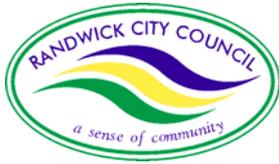


RANDWICK CITY COUNCIL FOOD SAFETY INFORMATION

February 2008



GENERAL REQUIREMENTS

Introduction

Food safety is an essential part of protecting the health and safety of our community. Each year, food poisoning incidents and food-borne illness has a significant impact upon the health of the community, with potentially serious health implications. It also has a significant financial impact upon businesses and the community.

A large proportion of food-borne illness is caused by poor food handling practices, so it is extremely important to ensure that all food handlers and supervisors have the appropriate skills and knowledge in food hygiene. It is also important that food premises are maintained in a clean and sanitary condition at all times, to minimise potential contamination of food from dirt, grease, bacteria and other substances.

All food business operators must comply with the Australia & New Zealand Food Authority – Food Standards Code.

For detailed information on the food safety requirements and standards, please refer to the information, standards and fact sheets provided by the Australia & New Zealand Food Authority and the NSW Food Authority.

- www.foodstandards.gov.au
- www.foodauthority.nsw.gov.au

Approval requirements

The relevant approvals must be obtained from Council prior to commencing the operation and use of any food business.

In most cases, this will require a Development Application and a Construction Certificate to be obtained.

If the premises is located within a business zone and specified requirements can be met, only a Complying Development Certificate may be required.

Refer to the Building & Development/Food Safety section of Council's web site, www.randwick.nsw.gov.au, for further information and to down-load relevant application forms for your business.

How to register and notify your business?

All food businesses must be registered with Council prior to commencing business operations or upon change in business operator, by completing the *Application & Registration Form – Food Premises* and submitting it to Council. A copy of the registration form is available on Council's web site at www.randwick.nsw.gov.au, in the Building & Development/Food Safety section.

Food business operators are also required to notify their details with the NSW Food Authority, which can be done online at www.foodauthority.nsw.gov.au.

Further information regarding food safety, approval and registration requirements can be obtained from Council's Health, Building & Regulatory Services Department on 9399 0973 or at Council's Customer Service Centre located at 30 Frances St, Randwick.

Design, construction and 'fit-out' of food premises

Standard 3.2.3 *Food Premises and Equipment*, sets out the requirements for food premises, fixtures, fittings, equipment and food transport vehicles, to minimise the risk of food contamination.

The key provisions in this standard are that food businesses must:

- be designed and constructed to facilitate cleaning, health, hygiene and good food-handling
- have enough space for their equipment and the work that they do
- be protected from pests and other contaminants such as dirt and fumes
- be easy to clean and be kept in a clean and sanitary conditions at all times
- have enough clean water available at the right temperature for the work to be done
- have a disposal system for garbage, sewage and waste water
- have adequate lighting and ventilation systems.

The food businesses fixtures, fittings and equipment must be:

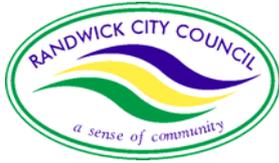
- appropriate for the work of the business
- suitable for the jobs they are used for
- maintained in a good and operational condition at all times
- made of material that is easy to clean, sanitise and does not contaminate food.

The food business must ensure that they have:

- a double-bowl sink for washing utensils, crockery and pans etc
- hand basins in work areas so staff can wash their hands with warm water (with a soap dispenser and disposable towels) to prevent contamination of food
- hand basins (with soap dispenser and disposable towels) located near the toilet facilities
- adequate storage areas, including storage of personal belongings and clothing, office equipment, papers and any chemicals.

Vehicles used to transport food must:

- protect the food they are carrying from contamination
- be built in such a way that they can be easily cleaned
- be designed and constructed to ensure that food contact surfaces can be cleaned and, if necessary, sanitised.



GENERAL INFORMATION

Legislation applicable to food businesses includes:

- *Food Act 2003*
- *Food Regulation 2004*
- *Food Standards Code (Food Safety Standards)*
- *Australian Standard AS 4674 - Design, Construction and Fit Out of Food Premises*
- *Australian Standard AS 1668 Parts 1 and 2 Mechanical Ventilation*
- *Trade Waste Policy & Management Plan – Sydney Water*

Further information

For further information, please contact Council's Environmental Health Officers on 9399 0973.

Some helpful websites include:

www.foodstandards.gov.au

www.foodauthority.nsw.gov.au

www.health.nsw.gov.au

www.sesahs.nsw.gov.au (South Eastern Sydney Area Health Service)

www.standards.com.au (AS 4674-2004)

Penalties

Failure to comply with the legislation may result in legal proceedings being taken against you, which may result in significant penalties. Alternatively, Council may issue you with a \$330 on-the-spot fine. Council may also issue a Food Improvement Notice or a Prohibition Order to rectify any serious breaches.

Council's Introductory Food Handler Training Course

Randwick City Council offers an Introductory Food Handler Training Course for all food handlers and food businesses in Randwick City.



