

A GUIDE TO OPENING A FOOD PREMISES

Introduction

Everyone who intends to operate a food premises must notify the health unit where their business will be located.

The protection of food is an important part in the operation of a food service business. It is estimated that approximately two million cases of food borne illnesses occur per year in Canada. Operating a safe, sanitary food premises can help to prevent these illnesses from occurring.

A well-run operation reduces both food wastes and the risk of negative publicity. It also attracts customers.

Before you open your food premises, Public Health Inspectors are available to assist you even at the early stages when you are perhaps just thinking of purchasing/leasing or renovating an establishment. Through the required review of your facility plans and proposed menu we can help ensure that your equipment, refrigeration, sanitary facilities – to mention a few, are sufficient for your needs. Proper equipment and layout ensures a well run, economically viable operation that protects the public's health. We can help by providing information and advice to you and your staff during inspections of your facility. We also provide food handler training seminars. Inspections and training programs are in place to help prevent problems from occurring within your food premises. You and the Public Health Inspector share a common goal - **TO SERVE SAFE, QUALITY FOOD TO THE PUBLIC.**

The purpose of this guide is to provide information on what is required to operate a food premises, and on the services provided by the Health Protection Department.

Food Premises Regulations

Operating a food premises in Ontario falls under Regulation 562 of the Health Protection and Promotion Act. Public Health Inspectors conduct inspections of premises serving food to the public under this act and its regulations. This regulation can be accessed at www.e-laws.gov.on.ca or you may contact the Ontario Government bookstore at 1-888-668-9938 for a copy.

Planning

Plans and specifications to establish, build, change a food premises, or significantly renovate, require approval by a Public Health Inspector.

The layout of your establishment is important for good sanitation. Poorly arranged equipment may create health hazards and affect the economic viability of your operation.

Good planning should allow for the smooth and orderly flow of work from receiving to serving and the return of soiled dishes and utensils to the dishwashing area. The design, construction and installation of food service equipment are important to the sanitary operation of a food premise.

Ensuring that your kitchen area is of sufficient size and that sufficient sinks for preparing food and other tasks are available.

Some food equipment suppliers and architects will advise and assist you in preparing plans and developing layouts. Public Health Inspectors can also provide assistance.

Property Site Plan

Provide a site plan showing the location, civic address, and lot and concession (if applicable) of your proposed establishment. In the plan, indicate the following:

- Source of Water – if a well water supply, show the location of the well on your plan. If connected to a municipal or community supply, please indicate.
- Location of sewage disposal system – if a sewage disposal system exists, show the location of the system on your plan. If connected to a municipal or private collection system, please indicate.
- Garbage Storage – show location of garbage storage area, grease storage receptacle and recyclables.
- Parking – show parking areas and driveways.

REMEMBER

Approval of plans by the Public Health Inspector does not mean that zoning, building, or other requirements by other authorities have been met.

Water Supply

- You must be able to provide an adequate supply of hot and cold water under pressure.
- The water supply must be potable (safe to drink).
- If your water supply is not a municipal supply you may fall under the Small Drinking Water System, Regulation 319 and must comply fully.

Sewage Disposal

- The Part VIII Building Official at the Leeds, Grenville and Lanark District Health Unit must approve all sewage disposal systems. Areas not covered by the Leeds, Grenville and Lanark District Health Unit include Rideau Lakes, Westport and Tay Valley. Individuals residing in these areas should contact their township office.

Garbage Disposal

Describe your method of garbage disposal and ensure that you provide:

- Sufficient, suitable enclosed areas for storage of garbage, grease and recyclables.
- Sufficient outdoor garbage receptacles, especially if providing “take out” service.

Landscaping

- Plan parking areas and driveways so they will not interfere with sewage disposal systems and well water supplies.
- Provide for dust control in unpaved areas.

Building Plan

A plan must be submitted (preferably to scale) of your facility showing the location of all rooms within the facility. This includes food preparation, storage, service areas, washrooms, and locker areas.

