



THE K3 GROUP

FOOD SAFETY TRAINING MANUAL



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Welcome to The K3 Group

The K3 Group takes pride in serving safe and delicious food to our clients. Our clients may not be aware of the detailed attention that we place on food safety however, it is one of the most important factors with the K3 Group. We all share the responsibilities for ensuring that the food we serve is prepared in the safest manner possible. We take pride in everything we do and our food safety expectations and ensuring our client safety is of the utmost importance.

Why Food Safety Procedures are Important

According to the Center for Disease Control, it is estimated that each year in the United States alone there are 76 million cases of foodborne illness resulting in 325,000 hospitalizations and 5,000 deaths.

To help prevent this, there are laws that govern food handling. This manual is designed to cover some of the practices that if done improperly could result in a client becoming sick.

The K3 Group uses a systems based approach to food safety often called a HACCP (Hazard Analysis and Critical Control Point) plan. This means we have set procedures on how to perform the tasks that take place in all our camp locations from receiving food, to preparation, to how we serve food to our clients.

Foodborne Illness

Understanding how foodborne illness occurs is critical to understand so we can make sure and prevent it from happening. There are three main types of illness: Physical; Chemical; and Biological.

Physical foodborne illness is caused by when a foreign object enters the food and the client eats it. AN example would be a pushpin falling out of a corkboard and entering the food. The customer may bite down on the pin and break a tooth or cut their mouth.

Chemical foodborne illness occurs when a chemical enters the food and a customer ingests it. We need chemicals for cleaning and sanitizing of our establishment, but we need to be careful to keep them separated from the food we serve. An example of a chemical foodborne illness may be an employee forgets to label a spray bottle containing yellow liquid (degreaser). Another employee gets the spray bottle believing it is olive oil and begins to spray it on the pasta when it is done cooking. The client now gets pasta with degreaser to eat resulting in the person becoming ill.

The third type of foodborne illness is the most common – Biological. This can be further broken down into three more subcategories: Viruses; Foodborne Intoxications; and Foodborne Infections. Viruses are pieces of DNA that can multiply within a living organism such as Hepatitis A. Foodborne intoxications involve a bacteria growing outside of a human and producing a toxin. The human then eats the toxin and becomes ill normally within a matter of hours. Foodborne infections involve a human eating the bacteria and then the bacteria produce a toxin within the person causing illness.

Personal Hygiene

Good personal hygiene practices are an essential part of providing safe food to our customers. Among these hygiene practices, the most important is hand washing. Employees must wash their hands and forearms using the following procedures:



- First, moisten hands with hot water and apply hand soap.
- Second, vigorously rub hands together scrubbing between your fingers, under your fingernails, your forearms, and the back of your hands. You must continue scrubbing at least 20 seconds. It is the hand soap combined with the scrubbing action that removes the dirt and germs from your hands.
- Third, you must completely rinse your hands under running water and dry them with a disposable towel.

You must be aware of what your hands are touching at all times. You should recognize when your hands become contaminated and wash them to keep from passing the contamination on the food you are preparing and serving. It is always necessary to wash your hands:

- When you first arrive to work;
- Prior to handling food, utensils and single service articles;
- Before putting on gloves to handle ready-to-eat foods and between glove changes;
- Before and after handling or touching any raw foods such as raw meats; chicken, and eggs.
- After using the bathroom;
- After touching any part of your body or uniform;
- After handling dirty equipment, dishes or utensils;
- After taking a break;
- After any other activity that may contaminate your hands such as washing dishes, sweeping the floor, taking out the trash, eating or drinking, coughing, or sneezing.

You must wash your hands in an approved, designated hand sink. Sinks used to wash dishes or prepare food are not approved for hand washing. The hand wash sink must always be accessible and have an adequate supply of hot water, hand soap, and paper towels.

If you work with food you must always be clean and in good health; you must bathe daily and wear clean cloths. You must not report to your work shift if you are sick, especially if you have symptoms of diarrhea, vomiting, fever, or if you have any discharge from your nose or eyes. You should notify your immediate supervisor when you are sick and certain illnesses will require you to stay in your room and not report to your shift. You must see the on-site medic and receive a note to return to work with no restrictions prior to reporting back to your shift. You must have fingernails that are cut and maintained and will not have painted or fake fingernails, or acrylic nails. All jewelry must be removed prior to handling food except for a simple wedding band. While working with open food you must never eat, have open drinking containers, or smoke in food preparation or food storage areas. All personal items will be left in your room. Cellular phones will not be touched or viewed while on shift or in food production areas.

