

Food Safety – “7” Points “to do”

Points to do	Why?
1. Raw Materials Receiving Control	
<ul style="list-style-type: none"> Purchase raw materials from reliable and reputable sources only Reject exposed food which looks, smells or tastes abnormal Keep a record of receiving Read the label of prepackaged food, adopt First-in-first-out for better rotation 	<ul style="list-style-type: none"> Ensure hygienic quality of food Safe Food Starts with Safe ingredients A good record helps investigation when food incident occurs Ensure the food is not beyond its durability; food is of the type you want; and follow the storage condition and the instruction for use on food labels
2. Food Storage	
<ul style="list-style-type: none"> Always keep <ul style="list-style-type: none"> ✓ Raw meat and perishable food below 4°C ✓ Cold foods cold (at 4°C or below) ✓ Hot foods hot (at 63°C or above) Separate cooked food from raw food Always place food on food shelf 0.5m above floor Inside the refrigerator: <ul style="list-style-type: none"> ✓ Food should be stored in impervious containers wrapped with cling wrap or covered ✓ Enough space should be kept between trays of food ✓ Store cooked food in shallow containers ✓ Perishable food should not be stored too long in refrigerator 	<ul style="list-style-type: none"> Bacteria in food grow and reproduce fast within dangerous temperature zone from 4°C to 63°C Reduce risk of cross-contamination Prevent contamination of food by floor or related activities Inside the refrigerator <ul style="list-style-type: none"> ✓ Prevent cross-contamination of food during storage ✓ Allow cold air to reach every part of refrigerator ✓ Allow fast cooling of cooked food ✓ Refrigeration only slows down bacterial growth but does NOT kill bacteria

Points to do	Why?
3. Food Handling and cooking	
<ul style="list-style-type: none"> Wash all fresh food before cooking Cut chunky food (meat) into smaller pieces before cooking Thaw frozen Vegetables, meat and poultry thoroughly before cooking. <p>Thaw frozen food at 4°C</p> <ul style="list-style-type: none"> Avoid preparing food too far in advance before consumption . Cook food thoroughly. Centre of the food to achieve 75°C temperature Reheat foods/leftovers thoroughly as above (only once) While preparing cold mixed dishes,e.g. salad, always cool the cooked component before adding other ingredients 	<ul style="list-style-type: none"> To wash away dirt adhered on food surface Temperature used during cooking may not be sufficient to kill all micro organisms if all parts are not completely thawed Keeping at low temperature can lower the rate of multiplication of bacteria Shorten the time for bacterial growth as far as possible Thorough cooking kills bacteria Thorough heating kills bacteria which develop during storage Large amount of hot food cools down slowly, and during that period, bacteria from other ingredients may multiply
4. Premises and Equipment Hygiene	
<ul style="list-style-type: none"> Use separate sets of utensils for handling raw food and cooked food Utensils just used for raw food should not be used to prepare cooked food unless washed and sanitized thoroughly Always keep premises clean, in particular kitchen and toilet Put rubbish and food wastes into impervious waste containers and keep lids of containers closed at all times Protect kitchen and storage area from insects and other vermin. Employ pest control agent if required Keep refrigerators in good working condition. Clean and defrost them regularly to prevent frost accumulation 	<ul style="list-style-type: none"> To prevent cross-contamination as utensils for raw food are contaminated with bacteria Dirty environment and accumulation of scrap attract rats and vermin and is a potential reservoir of bacteria Leave no rubbish, food wastes and smell for rats, flies and vermin Pests may carry pathogens. Pest control minimises possible outbreak of food poisoning. Assure food is store at 4°C or below and the refrigerator is clean