Layout of Facility

- Produce a diagram of all rooms. See example on page 5.
- Plan a good flow pattern for handling foods from receiving through to the serving of foods.
- Ensure adequate refrigeration and storage space to handle the volume of foods expected.
- Ensure adequate separation between dirty/clean dishes, and raw/ cooked or ready-to-eat foods.
- Living quarters must be completely separate from any room where food is prepared, served or stored.
- Provide conveniently located hand wash sinks in food preparation areas.
- Additional hand wash sinks may be required in bar areas or wait stations. Consult a Public Health Inspector.
- Ensure sinks for food preparation, are considered and located appropriately.

Sanitary Facilities

- Your local Building Inspector determines the number of washrooms required within your facility.
- All hand wash sinks must have a supply of hot and cold running water, liquid hand soap and paper towels.

Floors, Walls and Ceilings

- Describe the type of finish you plan to use on the floors, walls and ceilings throughout your establishment.
- All finishes must be smooth, non-absorbent and easily cleanable in all areas where:
 - food is prepared, served or stored
 - utensils are washed
 - washrooms are located
- Base junctions where the wall and floor meet should be coved, for ease of cleaning.

Janitorial Facilities

- Every premise should have a utility sink for equipment such as floor mops.
- Adequate space is required for the storage of cleaners and cleaning equipment, and must be separate from food preparation and food storage areas.

Equipment Plan

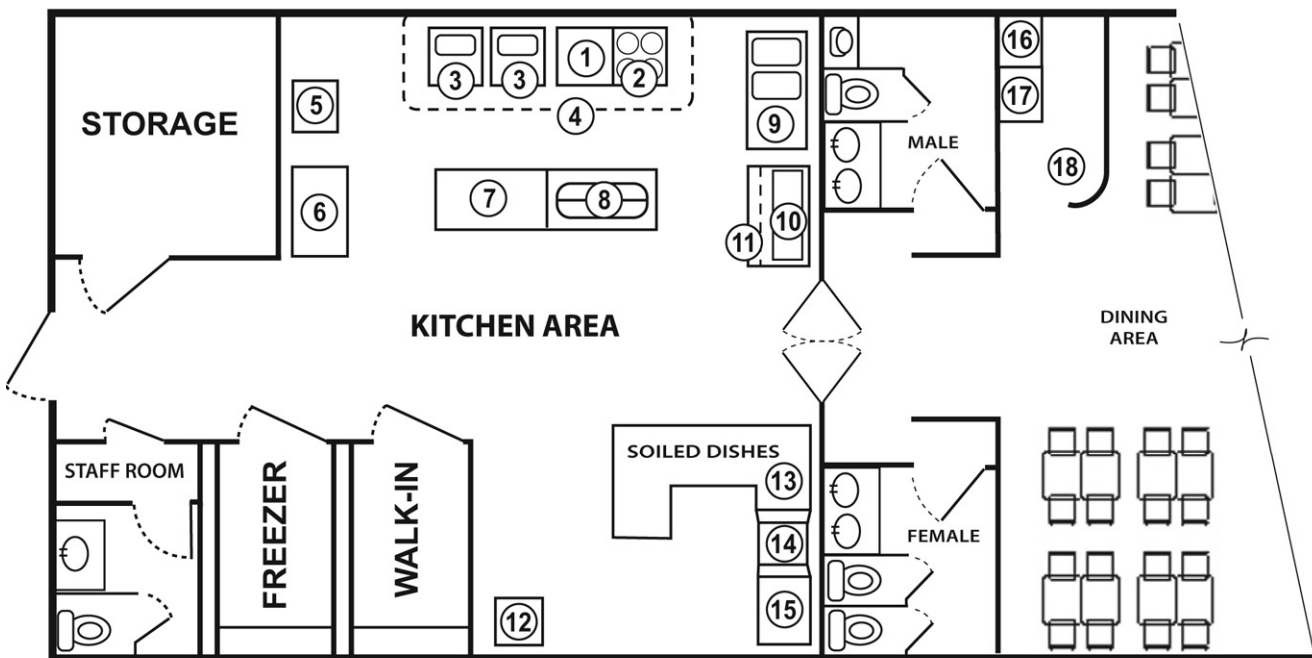
Show location of all equipment within the food premises:

- List all planned equipment.
- A three-compartment sink or commercial type dishwasher is required for dishwashing.
- Provide a sink large enough to clean your largest pots and/or pans.
- Arrange and install equipment to provide easy access for cleaning

EXAMPLE

Food Establishment Layout

EXAMPLE ONLY



SAMPLE EQUIPMENT LIST

- | | | |
|-------------------------|-------------------------------|----------------|
| ① Grill | ⑦ Work Table | ⑬ Pre-Wash |
| ② Range & Oven | ⑧ Pan Rack | ⑭ Dishwasher |
| ③ Friers | ⑨ Vegetable Sink | ⑮ Clean Dishes |
| ④ Canopy Hood | ⑩ Salad Table | ⑯ Coffee Maker |
| ⑤ Handwashing Sink | ⑪ Under Counter Refrigeration | ⑰ Hand Sink |
| ⑥ Reach-In Refrigerator | ⑫ Utility Sink | ⑱ Wait Station |

MENU

Provide a sample menu for your establishment. What you plan in your menu has an important impact on the layout of your facility and the equipment needed.

Your menu selection will determine:

- Type and number of refrigeration units needed.
- Type and number of freezer units.
- Hot holding equipment necessary for safe handling of foods to be served hot.

- Flow process of foods through your facility.
- Display units for ready-to-eat foods.

Please complete the “Notice of Intention to Operate a Food Premises” form once the required information is available and send to your nearest health unit office.

FOOD SAFETY TRAINING

Education of both food service employees and managers is probably the most effective method of obtaining compliance with the regulations. Training enables people to do their jobs well. It improves staff efficiency, gives them a sense of pride and promotes professionalism. While currently not mandatory, food service workers are strongly encouraged to attend an approved safe food handling course.

Food Handler Training topics includes:

- Role of the Board of Health
- Public health legislation and regulations
- Outline of food safety management principles (including HACCP)
- Safe handling, preparation, storage (including basic microbiology, safe food supplies, adverse reactions to food, safe food preparation/storage).
- Food handler hygiene
- Food premises sanitation, design, maintenance
- Prevention of food allergies, incidents and response
- Food related issues arising from floods, fires, power outages or other situations that may affect food safety.

The Food Handler Training Program is provided by the Health Protection Department at the Leeds, Grenville and Lanark District Health Unit. Both comprehensive and review seminars are available. The seminar course is approximately 6 hours in duration. The review session is 1½ hours in duration. Each seminar requires an examination and provides certification as a Food Handler under the Ministry of Health Food Handler Training Protocol. The health unit regularly conducts food handler certification courses throughout the year. If students are unable to attend the day course, they may wish to consider a home study course. “In Good Hands” is a web based course that students may access through the internet. To become certified, an exam must be proctored by health unit staff.

Contact our office to find out when the next safe food handling course is being offered or to enquire about the home study course or check our website at www.healthunit.org.

OTHER AGENCIES

The Health Protection Department at the Leeds, Grenville and Lanark District Health Unit, has authority under the Health Protection and Promotion Act and the Ontario Building Code Act regarding regulations respecting both food premises and sewage disposal.

Operating a food premises may require approvals and permits from other provincial and municipal departments and agencies. The following are some sources you should consult when planning a food premises. This list should not be considered complete and is provided only as a guide.

- Municipal, town or city building Inspectors for building permits
- Municipal, town or city zoning departments for zoning by-laws
- Fire Marshall's Office
- Liquor License Board of Ontario
- Ontario Hydro re electrical permits

Additional legislation that may apply to your food premises could include:

- Ontario Fire Code (Municipal Fire Department)
- Ontario Building Code (Municipal Building Department)
- Local Municipal by-laws (e.g. garbage areas, zoning)
- Alcohol Licensing/Liquor Licence Act
- Smoke-Free Ontario Act
- Small Drinking Water System Regulation (HPPA Ontario Regulation 319)