Direct bare hand contact with ready-to-eat foods is prohibited. Ready-to-eat foods are those that will not be subjected to further cooking or heating to destroy bacteria; these may include, sandwiches, cut fruit, bread, tortillas, salads, or any cooked food. In order to handle ready-to-eat foods, you can use utensils, tongs, scoops, or wax paper. In situations where it becomes necessary to touch the food with your hands, you must always wear disposable, non-latex gloves. Even though you may use gloves to handle food with your hands, you must wash your hands prior to putting on the gloves and change the gloves when they become contaminated, as in all of the situations previously mentioned. **You must wash your hands each time you change your gloves or contaminate the gloves.**

1. What are the steps of hand washing?
 - A. Apply soap to your hands, rub your hands together for 20 seconds, rinse your hands, dry your hands with a disposable paper towel, and turn off the faucet with the same paper towel used to dry your hands.
 - B. Apply soap to your hands, rub your hands together for 1 minute, rinse your hands, and dry your hands with a clean cloth.
 - C. Rinse your hands under hot water for 20 seconds, dry your hands with a disposable paper towel, and turn off the faucet with the same paper towel.
 - D. Immerse your hands in a solution of water and chlorine for at least 30 seconds and dry your hands with a disposable paper towel.
2. When must you wash your hands?
 - A. At least every 30 minutes?
 - B. When your supervisor tells you.
 - C. When clients can see your hands.
 - D. Each time your hands become contaminated.
3. Where must you wash your hands?
 - A. In any sink that is free and accessible.
 - B. Only in an authorized and designated hand wash sink.
 - C. In the authorized hand sink or in the dish wash sink if the hand sink is not working or available.
 - D. In the hand sanitizer bucket.
4. What should you do if the gloves you are using to handle food become contaminated?
 - A. Remove the gloves; store them in a clean place, wash your hands, and put the gloves back on.
 - B. Remove the gloves, throw the gloves away, and put on new gloves.
 - C. Remove the gloves, handle the food with your bare hands but only if they are clean, and put the gloves back on when you have time.
5. Where or when can you smoke or eat in the establishment?
 - A. You can smoke and eat in any area of the establishment but only when the food is covered and stored.
 - B. You can never smoke or eat in the kitchen or in areas where food is prepared or stored.
 - C. You can eat in the kitchen but not smoke.
 - D. You can eat in the kitchen but only during a break or lunch.
6. Are you allowed to work if you have a contagious illness?
 - A. Yes.
 - B. It depends on the type of contagious illness you have.
 - C. Never.
 - D. If no one can tell you are sick.

(1) A;(2) D;(3) B;(4) C;(5) B;(6) C

Cleaning and Sanitizing

Maintaining the kitchen scrupulously clean is vital to food safety. You should recognize that even surfaces that appear clean might still have harmful germs that you cannot see. Only by cleaning and sanitizing equipment, dishes, and surfaces that come into direct contact with food, can we eliminate and destroy these invisible germs.

There is a difference between washing and sanitizing. Washing removes visible soil and contamination and sanitizing kills and reduces the number of harmful bacteria that you cannot see. You are required to both wash and sanitize every surface that comes into contact with food to assure that they are completely free from any contamination.

Wiping cloths for cleaning and sanitizing must be available in every work area for equipment such as meat slicers, counters, food preparation tables, cutting boards, and utensils. Always wash, rinse, and sanitize these surfaces before and after they have come into contact with food. Also, because bacteria grow and multiply in moist environments, moist wiping cloths must be stored in a bucket of water and sanitizer when they are not in use. This sanitizing solution must be changed frequently; food debris uses up the sanitizer quickly.

It is important that the disinfectant be at the proper concentration to ensure that the germs are destroyed, and that the solution is not dangerous. The only sure way to measure the concentration is with a paper strip. The white paper test strips will change to a medium blue if the chlorine is at the correct concentration – between 50 and 100 parts per million. If you use other types of disinfectants, such as quaternary ammonia or iodine, the appropriate test strips for these products must be used according to the manufacturer's instructions. The concentration must be tested regularly.

