



Potluck Safety

A popular way to celebrate the Holidays with coworkers and friends is with a Potluck Buffet. It can be a great way to serve lots of different, delicious foods to large gatherings of people. However, festive times for giving and sharing should not include sharing foodborne illness. Bacteria that cause foodborne illnesses like to crash potlucks and parties, and they don't usually leave their calling card until the party is over. Although you can't see, taste or smell them, you sure can feel them when you get sick hours or days later. Follow these storage, sanitation and cooking tips to keep these uninvited guests away from your Holiday Potlucks;

Keep it Clean!

The #1 cause of foodborne illnesses is germs from dirty hands. To reduce the odds of spreading illnesses, wash your hands:

- Before preparing or eating food
- After going to the bathroom
- After diapering a child
- After caring for pets
- After coughing or sneezing

In order to properly wash your hands, you must use soap and running water. Scrub your hands with soap for at least 20 seconds before you rinse. Remember to dry your hands with a clean paper towel

Feeling Ill?????

Don't pass it on. Do not prepare food for the potluck if anyone in your household has been sick with vomiting or diarrhea during the week.

Clean/Sanitize Utensils and Surfaces

In addition to washing your hands before and after handling food, keep your kitchen, dishes and utensils clean. Always serve food on clean plates – not those previously holding raw meat and poultry. Wash utensils and surfaces with hot, soapy water before and after handling any food. Wipe counters and dip cleaned utensils in a mixture of bleach and water to add extra protections (1 tsp. bleach to 1 gallon water).

Keep it Separate!!!

Germs from raw meat can contaminate other foods. Handle raw meat safely to prevent cross-contamination (spreading bacteria from meat to other foods).

While shopping, choose meats last to keep them cold, and bag them in plastic to keep their juices from your other foods.

Meat juices might drip. Store raw meats and eggs below other foods in your refrigerator. If this is not possible, keep them in a water-tight container.

Make sure to wash your hands and all surfaces and utensils that touch raw meat before you work with other foods.

Be sure to wash all fruits and vegetables under running water before you prepare them. Fruits and veggies need a good shower after playing in the dirt!

Cook it!

Cooking meats to the proper temperature kills or destroys most of the parasites, bacteria and viruses that might be in the meat. Use a thermometer to check temperatures.

Cook all raw beef, pork, lamb and veal steaks, chops and roasts to a minimum internal temperature of 145° F as measured with a food thermometer before removing meat from the heat source.



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Cook all raw ground beef, pork, lamb and veal to an internal temperature of 160° F as measured with a food thermometer.

Cook all poultry to a safe minimum internal temperature of 165° F as measured with a food thermometer.

Keep it Hot—Once cooked, Potentially Hazardous Foods must be kept hot at 140° F or hotter to keep bacteria from growing. Use crock pots, roaster ovens, chafing dishes, warming trays or other ways to keep your food safe to serve to your guests. If you cannot keep the food hot, it is safest to throw the food away after 2 hours. Be safe, rather than sorry.

Potentially Hazardous Foods (PHF)?

- Beef, poultry, pork, lamb, fish and shellfish
- Milk and dairy products
- Sprouts and cut melons
- Cooked potatoes, beans, pasta and rice

*It is important to keep PHF out of the "Danger Zone" (avoid temperatures between 40°F and 140°F).

If foods were previously cooked and cooled, they should be reheated to 165°F before serving.

When Serving - All foods should have their own dedicated serving utensils: spoons, tongs, forks, etc. No one should handle the food with bare hands.

Be sure to provide plenty of spaces to dispose of garbage. Keeping garbage away will help to prevent cross-contaminating the food area.

Cool it!- PHF should not be in the "Danger Zone" for more than 2 hours (or for more than 1 hour outdoors during the hot summer heat).

If you are unable to control the temperature of PHF, eat them within 2 hours or throw them away.

If foods have been properly maintained (hot/cold), it is safe to chill them as leftovers.

It is important to cool foods quickly!

- Allow for air circulation – don't pack the refrigerator too tightly
- Keep the lid off until the food is cold---lids act like a "blanket" and keep the food warm longer
- Keep the uncovered container on the top shelf (cover the container when the food is cold)
- Don't fill the containers too full (no more than 2" deep for thick foods like stew or beans)
- Get hot food in the refrigerator within 2 hours

Food Storage Guidelines:

(Short, but safer, times to keep your foods fresh)

Remember---Foods are safest within the first 2 hours after they are cooked!!

For potluck safety, prepare hot dishes right before the meal, rather than cooking and cooling in advance and then reheating at the potluck.

So, enjoy your Holiday Potlucks with the above precautions in mind!!

For additional information about Food Safety, please visit the following site:

[Holiday Party](#)

Item	Refrigerator	Freezer	Item	Refrigerator	Freezer
Cooked meats	3-4 days	3-6 Months	Hard cooked	1 week	No
Lunch meats	3-4 days	No	Milk	5 days	1 month
Raw meats	2-3 days	2-3 months	Cold salads	3-5 days	No
Shell eggs	4 weeks	Yuck!			

Holiday Decoration Reminders

The holiday season has begun! It's a time for fellowship, parties, good times, and safety. Safety? Yes, make sure safety is included in your holiday planning, both in the office and at home.

