

## SAFE FOOD HANDLING AND HYGIENE RULES

1. Eliminate any food that is spoiled or contaminated and unfit for human consumption or whose safety (food safety) for human consumption is uncertain.
2. Fix a suitable expiry date on manufactured or packaged products.
3. Carry out an appropriate rotation of food.
4. Maintain equipment containing potentially hazardous foods at a temperature of 4 ° C or less or of 60 ° C or more.
5. Keep potentially hazardous foods served cold at a temperature of 4 ° C or less and those served hot at a temperature of 60 ° C or more.
6. Obtain food exclusively from recognized, approved and safe suppliers. Keep the necessary records and proof of purchase so as to demonstrate the origin of food.
7. Label foods with all the information necessary for their safe consumption. The information must be accurate and complete (common product name, list of ingredients in descending order, conservation mode, shelf life, use, weight, origin, name and address of the responsible party).
8. Perform activities of preparation, conditioning or processing of food products, as well as storage or any other operations so as to prevent the introduction of contaminants of any kind, to ensure product safety and to respect the regulations in force.
9. Thaw potentially hazardous foods according to recognized and safe methods.
10. Cook raw foods of animal or plant origin, at a safe internal cooking temperature and during the appropriate cooking time in order to ensure food safety.
11. Use preparation methods that prevent the survival and proliferation of pathogenic microorganisms and help reduce or eliminate them.
12. Cool potentially hazardous foods from 60 ° C to 4 ° C (internal temperature) in less than 6 hours, which should include cooling from 60 ° C to 21 ° C (internal temperature) in less than 2 hours.
13. Reheat potentially hazardous foods previously cooked and chilled, so that all parts reach a temperature of at least 63°C for 3 minutes (excluding heating in the microwave oven) or 74°C for 15 seconds in less than 2 hours.
14. Clean and sanitize utensils, work equipment and surfaces that come in direct or indirect contact with food using proper cleaning and sanitization products, tools or equipment approved for the food industry. Use accepted cleaning and sanitization methods and required dilutions.
15. Clean and sanitize utensils, equipment and surfaces that come in direct or indirect contact with food, as often as necessary, to prevent contamination. The frequency of cleaning and sanitization activities should be in accordance with the requirements prescribed by regulation and those recognized by the MAPAQ.
16. Wash hands and forearms with warm water and soap after handling raw foods and before handling ready to eat foods or surfaces that come in contact with food, before starting to work and every time there is a risk of contamination, especially after smoking, eating, drinking, and blowing your nose or having gone to the washroom or a contaminated area.

17. Ensure that all premises, areas or vehicles used for food preparation, have a sink with drinkable hot and cold running water, soap dispensers and disposable individual towels for hand washing and hygienic hand drying. The materials required for hand washing should be accessible and functional.
18. Ensure that all staff members engage in proper hygienic conduct agreeing to common sense and appropriate for the food industry. One must refrain from consuming food in product preparation or equipment washing area.
19. Control the access to the food preparation and storage areas. Organize the work of staff so as to minimize travel between different areas (travel from a contaminated area to a food preparation area).
20. Ensure that staff members have the required qualifications legally required for food handling.
21. Ensure that those involved in food preparation and the washing of material and equipment or in any other task related to food handling:
  - do not have an infected wound or sore that is not adequately covered,
  - do not suffer from a disease that can contaminate food or have symptoms such as diarrhea, nausea, vomiting or fever.
22. Ensure that employees involved in food preparation, the washing or cleaning of material and equipment:
  - wear clean clothes used exclusively for work, a clean head covering that completely covers the hair and beard covers, if necessary;
  - wear no jewelry or objects that could fall into food.
23. Keep the establishment and its equipment, utensils and packaging materials used for food preparation, packaging, storage, transportation, labeling and distribution of food clean.
24. Use materials, equipment, utensils and containers that are in good condition, designed, constructed, manufactured, maintained, dismantled, easy to clean and arranged to operate as intended in the food industry.
25. Ensure that all equipment, utensils and containers that come into direct contact with food are made of a material:
  - which cannot be altered by food;
  - that is impermeable and non-absorbent and is free of loose particles, roughening or cracks;
  - that cannot be corroded and that is resistant to washing, cleaning or sanitization.
26. Place garbage waste in clean and closed containers. Maintain a sufficient collection frequency to avoid any overflow.
27. Keep the premises and vehicles clean and properly laid out so as to prevent any physical, chemical or microbiological contamination of food.
28. Keep the premises or vehicles free of insects, vermin and all sorts of unauthorized animals or their excrement.
29. Supply the premises or vehicles with hot and cold running water (at least 60 ° C) in sufficient quantity to perform common tasks. When using water from a well, take the proper measures to ensure that the water is not contaminated.