

LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE :	LAST REVISION:
All Schools	L. Carriere	School Principal	August 1, 2017	Aug 29, 2018

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> • Chemical irritation • Sharp objects • Splash 	<ul style="list-style-type: none"> • Equipment orientation and teacher instruction. • Wear appropriate footwear. Shoes must be fully enclosed, no open toes. E.g. sandals • Aprons must be worn. • WHMIS training • Long and loose hair must be tied back. • Paper towels and sanitizing solution – Food Service 2000 Sanitizer (200ppm)

SAFE WORK PROCEDURE

PRE-CLEANING STEPS:

1. Wash your hands. Use regular soap and wash as per hand washing procedures. Use paper towels to dry your hands. Fabric hand towels are not allowed.
2. All hot soapy water referred to in the cleaning procedures is a mixture of hot water and dishwashing liquid.
3. Food Service 2000 Sanitizer (200ppm):
 - a) Is the only sanitizing solution that is allowed to be used in the school division.
 - b) Old sanitizer must be discarded and containers must be filled fresh daily.
 - c) Sanitizing solution is dispensed daily from the area dispenser and tested to ensure it meets the 200ppm sanitizing concentration using Quato pH test strips.
 - d) Dip a small piece of test paper in the dispensed solution and hold for 10 seconds.
 - e) Quato test strips are colorimetric. Compare the colour of the test paper to the pH colour chart on the dispenser.



CLEANING SCHEDULE:

1. The external portion of a refrigeration unit should be cleaned with mild soap and water on a **daily basis** or more often after visual observations of dirt build-up.
2. The internal portion of the fridge should be cleaned on a **weekly basis**. However spills that occur on the interior shelving, doors, and walls should be cleaned up immediately using hot soapy water and then rinsed clean with water.
3. The internal portion of freezers should be defrosted and **cleaned annually**.
4. Never use strong chemical cleaners, which may damage the surface materials and finishes and leave a strong unpleasant odour for customers.

5. It is important to remember not to use steel wool, caustic cleaning chemicals, or bleach when cleaning the interior of your unit. Not only can these products cause damage to the finish or materials, but they can also leave behind strong odours that can affect the flavour/quality of the food.

CLEANING/SANITIZING PROCEDURE:**1. Unplug your refrigeration units:**

To eliminate the possibility of electrocution, unplug your refrigerator or freezer. It's a quick and easy step, but it's also vitally important in preventing work-related injuries.

2. Empty each shelf of all items:

- a) Don't leave anything sitting inside your refrigerator or freezer. Pull out each item in the refrigerator, one at a time, to inspect it.
- b) Wipe bottles and containers with a damp rag if they're sticky or have drips on them. Dispose of anything that smells bad, looks like it is going bad or that is past its freshness date.
- c) Move any food that will be saved to another refrigeration unit. If not using another refrigeration unit, keep foods cold in an ice packed cooler.
- d) Bacteria grow rapidly on foods at room temperature, such as in the kitchen sink or on the countertop. Foods held at temperatures above 40°F for more than 2 hours should be discarded.

3. Throw away all expired and moldy food:

- a) Perishables can easily get lost in the mix by being pushed to the back or concealed behind other items in a large refrigerator.
- b) Don't save anything you suspect of being spoiled – it's not worth the risk of making someone sick.
- c) Already-opened cans and jars are other offenders to consider throwing in the trash (unless they've been properly labeled with the date and time of their opening). When in doubt, throw it out. Once tin cans are opened, any remaining food should be transferred to a covered food grade container. Do not keep the remaining food in the open tin can, particularly foods with more acidic content (e.g., canned tomato sauces, canned ketchup, canned pineapples, canned fruit juices, etc.) to prevent corroded metals from leaching into the food, giving it a metallic flavor.
- d) Any other food or ingredients that haven't been used for months (nor have plans on using for months) should also be tossed into a trash can or a recycling bin.

