

# FOOD SAFETY TOPIC: BEST PRACTICES

Best practices must be followed to have a safe, quality product. Anyone entering a food handling area such as production, processing, packaging or storage must follow the requirements in place; this includes visitors, contractors, owners, family and managers.

- Keep external doors closed and windows screened; this prevents pest entry and guards against unauthorized access.
- Cooler and freezer doors should be kept closed as much as possible to avoid temperature fluctuations.
- Food contact items such as packaging, equipment and even the food itself must never come in contact with non-food contact items. For example, food contact items must not touch the floor.
- Dispose of waste in the appropriate bin and remove it regularly to prevent build-up.
- If hoses are used, they must be stored on racks/ hose bibs after use, and nozzles must not touch the floor.
- Wear appropriate personal protective clothing – this may include gloves, smocks, and hairnets in production zones.
- Clothing is to be in good, clean and sanitary condition and be appropriate for the area and for the activity being conducted.

- Ensure that products are correctly labelled and coded.
- Visitors and contractors are to sign in and be made aware of the requirements of the areas they visit (i.e., hazards & policies).
- Product should be on pallets – not on the floor. Allocate enough space between stacked pallets and walls for cleaning and inspection. If possible, place pallets 18 inches away from the walls.
- Maintain a routine cleaning schedule. Clean spills and accidents right away.
- Invest in equipment with easy access for cleaning, inspection and maintenance that discourages product or liquid build-up in its design.
- In processing or storage areas, light bulbs should be shielded, coated or otherwise shatter-resistant in case they break.
- Buy raw materials and packaging only from approved suppliers.
- Have a dedicated storage area for ingredients and foods with allergens. Store ingredients and food with allergens on shelves below other ingredients and food and keep them away from packaging materials and labels to prevent cross-contact in the event of a spill. Clearly identify ingredients and food with allergens using signs or colour codes.

- Assign different storage areas for different products. Store raw food ingredients separately from cooked and ready-to-eat food ingredients. Store non-food chemicals and equipment in designated areas, away from food ingredients.
- Follow correct stock rotation to ensure raw materials, intermediate products and finished products (in storage) are used in the correct order relative to their manufacturing date and within the prescribed shelf life.
- Inspect loads before dispatch, ensuring they are in clean condition, free from strong odors and equipped for temperature if necessary.
- There should be sufficient ventilation and extraction in product storage and processing environments to prevent condensation or excessive dust from affecting the food.

**Discussion point** – List some of the best practices you follow at your site. Was there a point mentioned that your site does not practice?



FOR MORE INFORMATION, VISIT [PERENNIA.CA/QUALITY-FOOD-SAFETY](https://perennia.ca/quality-food-safety)

Date/Shift Identifier:

Supervisor/Lead Hand (name and initials):

Session Facilitator (if not the same as above) (name and initials):

**EMPLOYEES WHO ATTENDED**

Name:

Initials:

**EMPLOYEE FEEDBACK, QUESTIONS, RECOMMENDATIONS**

**TALKING POINTS COVERED**

(add in any additional aspects or references of material covered that are specific to your operation):

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