The same principles of washing and rinsing apply when washing dishes by hand in a three-compartment sink. Before starting you must clean each sink compartment and drain board. Then pre-scrape the dishes to remove excess food. Now you can begin the three-step process:

- In the first compartment, thoroughly wash the dishes with detergent and hot water.
- In the second, rinse the dishes in clean hot water to remove the soap. (Mixing detergent with sanitizer can prevent the disinfectant from eliminating the germs)
- Third, the dishes must be sanitized in a solution of sanitizer and room temperature water. You must ensure that the sanitizer is at the adequate concentration by using the appropriate chemical test strips. The dishes should remain completely immersed in the solution for at least 30 seconds.

After cleaning and sanitizing it is necessary to let the dishes air dry on the drain board rack. Once dry you should store them in a clean place where they will be protected from contamination.

1. What are the steps for washing dishes by hand?
 - A. Scrape off excess food, wash with soap and hot water, rinse with hot water, sanitize, and air dry.
 - B. Scrape off excess food, rinse with hot water, wash with soap and hot water, sanitize and air dry.
 - C. Scrape off excess food, wash with soap and hot water, sanitize, air dry.
 - D. Scrape off the excess food, wash with soap and hot water, rinse with hot water, air dry, and sanitize.

2. The Chlorine in the solution used to sanitize food contact surfaces must be at what concentration?
 - A. You must use a capful of chlorine for every gallon of water.
 - B. The concentration of chlorine is not important.
 - C. The concentration must be between and parts per million, which can be measured with a chlorine paper test strip.
 - D. The concentration must be at 200 parts per million, which can be measured with a chlorine paper test strip.

3. What is the difference between washing and sanitizing?
 - A. There is no difference.
 - B. Washing makes things look clean and sanitizing makes them smell good.
 - C. Washing removes contamination and sanitizing whitens.
 - D. Washing removes contamination and sanitizing destroys microorganisms.

4. What are some of the critical food contact surfaces that must always be washed and sanitized?
 - A. Bathrooms, floors, and walls in the kitchens.
 - B. Break room, the surface of the griddle, and dining room tables.
 - C. Cutting boards, knives, utensils, and equipment.
 - D. Floor of the service area, the outside of equipment and display cases, and counters.

(1) A; (2) C; (3) D; (4) C

Cross-Contamination and Food Storage

Cross-contamination occurs when harmful germs from raw foods or contaminates surfaces are passed onto the food. This transfer of germs may occur in any of the following situations:

- When hands that have touched raw food touch foods that are ready to eat.
- When raw or contaminated food touch foods that are ready to eat.
- When a ready to eat food comes into contact with surfaces that were not properly washed and sanitized after having been in contact with a raw food. Food contact surfaces include cutting boards, knives, utensils, and food preparation tables.
- When dirty wiping cloths or wiping cloths contaminated with raw foods are used on surfaces that come into contact with ready to eat foods.

You can prevent cross-contamination by washing and sanitizing every utensil, cutting board, food preparation table, and work area before and after coming in contact with food. Use the cleaning methods previously mentioned and adequately wash your hands, especially after handling raw foods.



In addition, always store raw meats, eggs, poultry, and fish containers and store them below 40°F, on the lowest shelves, below ready to eat foods, and label all open packages or food containers. Finally, all foods must be stored at least six inches above the floor at all times. At no time can food, or food boxes be stored directly on the floor.

1. How must raw animal foods be stored in the refrigerator?
 - A. On the floor of the walk-in cooler away from other foods.
 - B. In containers stored on the lowest shelves of the refrigerator.
 - C. Raw shell eggs can be stored with cooked food and the other raw products on the lowest shelves.
 - D. All food products that are going to be cooked or reheated and raw foods can be stored together in the walk-in cooler.

2. What must you use to sanitize equipment, tables, and other work surfaces that come into direct contact with the food?
 - A. It is not necessary to sanitize things that cannot be completely submerged in the dish sink compartment.
 - B. You must use a wiping cloth that has been soaked in a solution of water and an approved sanitizer.
 - C. You must use a wiping cloth that has been soaked in a solution of water, soap, and chlorine.
 - D. You must use a wiping cloth with chlorine but only at the end of the workday when all of the food is put away.