It is important to be mindful of potential hazards that can be created when decorating your work environment. If you do decide to decorate your work environment please follow these guidelines:



Decorating your office;

- * Unplug electrical decorations when no one is around. Electrical decorations should never be left on overnight at the office or at home. Turning off the decorations also conserves energy. Consider using LED lights, which are energy efficient and can save money.
- * Lighted candles or any other decorations with open flame are not permitted in the office.
- * Only use Underwriters Laboratories (UL) listed electrical decorations. Check lights and extension cords for broken or cracked sockets, frayed or bare wires, and loose connections. Make necessary repairs before you plug them in.

* Always use a sturdy step stool or ladder to reach high places when decorating.

* Don't run cords under rugs.

* All electrical decorations must have a flexible cord that uses a three-pronged plug.

* Electrical decorations and/or decorative lights should not be attached to any door.

* Electrical extension cords are not allowed within the workplace. A power surge strip is allowed, but a power strip is not.

* If you use an artificial tree choose one labeled fire resistant.

Before starting the process of decorating your office for the holidays, it's a good idea to verify that all of your fire safety equipment is in proper working order. Make sure that your smoke detectors are working, and verify that the fire extinguishers are fully charged and easily accessible. It's a good idea to get into the habit of doing this several times each year, and it makes sense to use the occasion of decorating for the holidays as a reminder to check out your fire safety equipment.

Safeguarding your ID is a matter of security!

FYI

All too often we turn on the news and witness the ails of security breach. Therefore , it's vitally important to address and implement proactive measures to safeguard against such. Consider how much "security" is associated with your County of Riverside badge. Losing your badge not only gives away identity and job information , it could potentially allow access to secured locations. Essentially, every effort to ensure your badge is with you while at work is well worth it. Additionally, be careful not to leave your badge visible in your car , while the car is parked.

In the event of a loss or misplacement, notify your supervisor immediately!



Intermediate and Large Vehicle Drivers Training

This Intermediate and Large Vehicle Drivers Awareness training covers defensive driving. This lesson provides and demonstrates techniques for driver to improve defensive driving skills and situation awareness.

- Managing Space and Speed
- Eyes on Road
- Scanning Your Environment
- Hazard Awareness
- Road Surface Hazards
- Other People on the Road
- Hazardous Drivers
- Signaling
- Defensive Driving Attitude
- Defining the Space Cushion
- Adjusting to Traffic
- Changing Lanes and Merging
- Tailgaters
- Right and Left Turns
- Crossing an Intersection
- Blind Spots
- Managing the Space Above Your Truck



OFF ROAD / 4 x 4 Awareness Training

This class completes the mandatory training requirement for all County employees by job classification or job assignment, who are or may be required to drive 4X4 vehicles off maintained roads while on County business.

Note: This requirement does not apply to Sheriff Department, Fire Department or other County Agencies or Departments who already provide 4X4 off road driving training to their employees.

- Key Topics:**
- ◊ 4X4 Basics
 - ◊ Know your vehicle
 - ◊ Know the terrain
 - ◊ Recognize Hazards
 - ◊ Safe Operation
 - ◊ Pre-trip inspection



INTEREST LIST FORMING PLEASE CLICK AND COMPLETE FORM

Use this link if needed

<http://goo.gl/forms/lg7MgJkwsW>

A Great Example of Initiative at Probation Field Projects Office



**IF YOU WANT TO USE THIS FIRE EXTINGUISHER TRAINING TOOL
FEEL FREE!**

POSTER AVAILABLE ON THE FOLLOWING PAGE

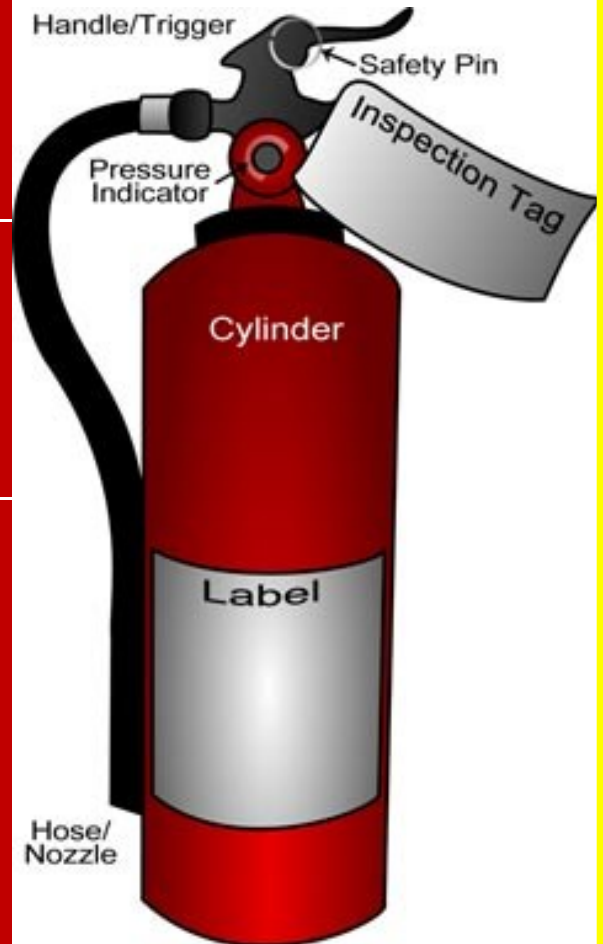


P Pull the pin

A Aim the extinguisher at the base of the flames

S Squeeze the trigger while holding the extinguisher upright

S Sweep the extinguisher from side to side, covering the area of the fire with the active ingredient



Pull the extinguisher's safety pin



Aim the extinguisher at the source of the flames



Squeeze the trigger and hold it



Sweep the source of the flames until the extinguisher runs dry