

Starter

A Guide to Opening and Operating a Food Premises



Public Health
Santé publique
SUDBURY & DISTRICTS

Introduction

The protection of food is an important part in the operation of a food service business. The purpose of this guide is to provide information on how to operate a food premises, and serve food safely to the public as outlined in the Food Premises Regulation.

Every food premises in Ontario must comply with the Food Premises Regulation under the Health Protection and Promotion Act (the Act). Under the Act, a food premises is defined as: "a premises where food or milk is manufactured, processed, prepared, stored, handled, displayed, distributed, transported, sold or offered for sale, but does not include a room actually used as a dwelling in a private residence". Food is defined as "food or drink for human consumption and includes an ingredient of food or drink for human consumption".

Before purchasing, leasing or renovating an establishment, contact a local public health inspector to review your facility plans, location, and proposed menu to determine if the proposal meets the regulatory requirements.

Public Health Sudbury & Districts offers weekday, weekend and evening food handler training courses. It is recommended that you and all your staff become certified as food handlers. The Food Premises Regulation requires that every food service premises have at least one food handler or supervisor on-site who has completed food handler training during every hour in which the premises is operating. Information on training dates and times is available at www.phsd.ca or by calling 705.522.9200. Information is also available at the end of this document.

You and the public health inspector share a common goal - to serve safe, quality food to the public.

Food Premises Regulation

Food Premises Regulation 493

Requirements for operating a food premises in Ontario are outlined in Regulation 493 of the Health Protection and Promotion Act. Public health inspectors conduct inspections of premises serving food to the public under the authority of this Act and its Regulation.

The Food Premises Regulation provides the minimum requirements that operators must follow and varies depending on the type of food premises you plan on operating. Examples of food premises listed in the Food Premises Regulation include:

- mobile food premises
- full service restaurants or cafeterias
- food take outs
- production facilities
(for example, butcher shops, bakeries)

A copy of this Regulation is supplied for you in this package. An electronic version can be accessed at the following link:
<https://www.ontario.ca/laws/regulation/R17493>

Food Handling

Proper food handling is essential to prevent the risk of foodborne illness. Following the requirements listed in the Food Premises Regulation is necessary for the safe operation of your food premises to prevent foodborne illness.

