Safe food handling & Hygiene Booklet for Food Handlers
Introduction

This booklet is identified for people who work with food. You probably make food for your customers either in Dhabas, Restaurants, Mid-day meal kitchens, etc. We are sure that you want it to taste good, however, there is something more important while working with good. You need to make sure that it is safe to eat. FSSAI has formulated set of standards for ensuring safe food handling in food businesses. Each food businesses have to follow these practices to ensure safe food to consumers. In this booklet, you will learn how to make sure that the food you serve is safe to eat.
What is Safe Food?
Safe Food means there is nothing in food that can cause harm. For example, broken glass, hair, harmful chemicals or germs. We cannot see germs with our naked eye but if they are present it makes the food poisonous and dangerous to eat. Anyone who eats that food can become very sick, with symptoms such as:
- Feeling just a bit 'queasy' or 'unwell'
- Vomiting
- Headaches
- Having to go to toilet often sweating
- Feeling dizzy
- Shaking / shivering
All persons handling food should practice good personal and food hygiene to ensure that food served to consumers is safe to eat. Also, safe food handling practices should be followed at all stages of food handling. This is important to avoid introducing contamination with food being served. This book is a simple step by step guide book for food handlers to ensure personal hygiene and safe food handling.
Before going for work

- Brush your teeth
- Bathe regularly
- Trim your hairs, beard
- Trim your nails
- Wear Clean clothes
- Cover all wounds with waterproof bandage
- **Don’t**

  - Do not handle food when sick
  - Do not scratch/ prick nose, pimple etc.
  - Do not keep long nails and do not wear nail enamels
  - Do not wear dirty cloths
  - Do not wear jewellery, watch etc. while handling food.
Before entering the kitchen

- Keep your personal belongings away
- Wear clean and covered shoes
- Wear Apron, gloves & head cover
- Wash your hands
After touching animals

After you blow your nose, cough or sneeze

Before & After you touch a sick person

After handling waste

After exchange money

After you use the bathroom

Note: School children should also wash hands before having food.
How to wash hands properly

1. Wet your hands & apply soap
2. Rub palms together to create a lather
3. Palms over the back of hands
4. Rub between fingers
5. Thumbs & wrists
6. Fingertips onto palms
7. Wash hands with Clean Wash
8. Dry your hands with clean towel
Adequate Hand wash Facilities

Permanent

Soap Supply
Washbasin
Towel Dispenser

Adequate Hand wash Facilities

Temporary

Gallen Thermal Container
Potable Water
Soap
Paper towels
Discard Bucket

Waste
Food Premises & Facilities

Keep food preparation area clean and well maintained.

Wall should be smooth, light colored, non-absorbent and easy to clean.

Ceilings and walls should be kept clean.

Windows should be covered with shatter proof glass and a wire mesh.

Doors should be fitted with air filters/air curtains.

There should be no wire/electrical fittings hanging from the ceiling.

There should be a proper hand wash facility in the food preparation area.

Covered garbage bins with food operated pedals should be used in food preparation area.
**Safe Handling of Food**

**Receiving**
- Keep receiving area clean & sanitized
- Receive food items in clean container
- Use separate containers for veg/non veg, raw & cooked food

**Storage**
- Storage area should always be clean and well-lighted
- Product stored as per temperature requirement
- Follow FIFO or FEFO
  - FIFO: first in first out - use items first which are bought first
  - FEFO: first expire first out - use items first with a closer expiry date
- Keep your containers at least 15 cm above the ground.

Note: FIFO - first in first out - use items first which are bought first
FEFO - first expire first out - use items first with a closer expiry date
Food Handling

- Use separate knife, chopping boards, etc. for - Vegetarian and non-vegetarian

- Do not keep cooked food outdoors exposed to dust and sun.

Transport

- The vehicle/transportation being used to carry cooked/prepared/processed food should be kept clean.

- Do not carry non-food item in transport vehicle dedicated for transporting food product.

- Food should be transported within two hours of food preparation.

- Cooked food served hot should be kept at a temperature of at least 60°C to prevent microbial growth. Cooked food to be served cold should be kept below 5°C to prevent growth of pathogens.

- Do not open the sealed containers till being served. Conveyances and/or containers used for transporting/serving foodstuffs shall be non-toxic, kept clean and maintained in good condition in order to protect foodstuffs from any contamination.
10 Important Points of Food Preparation Area

1. Keep food preparation area clean and should be kept well maintained.
2. Do not spray insecticides/ do pest control while food preparation.
3. Wall should be smooth, light colored, non-absorbent and easy to clean. There should be no paint flaking from the walls in the kitchen area.
4. Ceilings and walls should be kept clean. There should be no cobwebs in the food preparation area.
5. Windows should be covered with shatter proof glass and a wire mesh.
6. Staff should wear clean uniform, headgear/ cap and wash hands before handling food. Staff should maintain personal hygiene.
7. All equipment should be well maintained.
8. There should be no wire/ electrical fittings hanging from the ceiling.
9. There should be a proper hand wash facility in the food preparation area.
10. Covered garbage bins with food operated pedals should be used in food preparation area. These garbage bins should be emptied and cleaned regularly.
Serving

Keep the serving area and equipments clean.

Cooked food meant to be served hot must be kept above 60°C & cold food must be held below 5°C.

Food should be consumed within 4 hours if to be kept at room temperature.

Do not touch cooked food with bare hands.

Cleaning and Sanitation

Floor of the kitchen and slab to be cleaned everyday. All surfaces should be smooth to avoid contamination.

Adequate waste drainage facility to be there to avoid contamination. Drains should be properly cleaned.

Keep the serving area and equipments clean.

Keep the serving area and equipments clean.
Cleaning and Sanitation

Keep different dustbins for food and non-food waste.

Pre-cleaning – Scrape and rinse to remove loose food.

Wash - Use detergent solutions to remove stuck-on food.

Rinse to remove food & detergent

Air Dry

Waste Disposal

Dispose the garbage every day.

Clean & sanitize the dustbins regularly.

Do not overfill the dustbin
Pest Control

- Conduct pest control regularly.
- Take all-round action for pest control.

Deny entry to pests

Deny Food to pest

Deny Shelter to pests

Destruction of pests

Food Safety Display Board

Display FSDB at prominent places in the food premise.

With Us You Will Get Safe Food
We Follow These 12 Golden Rules

<table>
<thead>
<tr>
<th>Hygiene Rule Codes</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1 Keep premise clean and have regular pest control</td>
<td>7 Wear clean clothes/ uniform</td>
</tr>
<tr>
<td>2 Use potable water for food preparation</td>
<td>8 Wash hands before &amp; after handling food and after using toilets, coughing, sneezing, etc.</td>
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<tr>
<td>3 Cook food thoroughly. Keep hot food above 60°C and cold food below 5°C</td>
<td>9 Use water proof bandage to cover cuts or burn wounds</td>
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<tr>
<td>4 Store veg &amp; non veg food, raw &amp; cooked food in separate containers</td>
<td>10 Do not handle food when unwell</td>
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<tr>
<td>5 Store cold food below 5°C and frozen products at -18°C or below</td>
<td>11 Use clean and separate dusters to clean surfaces and wipe utensils</td>
</tr>
<tr>
<td>6 Use separate chopping boards, knives, etc. for raw, cooked &amp; veg/non veg food</td>
<td>12 Keep separate &amp; covered dustbins for food waste</td>
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Call toll free 1800 112 100
SMS or Whatsapp 9868686868
Always quote FSSAI Number for quick action

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