4.4 Food Safety

Policy:

1. The Galiano Club is committed to ensuring safe handling of food within the Food Program.
2. Safe handling initiatives include procedures to deal with communicable diseases, personal hygiene, hand washing, protective wear and glove use, allergen control, repacking, recall and traceability and cold chain temperatures.
3. All employees and volunteers of the organization contribute to risk mitigation of contaminating products and packaging.
4. All staff and volunteers will be provided with orientation, supervision and training on safe handling of food.

Definitions:

Communicable diseases are illnesses that can be transferred from one person to another and through people to food products. Examples include Tuberculosis, Salmonellosis, Norovirus, Shigellosis, Hemorrhagic colitis and Hepatitis A. Vomiting, diarrhea, stomach cramps and flu-like symptoms are the most common symptoms associated with food borne illness.

Procedures:

5. Galiano Club staff and volunteers adhere to the Food Safe BC and FBBC Safe Food Handling Standards which direct actions to take to control the risk.

Communicable Diseases

6. Staff and volunteers must not participate in the Food Program if they have fever, diarrhea, vomiting, sore throat, jaundice, excessive coughing or sneezing, communicable skin condition or discharges from ears, nose and eyes.
7. Should a staff member or volunteer develop a communicable disease where the incubation period is within the period of time they last participated, they are encouraged to notify the Executive Director. This information will be kept confidential.
8. Participants are not handling food for distribution. If they are displaying symptoms of concern, they will be offered the option to take away.

Personal Hygiene

9. Staff and volunteers must refrain from eating, drinking, smoking, spitting or chewing gum in food preparation/handling areas.
10. Food and beverages for personal consumption should be kept outside of food preparation/handling areas.
11. Hair and beards should be suitably confined in food preparation/handling areas.
12. Jewelry, nail polish, false eyelashes or nails should not be worn, as they can become a physical or microbiological hazard.

Hand Washing,

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13. Handwashing facilities have adequate hot and cold water, soap dispensers, and disposable/single use towels with garbage cans for proper disposal.
14. Staff and volunteers must wash hands at the beginning of a shift, after a break or after bathroom use.
15. There is signage in each washroom demonstrating appropriate handwashing technique and advising everyone to wash their hands before leaving the washroom.

Protective Wear

16. Staff and volunteers should wear clothing without loose threads or other loose pieces which could become caught in equipment.
17. Staff and volunteers should wear clean closed-toed footwear.
18. Kitchen workers will wear a clean apron while working in the kitchen.

Glove Use

19. Gloves are not a substitute for proper hand washing.
20. Wash hands before putting gloves on.
21. Replace all dirty or torn gloves.
22. Staff or volunteers with cuts, sores or open wounds must cover them with waterproof bandages or coverings which are changed frequently so that they remain clean and intact. Cover all bandages with a disposable glove.

Allergen Labelling and Traceability

23. Controlling allergens in the facility is critical to the health and well-being of members of its clientele, staff and volunteers.
24. Precautions are taken to prevent allergen contamination of foods during handling and storage:
25. Foods broken down are limited to flour, coffee, tea, sugar, rice and frozen meats. This is done at the commercial kitchen in the Community Hall, not at the Food Bank.
26. Food contact surfaces and the surrounding areas are cleaned and sanitized after breaking down and repacking any allergen or allergen containing food, as well as after all repacking.
27. The area in which flour is handled and bagged is thoroughly cleaned before and after re-packaging.
28. Flour is isolated and stored in a bin.
29. The site does not have any open allergen foods containers.
30. Allergens used in Soup are labelled (on the board, & on the menu sheet)
31. All foods are accurately labelled to identify contents and provide information that could affect client safety and to support traceability.
32. All eggs are Grade A (i.e., inspected in a government-approved facility) and labelled accurately.
33. Eggs are purchased from Daystar Market or Islands West Wholesaler

Repacking

34. Safe repacking in the facility is critical to the health and well-being of members of its clientele, staff and volunteers.
35. The Galiano Food Bank does not share food with other agencies.
36. The Galiano Club is compliant with FoodSafe practices and follows the FBBC Safe Food Handling Standards.

Traceability and Recall

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37. Having processes in place to identify and trace recalled items is important for the health and well-being of members of its clientele, staff and volunteers.
38. The Galiano Club Executive Director receives recall email notices from CFIA (Canadian Food Inspection Agency) at https://recalls-rappels.canada.ca/en/subscribe
39. Emails are checked daily and action is taken if necessary.
40. Food Banks BC also notifies the Galiano Club in the event of a recall.
41. If applicable to the Galiano Club, the product type and date of CFIA notice is noted on the Recall Action Record Form.
42. Staff or volunteers immediately remove the product from the shelves and dispose of the product.
43. A notice of the recall notice is posted at the Food Bank to inform food bank clients and the date notice was posted is recorded.
44. The Food Bank storeroom is checked for recalled products, and they are isolated to prevent them from being shared and destroyed. The date the check was completed is recorded.

Cold Chain Temperature Monitoring

45. Precautions will be taken to protect food from temperatures that would damage them or affect their safety.
46. Refrigerated foods should be between 0°C and 4°C (32°F and 40°F). Frozen foods must remain frozen (-18°C or colder) (i.e. frozen solid).
47. At the start of every shift, the thermometer in each refrigerator/freezer unit is checked. Each unit must have a thermometer.
48. The temperature is recorded on the temperature log for each specific unit
49. Any temperature that is above or below the acceptable level shown on the recording chart must be reported to the supervisor. chart Corrective/Preventive Action:
50. Refrigerator: Discard all food in the refrigerator if temperature is in the temperature danger zone at the beginning of the day, or if remains in the zone for two hours even if the temperature was below 4°C at the start of the shift.
51. Freezer: If temperature at start of shift is above the acceptable level, assess all food in the freezer to determine whether it has thawed and is refreezing (is so, discard all food in the freezer). If the food shows no sign of having been thawed, monitor and record the temperature every hour to determine if there is a mechanical problem that requires repair. If so, move the food to an alternate freezer

Training:

52. The Kitchen is operated on best practices in accordance with FoodSafeBC, which is more comprehensive than food handling training.
53. The Executive Director, who is responsible for training new staff/volunteers, and running kitchens, must have a current Food Safe certificate. The Executive Director is always present when the kitchen is operating and supervises the safe handling of food.
54. The Executive Director ensures safe food-handling practices are adhered to on an on-going basis.
55. All volunteers are encouraged to have Food Safe training, which is offered online and every other year on Galiano, and is subsidized by the Galiano Club Community Food Program for volunteers.
56. All staff must have Food Safe training.
57. Records of Food Safe training are maintained on staff personnel files. For volunteers, lists of participants in Food Safe training are maintained.

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58. All new staff and volunteers are provided with an orientation to safe food-handling practices. Additionally, all new volunteers are paired with an older volunteer for the first few weeks (up to 6 months) that they are volunteering to ensure good food handling practices.
59. There is a hard copy binder at both the Community Hall and the Food Bank which contains information on safe food handling practices, including policies, for reference by staff and volunteers.
60. Volunteers of the Galiano Club Food Program are encouraged to make suggestions for improving food safety. These suggestions can range from a conversation while working to a note, phone call or email to the Executive Director. The Executive Director notes these suggestions, and they are incorporated into food handling policies and practice where applicable.

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