(1) C; (2) B

Food Storage Limits

Foods should always be used in the same order in which they are received. All arriving food products should be marked with a date, so you know which inventory to use first.

In addition, any ready-to-eat potentially hazardous food (see definition below) must be marked with a discard date at the time of opening and preparation. The food must be discarded 4 days after the food was prepared or opened and must be refrigerated at 40 °F or less.

1. How long can a ready-to eat potentially hazardous food be stored in the refrigerator once it has been opened or prepared?
 - A. For four days if the food has been maintained below 41°F the entire time.
 - B. For seven days but only if the food tastes, smells or looks bad.
 - C. For 14 days if the food has been below 32°F the entire time.
 - D. If you follow the rule to use foods in the same order they are received, the food can be stored for an indefinite amount of time.

(1) A

Approved Foods

Any foods served in your establishment must come from an approved source. Foods made at your home are not to be served in any of our camp locations. All packaged foods must carry a label or seal on the package that indicates the name of the processor or distributor, the name of the food, and the ingredients.

All food arriving at our locations and being received must be free of spoilage. Canned foods must have an intact seal and be reported if swollen or damaged to the supervisor. Foods must be inventoried, and temperatures taken, if foods are damaged or out of temperature it must be noted on the receiving log and the supervisor notified.

1. Which of the following foods would be approved for use in our camp locations?
 - A. Any foods made at home and brought in during work my work shift.
 - B. Potentially hazardous foods that arrive at our camp locations and are at room temperature.
 - C. Any food that is from an approved source, properly labeled, and in proper condition.
 - D. Any meat product that is packaged and labeled but does not have a valid mark of inspection.

(1) C

Toxic Chemicals and Pest Control

All chemicals, lotions, detergents, medicines, sanitizers, and cleaners must be stores away from food, utensils, and food preparation areas. Any chemical product that is not on its original container must be clearly labeled as follows:

Labels for a hazardous chemical must contain the below information whenever transferring from an original container to any other container (example: spray bottle):

- Name, Address and Telephone Number • Product Identifier • Signal Word • Hazard Statement(s)
- Precautionary Statement(s) • Pictogram(s)

SAMPLE LABEL

<p>CODE _____ Product Name _____</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p>	} Product Identifier	<p style="text-align: center;">Hazard Pictograms</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">Signal Word Danger</p>	} Hazard Statements
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon Dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	} Precautionary Statements	<p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p style="text-align: center;">Supplemental Information</p> <p>Directions for Use _____ _____ _____</p> <p>Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>	} Hazard Statements

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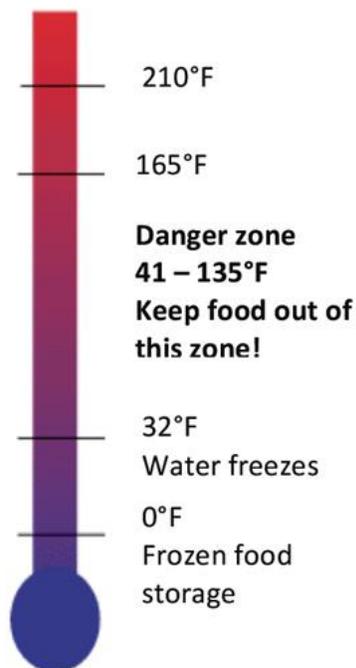
Pesticides and pesticide equipment cannot be present or stored in a food establishment. Applying any pesticide is strictly prohibited unless it is done by a professional, licensed pest control applicator. Pesticides should only be used as a last resort, after every available preventative measure has been taken. The best way to control any pest is to keep the kitchen and garbage areas clean, and to eliminate hiding places. If you must utilize pest control, you must contact the Operations Manager and there will be a Task Hazard Report that is created that will be signed off on by the Chief Operating Officer and the HSE Manager before proceeding with such measures.

1. What is the best way to get rid of roaches?
 - A. Use a powder pesticide instead of a spray.
 - B. Leave the lights on all the time, even when the kitchen is closed.
 - C. Seal areas where the roaches can hide and keep the kitchen and garbage areas clean.
 - D. Smash them with your food or a heavy object.

2. Where must you store chemicals such as cleaner and sanitizer?
 - A. At least 6 inches above the floor.
 - B. With equipment and clean utensils.
 - C. Away from any food or clean equipment and utensils.
 - D. On the shelf above food and utensils.

