

NWHU Food Safety Plan Information for Home-Based Food Businesses

When a kitchen in Ontario is used to prepare food that will be served to the public, it must fully comply with the requirements of Ontario Regulation 493/17 – Food Premises during the times that it is used for such purposes. If a kitchen cannot safely meet these requirements, the food business will not be permitted to operate out of the space.

Initial Considerations:

Municipal By-Laws

There is a lot of important information to consider when you are planning to open a food business out of your home. Your first step should be to discuss your plans with a municipal official who is familiar with the municipal by-laws. Some municipalities have zoning by-laws that prohibit commercial use of residential kitchens. Other municipalities prohibit the addition of commercial equipment in a kitchen that is in a residential area of the municipality. You will also need to speak to the municipality about whether a building permit is required for any structural changes to your kitchen.

How much food are you planning to prepare at a time?

If you are planning to cater large events or prepare a large amount of food product to sell, there are some important food safety issues to consider:

<i>Storage and handling of potentially hazardous food items</i>	Potentially hazardous food items may only be stored outside of the temperature danger zone (4°C-60°C) for a period of time that is necessary for the preparation, processing and manufacturing of food. This period of time must not exceed 2 hours. This means that you will need to have adequate hot holding and cold storage space for food items while you are preparing large amounts of food in batches.
<i>Preparation space</i>	Many residential kitchens lack adequate counter space for preparing large batches of food safely. If your counter does not have enough space to adequately hold all of your preparation items when you need it to, your kitchen will need to be reconsidered as your work space.
<i>Type of food item</i>	Non-hazardous food items such as small-volume baked goods may be more easily prepared in a residential kitchen than hazardous food items. This is because hazardous food items require strict temperature control and plenty of refrigeration space.



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How much alteration would need to occur to your kitchen?

<i>Designated hand washing sink</i>	<p>O. Reg 493/17 requires that every food premise is equipped with a designated hand washing sink with potable hot and cold running water, liquid soap and paper towel in a dispenser.</p> <p>This sink must be separate from any sinks that are used for dish washing or food preparation, and must be located in the food preparation area.</p>
<i>Dishwashing</i>	<p>O. Reg 493/17 requires that multi-use utensils (knives, forks, cups, plates, etc) are washed, rinsed and sanitized in a three-compartment sink or an approved dishwasher. Cooking utensils such as pots, pans, spatulas, etc require a two-compartment sink or an approved dishwasher for cleaning and sanitizing.</p> <p>Speak to your local public health inspector for more information about approved dishwashers.</p>
<i>Surfaces</i>	<p>All surfaces in the kitchen must be smooth, non-absorbent and easy-to-clean.</p>
<i>Ventilation</i>	<p>There must be adequate ventilation in the kitchen to ensure elimination of odours, fumes, vapours, smoke and excessive heat from cooking.</p>
<i>Lighting</i>	<p>In a food preparation area, illumination levels must be not less than 500lux when measured at the floor level. All lights must be covered or have shatterproof bulbs.</p>
<i>Storage</i>	<p>There must be adequate and separate storage space for all food items that will be used for preparation of food business items. Personal food items must be kept separate from food items used for your business. This includes both dried goods and refrigerated/frozen goods.</p>
<i>Equipment</i>	<p>Clean cooking utensils for the business must be stored in a clean, covered location that is separate from the utensils used by family members</p>

How will I prevent my customers from becoming ill?

Do not prepare food for your business when you are ill

- O. Reg 493/17 requires that food handlers must be free from any infectious agent of a disease that may be spread through the medium of food. This means that when you are sick, you need to have a plan for your business because you will not be permitted to handle food that is sold to the public. You also need to consider whether you can safely prepare food for the public when you are taking care of ill family members in the home. You will need to be mindful of ill family members' use of the kitchen space. In a commercial kitchen outside of the home, ill people are not permitted in the space.



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Practice proper hygiene practices:

- do not use tobacco while engaged as a food handler;
- be clean and practice good personal hygiene;
- wear clean outer garments;
- take reasonable precautions to ensure that food is not contaminated by hair;
- wash hands as often as necessary to prevent the contamination of food or food areas;
- refrain from any other conduct that could result in the contamination of food or food areas.
- It is best that you plan so that you do not have to change any diapers while you are working as a food handler; however, if you absolutely need to do this, ensure to wear gloves while changing the diaper and wash your hands thoroughly after removing the gloves.

Clean and Sanitize surfaces that you will touch while handling food

- Many germs can stay on hard surfaces for hours, days or even months after they are put there. It's best to assume that food preparation surfaces that are shared with your family members require cleaning and sanitizing prior to beginning your work.

Keeping family out of the kitchen

- While your kitchen is acting as a commercial space, only the food handlers for the business should be using the space. The space is not permitted to be used as a home kitchen by family members during this time.



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Detailed Premises & Operational Plan:

Once you have taken the time to consider these items, fill out detailed plans about how you will use your residential kitchen to safely prepare food for your business. You are also required to fill out a detailed food safety plan for each food item that you plan to serve from your home-business and attach it to the plan.

Operational Plan

1. How will you keep food items and equipment used for commercial purposes separate from the food items and equipment that your family uses on a daily basis (excluding large appliances such as ovens and dishwashers)?

2. Do you have any pets? If so, how will you ensure that they are excluded from the kitchen at all times that commercial food preparation is occurring?

3. While using your home kitchen as a commercial space, only individuals involved with the business should be using the kitchen. How will you accomplish this?

4. How much food do you intend to prepare during a normal day at your business?

5. Do you intend to cater events? If so, what is the maximum number of guests you intend to provide food for?



6. How many days a week are you intending to operate your food business?

7. Will you be taking care of family members while you are preparing food for the public? If so, what hygiene practices will you observe to ensure the food remains safe for the public to consume?

8. Where will you purchase your food ingredients from?

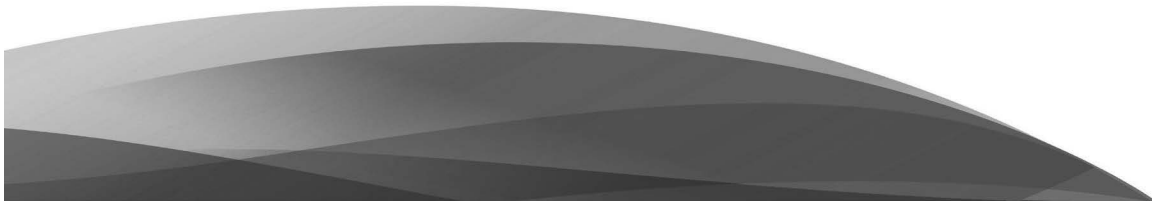
9. How will you transport your food ingredients?

10. If applicable, how will you package your food items for pickup or delivery?

11. What is your plan if you get sick? How will you communicate this to customers?

12. What type of sanitizer do you intend to use to sanitize food contact surfaces after cleaning them?

13. What method of dishwashing do you intend to use?



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