As of February 2002, under the Food Safety Standards, a food business must ensure that persons handling food or supervising food operations have the appropriate skills and knowledge in food safety and hygiene matters.

The Introductory Food Handler Training Course covers types of contamination, pest control, causes of food poisoning, legislation, cross contamination, temperature control, storage methods and personal hygiene, and more.

Completion of this course may assist your business in meeting the requirement that all persons undertaking food-handling operations possess appropriate skills and knowledge.

If you would like to attend the course or require further information, please contact Council's Environmental Health Officers on 9399 0973.

Skills and Knowledge

The *Standards* require proprietors of food businesses to ensure that food handlers and supervisors of food handlers have the skills and knowledge they need to handle food safely.

This means that food handlers and supervisors must have the 'skills' to do those tasks that are necessary to ensure the safety of the food being handled and 'knowledge' of food safety and hygiene matters.

For example, a food handler who is responsible for cooling cooked food must have the knowledge that the food must be cooled within a certain time to ensure it remains safe and the skills to do this (for example, by placing the food in shallow containers for cooling).

How to ensure your food handlers and supervisors have the appropriate skills and knowledge

It is recommended that all food handlers and supervisors attend formal training courses, to acquire sufficient knowledge and skills in food safety, health and hygiene.

Food handlers and supervisors can obtain the skills and knowledge they need by:

- attending 'in-house' training programs
- reading food safety and hygiene information
- following food safety procedures that relate to the activities of the business
- attending food safety courses (i.e. relevant TAFE course).

Randwick City Council offers an Introductory Food Handler Training Course that assists businesses in meeting the above requirements. Please contact Randwick Council for further information on 9399 0973.



HYGIENE & CLEANING

Utensil and equipment washing

Cleaning and sanitising are two different things.

- Cleaning is the process of removing dirt that we can see from a soiled surface.
- Sanitising is the process of reducing the number of micro-organisms on a surface that has been cleaned.

The seven step cleaning process

1. **Dry preparation** – remove all large bits of food and dirt.
2. **Rinse** – use warm water to wet the surfaces and loosen any remaining food and dirt.
3. **Wash** – Scrub with soap or a detergent mixed with clean water.
4. **Rinse** – using hot water.
5. **Sanitise** – liquid and water must be used at the right temperature and concentration. Equipment can be sanitised by being soaked in hot water at a temperature of not less than 75°C for at least 15 seconds.
6. **Rinse** – use hot water to remove all traces of the chemical sanitise.
7. **Dry** – drain and leave to air dry.



Cleaning and sanitation of the premises

A cleaning program is the most efficient way in ensuring equipment, surfaces and all areas within the food premises are maintained and thoroughly cleaned and sanitised. Therefore, adopt a cleaning program.

A cleaning program can be easily developed using the following simple but effective headings

- WHAT:** is to be cleaned
- WHO:** is responsible for the particular task
- WHEN:** how often it is completed and,
- HOW:** method of cleaning and equipment required to complete the task
- COMPLETED:** when the task was completed



Your program should cover the entire food premises from floor to ceiling and should include all food preparation, cooking and storage areas.

An example of a cleaning program is enclosed. Please ask your local Environmental Health Officer for further advice.

IMPORTANT

1. If chemical sanitisers are used (eg: sodium hypochlorite) make sure they can be safely used on eating utensils and the like to ensure you don't risk poisoning customers or cause other serious injuries.
2. All equipment used for cleaning eg: mops, brooms etc are to be washed, sanitised and replaced on a regular basis to ensure your equipment is not spreading dirt and bacteria.
3. A cleaning program will ensure all areas of the food premises are not overlooked if correctly constructed and followed step by step. It will also reduce the amount of time spent cleaning.
4. All cleaning agents must be used in accordance with the manufacturers' directions.

Hand washing

Everyone is a carrier of bacteria and bacteria can be easily transferred from our hands to food surfaces and then directly onto the food via our personal habits.

It is very important that we wash our hands as it reduces the number of micro-organisms that naturally live on our hands.

When to wash your hands:

- before starting work
- before starting work after a break
- after handling money – before handling food
- after handling dirty dishes or glasses
- after doing any cleaning
- after using the toilet
- after smoking
- before handling cooked food – after handling raw food
- after handling rubbish or other waste
- after touching your hair, mouth, nose or any other body part.



5 steps to effective hand washing

1. Rinse hands with warm water.
2. Massage anti-bacterial soap into hand for 20 seconds or longer.
3. Clean under fingernails with a nail brush.
4. Rinse hands under warm running water.
5. Dry hands with disposable paper towels or hot air dryer.



FOOD CONTAMINATION

Temperature Control

It is essential to ensure food is adequately handled to minimise the risk of food spoilage and or food poisoning. This is best done by maintaining foods at the most appropriate temperature.

Potentially hazardous foods must be stored, displayed and transported at safe temperatures this also includes thawing, cooling and reheating foods.

Temperature control requirements

Standard 3.2.2 of the *Food Safety Standards* sets out specific requirements for keeping potentially hazardous food at specified temperatures and for cooling and reheating.

