



## Fire Safety and Community Risk Reduction Requirements and Checklist For Food Vendors

### 30 DAYS BEFORE EVENT

- ☐ Ensure that you have fully read and understand the Community Risk Reduction Requirements, as failing to follow these may result in your business not being permitted to operate.
- ☐ Complete and submit the ***Food Vendors Application*** to St Catharines Fire Services. This form must be completed by all participating food vendors for each event that they are attending.
- ☐ If you have a propane-equipped food truck, trailer or cart, you will be required to include specific documents related to propane inspections.
- ☐ All requested documents will only be required to be submitted once per season / year, depending on the expiry date.
- ☐ The use of wood or charcoal is prohibited on city-owned property unless approved in writing by Fire Services. Application for the use of wood or charcoal must be made at least 30 days in advance.
- ☐ The use of open flames for cooking or reheating, including the use of sterno or fuel gels, is prohibited in all tents without prior written permission of Fire Services. Application for the use of open flames must be made at least 30 days in advance.
- ☐ All tents (or a group of tents) over 60 metres square (645 square feet) in aggregate ground area, must meet the requirements of the Ontario Building Code (not be attached to a building and constructed more than three metres from other structures), and will require a building permit from the City of St Catharines before being erected. Applications shall be made for permits a minimum of 30 days before the event.
- ☐ Ensure that [Niagara Regional Public Health](#) has been provided with all required information. The event organizer must provide information on the event, including a list of food vendors.
- ☐ It is recommended that all food vendors be properly insured, including liability insurance in an amount of a minimum of \$2 million. Organizers and venue owners do not normally provide insurance for vendors.

### DAY OF THE EVENT – INSPECTIONS

- ☐ Inspections of food vendors may be conducted by representatives of
  - The St. Catharines Fire Service
  - Niagara Regional Public Health
  - Technical Safety Standards Association
  - The Electrical Safety Authority
  - The St. Catharines Building Department

These inspections may occur before or during the event to ensure compliance with the Community Risk Reduction Requirements and other applicable regulations. Vendors who fail to comply with the requirements of these policies and guidelines, or any other

applicable regulation, or who are not in full compliance at all times during the event will not be permitted to operate and may be removed from the event/property and may be subject to inspection fees and or prosecution.

## COOKING ACTIVITIES – GENERAL REQUIREMENTS

- All appliances, including barbecues, shall be located or protected to ensure that the public is unable to come into contact with hot surfaces. All appliances shall be listed for use in Canada and shall have a clear and easily read listing label firmly attached to the appliance. Appliances shall be listed for commercial use. ***NO appliances listed “for residential use only” shall be permitted.***
- The operator may seek field approval of the appliance without acceptable listing labels. For gas appliances, inspections and approvals can be obtained through the Technical Standards and Safety Authority ([TSSA](#)), while the Electrical Safety Authority ([ESA](#)) will perform this service. All field approvals shall be at the vendor's expense. Note: The field inspection and approval process must be done in advance of any events. Contact the appropriate approval agency to inquire about approval times.
- Where an appliance's fuel supply has been altered (natural gas to propane), a clear and easily read TSSA field approval label shall be permanently affixed to the appliance.
- Food vendors shall comply with the City of St. Catharines [Open Air Burning By-law](#) where applicable. This regulation includes the use of free-standing barbecues.
- All cooking appliances shall be maintained in good operating condition and be kept clean of any combustible deposits (grease, soot) that could create a fire hazard.
- Sterno cans or fuel gels are not permitted in tents. They may be used in the Market Square, provided they are used on solid, stable surfaces only. Only flame-retardant tablecloths are permitted to be used as a table covering. The vendor shall have evidence of the flame retardancy on site for viewing. Liquid fuel gels may not be refilled inside any buildings.
- A portable fire extinguisher with a minimum 2A10BC rating shall be provided at each cooking location except those located in food trucks or trailers, which shall meet the specific fire extinguisher requirements identified in that section. All portable fire extinguishers shall have a tag attached that shows the date of the last service (within 12 months) and the servicing company and technician. Vendors located in the Market Square and using an electric appliance for food temperature maintenance only are excepted from the requirement to provide a portable fire extinguisher at their booth.
- Niagara Public Health requires all food prep areas to be covered by a canopy or tent. This does not apply to barbecues and Fryers. Fryers must be protected to prevent rain or similar moisture from entering to prevent splashing. Where a canopy, tent or similar is used, it shall meet all requirements outlined in the Tent Checklist
- It is recommended that emergency lighting be provided in all locations where food is prepared.

## FOOD TRUCKS, TRAILERS AND CARTS – ADDITIONAL REQUIREMENTS

- Food trucks and trailers shall have at least two of their wheels chocked / blocked to always prevent movement of the truck trailer while operating.