Points to do	Why?
5. Cleaning & Sanitation	
<ul style="list-style-type: none"> Wash used utensil with clean water and detergent Sanitise them in boiling water or and approved bactericidal agent Keep all dangerous chemicals like disinfectants and insecticides in labelled and closed containers away from kitchen area 	<ul style="list-style-type: none"> To reduce bacterial load on utensils To prevent the possible chemical contamination of food
6. Personal Hygiene	
<ul style="list-style-type: none"> Wear Clean and light color outfit Use hairnets Remove jewellery before working Bandage wounds and septic sores on hands and arms with waterproof dressings Wash hands thoroughly with soap and water every time before / after work and after visiting toilet Turn away from food and cover your nose and mouth when sneezing and coughing. Use a paper towel and wash hands immediately afterwards Refrain from Smoking Do not touch cooked food with bare hands Report to the Administrator if suffering from sore throat or gastro-intestinal disturbances like diarrhoea and vomiting 	<ul style="list-style-type: none"> Avoid contamination of food with microorganisms and any foreign objects Prevent hair from falling into food Jewellery accumulates muck and may accidentally fall into food Wounds and septic sores may be infected with bacteria Hands carry bacteria. Plain water alone cannot remove bacteria and dirt Healthy people may also carry bacteria in their nose and throats Cigarette smoke may bring bacteria in food from smoker's mouth. Cigarette//butts may fall in food Bacteria present on hand passes on food Sick Employees / Teachers may be temporarily assigned jobs other than food handling to prevent food contamination
7. Personnel Training	
<ul style="list-style-type: none"> Administration should provide job-related and food hygiene training to all staff Both, Administrators and Employees / Teachers should attend food hygiene training seminars/courses run by Government and accredited institutions 	<ul style="list-style-type: none"> To enhance their food hygiene knowledge and make them aware of the importance of food hygiene and safety to enable them adopt good food hygiene practices

Supplying Lunch Boxes to School

Food Manufacturer

- Besides above practices following care need to be taken during transportation of lunch boxes to schools
 - Keep all food in hygienic and covered containers
 - Store lunch boxes in hygienic insulated containers during transportation
 - Temperature checks should be made to ensure hot meals are kept at 63°C or above and cold foods at 4°C or below during transportation
 - Shorten the time between finishing food preparation and consumption of food (Transportation time is included) to lower the risk of bacterial growth and minimise heat loss from the food
 - Internal surfaces of the food transporting vehicle should be smooth and impervious. They should be frequently cleaned and disinfected.
 - It is desirable to install the vehicle with a cooling or heating device so that the food can be maintained at a suitable temperature during transportation
 - The vehicle for transporting lunch boxes might not be used for other purposes, especially for transporting raw food

School

- **Receiving Control**
 - The school management should assign a person responsible for inspection of the lunch boxes, which include checking their temperature, if necessary
- **Storage Control**
 - The school should either provide facilities to keep lunch boxes hot at 60°C or above and cold food at 4°C or below or open the insulation box at the time of consumption only. Alert the supplier not to make delivery of lunch boxes too far in advance from the lunch time.
- **Organoleptic Test**
 - If there is a doubt to the wholesomeness, teachers may make an organoleptic test on the food and then distribute it if in order
- **Close Communication**
 - The school should liaise with the local authorities in order to understand more about the hygienic situation of the lunch-box supplier

Food Safety during Picnics

- **Wash Hands Often**
 - Bring moist towelettes or soap and water to clean your hands and surfaces often
- **Keep Raw Meats and Ready-to-Eat Foods Separate**
 - Bring extra plates – one for handling raw foods and another for cooked foods to prevent cross-contamination
 - Marinate foods in the refrigerator. Don't reuse marinade used on raw meat or poultry unless boiled.
- **Cook to Proper Temperature**
 - Cook your favorite foods to the right temperature by using a food thermometer.
 - Never partially grill food like meat or poultry to finish cooking later
- **Refrigerate Promptly below 4°C**
 - Pack food in well-insulated cooler with plenty of ice or icepacks to keep temperature below 4°C
 - Transport the cooler in the back seat of your air-conditioned car instead of your hot trunk.
 - Remove from the cooler only the amount of raw food that will fit on the grill.
 - Defrost vegetables, dairy, meat, poultry and seafood in the refrigerator before taking them to the grill.
 - Don't leave food outside in hot weather (32°C or above) for more than 1 hour.