(1) C; (2) C

Food Temperatures



Temperature control of food is vital to keeping bacteria growth at a minimum. A great number of food-related health risks come from improper holding times and temperature. Keeping foods out of its “danger zone” will limit the chances of bacteria multiplying. The danger zone for food is between 41°F and 135°F with cold foods being kept at 41°F or below, and hot foods being kept at 135°F and above. Practices and equipment must be put into place to ensure that food is stored at the proper temperature, cooked thoroughly, kept hot until served and thawed under refrigeration. These measures will ensure that while the food is being thawed, cooked and heated it will spend as little time as possible in the danger zone. Refrigerated storage should maintain temperatures at 41°F or below, be cleaned regularly, have open shelving, and house properly covered food.

Temperature control of perishable foods, and cold chain management, is critical to minimize the potential growth of foodborne pathogens.

Temperature requirements for storage of frozen foods and for thawing and cooling of foods are as follows:

Frozen Foods

1. Stored frozen foods shall be maintained frozen, ideally at 0°F.

Thawing

2. Frozen potentially hazardous foods shall be thawed:
 - A. Under refrigeration that maintains the food temperature at 41°F or less; or
 - B. Completely submerged under running water:
 - i. At a water temperature of 70°F or below,
 - ii. With sufficient water velocity to agitate and float off loose particles in an overflow, and
 - iii. For a period of time that does not allow thawed portions of ready-to-eat food to rise above 41°F, or
 - iv. For a period of time that does not allow thawed portions to be above 41°F (5°C), for more than 4 hours including:
 1. The time the food is exposed to the running water and the time needed for preparation for cooking, or
 2. The time it takes under refrigeration to lower the food temperature to 41°F;
 - C. As part of a cooking process if the food that is frozen is thawed in a microwave oven and immediately transferred to conventional cooking equipment with no interruption in the process; or

Cooking

Cooking temperatures must be validated with a calibrated thermometer. Minimum internal temperatures of product, measured throughout, should be as follows:

<u>Category</u>	<u>Food Example</u>	<u>Temperature (°F)</u>	<u>Rest Time</u>
Ground Meat & Meat Mixtures	Beef, Pork, Veal, Lamb	155	None
	Turkey, Chicken	165	None
Fresh Beef, Veal, Lamb	Steaks, roasts, chops*	145*	3 minutes*
Poultry	Chicken & Turkey, whole	165	None

	Poultry breasts, roasts	165	None
	Poultry thighs, legs, wings	175	None
	Duck & Goose	165	None
	Stuffing (<i>cooked alone or in bird</i>)	165	None
Pork and Ham	Fresh pork	145	3 minutes
	Fresh ham (raw)	145	3 minutes
	Precooked ham (to reheat)	140	None
Eggs/Egg Dishes	Eggs	Cook until yolk and white are firm	None
	Egg dishes	160	None
Leftovers & Casseroles	Leftovers	165	None
	Casseroles	165	None
Seafood	Fin Fish	145 or until flesh is opaque and separates easily with fork	None
	Shrimp, lobster, and crabs	Cook until flesh is pearly and opaque.	None
	Clams, oysters, and mussels	Cook until shells open during cooking.	None
	Scallops	Cook until flesh is milky white or opaque and firm.	None

*Note: Whole meats, including beef, corned beef, lamb, pork, and cured pork roasts such as ham, can also be cooked according to a chart with varying times and temperatures, in accordance with guidelines of the 2013 FDA Food Code. This may allow for lower cooking temperatures, but for longer holding times (for example 112 minutes at 130°F or 18 minutes at 138°F.