Food Supply

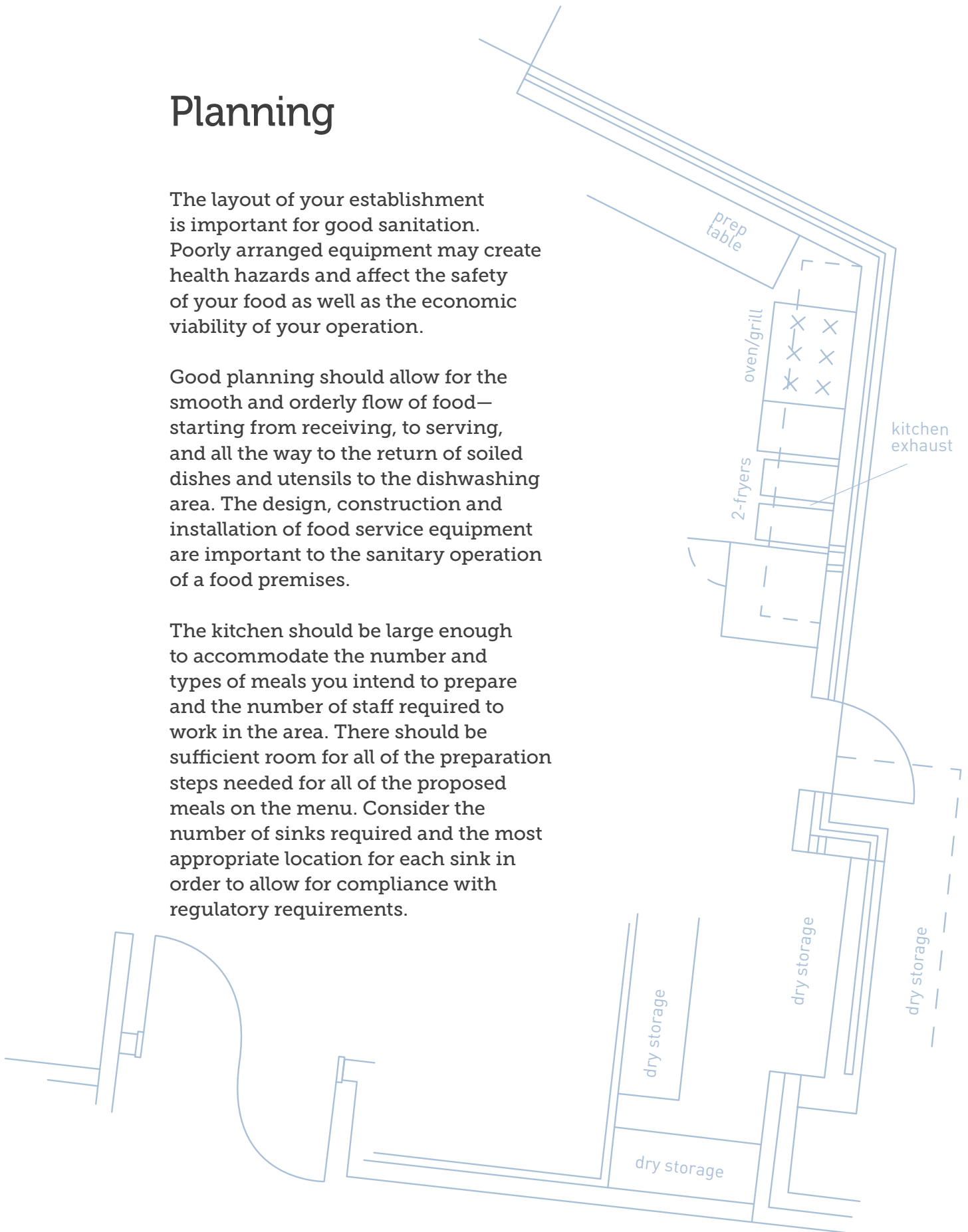
The food you are serving must be fit for human consumption and must be supplied from a source that is regulated by a federal or provincial government agency. For example, meat must be inspected by the Ontario Ministry of Agriculture, Food and Rural Affairs, or the Canadian Food Inspection Agency, prior to arriving at your facility. Eggs must be graded through an approved egg grading station and milk and cheeses must be pasteurized at a licensed dairy plant.

Planning

The layout of your establishment is important for good sanitation. Poorly arranged equipment may create health hazards and affect the safety of your food as well as the economic viability of your operation.

Good planning should allow for the smooth and orderly flow of food—starting from receiving, to serving, and all the way to the return of soiled dishes and utensils to the dishwashing area. The design, construction and installation of food service equipment are important to the sanitary operation of a food premises.

The kitchen should be large enough to accommodate the number and types of meals you intend to prepare and the number of staff required to work in the area. There should be sufficient room for all of the preparation steps needed for all of the proposed meals on the menu. Consider the number of sinks required and the most appropriate location for each sink in order to allow for compliance with regulatory requirements.



Property Site Plan

Site Plan

Provide the public health inspector with a site plan of the food premises. Include the civic address of the proposed establishment and a telephone number. The name of the owner with a mailing address for correspondence is also required. The plan should indicate the necessary components for safe food operation.

Location

Consult with your local municipality to determine if your proposed location meets proper zoning requirements. Some municipalities may also require a business license in order to operate a commercial business.

Water Supply

A potable (fit for consumption) supply of hot and cold running water under pressure must be provided. Hot and cold running water under pressure is required for proper cleaning, effective handwashing, and adequate food preparation.

If you provide water to the public that is not from a municipal supply, you may be considered a small drinking water system where Ontario Regulation 319 – Small Drinking Water Systems applies. This regulation requires owners of a small drinking water system to provide consistently safe water to their users. A public health inspector will help determine what requirements, if any, apply to you.

