



Washington County Health Department

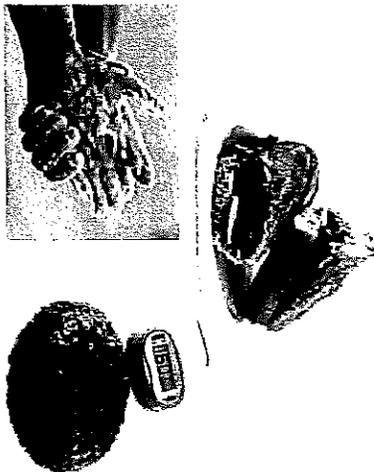
5121 SE Jacquelyn Lane
Bartlesville, OK 74006
918.335.3005



Oklahoma State
Department of Health

FOOD HANDLERS MANUAL

Washington County
Health Department



W. Kent Smith
Public Health Specialist III

Contents Include

- Employee Health and Personal Hygiene
- No Bare Hand Contact Rule for Ready-to-Eat Foods
- Required Safe Food Temperatures
- Cross-Contamination
- Cleaning and Sanitizing Food Contact Surfaces

NOTES

Intro to Food Safety

Thank you for your interest and desire to know more about food safety! Educating food handlers is the first step in preventing foodborne illness. The principles and guidelines in this manual are derived from State of Oklahoma Statute Chapter 257 - the Oklahoma State Food Code. If these guidelines are followed properly, your food will be safe for your customers, and foodborne illness will be prevented.

The Center for Disease Control gives us statistics regarding our nation's annual incidence of foodborne illness.

- 48 million foodborne illnesses
- 128,000 hospitalizations
- 3,000 deaths
- Annual cost \$152 billion

But the good news is if you will practice the principles and guidelines found in this manual, the chance for a foodborne illness occurring in your establishment goes down considerably.

This food safety manual is not exhaustive, but it will give food handlers some very important information in the most critical areas of safe food handling. This will not only protect the health of your customer, but it will also protect your business.

We also strongly encourage individuals to attend a food handlers class at your local health department. The more you know, the better you'll be!

If you have any questions, please ask the health inspector when you attend the food handlers class or call the health department at 918.335.3005. Thanks again for your interest in food safety and we wish the very best for your business!

Employee Health

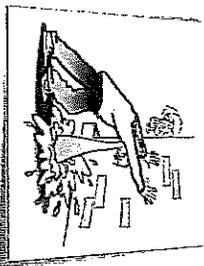
One of the most important subjects in safely handling food is the health and cleanliness of the food handler. For instance, food handlers should never handle foods when they are ill. The illness could pass through the food to their customer. This is called a foodborne illness.

When food handlers are ill, they are required by law to inform their supervisor of their symptoms. Depending on the type and severity of these symptoms, the person in charge will either restrict or exclude the food handler from work. Mild symptoms can result in restricting the food handler from the kitchen—they can still clean restrooms, windows, and the like. The following symptoms would require excluding the employee until they are no longer suffering symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore throat with a fever
- Infected lesions or wounds

The following reportable diagnoses will exclude a food handler from working in a restaurant, grocery store, etc.:

- Norovirus
- Hepatitis A
- Shigella
- E. Coli (ETEC or STEC)
- Salmonella Typhi



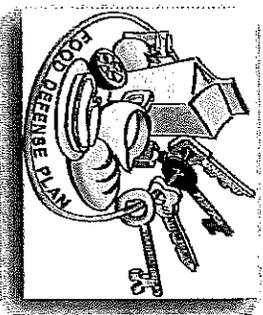
These employees cannot come back to work until they have a “clean bill of health.” In other words, their doctor has confirmed that the disease organism no longer exists in them—they are healthy and can return to handling, preparing, and serving food in a food service establishment.

Food Defense

This manual has mainly been dedicated to informing the food handler about Food Safety, which addresses the accidental contamination of food. Food Defense, however, deals with the deliberate contamination of food with the intent of causing harm or disruption. The main contaminants used are usually one of the five listed: Biological, Chemical, Physical, Nuclear, or Radioactive.



