

# 7 Simple Steps to Compliance

## Self-Inspection Checklist

### Food Protected From Contamination

- Cooked and ready-to-eat food items on shelves above raw food
- Food covered with lids or plastic wrap
- Utensils used to reduce direct hand contact with prepared food
- Water that is safe to drink used for food preparation
- Chemicals and pesticides are labelled and stored away from food and the food preparation area
- Food items stored at least 15 cm (6 inches) off the floor on shelves, racks or pallets

### Food Handler Hygiene and Practices

- Separate handwash basin in each food preparation, processing or manufacturing area
- Handwash basins provided with:
  - Hot and cold running water
  - Soap in a dispenser
  - Paper towels
- Handwash basins used only for hand washing and not for food preparation or dishwashing
- Hands are washed thoroughly before and after handling food
- Workers confine hair and wear clean outer garments

### Equipment & Utensil Sanitation and Storage

- Food-contact surfaces clean and in good condition
- Cracked utensils or deeply-grooved food-contact surfaces discarded and replaced.
- Utensils, dishes and equipment are washed either by hand using the two or three-compartment sink method (wash, rinse, sanitize) or in a mechanical dishwasher.
- Clean with detergent and water before sanitizing using a solution of 2 ml of household bleach per 1L water (100 ppm), or follow the manufacturer's directions for all other types of sanitizers

### Pest Control

- Premises free from pests
- Licensed pest control operator on contract

*Used with permission from Halton Region Health Department*

## Garbage and Waste Handling

- Solid and liquid waste are removed from the food preparation area on a daily basis or more often if necessary
- Waste stored in a sanitary manner
- Waste containers cleaned regularly
- Waste receptacles leak-proof, pest-proof, and non-absorbent with tight-fitting lids

## Temperature and Food Storage

- Cold food 4°C (40°F) or colder
- Refrigerator temperatures recorded
- Hot food 60°C (140°F) or hotter
- Freezers -18°C (0°F) or colder
- Accurate thermometers in
  - Refrigerators
  - Freezers
  - Hot holding units
- Probe thermometer provided
- Cooking temperatures verified with probe thermometer
- Calibrate thermometer at least weekly

## Premises Maintenance and Sanitation

- Surfaces clean
- Floors, walls and ceilings clean and in good repair
- Surfaces smooth, non-absorbent, and easy to clean
- Adequate lighting as per Ontario Building Code
- Adequate levels of ventilation
- Proper operation and maintenance of mechanical dishwasher and other equipment
- Washrooms and change rooms kept clean at all times and provided with:
  - Toilet paper
  - Garbage container
  - Hot and cold running water
  - Soap in a dispenser
  - Paper towels, a supply of clean single service towels or a hot air dryer

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Initials: \_\_\_\_\_