Sewage and Grease, Fats and Oil Disposal

All liquid waste from the operation of a food premises shall be disposed of in a sanitary manner.

Privately owned sewage disposal systems must comply with the Ontario Building Code. A public health inspector will help you determine any sewage disposal requirements that are necessary before you renovate or construct a new premises. A building permit, through your local municipality and a sewage permit, through Public Health may be required.

Some municipalities have by-laws requiring the safe disposal of grease, fats and oil. Backups of sewage can occur if the sewer lines become clogged as a result of the improper disposal of these substances. This can adversely affect the operation of your business. Contact your local municipality for guidance.

Pest Control

Insects and rodents are more than just a nuisance in a food premises. Pests can contaminate your food supplies and damage your building. The best way to stop a pest infestation is to prevent it from happening in the first place.

Your building must be pest-proof. Ensure gaps are sealed, cracks and openings in floors, walls and ceilings are fixed and equipment is maintained in a good state of repair. Routine visits from a licensed pest control company are recommended.

Layout of the Establishment

The Establishment

Submit a plan of your facility to Public Health Sudbury & Districts showing the location of all rooms within the facility. This includes food preparation, utensil cleaning and sanitizing, storage, service areas, washrooms, and locker areas. This will allow the public health inspector to ensure there are no concerns with the necessary equipment and its accessibility before any construction or renovations begin.

Floors, Walls, Ceilings, Cupboards and Countertops

All walls, floor coverings, ceilings, cupboards and countertops must be made of a material that is non-toxic, smooth, tight-fitting, non-absorbent and can be easily cleaned.

Lighting

Provide a minimum level of lighting as required under the Ontario Building Code. Illumination shall be maintained during all hours of operation of food premises.

Handwashing Basin

A separate handwashing basin must be conveniently located in every food preparation area. The handwashing basin must be equipped with hot and cold running water under pressure, liquid soap in a dispenser and paper towels in a dispenser. The handwashing basin must only be used for handwashing.

Janitorial Facilities

Every food premises should have a utility sink for equipment such as floor mops.

Adequate space is required for the storage of cleaners, cleaning equipment, and sanitizers. These items must be stored separate from food preparation and food storage areas.

Washrooms/Sanitary Facilities

Sanitary facilities must be maintained in accordance with the requirements of the Ontario Building Code. Contact your local building department for guidance. The Food Premises Regulation requires that every sanitary facility be equipped with hot and cold running water, toilet paper, waste receptacle, soap in a dispenser and single-service towels or a hot air dryer for drying.

Food Storage Areas

All food storage areas must be of adequate size and be kept clean and in good repair. All components must be easy to clean and sanitize. In addition, all food must be protected from contamination and adulteration.

1. Cold Storage/Display Units

Ensure that there is enough storage for hazardous foods. When kept cold, hazardous foods must be kept at a minimum of 4°C (40°F). Do not overstock refrigerator shelves, and ensure all latches and covers provide a tight seal. All raw foods must be stored below ready-to-eat food. All foods must be covered and labelled as to their contents and date prepared. A thermometer is also required for all cold holding units containing hazardous foods.

All hazardous food displayed for sale shall be protected against contamination by means of enclosed containers, cabinets, shields (sneeze guards) or shelves.

2. Frozen Storage

Frozen food must be kept in a frozen state until sold or prepared for use. Ensure that enough storage space is available for frozen foods. Ensure that all latches and covers provide a tight seal. All foods must be covered and labelled as to their contents and date prepared.

3. Dry Storage

All food must be stored in a manner that protects it from contamination. Store all dry foods in containers that are constructed of food grade materials. Containers must be tightly sealed to prevent the entrance of rodents and vermin. There should be enough storage space to allow every dry food item to be neatly stored on shelves to allow for proper cleaning. All shelves must be constructed of materials that are easy to clean.

4. Hot Holding Units

All hot holding units must be able to keep foods hot at a temperature of 60°C (140°F) or hotter. Ensure that all publicly accessed steam tables are equipped with a sneeze guard.

