



KNOW YOUR FOOD SERVICE BUSINESS

A self-assessment guide to the Food Safety Standards
for Food Service Businesses in Queensland





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Who should use the checklist

This checklist has been designed to assist food service businesses make a self-assessment of their compliance with the Food Safety Standards. It has been developed in consultation with various industry representatives and is suitable for use by all businesses involved in the handling, storing, sale and service of food in Queensland. This includes restaurants, cafes, coffee shops, byo's, bistros, brasseries, take-aways, catering businesses and function centres. In fact, any business selling food would benefit from using this self-assessment checklist to see how well their food business performs in terms of the food safety requirements.

Recent amendments to the *Food Act 1981* included increased penalties of up to \$101 250 or two years imprisonment. A defence of due diligence, or proving that you took all reasonable steps to prevent a breach of the Act, has also been included. Completing this checklist may assist you in demonstrating due diligence.

Know your food business has been developed as a guide only. Advice specific to the food handling operations of your business and your compliance with the Food Safety Standards should always be obtained from your nearest local government Environmental Health Officer.

How to use the checklist

Each heading of the checklist is referenced to the relevant section of the Food Safety Standards. General information, definitions, explanation of terms and interpretive guidelines are available in *Safe Food Australia – A Guide to the Food Safety Standards*. By answering the questions, you will learn of the food safety issues that an Environmental Health Officer will be looking for during routine food hygiene inspections.

Reference and notes sections are included throughout the checklist to help you comply with the Food Safety Standards. For a copy of the Food Safety Standards and further information resources, see Appendix 1. This checklist is a guide only and information specific to your food businesses needs should be sought from an Environmental Health Officer (contact details are listed in Appendix 2).

Your details

Business Name

Address

Telephone

Fax

E-mail

Name of food business licence holder (proprietor)

Name of person completing this checklist

Address

Telephone

Fax

E-mail

Current Local Government food licences/registrations held (List Local Governments and Lic. No.)

Date of completion of this self-assessment

Date of next self-assessment



Know your food business

Food safety practices and general requirements

Food handling – skills and knowledge *Food Safety Standard 3.2.2 (clause 3)*

1. Do you raise funds solely for community or charitable causes and not for personal financial gain? Yes No
2. Do you handle food which is not potentially hazardous (see table below) *or* food which is consumed immediately after cooking? (eg. sausage sizzle) Yes No

If you answered *yes* to Question 1 **and** Question 2, you are exempt from the skills and knowledge requirement. The Queensland Health resource *Food Safety for Fundraising Events* may also be a suitable food safety resource. See Appendix 1 for more details.

3. Do all people supervising or undertaking food handling have skills and knowledge in food safety and hygiene matters that corresponds with their food handling activities and responsibilities? Yes No

Tip How do I get 'skills and knowledge'?

You and your staff can obtain the required skills and knowledge in a variety of ways, including

- 'in house' training by other staff or the owner of the business
- providing staff with accurate food safety and food hygiene information for them to read
- operating rules that set out the responsibilities of food handlers and their supervisors
- sending staff to food safety courses run by reputable organisations
- hiring a qualified food safety consultant to run a course for the staff of the business
- recruiting staff with formal industry-based training qualifications.

Receiving food *Food Safety Standard 3.2.2 (clause 5)*

Please tick all foods listed below that are used in your food business. Use this table as a reference as you complete the checklist as some questions relate to specific food types.