The food service employees are the first line of defense. We don't want to become paranoid, but we simply need to have a heightened sense of awareness in our facilities. Knowing who our food suppliers are, who is allowed access to the kitchen and food storage areas, and what is going on in our store are a few examples of the steps found in a food defense plan.

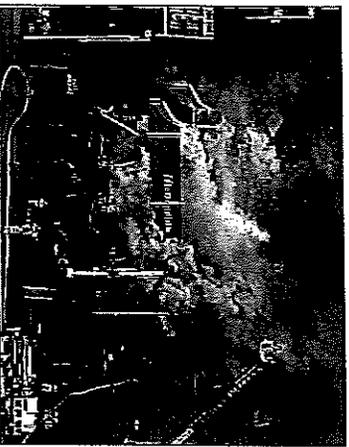


Imminent Health Hazards

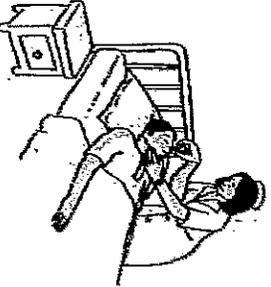
An imminent health hazard is a significant danger or threat to the public that requires either immediate correction or cessation of operation of the food service establishment. Ownership and management, therefore, should be aware of the types of imminent health hazards and make plans for these possible emergencies.

The following is a list of imminent health hazards:

- Fire or Flood
- Sewage back-up
- Lack of hot water to the facility
- Insufficient refrigeration and / or hot food storage facilities available
- Substantial evidence of rodent or insect harborage
- Interruption of safe potable water supply to the facility
- Misuse of poisonous or toxic materials
- Onset of apparent foodborne illness outbreak
- An employee diagnosed with Salmonella, Shigella, E. Coli, or Hepatitis A infection
- Interruption of electrical service for more than 4 hours



- Severe structural damage to the facility
- Gross unsanitary occurrence or condition



Proper Handwashing

The #1 cause of foodborne illness is the lack of proper handwashing by the food handler. Dirty hands are the main vehicle for bacteria and viruses getting into our food. Therefore, it is vital that our hands be properly and thoroughly washed before handling foods!

The sequence of proper handwashing is as follows:

1. Use the designated handwashing sink only.
2. Apply soap / cleaning compound to hands.
3. Vigorously lather hands for 10 - 15 seconds.
4. Wash all surfaces of hands, including backs of hands, wrists, fingers, and under fingernails.
5. Thoroughly rinse hands under clean warm water.
6. Dry hands with a paper towel or an approved hand dryer.
7. Turn off sink with the paper towel.

Once hands have gone through this process, they will be clean enough to properly handle foods in a food service establishment. But when do we need to wash our hands?

- Before doing any food preparation.
- Before donning single-use disposable gloves.
- After handling raw meats.
- After handling dirty dishes, utensils, etc.
- After eating, drinking, or using tobacco products.
- After going to the restroom.
- After any activity that would contaminate hands.

Clean hands help keep the food you are serving safe for your customers. People will be much less likely to become ill, and this is a very simple way to protect and grow your business.

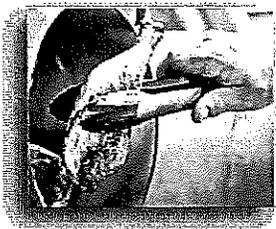


No Bare Hand Contact Rule

As of November 2011, food handlers are no longer allowed to handle ready-to-eat (RTE) foods with their bare hands. We must now utilize a barrier of some sort between the clean bare hand of the worker and the RTE food. The following are means by which this rule is fulfilled:

1. Wear single-use disposable gloves.
2. Use utensils - tongs, scoops, forks, and spatulas.
3. Use deli or pastry tissues.

Notice this is not a “glove-use rule”; there are several ways that we can prevent contamination of the foods.



When using single-use disposable gloves, the food code outlines steps in order to put them on sanitarily.