Cleaning and Sanitizing Requirements

Cleaning

Operators of a food premises are required to ensure that the establishment is kept clean and is maintained in a sanitary manner at all times.

When you clean, use the right chemicals and friction to remove dirt or soil. Examples of this would be washing a floor with floor cleaner or washing dishes with dish soap.

Detergents are required for all surfaces that need to be washed. All detergents used on food contact surfaces must be food grade. You must have dish detergent for mechanical and/or manual dishwashing and general purpose cleaners for non-food contact surfaces, such as your floors and bathrooms.

Once a food contact item is clean, the next step is to sanitize it.

Sanitizing Solutions

The following are types of sanitizers that are acceptable and commonly used in food premises:

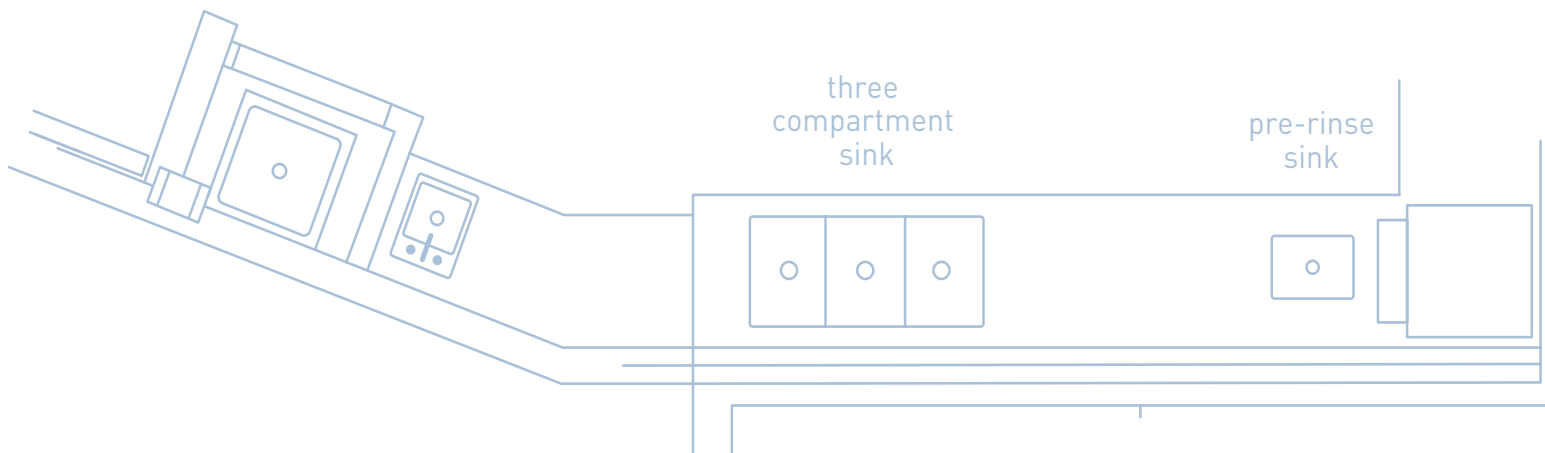
- 1. Chlorine**
(minimum concentration of 100 ppm)
- 2. Quaternary ammonium compound**
(minimum concentration of 200 ppm)
- 3. Iodine**
(minimum concentration of 25 ppm)

Follow the manufacturer's directions for preparation steps and directions for use.

Other sanitizing agents may be used if:

- they are approved for the intended purpose,
- they are used according to the manufacturer's instructions and,
- a method for determining the concentration of sanitizer is available.

Contact a public health inspector to discuss further.



Cleaning/Sanitizing of Multi-Service Articles

Cleaning and sanitizing of multi-service articles may be accomplished using either of the two methods described below:

1. Manual dishwashing

Manual dishwashing of multi-service articles such as utensils, cups and plates can be accomplished using a three compartment sink. The first sink is used for washing, the second sink for rinsing, and the third sink for sanitizing of the multi-service articles. A chemical sanitizer described on the previous page can be used as a sanitizer at a water temperature of 24°C and immersed for 45 seconds.

