

Grilling Safety Tips on campus

In order to use a barbecue on campus, the following actions must be followed:

- Submit a request through Conventions and Reservations (C&R) for an outdoor space and obtain an approval to host a barbecue on campus. Requests can be submitted through the [webform](#) or, if you are a regular client, through your VEMS account.
- Work with your C&R Coordination Agent to submit an areal plan with the location of the barbecue to the Office of Emergency Management for approval at least 3 business days prior to the activity.

To avoid injuries and/or damage to property, follow these simple precautions:

- **Getting the BBQ Ready (This section applies to the Owner of the BBQ only):**
 1. **Clean:** ensure the burner ports are free of rust, dirt, and debris by cleaning them with a wire or pipe cleaner.
 2. **Check:** inspect the hose leading from the tank to the burners and have it replaced if you see any sign of damage.
 3. **Test:** apply a 50:50 solution of water and dish soap to the propane cylinder connections and hoses to check for leaks. If bubbles appear, tighten the connections, or have the part replaced and re-test. Never use matches or lighters to check for leaks.
- **Steps to Turn On or Turn Off the Barbecue:**

Turning On the BBQ:

 1. Open the lid.
 2. Open the propane cylinder service valve.
 3. Turn on grill/burner valves or heat settings.
 4. Take a step back.
 5. Push the ignite button. If there is no ignite button, insert a long match or barbecue lighter through the side burner hole first, then turn on the heat control knob.
 6. If the burner doesn't ignite right away, turn the gas off and wait 5 minutes, keeping the lid open before repeating the process.



Turning Off the BBQ:

1. Turn gas valve off first when finished, then turn off the burner controls so no gas gets left in the connector hose.
2. Let the barbecue cool completely before closing the lid or covering it.

- **Do's:**

- Work with your C&R Coordination Agent to determine the placement of your barbecue in the selected outdoor space.
 - Always position the barbecue at least 3 metres (10 feet) from building walls, windows and doors as well as air intakes.
 - Ensure that the area around your barbecue is free from combustible materials. One metre (36 inches) of clearance is required between all sides of the appliance and its surrounding.
- Keep away from potentially flammable debris.
- Always keep the propane tank in an upright position.
- Always have an ABC fire extinguisher fully charged and ready for use. Fire extinguishers can be picked up at Protection Services at 141 Louis Pasteur and Roger-Guindon, room 213. You must leave a piece of ID.
- Follow safe practices to turn on and turn off your barbecue.

- **Don'ts:**

- Don't leave the BBQ unattended.
- Don't allow grease to build up on the burners or at the base of the barbecue.
- Don't throw water on a grease fire as this will spread the flames.
- Don't use lighter fluid or accelerants on the grill.
- Don't store or place spare cylinders near the barbecue or other sources of ignition.
- Don't block any emergency EXIT from a building
- Don't use or block a Fire Route.
- Never use a barbecue in a garage, or other enclosed space. Barbecues are approved for outdoor use only as they emit carbon monoxide (CO), a colourless, odourless gas that is dangerous in enclosed spaces.

If you have any questions or concerns on the use of barbecues on campus, please contact the Fire Safety Program - Office of Emergency Management at incendie-fire@uottawa.ca.



Conventions & Reservations also cautions you to follow the [Ontario Food Safety Tips](#):

- Only use pre-prepared, commercially sold, frozen products. (i.e., only hamburger patties, hot dogs, or their vegetarian counterparts, may be barbecued).
- Meat, poultry, fish and eggs need to be heated to a high enough temperature for a long enough time to prevent harmful bacteria from multiplying. Use a thermometer to verify if the cook food inside temperature reaches a safe temperature and continue to cook for a least 15 seconds.

Required Temperatures for different foods

Whole Poultry (chicken, turkey, duck)	82°C (180°F)
Poultry Pieces (chicken, turkey, duck)	74°C (165°F)
Beef, veal, lamb or goat (pieces and whole cuts)	Medium Rare: 63°C (145°F) Medium: 71°C (160°F) Well Done: 77°C (170°F)
Beef, veal, lamb and pork ground meat and meat mixtures (burgers, sausages, meatballs, meatloaf, casseroles)	71°C (160°F)
Ground poultry	74°C (165°F)
Seafoods (fish, shellfish and other seafood)	70°C (158°F)
Hot dogs	74°C (165°F)

- Wear appropriate clothing when operating a BBQ, including hair covering gear, regardless of the length of hair, and latex gloves, which must be changed if the operator touches their face or surrounding surfaces.
- Ensure BBQ operators are not infected with any communicable diseases, nor may they have any open sores or cuts on their hands.
- Supply a cold storage system to store perishable food products. *(Make sure your cooler has ice and is stored out of direct sunlight. Ensure that wrapped meat does not come into contact with thawing ice water as this may cause cross contamination between meats. **The danger zone for bacteria is between 4°C and 60°C.)*
- Avoid cross-contamination. *(Ensure that your hands and all cooking utensils, cutting surfaces and other equipment are properly sanitized. If you serve condiments,*



*ensure that they are packaged separately from meats and other toppings. **All BBQ operators should have an onsite supply of anti-bacterial sanitizer, as well as paper towels, to regularly clean their faces, arms, and hands.)*

- Throw away any open items that are not consumed during BBQ operation within a reasonable time immediately after the activity.
- Collect all garbage, and the area must be left clean. If you notice that nearby garbage receptacles are becoming full, please contact your C&R Coordination Agent. You may also plan for extra garbage ahead of your activity with your C&R Coordination Agent.

Additional logistical requirements:

- Depending the selected location, your Coordination Agent may require a rubber mat under the barbecue in order to avoid grease stains on the pavement. This item can be ordered through C&R.
- Collect all garbage, and the area must be left clean. If you notice that nearby garbage receptacles are becoming full, please contact your C&R Coordination Agent. You may also plan for extra garbage ahead of your activity with your C&R Coordination Agent.
- Note - Smoking is prohibited near barbecues, food preparation and serving areas. Disciplinary action will be taken if illness results due to action intending to harm a consumer or due to the consumption of spoiled food products or food not fit for human consumption.

If you have any questions on hosting events using barbecues on campus, please contact Conventions & Reservations at congres@uottawa.ca. or online at <https://uoforms.uottawa.ca/reservation/en/booknow-form>.