- Wash hands before putting on gloves.
- Wash hands after taking off gloves.
- Always change gloves - do not wash, rinse, or re-use them.
- Once gloves become soiled or torn, change them.



The State of Oklahoma has included an exemption in the food code that would allow food handlers to handle the foods with their clean, bare hands. This would include having a written handwashing policy, documentation that all employees are properly trained in handwashing, and documentation of the monitoring of all employee handwashing techniques. The written policy and all forms of documentation must be made available upon request during routine inspections to the food service facility.

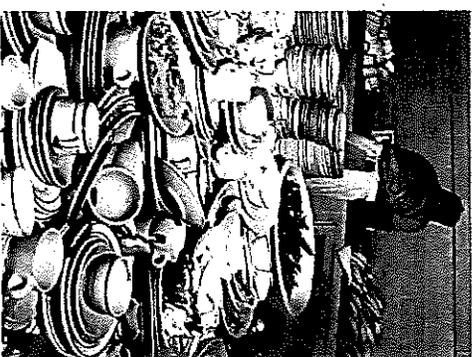
Cleaning and Sanitizing

Another way to prevent contamination and subsequent food-borne illness is by properly cleaning and sanitizing food-contact surfaces. When we use clean and sanitized utensils, plates, and food containers, the food we serve will be safe for our customers.

Scrubbing dishes with hot soapy water and rinsing them with hot water will get them clean. Sanitizing is the process that reduces the number of bacteria and viruses on a clean surface by 99%. This is accomplished by either applying heat or chemicals to those cleaned surfaces.

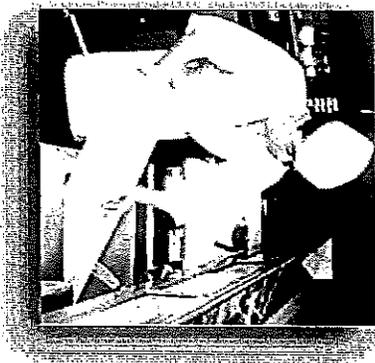
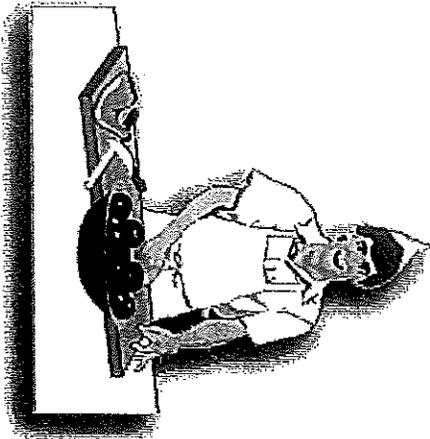
A *Low-Temp Dishmachine* sanitizes dishes by chlorine that is injected during the rinse cycle. A *High-Temp Dishmachine* sanitizes by hot water where the rinse water temperature is between 180°F and 190°F.

Some food service facilities will utilize the 3-step process of handwashing dishes in a 3-*Compartment Sink*. The proper sequence in setting up a 3-compartment sink is Wash, Rinse, and Sanitize. Sanitizers used in either dishmachines or sinks are measured by chemical test strips that simply turn color, and the strip color is compared to the test strip chart. If the sanitizer is weak, it won't sanitize. If it is too strong, it could be toxic. Use the proper concentration to safely sanitize dishes, utensils, food containers, etc.



Cross-Contamination

Cross-Contamination is, by definition, "the direct or indirect transfer of pathogens from a contaminated food or surface to another food." The most common contaminant is raw meat, as it is a contaminated food loaded with bacteria. Raw eggs are also a potential contaminant as they are now found with Salmonella bacteria in them. So, whether in storage or preparation, these raw food products must be separated from all other foods to avoid contamination.



