to see if levers are turned off for maximum safety.
4. **Only** fill pans two thirds full for maximum safety. It also helps to keep the steamer clean.
5. **When operating**, make sure door is closed and wound tight for maximum safety before turning on steam.
6. **When** product is finished, release steam and wait a few moments for steam to dissipate before opening.
7. **Leave** steamer door shut when not in operation.
8. **Never** distract a person while they are operating the steamer.
9. **When** cleaning steamer, make sure all steam has been turned off. Leave door shut when finished cleaning.



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# Wrap It Safely

1. **Be sure** cutter box is in good condition and firmly on the table (**not close to the edge**).
2. **Keep** the plastic on and intact.
3. **Work in front** of the box. Reaching over from the back or sides means that you do not have the plastic guard between you and the cutter edge.
4. **Keep HANDS** 4 to 5 inches away from the cutter edge while pulling down to cut the film. (Yes, it will cut that way!).
5. **Tape or weight** should be added when the box gets too light and will not hold firm.
6. **Never allow** an untrained person to "just wrap this for me!"
7. **When you** cut film, remember that the cutter box causes more cuts than the slicer. **Concentrate** on what you are doing!
8. **When not** in use, protect the serrated edge by tucking the lip or guarding the edge with a (plastic spine.)



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# CHEMICAL HAZARDS

Chemicals used in a food establishment to clean and sanitize equipment, control insects and rodents can be hazardous in that their mis-use can make a person ill or, cause burns or other injuries. Chemicals of this kind include: insecticides, rodenti-cides, detergents, sanitizers, related cleaning or drying agents, caustics, acids, polishes, and other substances.

1. **ALWAYS** read the label and instruction sheet.
2. **ALWAYS** follow the manufacturers' instructions. Use no more of a chemical than recommended by the manufacturer.
3. **ALWAYS** observe safety precautions which apply to handling, storage and use as presented on the label.
4. **ALWAYS** dispose of empty chemical containers as recommended on the label.

1. **NEVER** store any chemical near or above food storage, preparation or serving areas.
2. **NEVER** mix different chemicals unless specifically instructed on the label.
3. **NEVER** store chemicals in unmarked containers.
4. **NEVER** leave chemical containers uncovered.
5. **NEVER** dispose of aerosol containers in incinerators or in trash to be burned.
6. **NEVER** store aerosol containers near heat, they may explode.
7. **NEVER** spray aerosols near eyes or in the vicinity of an open flame.

**FOR SAFETY: THESE RULES MUST BE FOLLOWED**