- ☐ Trucks or trailers where smoke or grease-laden vapours may be produced shall be provided with a hood and exhaust system per NFPA 96. The hood must be constructed of not less than NO. 20 MSG (0.94 millimeters) stainless steel or No 18 MSG (1.09 millimeters) steel. No galvanized metal or aluminum is acceptable.
- ☐ An automatic fire suppression system must be installed per NFPA 96 where an exhaust system has been installed and cooking produces smoke or grease-laden vapour.
- ☐ The kitchen exhaust system, including the hood, filters, ducts and the fan, as well as all cooking appliances, shall be kept clean and free of combustible deposits. Any combustible deposits (grease, soot) that may create a fire hazard shall be cleaned per NFPA 96 before being permitted to open.
- ☐ The fire suppression system shall be maintained per NFPA 96, and the report or a copy from the service company shall be on-site at all times during the event. (Tagging only on the system is not acceptable).
- ☐ Where a fire suppression system is installed, an additional Type K-rated fire extinguisher designed for use with the fire suppression system shall be installed. In cooking trailers and trucks without a fire suppression system, a 3A40BC fire extinguisher shall be installed. No food trucks / trailers shall be located within three metres of power lines or buildings unless approved.
- ☐ At no times shall trucks / trailers or carts be located under a tree as to cause damage to trees. The event organizer and the food vendor shall be responsible for any damage and associated costs caused to trees up to and including replacement at the discretion of St. Catharines Recreation and Community Services.

## **GENERATORS**

- ☐ Generators used to provide power for cooking appliances shall be listed for use in Canada.
- ☐ Generators shall be located a minimum 1m from all buildings, tents, fuel storage areas and vehicles.
- ☐ Generators shall not be operating while refueling.
- ☐ Generators shall be in an area not accessible to the public.

## **TENTS**

- ☐ The use of any cooking or reheating devices is prohibited in any tent intended for public access unless the cooking or reheating has been approved in writing in advance by the Chief Fire Official. Permission requests shall be submitted a minimum of 30 days in advance to the Fire Prevention Office.
- ☐ Tents, canopies, umbrellas or similar covers may be used to protect cooking appliances or operations provided the public is prohibited from entering the covered area and at least two sides of the covered area are open at all times.
- ☐ Tents, canopies, umbrellas or similar covers where cooking takes place shall meet one of the following standards, NFPA 701/705 or note four of Test Method 27.1 of CAN/ULC S-109. A canopy, umbrella, or similar cover that becomes contaminated with grease and or carbon,

which may affect its flammability or fire resistance treatment, shall be removed from service immediately.

## PROPANE and FUEL SAFETY

- All food vendors utilizing propane located in a truck/trailer or mobile food cart ([MFSE Mobile Food Service Equipment](#)), shall have a clear and easily readable field approval label and rating plate permanently affixed to the truck / trailer or mobile food cart if built or sold after Feb. 13, 2006, as per TSSA [Directors Order FS-056-06](#).
- It shall be the responsibility of the operator to provide documents that the food truck / trailer or cart was manufactured for food service before Feb. 13, 2006. All food vendors utilizing propane shall maintain a current (within 12 months) Mobile Food Service Equipment Inspection report as per the Technical Standards and Safety Authority (TSSA). Directors order FS-056-06 as revised June 1, 2013, on site for review during inspections and at all times while in operation.
- All propane fittings shall be soap tested by a qualified person before the use of any propane appliance, before operation. This includes pre-connected appliances and tanks.
- Soap tests shall be performed while lines are under pressure and no appliances are turned on or are operating.
- The replacement of propane tanks shall be completed per all TSSA requirements. Where propane tanks of 50 pounds or larger are used, they shall only be changed or replaced by a trained person with a current ROT certificate. Where propane tanks are changed, they shall be soap tested immediately upon pressurizing the lines.
- All propane tanks not connected for use shall be securely fastened to prevent tipping or damage in a controlled area inaccessible to the public. Propane tanks must always be stored in an upright position.
- Propane tanks shall be in good condition and show no signs of damage or excess rust. Propane tanks showing damage or excess rust shall be removed from the park or venue.
- Fuel containers shall be in conformance with one of the following Standards or Regulations
- The Transportation of Dangerous Goods Regulation (Canada)
- CSA-8736 "Portable Containers for Gasoline and Other Petroleum Fuels"
- ULC/ORD-C30, "Safety Containers"
  - All approved containers will be imprinted or labelled with the appropriate approving organization.

## Look for these Canadian Certification marks



When purchasing an electrical appliance look for one containing an approval label bearing one of these certification marks.



### Appliance is NOT permitted to be used.

Appliances identified as for “Household Use Only”, “Not for Commercial Use” etc. have not been inspected and listed for commercial use and are not permitted to be used at the Market, at vendor shows, food trucks etc.



### Appliance is NOT approved for use in Canada – may not be used

All appliances shall be approved by a recognized (in Ontario) testing agency. Items carrying the CE mark have been tested and approved for use in the European Market. These items are NOT permitted to be sold in Ontario and should be returned to point of purchase as their use can result in penalty. These items are often sold by on-line marketers both in Canada as well as internationally. Vendors may seek a “Field Approval” by applying for on-site inspection from the Electrical Safety Authority.

### How to read an approval label for listed or approved appliances in Canada

Manufacturer  
Serial Number  
Model etc.



Item description

Approved use

Approval Agency