Cooling

- Cooked potentially hazardous foods shall be cooled:
 - A. Within 2 hours from 135°F to 70°F; and
 - B. Within a total of 6 hours from 135°F to 41°F or less.
- Potentially hazardous foods shall be cooled within 4 hours to 41°F or less if prepared from ingredients at ambient temperature, such as reconstituted foods and canned tuna.
- Raw eggs shall be immediately placed in refrigerated equipment that maintains an ambient air temperature of 45°F or less.
- Cooling shall be accomplished in accordance with the time and temperature criteria specified above by using one or more of the following methods based on the type of food being cooled:
 - A. Placing the food in shallow pans;
 - B. Separating the food into smaller or thinner portions;
 - C. Using rapid cooling equipment;
 - D. Stirring the food in a container placed in an ice water bath;
 - E. Using containers that facilitate heat transfer;
 - F. Adding ice as an ingredient; or
 - G. Other effective methods.
- When placed in cooling or cold holding equipment, food containers in which food is being cooled shall be:
 - A. Arranged in the equipment to provide maximum heat transfer through the container walls; and
 - B. Loosely covered, or uncovered, if protected from overhead contamination during the cooling period to facilitate heat transfer from the surface of the food.

Thermometer Calibration

Improper cooling of hot food is a significant cause of foodborne illness. Cooked potentially hazardous foods should be cooled “rapidly”, i.e., from 135°F to 70°F in two hours or less, and then to be cooled to 41°F or less within four additional hours. Procedures that are critical to food safety (critical control points), such as cooling, should be tested and verified and then monitored to ensure that they work properly. Monitoring involves measuring time and temperature during the cooling process on a routine basis. Thermometers used to measure food temperatures should be calibrated as necessary to ensure their accuracy, and temperature data points should be recorded so that managers can verify that cooling processes are cooling effectively.

Thermometers that are designated for measuring cooking and cooling should be calibrated initially, and then regularly thereafter, to ensure that accuracy of measurement is maintained. Calibrations should include both the instrument and any interchangeable probes used with that instrument. Each piece should be separately identified in the calibration records with serial numbers or agency equipment

numbers. The thermometer should be calibrated against a thermometer which has been certified by the National Institute of Standards and Technology (NIST). Proper calibration documentation is essential.

Thermometers need to be calibrated at both freezing temperatures:

- For freezing temperatures, ice should be crushed, packed into an insulated container, and stirred with cold water into very thick slurry. The thermometer sensor should be placed at the very center of the container to a depth of at least 50 mm (2 inches) and should be frequently agitated. The temperature should be noted when the temperature has stabilized after 3 minutes and should be $\pm 2^{\circ}\text{F}$ from 32°F , or between 30°F and 34°F .

Adjustments to thermometers may be possible to bring them back into calibration. Some are not adjustable and must be replaced if not accurate.

Thermometers must be cleaned and sanitized between use.

1. Hot, cooked potentially hazardous food must be maintained above what temperature?
 - A. Above 130°F at all times.
 - B. Between 41°F and 130°F at all times.
 - C. Above 41°F at all times.
 - D. At any temperature if the food is already completely cooked.
2. Cold potentially hazardous food must be maintained at what temperature?
 - A. Below 41°F at all times.
 - B. Between 41°F and 130°F at all times
 - C. Above 41°F at all times.
 - D. At any temperature if the food is packaged and from an approved processor.
3. Why must potentially hazardous food be kept out of temperature danger zone?
 - A. To prevent altering the smell and color of the food.
 - B. To prevent the bacteria from growing and multiplying.
 - C. To prevent frozen foods from thawing.
 - D. Because customers like to eat foods that are either very hot or very cold.
4. Raw chicken must be cooked to what temperature?
 - A. Greater than 130°F
 - B. Greater than 145°F
 - C. Greater than 155°F
 - D. Greater than 165°F
5. What is the proper procedure for cooling food?
 - A. Leave the food at room temperature for 2 hours and then store it in the walk-in cooler.
 - B. Always cool the food in the same container in which it was cooked.
 - C. The methods you use to cool the food are not important so long as the food is reheated to above 165°F .
 - D. The food should be cooled in uncovered, shallow containers inside the walk-in cooler.

(1) A; (2) A; (3) B; (4) D; (5) D

Emergencies

You need to understand and know how to respond to emergency situations. For example: If you or a co-worker has a near miss, injury, incident, a fire breaks out, a sewer or waste system backs up in the drains, if the water supply is cut off or damaged, you must notify your direct supervisor and follow the Incident Notification Plan. For any injury or fire, always seek emergency services immediately.

If a piece of equipment that you rely on to keep foods hot or cold fails, you must act quickly. If possible, shift food into an alternate refrigerator or warming unit. If you are unsure how long a refrigerator or freezer has been malfunctioning, take the temperature of foods inside the unit using a metal stem thermometer. If the food is above 45°F degrees, discard it. If frozen food has thawed, do not refreeze it, and discard it if the temperatures exceed 45°F.

