

# Food Safety Toolbox

## Clean As You Go

Proactive cleaning is about embedding hygiene into every step of food preparation. **Staff should clean work areas immediately or soon after completing a task**, rather than waiting until the end of service.

### Immediate vs. Routine Cleaning

#### Immediate Cleaning



**Prevents accidents and contamination with quick responses to spills, dropped food, broken glass and messes.**

#### Routine Cleaning



**Keeps hygiene consistent and manageable through ongoing cleaning of workstations, tools and surfaces.**

#### Proactive cleaning promotes food safety by:

- Reducing cross contamination.
- Improving speed and workflow.
- Keeping the kitchen inspection ready.
- Building a culture of accountability.

#### To make this system work, set up:

- Accessible cleaning stations stored away from food storage.
- Waste segregation bins for food scraps, recyclables and general waste.
- Visible cleaning schedules with assigned tasks tracking daily, weekly and monthly completion.

#### Team culture and training:

- Everyone contributes – from chefs to servers, make cleaning part of every role.
- Train staff regularly – reinforce hygiene standards and proper chemical use.
- Use visual cues – posters and checklists help keep cleaning top-of-mind.



SCAN ME

For more information, contact WDG Public Health at [phi.intake@wdgpublichealth.ca](mailto:phi.intake@wdgpublichealth.ca) or **scan the QR code**

# Poster Use Instructions

- **Place the poster:** Choose a high-traffic area with clear visibility.
- **Gather the team:** Hold the talk during a natural pause in the shift (e.g., pre-shift huddle or post-cleanup) and ensure all relevant staff are present.
- **Use the poster as a visual anchor:** Display the poster prominently, but do not read it word-for-word. Use it to guide the discussion.
- **Explain the “Why” behind the topic:** Emphasize the rationale for the food safety practice—how it protects customers, prevents illness, and supports compliance.
- **Ask open-ended questions:** Encourage participation by asking questions like, “Why do you think this step is important?” or “What could happen if we skip this?”
- **Share real-life examples:** Briefly describe a real or hypothetical situation where the safety practice made a difference, or where skipping it caused a problem.
- **Keep it short and focused:** Limit the talk to about five minutes. Stay on topic and avoid going off on tangents.
- **Document participation:** Have all attendees sign the training sheet to confirm they took part in the talk.

## Employee Sign-off

Print and sign following training (use another sheet if required).

Print Name	Signature	Print Name	Signature
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