A two compartment sink is permitted only if the items that require dishwashing are not multi-service articles (for example: pots, pans etc.). The two compartment sink method allows for washing and rinsing in the first sink and sanitizing in the second sink.

Supplied for you in this package is a manual dishwashing poster that outlines required water temperatures and sanitizer strengths.

Before installing any sinks, verify the minimum number of sinks required with your public health inspector.

2. Mechanical dishwashing

Dishwashing can be completed using a dishwasher. The dishwasher may use chemicals or high heat for sanitizing.

A chemical sanitizing dishwasher must be constructed such that the wash water is between 60°C and 71°C. A chemical sanitizer described on the previous page can be used to sanitize at 24C for 45 seconds.

A high heat dishwasher must be constructed such that the wash water is between 60°C and 71°C. The sanitizing rinse is not lower than 82°C and is applied for a minimum of 10 seconds. The high temperature acts as the sanitizer.

Equipment and Maintenance

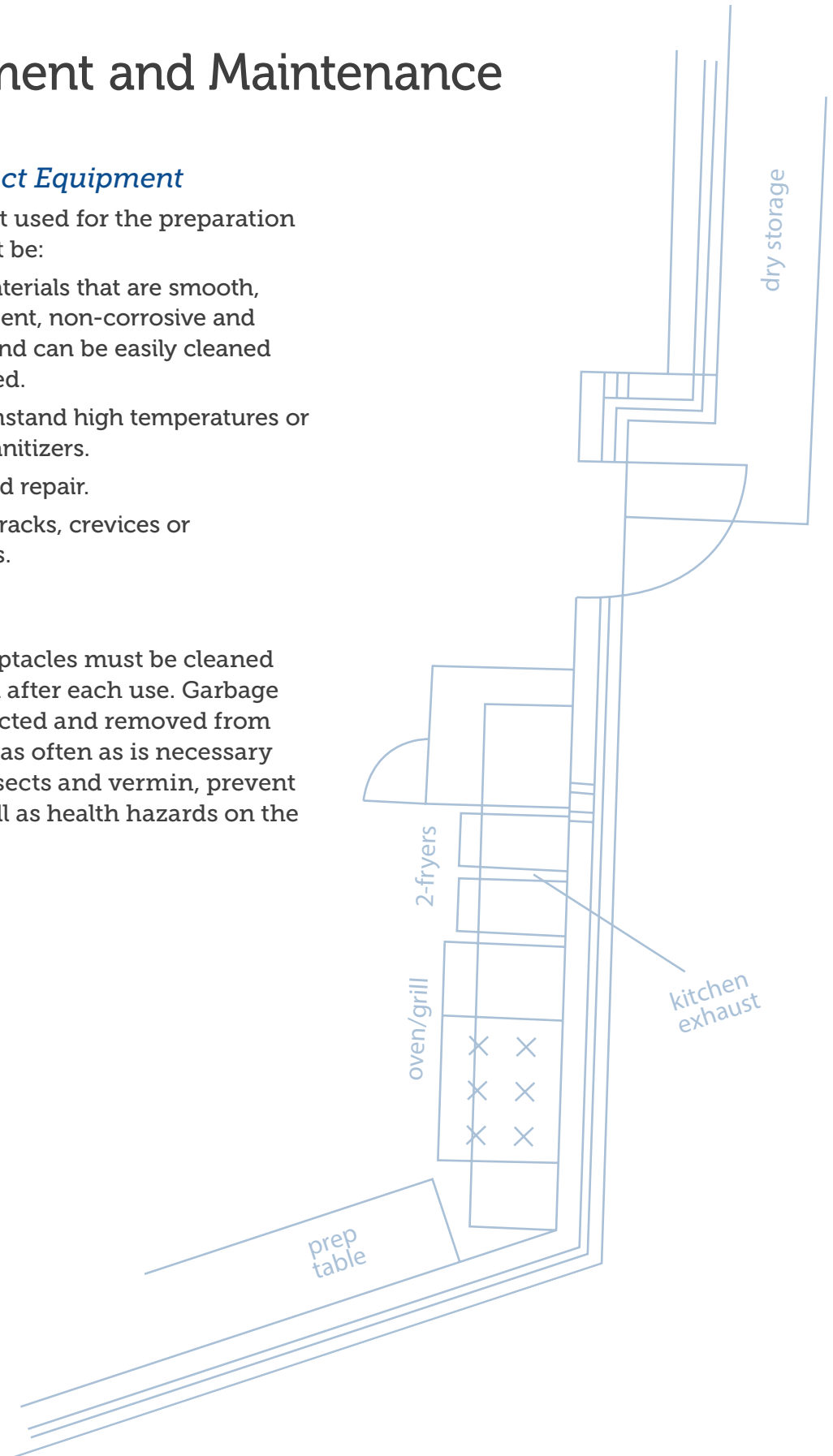
Food Contact Equipment

All equipment used for the preparation of foods must be:

- Made of materials that are smooth, non-absorbent, non-corrosive and non-toxic and can be easily cleaned and sanitized.
- Able to withstand high temperatures or chemical sanitizers.
- Kept in good repair.
- Free from cracks, crevices or open seams.

Garbage

Garbage receptacles must be cleaned and sanitized after each use. Garbage must be collected and removed from the premises as often as is necessary to exclude insects and vermin, prevent odours as well as health hazards on the premises.



Food Handler Training & Certification Program

Get Certified at the Public Health Sudbury & Districts

Do you work in the food service industry? Do you want to learn the safe way to prepare foods? Then Public Health Sudbury & Districts' Food Handler Training and Certification Program is for you. If you work in a restaurant, a daycare, a long-term care facility, or if you just want to learn more about food safety, this one-day course is designed to meet your needs.

Topics:

- introduction to food safety
- food safety legislation
- foodborne illness
- micro-organisms
- time and temperature
- receiving and storage
- microbiological contamination
- personal hygiene
- cleaning and sanitizing
- pest control
- food safety management

Registration Information:

Fee: \$50 (Student \$25)

Fee includes course workbook, metal probe and refrigerator thermometer, wallet card, and certificate.

Certification Information:

Individuals will be certified upon successful completion of the course and exam.

The certificate in Food Handler Training expires 5 years after the date of completion of the course and exam.

Call us to register:

