

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> 12/29/08	<b>POLICY NO.:</b> COR.10.1B.07
	<b>CORRECTIONS ADMINISTRATION  POLICY AND PROCEDURES</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> COR.10.1B.03 (4/21/2005)	
	<b>SUBJECT:</b> <b>KITCHEN SANITATION AND FOOD HANDLERS</b>		Page 1 of 3

## 1.0 PURPOSE

The purpose of this policy is to ensure that a sanitary kitchen and proper food storage, handling and preparation are maintained.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. Hawaii Revised Statutes; Section 26-14.6, Department of Public Safety; and Section 353C-2, Director of Public Safety, Powers and Duties.

### .2 Definitions

- a. Evidence Trays: Also known as "Dead Man's Tray" or "Sample Trays" is a three day sample of the meals served to the inmates. Freezing them preserves the sample trays. The purpose of the frozen trays is to identify the possible causative agent(s) in any breakout of food borne illnesses. The trays may also be used during kitchen audits to match food actually served to the food listed on the cycle menu for the indicated days.

## 3.0 POLICY

- .1 Food service employees and inmate workers shall comply with the State Department of Health requirements for food handlers and shall be screened for tuberculosis annually.
- .2 Inmates shall be medically cleared for kitchen work line assignments by medical services. Medical clearances shall be recorded on Form DOC 0497, the Health Status Classification Report.
- .3 Kitchen supervisors shall conduct daily checks of kitchen workers to assure they are free from open sores, skin infections, colds or upper respiratory infections and other transmittable illnesses.

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- .4 Kitchen workers shall be trained in and follow hygienic practices such as washing hands with soap and water before reporting to work, after touching contaminated surfaces, before preparing or serving food and after using the restroom. Kitchen workers shall wear hairnets or caps when working with food.
- .5 The facility safety committee shall conduct inspections of the kitchen, including but not limited to, the equipment; the frozen, refrigerated and dry food storage areas; food preparation areas; serving areas and dining rooms at least monthly with evidence of corrective actions for negative findings.
- .6 Evidence trays of all meals served shall be maintained by freezing the samples for a minimum of three days.

#### **4.0 PROCEDURES**

- .1 Kitchen inspections shall include, but is not limited by:
  - a. Areas shall be free from rodents and insects.
  - b. Floors, walls, ceilings, fire sprinklers, smoke detectors, ducts, vents, equipment and gauges shall be in good repair and free from dirt, dust or food particles.
  - c. Traps and drains shall be free from odor, standing water and debris.
  - d. Temperatures on hot and cold appliances and equipment are maintained at appropriate temperatures and are logged daily in accordance with public health requirements.
  - e. Cooking and baking equipment and utensils and food trays shall be properly washed, rinsed and sanitized.
  - f. Chemicals and sharps shall be clearly labeled, secured, inventoried and stored away from food and food preparation areas. Logs are required.
  - g. Food shall be stored off the floor in closed containers labeled with contents and expiration dates.
  - h. Staff and inmate bathrooms shall be clean and properly stocked.
  - i. Emergency exits and diagrams are clearly posted in strategic locations.

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J. Garbage is removed from the kitchen at established times during the day and stored for disposal in appropriate receptacles. Receptacles and the area where the receptacles are located are cleaned after every garbage pickup.

**5.0 SCOPE**

This policy and procedure applies to all correctional facilities and their assigned personnel.

**APPROVAL RECOMMENDED:**

Kay A. Bauman MD, MPH 12/22/08  
 Medical Director Date

[Signature] 12/22/08  
 Health Care Division Administrator Date

[Signature] 12/24/08  
 Deputy Director for Corrections Date

APPROVED:  
[Signature]  
 Director  
12/29/08  
 Date