

Guidelines for working in the Commercial Kitchen, P7-15.



**University of
South Australia**

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Introduction

The P7-15 commercial kitchen services a range of university needs: undergraduate and post graduate teaching, research and consultancy activities.

As such, the working guidelines reflect expectations around safety and best practice with all user groups in mind. A P7-15 kitchen resource site is located at: <http://resource.unisa.edu.au/course/view.php?id=8433>, to support all users with information about equipment and processes.

All users are expected to receive an induction prior to undertaking any activities in the area, to ensure they are aware of relevant food, and OHSW&IM safety matters applicable to the work they wish to undertake.

Inductions will be carried out by Judith Lukas, Senior Technical Officer, 83029951, and a record of the induction retained for kitchen records.

If you wish to use equipment you are unfamiliar with, or you have forgotten any aspect to your induction, please ask for help.

When planning any activities in this area you must also consider provision of adequate time to thoroughly clean your work area, and all equipment used, and ensure the return of all equipment to it's storage location.

Unisex access toilets are located on level 7 of the Playford building, and level 7 of the Centenary Building.

In the event of a building evacuation, please turn all gas and electric appliances **off** and exit the kitchen, with your bags/valuables.

Fire stairs are to the **right** as you exit the kitchen into the corridor. Proceed down the stairs in an orderly fashion to the ground level fire door.

Continue to the Playford building evacuation assembly point, **1** – Reid building lawn area, via Frome Road, as indicated on the laminated sheet in the top pocket above the Risk Assessments and SOPs, on the side of the shelving unit. You will receive direction from evacuation marshalls.

You will be advised when you may return to the building at the assembly point.

If you don't go to the assembly point you will not know when you can return to the kitchen.

A first aid kit is available in the kitchen. Contents should be accessed with the assistance of a University First Aid officer, and materials used recorded. All incidents and near misses must be reported. A list of first aid personnel, and other key emergency staff, is located by the wall phone on the front wall of the kitchen.



Personal hygiene is of paramount importance in food handling and food safety.

Good hygiene practices – GHPs- in the Kitchen:

All food preparation must be carried out by individuals who have received, as a minimum, basic food handling training, and who are supervised by a person with knowledge of food safety and food hygiene practices.

- Sick individuals are not permitted in the food preparation area, this includes anyone suspected of a food borne illness, or any illnesses that results in uncontrolled coughing and sneezing, discharge from nose, eyes or ears. All illness needs to be reported to the senior technician.
- Before commencing all work, ensure your hands are thoroughly washed and dried in accordance with the approved manner at the hand wash basin only using warm water and soap for 20 seconds, and dried for 20 seconds.
- Elaborate jewellery, is to be removed, and nails should be kept short and free from nail polish. False nails are also not permitted.
- Any cuts on the hands must be covered with approved blue bandaid strips, and disposable gloves.
- Hair needs to be restrained in a manner so that it does not fall into prepared food or onto preparation areas. Hair ornaments are to be removed. When food is to be served to members of the public, hair nets will be worn.
- Clothing should be clean, and not provide a source of contamination (physical or microbiological) to food or food preparation surfaces. Clothing should be appropriate for work in a food service kitchen, with shoulders and upper arms, back, midriff, and upper legs covered to provide protection from burns. Avoid wearing clothing fabric that is highly flammable, or likely to shed fibres. Aprons will be worn during all work, and be laundered regularly.
- Enclosed suitable footwear must be worn, to protect the feet from falling sharp, heavy or hot objects and food. **Ballet flats, thongs, sandals, “cros”, high heels or any type of shoe where the top of the foot is exposed are NOT appropriate, anyone without appropriate footwear will be asked to leave the kitchen. Sneakers are ideal.**
- Touching of the hands to any part of the body will require the hands to be rewashed or gloves changed, this includes: blowing your nose, or leaving to use the toilet.



