



<p>Team Name: Nutrition and Food Services</p> <p>Team Lead: Regional Manager Nutrition and Food Services</p> <p>Approved by: Regional Lead – Corporate Services & Chief Financial Officer</p>	<p>Reference Number: ORG.1912.PL.002</p> <p>Program Area: Support Services</p> <p>Policy Section: Nutrition and Food Services</p>
<p>Issue Date: March 23, 2015</p> <p>Review Date: June 4, 2020</p> <p>Revision Date: March 8, 2021</p>	<p>Subject: Storage of Food, Dry Goods and Chemical Supplies</p>

Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Storage of Food, Dry Goods and Chemical Supplies

PURPOSE:

To have a consistent regional process for Storage of Food, Dry Goods and Chemical Supplies

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients

Executive Limitation (EL-3) Treatment of Staff

POLICY:

Southern Health-Santé Sud (SH-SS) ensures that all Food Service Operations will make certain that all products received will be quickly stored under the proper conditions to maintain quality and prevent contamination.

DEFINITIONS:

Dry Foods – Foods not requiring refrigeration or frozen storage

Potentially Hazardous Foods – Any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish (clams, oysters, lobster, crab and shrimp), or any other ingredients, in a form capable of supporting growth of infectious and/or toxicogenic micro-organisms. This does not include foods, which have pH level of 4.6 or below, and foods, which have a water activity of 0.85 or less.

IMPORTANT POINTS TO CONSIDER:

- People who bring food in from outside the facility for residents/patients will follow the guidelines provided in ORG.1912.PL.003.SD.01 Bringing in Food From Home.
- All programs with food related activities and any non-food service employee handling or storing food supplies, will reference ORG.1912.PL.003.SD.01 Bringing in Food From Home.

PROCEDURE:

1. Stock should be rotated to ensure the food items are used on a First In First Out (FIFO) basis. Expiry dates are checked to ensure products are used in time to reduce waste and spoilage.
2. Each item has an assigned location in the storeroom, fridge or freezer.
3. All food items are stored on shelving no less than 6 inches off the floor, with enough room for proper air circulation.
4. Products that have not been used within 2 months should be evaluated for quality.
5. Access is controlled so that storage areas can be secured.
6. Chemical cleaning supplies are stored separately from food items in accordance with Workplace Hazardous Material Information System (WHMIS) Guidelines.

Storage of Potentially Hazardous Foods

- Meat and dairy products are placed in frozen or refrigerated storage immediately upon receipt.
- Meat that is placed in the refrigerator for thawing should be stored on the lowest shelf.

Dry Food Storage

- The dry storage room should be clean and tidy.
- Items should be held between 10°C-21°C (50°F-70°F) with a relative humidity of 50-55%.
- Food items should be stored in ventilated shelves or pallets no less than 6 inches off the floor.
- Foods taken out of their original package must be stored in clean, covered, labelled containers to prevent contamination or infestation of insects or vermin.
- All flammable dry goods such as cooking sprays, must be stored away from a heat source and in a metal cabinet or drawer that is in a locked area.

Chemical Storage

- All chemicals used in the kitchen must be stored in a locked storage area away from food items and follow Safe Storage Procedures developed by Southern Health-Santé Sud.
- All chemicals must be stored in properly labelled containers.
- A Safety Data Sheet (SDS) must be on site for each chemical product in accordance to WHMIS.

Refrigerated and Frozen Storage

- Fridge temperatures must be maintained at +4°C (+40°F) or lower, to ensure food quality and safety.
- Freezer temperatures must be maintained at -18°C (0°F) or lower, to ensure food quality and safety.

- Alternate holding location is required when temperatures are not maintained, to ensure food quality and safety.
- Products stored in original containers are clean and covered.
- Products removed from original packaging are stored in clean and covered containers labelled with item name and date.
- Prepared or partially prepared refrigerated foods:
 - Are stored separately from raw products
 - Are stored above raw foods or those being thawed for production
 - Are covered, labelled and dated

REFERENCES:

ORG.1912.PL.003.SD.01 - Bringing in Food from Home

Food Safety Code of Practice for Canada's Food Service Industry - Canadian Restaurant and Food Service Association, 2009 Edition.

FOODSAFE Level 1 Student Workbook – British Columbia FOODSAFE Secretariat, 6 Edition, 2016.