4. Take out shelves, drawers and racks that are removable:

- a) Remove all shelves, drawers and racks.
- b) Wash them in the sink filled with hot soapy water.
- c) Rinse the all parts with the water.
- d) Sanitize by spraying with 200ppm sanitizing solution.
- e) Allow a contact time of at least 60 seconds and allow them to air dry.

5. Completely wipe down the interior of the refrigerator or freezer:

- a) Fill a bucket with hot, soapy water.
- b) Wash the interior surfaces of the refrigerator and freezer with hot soapy water, then rinse.
- c) Avoid abrasives, solvents, or any cleaning agent that could damage the interior finishes or leave a chemical taste on foods. Follow manufacturer's instructions.
- d) Baking soda and water is a good choice for cleaning encrusted areas, and for use if odors exist.

6. Disinfect with a sanitizer:

- a) Bacteria and mold can accumulate in a fridge over time, so it's important to disinfect surfaces with a sanitizer.
- b) Spray sanitizing solution onto refrigerator doors, walls, drawers and shelves and wipe with paper towels to ensure all surfaces are covered.
- c) Allow contact for 60 seconds and air dry.

7. Vacuum the condenser and coils

- a) Dust and debris saps the power being generated in your refrigeration unit's condenser and refrigeration coils by clogging air intake.
- b) Remove the protective grill (found either on the top or bottom of your unit).
- c) Carefully wipe off dust, grease and gunk from the covers that protect the condenser.
- d) Use a vacuum to suck up all the debris, and reinstall the grill.

8. Door Gaskets:

- a) Inspect the doors gaskets/seals on a regular bases to ensure they seals are functioning well. A door that doesn't seal will allow warm air to enter causing a buildup of condensation as well as make it difficult to cool the cabinet and cause temperature increases.
- b) Clean gaskets/seals by wiping down with a cloth and hot soapy water and rinse.
- c) If there are any tears ensure to replace as soon as possible to prevent possible damage to the compressor.
- d) If damaged the gasket should need to be replaced quickly to prevent any damage to the door or over-exertion of the condenser. If they are not repairable the fridge will need to be replaced eventually because it will be unable to hold its temperature.

9. Clean under and on top of the refrigerator or freezer:

- a) Keeping the area around your refrigeration units clean is just as important as cleaning the units themselves.
- b) If the unit is movable, pull them away from the wall and thoroughly mop the floor under and around the fridge or freezer.
- c) Dust/wash the top of the unit, with hot soapy water and rinse.

10. Restock shelves the proper way:

- a) Once the refrigeration units are completely cleaned, plug them back in and wait for the proper temperature to be reached before restocking, 4°C for refrigerators and -18°C for freezers.
- b) Ensure proper food placement procedures are used when restocking, including keeping fruits and vegetables above raw meats to limit the possibility of cross-contamination. Always store ready-to eat foods such as fruits, vegetables, cheese, cold cuts, cooked foods in the refrigerator shelf above any raw meats. Store raw meats on the lower shelf to limit the possibility of cross-contamination or meat blood from dripping onto food. Always store food in covered containers or covered with food grade plastic wrap, etc. to protect from any potential contamination
- c) Label all opened products and leftovers to allow for tracking of product freshness.
- d) Color-coded bins can help to create a visual display for better organization of different ingredients.
- e) Coordinate food so that everything is easily visible when the fridge door is opened.
- f) Move older items to the front so they can be used first.

CLEAN-UP:

1. Empty any basins/pails used for washing.
2. Clean in sink with hot soapy water then rinse and sanitize.
3. Spray with 200ppm sanitizing solution and allow to air dry.
4. Place items back into storage.
5. Rinse any cleaning cloths and allow to air dry. Wash in the washing machine at the end of the day and transfer to the dryer. Fold and store once dry.
6. Ask the custodian to remove all discarded food from the garbage cans as soon as cleaning has been completed.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- Mb. Regulations 217/2006,
 - Part 2, Safe Work Procedures
 - Part 35, WHMIS
 - Part 36, Chemical Biological Substances
- Public Health Act; Regulations & Guidelines
- Industry standards