705.522.9200

Toll-free 1.866.522.9200

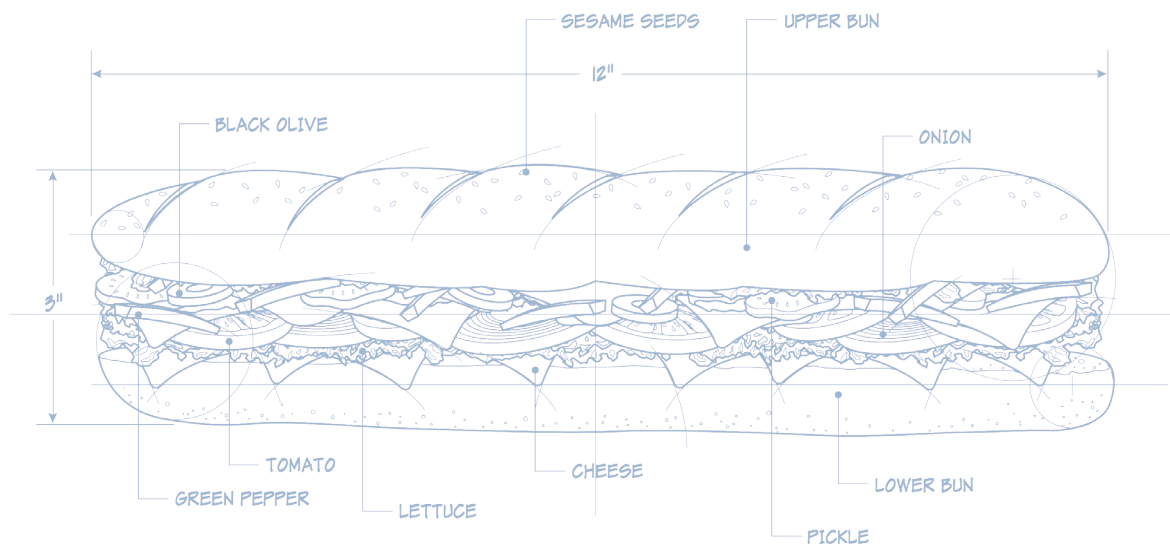
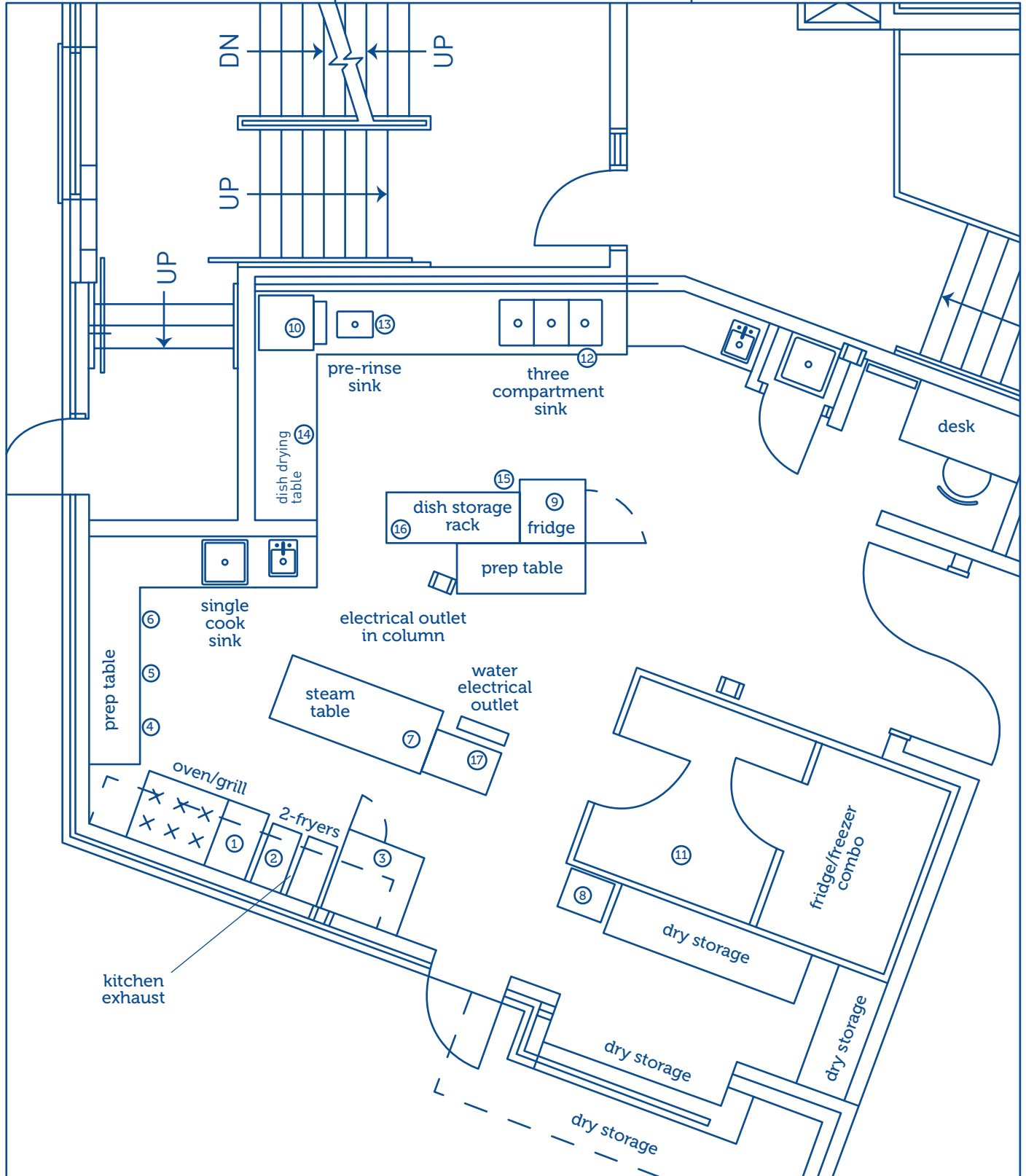