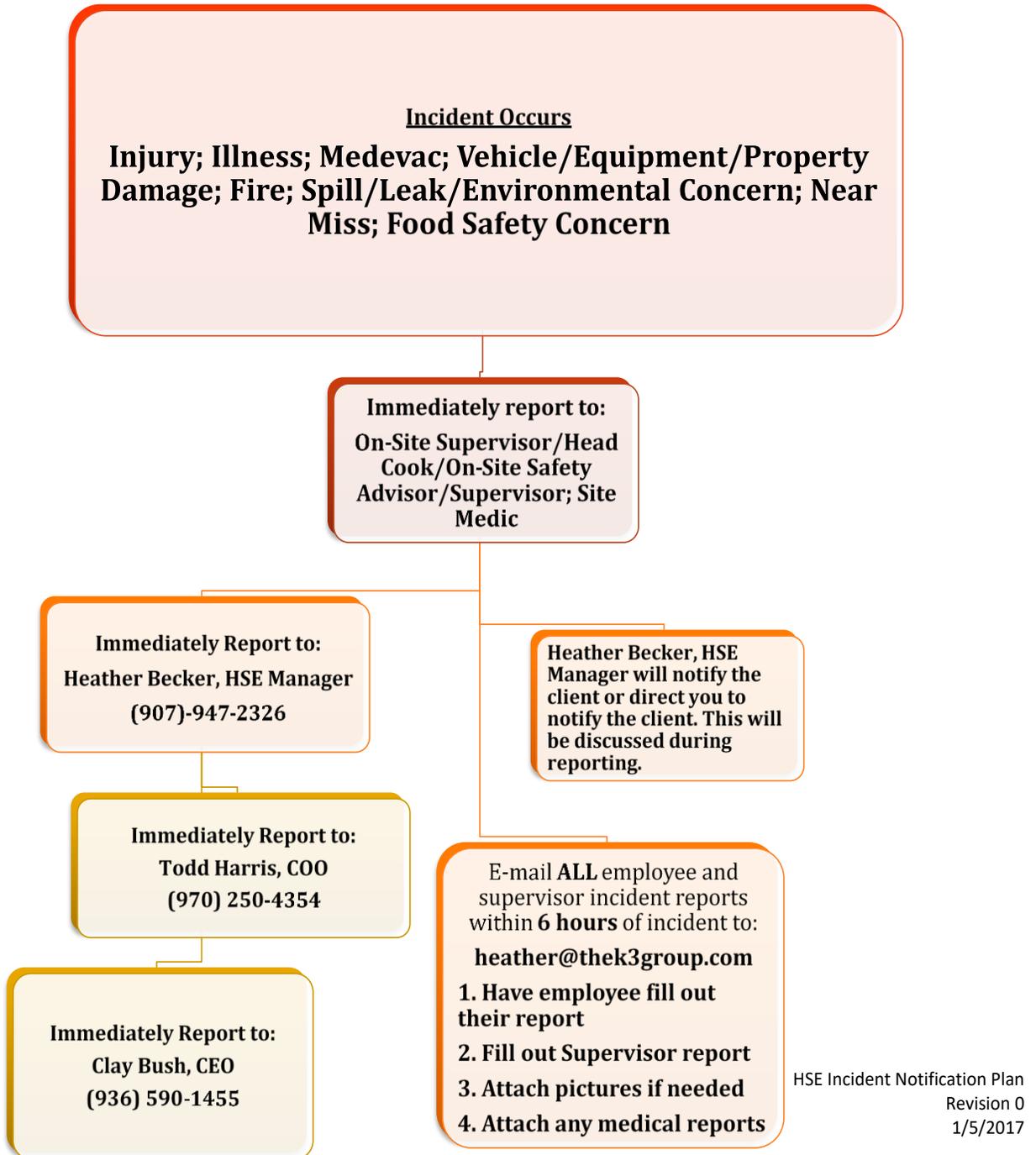
If you are unsure how to respond to any situation, see your immediate supervisor and follow the incident notification plan; attached.





THE K3 GROUP

Incident Notification Plan



HSE Incident Notification Plan
Revision 0
1/5/2017

