

Food Safety Toolbox

Receiving Deliveries Safely

1. Verify and Inspect Deliveries



- Only accept food from approved suppliers.
- Check that labels and invoices match delivered products.
- Inspect the delivery vehicle to ensure it is clean and free from pests.
- Ensure proper temperature control for deliveries of refrigerated and frozen foods.

2. Check Product Temperature



- Use a thermometer to make sure cold, potentially hazardous foods are 4°C (40°F) or below.
- Make sure frozen foods are frozen to the touch with no evidence of thawing and refreezing.
- Reject and document deliveries that fall outside of safe temperature ranges.

3. Check Food Quality and Packaging



- Reject and document deliveries that show:
 - Damaged, torn or leaking packaging
 - Signs of pest activity
 - Broken seals
 - Rusted or dented cans
 - Signs of spoilage (e.g., odours or visible mold)
 - Labels with passed best before or expiration dates

4. Store Hazardous Foods Properly and Right Away



- Prioritize storing hazardous foods in the appropriate cooler or freezer.
 - Non-hazardous foods can be stored following hazardous items.
- Store food on shelves (not on the floor).
- Clearly communicate staff schedules for storing incoming deliveries.



SCAN ME

For more information, contact WDG Public Health at 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