HEALTH UNIT OFFICE LOCATIONS

Main Office

Brockville

458 Laurier Blvd.
Brockville, ON
K6V 7A3
Phone: (613) 345-5685

Branch Offices

Gananoque

375 William Street South
Suite 200
Gananoque, ON
K7G 1T2
Phone: (613) 382-4231

Kemptville

8 Asa Street, Unit 2, P.O. Box 343
Kemptville, ON
K0G 1J0
Phone: (613) 258-5941

Smiths Falls

25 Johnston Street
Smiths Falls, ON
K7A 0A4

Phone: (613) 283-2740

Head Office:
458 Laurier Blvd.
Brockville, Ontario
K6V 7A3
Tel: (613) 345-5685
Fax: (613) 345-2879



25 Johnston Street
Smiths Falls, Ontario
K7A 0A4
Tel: (613) 283-2740
Fax: (613) 283-1679

NOTICE OF INTENTION TO OPERATE A FOOD PREMISES

Business Name _____ Owner _____
Street No. (Lot, Conc.) _____ Corporation Name/Number _____
Municipality _____ Address _____
Telephone (B) _____ Fax _____ Town/City _____ P.C. _____

Agent – I hereby authorize _____ to act as my agent in this matter. Telephone _____

Organization
(Please one)

List Owners or Directors of Corporation

- Sole Proprietorship
 - Partnership
 - Corporation
1. _____ 3. _____
2. _____ 4. _____

Please indicate if:

New Premises Alteration Re-opening Temporary Permanent

Date of Opening _____ Water Source _____ No. of Certified Food Handlers _____
Months of Operation if not year round: _____ Sewage Disposal Type: _____ Proposed No. of Food Handlers _____
_____ to _____ Licensed by: L.L.B.O. (Y) (N) Proposed No. of Managers _____
Hours Open _____ to _____ Outdoor Patio (Y) (N) Total Seating _____

ATTACH THE FOLLOWING TO YOUR NOTICE

1. Property Site Plan
Building and Equipment Plan
2. Brief Description of Your Proposed Operation
3. Enclose a Menu

Dated this _____ day of _____ / _____.

Signature of Owner/Director

Health Unit Use Only
Hedgehog No. _____ Risk Rating _____
Reviewed by Public Health Inspectors
_____ and _____

Checklist: Planning Guide for Opening a Food Premises

- Call your local Public Health Inspector for food premises requirements.
- Review Food Premises Regulation (Ontario Regulation 562) and Guide to Opening a Food Premises - www.healthunit.org
- Contact your Building and By-law Departments for local requirements
- Draft a floor plan layout of the proposed food premises
- Provide name of business and business address when established
- Provide owner/operator name, mailing address and telephone number
- Submit floor plan and menu to your local Public Health Inspector for review
- Call your local Public Health Inspector for an opening inspection

GENERAL REQUIREMENTS FOR A FOOD PREMISES

- Separate handwash basin with a liquid soap dispenser and paper towel dispenser
- Double utensil washing sink with a drain rack
- Three compartment sink with a drain rack for cleaning multi-use eating utensils
- Commercial mechanical dishwashing machine for cleaning multi-use eating utensils
- Vegetable preparation sink may be required
- Adequate cold storage refrigeration and freezer space
- Accurate thermometers for all refrigeration and freezer equipment
- Food probe thermometer for checking internal food temperatures
- Adequate hot holding equipment
- Adequate dry food storage space and bulk food containers, shelving 6 inches off floor.
- Adequate sanitizer and sanitizer test strip papers
- Adequate lighting in all food handling/preparation/storage areas
- Floors covered with a smooth, non-absorbent, washable surface
- Walls covered with a smooth, non-absorbent, washable surface
- Ceilings covered with a smooth, non-absorbent, washable surface
- Walk-in cooler floor, walls ceiling, and shelving shall have smooth washable surface
- Separate area for floor waste water, slop sink and cleaning chemicals
- Washroom shall be equipped with liquid soap dispensers and paper towel dispensers
- Adequately sized exhaust canopy vented to outside air
- Storage space for staff belongings
- Contact building department for washroom requirements
- If not connected to a municipal drinking water system, contact the health unit for risk assessment of drinking water system