SAFE FOOD PRODUCTION

Appropriate food storage and handling protects food from potential contamination, and spoilage.

Good manufacturing practices – GMPs- are the cornerstone to safe food production.

1. Raw material quality and storage:

- Food arriving in the area must arrive in a manner that does not affect it's suitability for use.
 - Frozen food must be frozen
 - Chilled foods – cool 5°C
 - Hot food – above 60°C
- Packaging must be in good condition, without signs of damage.
- Fresh foods must be in good condition without signs of spoilage, or contamination.
- **Food arriving in an unacceptable condition must be rejected or returned to the supplier.**
Such food must be stored separately, and marked clearly.
The same applies to food subject to recall notifications.
- All food details must be recorded upon arrival, details to be included:
 - Brand
 - Description including size
 - Batch number
 - Use by/best before date.
- Any food transferred into storage containers must include the above information.
- Food at it's "use by" date **MUST** be discarded, food at it's "best before date", may be ok to use, or may be unsuitable to use **BEFORE** the "best before" date, if already opened.
- Storage containers must be of approved food storage material.
- Food must be stored appropriately:
 - Frozen goods at -18°C in the freezer
 - Chilled foods at 5°C in the refrigerator
 - Shelf stable goods at 22-25°C in the dry store
- Chilled food should be stored in the refrigerator according to approved practices: raw foods below ready to eat foods, and raw meat in the lowest part of the fridge to prevent leaking of juices onto other foods.
- High risk, vulnerable food, should be protected from being held in the "Danger zone" - 5-60°C. After a cumulative period of 4 hours in the danger zone, the food must be discarded. If less than 2 hours the food may be returned to the refrigerator. This is the "2 hour/4 hour rule".



2. Cooking Adequacy and risks of cross contamination.

- All raw food must be assumed to be carrying food pathogens and treated accordingly.

The order of food preparation should therefore aim to reduce the chance of cross contamination between raw/fresh foods and ready to eat foods.

Separate cutting boards, knives, utensils must be used, or thoroughly washed, and hands washed or gloves changed between such tasks.

- Cooking must be adequate to ensure pathogens are killed or inactivated by the heat treatment delivered. Large volumes of food must be mixed during cooking to evenly distribute heat. The temperature at the slowest heating point of liquid and solid food pieces must be checked using a food thermometer with a probe fitted.
- Prepared food must carry a record of the date of preparation, and the use by date.
- Cooked food, not to be eaten immediately, must be portioned to ensure rapid cooling to prevent the growth of microorganisms not killed during cooking, such that the temperature of the food is:
**21°C within 2 hours, and then:
5°C within 4 hours,**
measured, at the slow cooling point with a temperature probe.
- When cooling/freezing portioned food, ensure food is not stacked, but in a single layer to ensure rapid cooling/freezing.
- Thawing of food should be done in the cold room, at 5°C, not on the benches to reduce the risk of bacterial growth.



3. Cleaning and Sanitisation is an important part of GMP, and reduces the risk of cross contamination of food and surfaces, and the formation of biofilms, which may act as a reservoir for cross contamination.

- The kitchen must be kept clean and free from food residues that can harbor contamination or attract pests. Regular cleaning of food contact surfaces should take place with mild detergent to remove food residues, followed by application of a food grade sanitizer. Cleaning and sanitizing should be recorded, and should include routine cleaning of fridges, ovens, etc.
- Equally, all equipment must be thoroughly cleaned and dried, after use, before return to storage.
- All equipment that can be washed in the commercial pass through dishwasher, must be washed in this way. Wash temperatures: 55-60°C, Rinse temperature: 85-90°C is hotter than can be achieved with hand washing, and more effective in killing bacteria.
- Food waste must be promptly removed from the area, so as to prevent attracting pests, vermin, and promoting the growth of microorganisms in that waste that may be a source of contamination.
- Damaged food storage or food preparation containers must be discarded, as they can't be adequately cleaned, and may harbor microorganisms.