Food businesses must comply with these requirements unless they can show that they have a safe alternative system in place to ensure that food stays safe to eat.

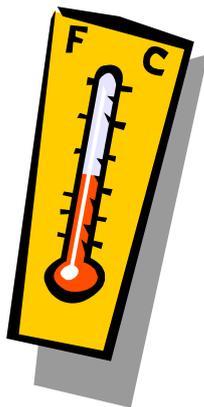
When must food be kept under temperature control?

You must ensure that the temperature of potentially hazardous food is kept at 5°C or colder or at 60°C or hotter when it is received, displayed, transported or stored.

How can a business comply with the temperature control requirements?

The simplest way to meet the requirements is to ensure that potentially hazardous food is received, stored, displayed or transported either very cold (5°C or colder) or very hot (60°C or hotter) and the food is not allowed to be within the temperature danger zone.

The DANGER ZONE is between 5°C & 60°C.



Which foods have to be kept under temperature control?

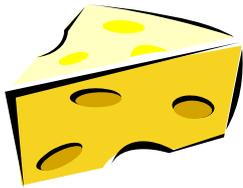
Potentially hazardous foods must be kept under temperature control.

What are potentially hazardous foods?

Potentially hazardous foods are foods that might contain food poisoning bacteria and are capable of supporting growth of these bacteria or formation of toxins to levels that are unsafe for consumers.

The following are examples of potentially hazardous foods:

- raw and cooked meat or foods containing meat, such as casseroles, curries, pies, sausage rolls, kebabs, spaghetti bolognese and lasagne
- dairy products, for example, milk, custard and dairy based desserts
- seafood (including fish, oysters, lobsters etc)
- processed fruits and vegetables, for example, salads
- cooked rice and pasta
- foods containing eggs, beans, nuts or other protein rich foods, such as quiche and soy products
- foods that contain these foods, such as sandwiches and rolls.



Which foods are not potentially hazardous foods?

Certain preserved foods do not contain food poisoning bacteria. Also, bacteria may not grow in some types of food.

Examples include canned and bottled food, dried fruit, salted dried meats, fermented dried meats, yoghurts, hard cheeses, spreads, some sauces, dried pasta, breads and dried foods.

Some foods can become potentially hazardous if you alter the food. For example, dry custard powder when milk or water is mixed with the powder to make custard.

3 golden rules to prevent growth of bacteria are:

- ✓ KEEP IT HOT (above 60°C)
- ✓ KEEP IT COLD (below 5°C)
- ✓ REHEAT & COOL QUICKLY

Cooling

- Even in the refrigerator, some items can take hours to cool to below 5°C.
- Divide the food into smaller portions to help it cool faster and never leave the food at room temperature for longer than allowed.



Heating

- Reheat foods in as short a time as possible using small quantities.
- Heated food display cabinets, bain maries and pie warmers should only be used for maintaining food temperatures above 60°C.
- Always heat foods rapidly in an oven or a microwave before placing in the bain-marie or heated cabinet.

Thawing

- Freezing does not kill bacteria and therefore thawing should be done in a way that prevents bacterial growth.
- Thawing is best accomplished slowly over 24 hours in a refrigerator or cool room. Foods may be thawed in the microwave.
- Never thaw foods at room temperature as this is the DANGER ZONE.

Pest Control

Cockroaches, flies, rats, mice, birds, insects and spiders are all pests and can cause significant damage to the food premises as well as contaminate food.

How to prevent vermin and pests entering food premises

1. **Build them out** - ensure effective construction and maintenance of the premises.
2. **Be on the lookout** - check places of the premises that are not often disturbed.
3. **Starve them out** - ensure correct storage of foods and maintain good housekeeping.
4. **Chase them out** - engage the services of a licensed Pest Control Operator for regular treatment of the premises.

Also:

- keep the premises clean inside and out and free from unwanted material
- maintain the building, fixtures and fittings in a good condition so that they can be easily cleaned.



CLEANING SCHEDULE (Example)

Task	Frequency: 1. After each use 2. Daily 3. Twice a week 4. Weekly 5. Monthly 6. Quarterly						Days / Person Responsible <i>(include name or initial of person responsible for the task and tick when work is completed)</i>						
	1	2	3	4	5	6	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Walls				X									
Floors		X											
Ceilings					X								
Doors & windows					X								
Coolroom/s			X										
Refrigerators			X										
Freezers				X									
All benches	X												
Chopping boards – clean & sanitise	X												
Appliances & equipment		X											
Utensils & crockery etc	X												
Food preparation sinks	X												
Handwash basins		X											
All shelving			X										
Food containers	X												
Food storage areas			X										
Clean & sanitise all garbage bins		X											
Other furniture and fittings			X										
Mechanical ventilation filters					X								
Mechanical ventilation canopy				X									
Mechanical vent/exhaust chute						X							
Pest control						X							
Supervisor to verify task completion		X											

Signed: (Manager)

Date:

