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***Excellence. Quality. Trust.***

**Safe Work Requirement**

**FOOD HYGIENE MANAGEMENT WORK INSTRUCTION**

**ECDC-QHSE-PR-02**

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| PURPOSE The purpose of this document is to provide a uniform standard for safe food preparation, food handling and hygiene requirements for the operations. In addition, this document provides procedures to be adhered to and minimum requirements expected of catering service companies hired by ECDC Minimum staff and facility requirements are specified. SCOPE This policy applies to all catering service companies contracted by ECDC Operations. RESPONSIBILITIES      General Manager： Ensures that the overall implementation of and adherence to this policy. Deputy General Manager： Ensure that the day-to-day running of catering operation is in accordance with this policy. HSE Supervision： Take responsible for the regular inspections of the catering facility and staff. Camp Boss： Take responsible for the day-to-day management of the catering facility in accordance with this policy. Operations Manager： Take responsible to see that any health-related hazard or defective equipment is put into Preventive/Corrective Action Register. Rig Manager： Take responsible for ensuring that the regular monthly inspection reports are in compliance with this work instruction and sent to the HSE Department. FACILITIES AND STAFF REQUIREMENTS Catering facilities shall be equipped with the minimum appliances as listed below (number of appliances/equipment will vary based on size of facility/personnel count)     Kitchens  |  |  |  | | --- | --- | --- | | ITEM | MIN. NUMBER | SPECIFICATIONS | | Stove/Oven |  |  | | Hot Food Holding Equipment |  |  | | Cold Food Holding Equipment |  |  | | Sink |  |  | | Cutting Boards |  |  | | Cutting Knives |  |  | | Fire Blanket |  |  | | Fly Zapper |  |  | | Safety Signs |  |  | | Hand Washing Basin |  |  | | Thermometer |  |  |  Mess Halls  |  |  |  | | --- | --- | --- | | ITEM | MIN. NUMBER | SPECIFICATIONS | | Fridge/Freezer |  |  | | Fly Zapper |  |  | | Safety Signs |  |  | | Drink Machine |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  Staff Requirement:  |  |  | | --- | --- | | STAFF | MIN. NUMBER | | Chefs |  | | Assistant Cooks |  | | Waiters |  | | Dish Washers |  | |  |  |  THIRD PARTY REQUIREMENT Catering companies hired by ECDC .to provide services must have:   1. Current valid work practice permit/registration as required by country health law(s). Copies must be displayed at a location where they are visible. 2. Current valid health certificates for all catering staff: Cooks, waiters and food handlers. Copies of certificates must be readily available for inspection.  CATERING STAFF CLOTHING All food handling staff shall wear the proper uniform at all times when they are handling food. Uniform shall be distinctive from that of other cleaning staff, white in color and consists of the following listed clothing items:   1. Chef’s hat or adequate hair restraint 2. Apron 3. Pants 4. Shirt 5. Cook’s shoes  GENERAL HYGIENE AND SAFETY RULES AND GUILDS FOR FOOD HANDLERS  1. Always wash hands thoroughly with soap before handling food and after using the toilet. 2. Inform your supervisor immediately of any skin, nose, and throat or bowel trouble. 3. Cover cuts and sores with waterproof dressings. 4. Wear clean clothing and be clean. 5. Never smoke in a food room. 6. Never cough or sneeze over food. 7. Constantly clean as you go in food rooms. 8. Keep food clean, covered and either cool or piping hot. 9. Keep your hands off food as much as possible. 10. Keep food utensils clean and dry. 11. Keep lids on dust bins. 12. Animals must be kept away from catering premises. 13. Premises and equipment must be kept clean at all times. 14. No sitting, leaning or lying on tables or worktops. 15. No food is to be stored directly on the floor. 16. No cleaning by sweeping is allowed unless all open food has been covered or moved. 17. Unwrapped food must be kept covered. 18. Open canned food must not be stored in the tin can. Transfer food to appropriate container. 19. Raw and cooked foods must be refrigerated separately to avoid cross contamination. 20. Perishable foods must be kept refrigerated. When using gloves they should be easy to take off when required. Gloves are never to be worn for more than two hours. 21. Containers for all foods must be ensured that they are dry and clean before use. 22. Raw and cooked food should be prepared by separate staff in separate areas using different boards, knives and other implements. 23. Frozen meat and poultry must be thawed before cooking. 24. In food preparation area staff should not spit, smoke, chew khat, use snuff, pick nose, lick finger etc. 25. Sinks should not be used for hand wash. Wash basins only to be used. 26. Food handlers are required to wash and dry their hands thoroughly: 27. Before starting work 28. Before handling cooked food 29. After using toilets 30. After combing hair, or touching nose, mouth, eyes or ears 31. After eating, drinking or smoking 32. After handling dirty equipment, particularly garbage bins 33. Food handlers must notify the doctor if they become ill with any of the following: septic cuts, running eyes or ears, vomiting, sore throat, jaundice, etc. 34. Watches or other jewelry are not to be worn during work. 35. Cuts, scalds burns or similar conditions must be covered with waterproof dressings to avoid any possible contamination. 36. Food handlers must keep their hair and nails clean and trimmed. 37. Food handlers must shower and change clothes regularly. 