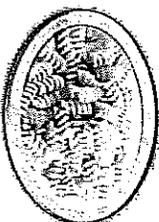
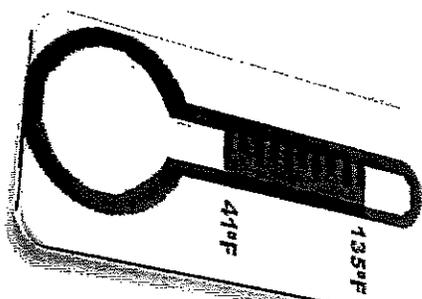
Here are three major ways to prevent cross-contamination.

1. Wash hands after handling raw meats and eggs.
2. Wash and sanitize all surfaces that have come in contact with raw meats and eggs.
3. Store all raw meats and eggs under and away from other foods, especially ready-to-eat foods.

Two Types of Food & the Temperature Danger Zone

There are two types of foods. The first, Time-Temperature Control for Safety Foods (TTCS), are those foods that bacteria can grow in easily. These are, therefore, the foods we must monitor temperatures or time. We must keep these foods out of the Temperature Danger Zone, which is between 41°F and 135°F, or time-date the foods. If you are interested in time-dating your foods, speak to your health inspector about the required time and temperature requirements.

The second type of food, Non-Time-Temperature Control Foods (NTTCs), are not susceptible to bacterial growth. Food temperature and time parameters do not have to be monitored for food safety.



Examples of TTCS foods include the following:

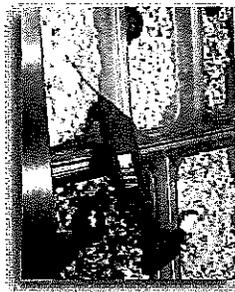
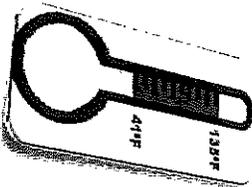
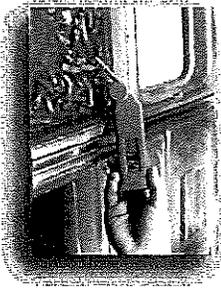
- Meats (raw or cooked); foods containing meats
- Milk and other dairy products; eggs
- Cooked vegetables, beans, rice and pasta
- Sliced melons and sliced tomatoes
- Cut green, leafy vegetables
- Bean and seed sprouts



Food Temperatures

Hot and Cold Holding Temperatures

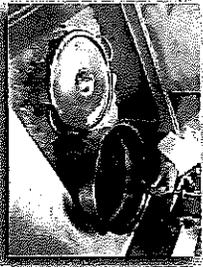
In order to prevent bacterial growth in TTCS foods, they must be kept out of the Temperature Danger Zone. The cold foods must be held at a maximum of 41°F or below. The hot TTCS foods must be held at the minimum temperature of 135°F and above.



Cool Down Temperatures and Time Frames

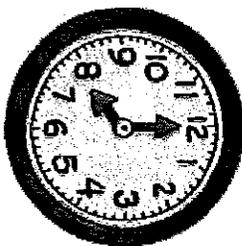
Foods that are going to be used as leftovers must be cooled down as rapidly as possible. If they are not cooled down quickly, they will be held in the Danger Zone for too long and bacterial growth will make the food unsafe to eat. To properly cool down the foods, you must ensure that the food goes from 135°F to 70°F within 2 hours. The food then must be cooled from 70°F to 41°F within 4 hours, for a total of 6 hours.

Proper procedures include using ice baths and frozen stirring sticks, breaking food down into smaller quantities, or even the use of a blast chiller. This process must be properly practiced and monitored as improper cool downs are the #2 cause of foodborne illness in the United States.



Reheating Leftovers

Leftovers must be rapidly reheated to a minimum of 165°F within 2 hours. Simply monitor the food temperatures with your probe thermometer as you watch your time on the clock.



Cooking Temperatures

The cooking of meats is very important, as this is the "kill step" for bacteria on and in the meats. The following are the minimum cooking temps for various meats:

- Poultry and Stuffed foods 165°F 15 sec.
- Ground Meats 155°F 15 sec.
- Mechanically Tenderized Meats 155°F 15 sec.
- Pork and Seafood 145°F 15 sec.
- Prime Rib 130°F 2 hrs.

