



Delaware State University

University Area Responsible: Risk and Safety Management; Procurement and Auxiliary Services

Policy Number and Name: 7-21: Food Safety Policy

Approval Date: 7/28/11

Revisions: 8/12/2013

Reviewed: 7/25/2013

Related Policies and Procedures: 7:30 Incident and Management Reporting

1. Purpose

The purpose of this Policy is to comply with OSHA's Section 5(a)(1) or General Duty Clause, which requires employers to "furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees". [Section 5\(a\)\(2\)](#) requires employers to "comply with occupational safety and health standards promulgated under this Act" as well as section **1910.141(h)**.

2. Scope

This Policy applies to all University employees working in dining services as well as to all food contractors and its employees.

3. Policy

3.1 All student and employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. In all places of employment where all or part of the food service is provided, the food dispensed shall be wholesome, free from spoilage, and shall be processed, prepared, handled, and stored in such a manner as to be protected against contamination. A Food Safety Program will provide guidelines, procedures and requirements for Delaware State University (DSU) dining facilities and any events where food may be served (dining halls, cafes, convenient stores, on campus restaurants, catering).

3.2 The Safety/Risk Manager must be informed right away of any case involving food borne illnesses that appear to be coming out of our food facilities affecting University students, faculty, staff, visitors or outside contractors.

4. Responsibilities and Procedure

4.1 *Safety/Risk Manager will be responsible for:

- 4.1.1** Developing, implementing and evaluating the Food Safety Program at DSU.
- 4.1.2** Working with the University Food Services, University Health Services, the VP for Student Affairs to address any food related problems including food borne illnesses reported by students, faculty and staff.
- 4.1.3** If the affected person(s) happens to be an employee, the University Food Services, the Department of Public Safety and the Department of Human Resources will assist the Safety/Risk Manager in getting medical attention for the affected person(s) and conducting an investigation.

4.2 University Food Services will be responsible for:

- 4.2.1** Complying with DSU's Food Safety Program.
- 4.2.2** Providing food that is wholesome, free from spoilage, and that is processed, prepared, handled, served and stored in such a manner as to be protected against contamination.
- 4.2.3** Working with the Safety/Risk Manager to evaluate the effectiveness of the Food Safety Program.
- 4.2.4** Training its employees on best practices on food safety.
- 4.2.5** Reporting any incidents such as food borne illness to the Safety/Risk Manager, the Director of Health Services and the Vice President (VP) for Student Affairs so that those affected can be identified and treated and an investigation conducted to identify the source and the reason(s).

4.3 University Health Services will:

- 4.3.1** Work with the Safety/Risk Manager, the University Food Services and the VP for Student Affairs to address any food consumption illnesses that may result from students eating at any of DSU's dining/food facilities.

- 4.3.2 They will treat the affected student(s) on campus if possible, or refer them to outside medical services including the Emergency Room, if necessary.

4.4 Department of Student Affairs will:

- 4.4.1 Be notified as soon as a food borne illness has affected more than one student, staff or faculty member.
- 4.4.2 The VP for Student Affairs will work with the Safety/Risk Manager, University food Services and the University Health Services to confirm that those who became sick did so after using one of our food facilities.
- 4.4.3 If the situation is delicate or serious, the VP for Student Affairs will inform other high level Administrators to figure out what steps need to be taken to address the situation. This may include informing parents and contacting State of Delaware Health Services.

4.5 Training

- 4.5.1 **University Food Services employees will be trained by the University Food Services.**
- 4.5.2 **The Safety/Risk Manager will assist the University Food Services whenever necessary and will answer any questions regarding the Food Safety Program.**

4.6 Record Keeping - The Safety/Risk manager and the University Food Services Director will keep records of:

- 4.6.1 Any reports of food borne problems as well as training records for all food service employees.

4.7 Students and Employees are:

- 4.7.1 Responsible for reporting any symptoms or illness they may be experiencing after using any of our dining or food facilities.
- 4.7.2 The office of admissions and its Campus Tour Coordinator will assist the Safety/Risk manager in the identification of visitors that may have become ill after using one of our dining or food facilities.

***The Safety/Risk Manager must be informed right away of any case involving food borne illnesses that appear to be coming out of our food facilities affecting University students, faculty, staff, visitors or outside contractors.**