38. Food handlers must have: 39. Healthy nose, throat, ears and eyes 40. Healthy scalp 41. Clear skin 42. Good teeth 43. Clean body 44. Impeccable hands 45. Trimmed finger nails 46. No history of dysentery or typhoid  CATERING STAFF TRAINING Food handlers must be adequately trained in food handling, storage and protection and hygiene. Certification or evidence of training must be available for inspection. FOOD HANDLING AND MANAGEMENT        Cooking/Holding Temperatures Food must be cooked at minimum temperatures as below:   |  |  | | --- | --- | | FOOD | MINIMUM TEMPERATURE/TIME | | Poultry Products, Meat Stuffing, Stuffed Meat | 165°F For 15 Seconds Or More | | Ground Meat And Food Containing Ground Meat | 158° F For 15 Seconds Or More | | Rare Roast Beef, Rare Beefsteak | 130°F For 121 Seconds | | All Other Foods | 145°F For 15 Seconds Or More |  Cold Holding Temperature All foods should be held at 41o F or below. If food is out of temperature for less than four hours, it should be rapidly cooled to 41o F or less within the remaining time period or be discarded. Hot Holding Temperature All foods should be held at 140o F or above. If food is out of temperature for less than four hours, it should be rapidly reheated to 165oF or greater within the remaining time period or discarded. Cooling Foods Cooked foods should be cooled from 140o F to 70o F within two hours then continued to be cooled from 70o F to 41o F within four hours.  Corrective action: reheat to 165o F and cool properly, serve or discard.  Food products made from ingredients at room temperature must be cooled to 41o F within four hours. Reheating Foods Hot food items that have been cooked and refrigerated must be reheated to 165o F or above within two hours before serving. Foods not reheated within two hours must be discarded.  Precooked potentially hazardous food from commercial food processing establishment that is supposed to be heated must be heated to 140o F within 2 hours. Receiving Foods All potentially hazardous foods must be at 41o F when received otherwise they should be rejected. Frozen Poultry Whole poultry or poultry breasts must not be cooked when frozen or partially thawed. Food Sources  1. All foods from an unapproved source, spoiled, adulterated or home canned should not be used. 2. Eggs with dirty or cracked shells are not acceptable. 3. Canned food products that are swollen, leaking, rusted or severely dented are not acceptable. 4. Unpasterized milk or milk product is not allowed. 5. Milk or milk products must be dated and not expired. 6. Raw food must be properly washed prior to serving.  Food Protection  1. A food worker who is ill with a transmittable disease or has an exposed infected cut or burn on this or her hand must not prepare food or handle utensils. 2. Bare hand contact with food that will not receive adequate additional heat treatment must be eliminated by the use of proper utensils. 3. Food worker must wash hands thoroughly after visiting the toilets, coughing, sneezing, smoking, preparing raw foods or otherwise contaminating hands. 4. Toxic chemical must be properly labeled, stored and used so that food contamination is avoided. 5. Food, food operation area, food storage area and other areas used by employees must not be contaminated by sewage or liquid waste. 6. Unprotected potentially hazardous food must be discarded and not re-served. 7. Food must not be in contact with utensils and containers that consist of toxic material. 8. Cooked or prepared food must not be cross-contaminated. For example: lettuce contaminated by raw chicken. 9. Unprotected food must not be served. Example: unwrapped crackers and bread. 10. Proper thawing procedure must be followed. 11. An appropriate scaled metal stem-tube thermometer should be used to evaluate temperatures of potentially hazardous foods during cooking, cooling, reheating and holding. 12. Food and non-food facilities must not be infested with rats, mice, cockroaches, flying insects or other insects and animals.  FACILITY DESIGN  1. Proper sewage disposal system must be in place. 2. Food contact surfaces must be properly constructed and located using the proper material. 3. Hand washing facility in or near food preparation area and toilet room must be provided. Hot and cold running water at adequate pressure must be provided. Soap and hand drying devise must be provided. 4. Sufficient refrigerated or hot holding equipment to keep potentially hazardous food at required temperatures must be provided. Accurate thermometers must be provided. 5. Facility must be vermin proof. i.e. holes or openings for vermin entry must not be present. 6. Adequate garbage bins with tight fitting lid must be provided and used. 7. Lighting must be adequate and lighting fixtures must be shielded. 8. Living or sleeping quarters or walkways must not be used for food service operation.  MANUAL WARE WASHING  1. Three stage sink should be used for manual washing of ware and utensils: 1. wash 2. Rinse 3. Sanitize. 2. Minimum final rinse temperature of 170o F and proper chemical levels should be maintained in manual utensil washing operation. 3. Clean utensils and equipment must be handled and stored properly.  SAFETY  1. At least one fire blanket should be available in the kitchen 2. Fire exits must be adequate and clearly marked 3. Electrical wiring must be adequate and in good repair 4. Flammable/combustible materials must be properly stored 5. Catering crew must conduct and document regular safety meetings 6. Catering crew must be trained in the use of: 7. Fire blanket 8. Fire Hose 9. Fire extinguisher  INSPECTIONS A monthly inspection is to be carried out using form Monthly Camp HSE Inspection. Outstanding items shall be entered onto the camp corrective action register and a follow up performed 14．Record 14.1 BSA-ECDC-HS-CL-H002-01-Water and Camp Health - Safety Action Tracking and Reporting v1.0 |