Safe operating procedures, risk assessments, MSDSs, and HACCP.

Safe operating procedures and risk assessments for all equipment and processes are to be found on the side of the orange bag storage unit, and on the resource site: <http://resource.unisa.edu.au/course/view.php?id=8433>.

Material Safety Data Sheets, MSDS, for cleaning chemicals are located at the back of the kitchen near washing up/chemical storage.

Dishwasher instructions are also found at the back of the kitchen adjacent to the dishwasher.

Food industry risk assessments for food production: Hazard Analysis of Critical Control Points, HACCP, may be appropriate when producing large quantities of food for members of the public. References found at the end of this document can assist with preparation of HACCP plans and identification of critical control points, CCPs.



Manual Handling

Consideration needs to be given to a number of kitchen activities that impact on postural safety and comfort: bending, lifting, lowering, pushing or pulling, reaching, and carrying, or repetitive activities such as cleaning.

Loads may be heavy, hot, awkward, or unstable.

- Bend at the knees to light ovens or check cooking food in ovens.
- Ask for assistance to lift/move heavy and/or hot trays of food into or out of ovens, or large pots of food, on stove tops.
- Use trolleys to move heavy items around the kitchen.
- Slide racks of dishes/cutlery onto the dishwasher tray rack, and out of the dishwasher, don't lift trays.
- Where possible store heavy items on shelves between waist and knee height.

Share cleaning tasks, such as bench/sink cleaning to reduce total time spent on fatiguing/repetitive activities.



Drawer and Cupboard Contents

Each student drawer/cupboard is stocked with a basic set of equipment, listed below.

Please ensure the following items are returned, clean and dry, to the cupboard/drawer they came from before leaving the kitchen:

Drawer:

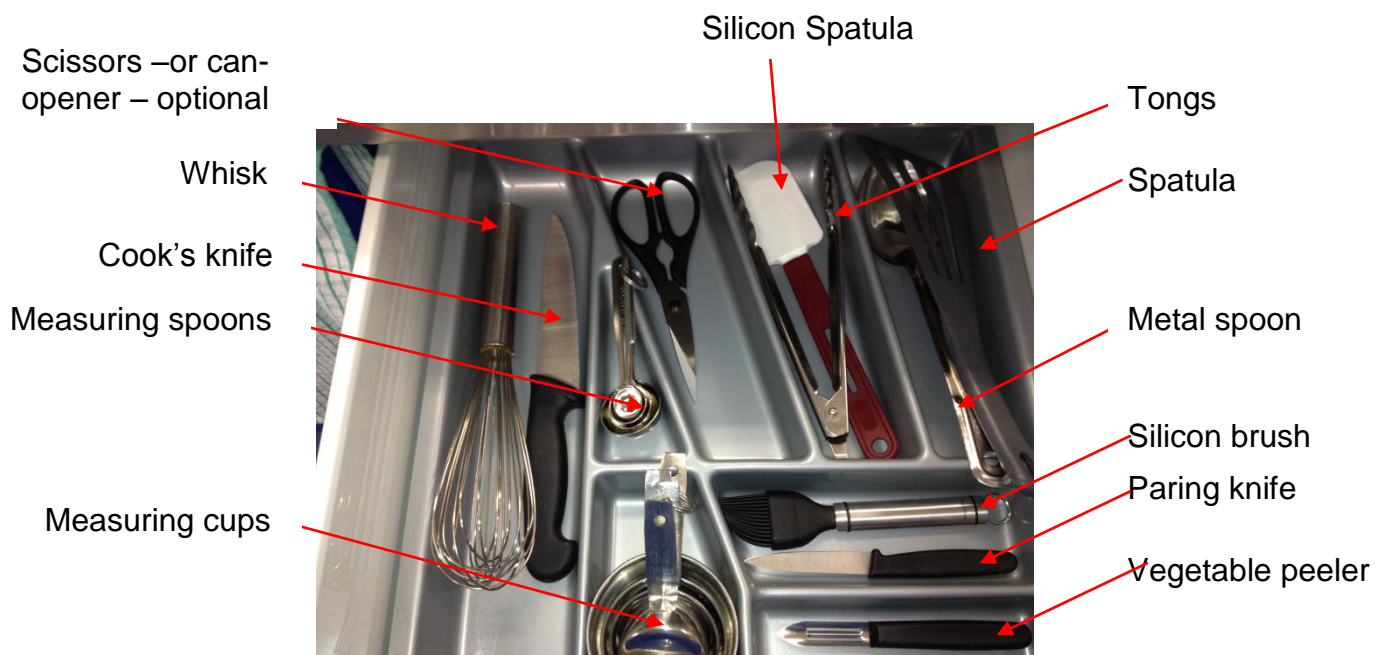
Potato peeler	Whisk	Paring knife
Cooks knife	Tongs	Spatula
Silicon Brush	Silicon Spatula	Large spoon
Measuring spoons	Measuring Cups	