FIG. 1

commercial kitchen floorplan 1st draft

Kitchen Items

1. Range
2. Deep Fryer (2)
3. Convection Oven
4. Meat Slicer
5. Microwave Oven
6. Toaster
7. Steam Table
8. Mixer
9. Stand-Up Fridge
10. Dishwasher
11. Walk-In Fridge/Freezer
12. Three Compartment Sink
13. Pre-Rinse Sink
14. Clean Dish Table
15. Dish Storage
16. Work Table
17. Steamer



Alternate Text for Figure 1

Commercial kitchen floor plan (First Draft)

Note: This description is alternate text for screen reader users and other interested parties. It is not a representation of this information for builders or health and safety professionals. Refer to applicable regulations and laws for precise regulated requirements.

The image is a floor plan viewed from above. From the left side covering nearly the entire page is the commercial kitchen. To the right of the kitchen on the other side of the kitchen wall is the entrance to the restaurant which has stairs and a door out of the building. We will describe the kitchen entering from the main dining room. We will describe from bottom right (southeast) counter clockwise around the room.

The entrance of the kitchen from the dining room of the restaurant has swinging doors. The swinging doors are on the bottom of the drawing, the south wall. Once inside the doors, the east wall is to the right about 3 feet from the doors. Along that wall in the corner is a small desk and chair. It is in the bottom right corner of the kitchen on the diagram, the south east corner.

Moving north along the east wall is a small room which is only a few feet big with a sink with a swinging door on it. Moving north along that wall is a one compartment sink which is beside the small room. North along that wall about 5 feet further is a three compartment sink for washing dishes about 5 feet further north along the east wall is a pre-rinse sink. The pre-rinse sink is in the corner of the room along the east wall.

Along the north wall near the pre-rinse sink in the dish washing section of the kitchen, there is a dish drying table. The wall of the room then turns back north for about 8 feet. This zig-zag in the wall is to make room for the front entrance of the restaurant which is on the other side of the wall.

The cook's area is in the north end of the kitchen and is farthest away from the entrance to the dining room of the restaurant. There is a single cook sink. On the north wall in the cook's area is prep table for the cook. It is farthest north in the room. On the west wall of the cook's area is an oven and grill. There are two fryers in the convection oven. The exhaust leaves through vents in the wall. There is an island table in the cook's area which is a steam table and a steamer.

Leaving the cook's area and continuing counter clockwise through the kitchen there is a door of the west wall which goes to a dry storage room, which is outside the kitchen.

Continuing counter clockwise through the kitchen is another dry storage room on the south side of the room in the bottom left corner of the picture. This is the south east corner of the room. Next to that on the south wall, there is a walk-in fridge and freezer combo. There are two sets of door to this walk-in combo to reduce loss of cold air. This is next to the swinging doors along the south wall which is the entrance where we began our description of the kitchen.

In the centre of the kitchen is the fridge, a prep table, and a dish storage rack. There's an electrical outlet on the column. The kitchen items found in the commercial kitchen floor plan are as follows:

1. Range
2. Deep Fryer (2)
3. Convection Oven
4. Meat Slicer
5. Microwave Oven
6. Toaster
7. Steam Table
8. Mixer
9. Stand-up Fridge
10. Dishwasher
11. Walk In Fridge
12. Three Compartment Sink
13. Preprints Sink
14. Clean Dish Table
15. The Storage
16. Worktable
17. Steamer