Optional drawer items: Can openers Scissors

Cupboard:

Chopping board	Baking Sheet	Wire cooling rack
Mixing Bowl	Small saucepan + lid	
Small fry-pan	Sieve	Colander
Oven Mitts/Gloves	Pizza tray	Jug

Student Drawer and Cupboard Contents and Arrangement





Electrical Equipment

A range of electrical equipment: blenders, mixers, dehydrators, food processors, vacuum sealers, pressure cooker, Actifry, electric frypans, etc are located in storage cupboards in the kitchen.

All electrical equipment is to be electrically tested and tagged before it's first use in the kitchen, and then testing in accordance with requirements under Australian Standard: AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment.

Electrical power points are located on walls or pendants over benches to reduce potential damage to power cords. Please report any damaged power cords/electrical equipment promptly.



Entry/Exit Check List

Important points for working in P7-15 Commercial Kitchen

Upon entry:

1. Room light switch is located on the wall on the right hand side as you enter.
2. Hand-wash facilities are to the left as you enter the kitchen from the entrance corridor – please wash your hands when you enter to prevent the spread of food-borne microorganisms.
3. The range-hood controls and range-hood lights and area air-conditioning switch are located on the front wall to the left of the whiteboard.
4. For all cooking activities the range-hood must be switched on >5mins prior to lighting ovens, gas burners, grills etc. Failure to do so could result in fire alarms and building evacuation.
5. Individual SOP documents for all equipment operation are provided, please refer to these documents when operating any equipment for the first time.
6. First aid officers and key contact personnel are listed above the telephone. All injuries, incidents and near misses must be reported and on line reports submitted.
7. All equipment must be adequately cleaned prior to leaving for the day, and dishwasher must be drained and filters cleaned and left to dry.



Leaving check list:

1. Dishwasher drained and off.
2. Dishwasher exhaust off.
3. Cold room light off.
4. All cooking appliances checked as off.
5. Sinks left clean and without food scraps in drain traps.
Drain traps should be emptied of food debris, and can be washed in the dishwasher.
Sinks need to be thoroughly rinsed with hot water to ensure fats do not solidify in the plumbing.
6. All food waste is to be placed in food waste bins only (grey).
7. Range-hood and range-hood lights off.
8. Aprons, if still clean, neatly folded and returned to pigeon hole.
9. Dirty aprons and tea towels in laundry hamper.
10. Room lights off.



References:

http://www.foodstandards.gov.au/srcfiles/complete_safefood.pdf
<http://www.csiro.au/org/FNS/Resources--group-Fact%2BSheet.html>
<http://www.foodstandards.gov.au/foodstandards/>
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<http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/>
<http://www.comlaw.gov.au/Series/F2008B00578>
<http://www.foodstandards.gov.au/scienceandeducation/factsheets/factsheets/foodpoisoning.cfm>

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