Potentially hazardous foods		Non-potentially hazardous foods	
Frozen foods	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fresh fruit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Chilled foods	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fresh vegetables	Yes <input type="checkbox"/> No <input type="checkbox"/>
Raw meat	Yes <input type="checkbox"/> No <input type="checkbox"/>	Shelf-stable condiments	Yes <input type="checkbox"/> No <input type="checkbox"/>
Smallgoods	Yes <input type="checkbox"/> No <input type="checkbox"/>	Bread/bakery products	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cooked meat products	Yes <input type="checkbox"/> No <input type="checkbox"/>	Canned food	Yes <input type="checkbox"/> No <input type="checkbox"/>
Ready-to-eat fish/seafood	Yes <input type="checkbox"/> No <input type="checkbox"/>	Water	Yes <input type="checkbox"/> No <input type="checkbox"/>
Dairy products	Yes <input type="checkbox"/> No <input type="checkbox"/>	Confectionary	Yes <input type="checkbox"/> No <input type="checkbox"/>
Pasta salads	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other (please describe)	
Eggs	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Other (please describe)	_____		

4. Do you have a record of the name and address of each food supplier? Yes No

Tip Create your own copy of a supplier record list (see Template 3)

5. Can you demonstrate that your business checks incoming food before accepting delivery with regard to:
- (a) potentially hazardous foods are stored at 5°C or below or 60°C or above? Yes No
 - (b) frozen foods are frozen hard and not showing signs of prior thawing? Yes No
 - (c) packaging is clean and intact/undamaged? Yes No
 - (d) the name and address of the manufacturer or packer has been provided? Yes No
 - (e) the name of the food and lot identification? Yes No
 - (g) date markings are within their 'best before' or 'use-by' date? Yes No
 - (h) evidence of physical, chemical or pest contamination? Yes No
 - (i) clean delivery vehicle with no other material in the same area as the food? Yes No
6. Do you always reject food that does not meet the requirements in Question 5? Yes No
7. Do you record the details of food receipt checks and rejected food (if any)? Yes No

Tip Develop your own incoming food checklist (see Template 4)

Food storage *Food Safety Standard 3.2.2 (clause 6)*

8. Is food stored so that:
- (a) it is protected from contamination? (eg. covered, off the cool room floor) Yes No
 - (b) environmental conditions (eg. humidity, lighting) do not affect its safety and suitability? Yes No
9. Is frozen food kept frozen solid? Yes No
10. Are potentially hazardous foods refrigerated below 5°C? Yes No

If you answered *no* to one or more of the above questions, write a list of actions here for you to rectify any potential problems (eg. purchase covers for containers used in cool room)



Know your food business

Food processing *Food Safety Standard 3.2.2 (clause 7)*

11. When processing food, do you:
- (a) take steps to prevent food being contaminated? Yes No
- (b) use a step known to achieve microbiologically safe food (eg. thorough cooking)? Yes No
12. Do you minimise the time food remains between 5°C and 60°C when processing? Yes No
13. Can you demonstrate that potentially hazardous food is cooled:
- (a) from 60°C to 21°C within two hours? Yes No
- (b) from 21°C to 5°C within an additional four hours? Yes No
- If *no*, is an alternative process used that does not affect the safety of the food? Yes No
14. Is potentially hazardous food rapidly re-heated to 60°C (within 2 hrs) Yes No
- If *no*, is an alternative heating process used that does not affect safety of the food? Yes No

If you answered *no* to one or more of the above questions, write a list of actions here to rectify any potential problems (eg. cool foods in smaller containers, have refrigeration serviced)

Food display *Food Safety Standard 3.2.2 (clause 8)*

15. Is all displayed food adequately protected from contamination? Yes No
16. When unpackaged ready-to-eat food is displayed for self-service, do you provide:
- (a) supervision so food contaminated by customers is immediately removed from display? Yes No
- (b) separate serving utensils or an individual dispensing method for each food? Yes No
- (c) protective barriers such as sneeze guards to prevent contamination? Yes No

17. Is displayed potentially hazardous food kept at 5°C or below or 60°C or above? Yes No
- (a) If *no*, does this food remain between 5°C and 60°C for more than two hours? Yes No
- (b) If *yes*, does this food remain between 5°C and 60°C for more than four hours? Yes No



If you answered *yes* to Question 17(b) this is a dangerous practice and must change! Refer to Safe Food Australia, 4 hour/2 hour Rule, pages 183-185 (see Appendix 1 for how to obtain a copy).

18. If food is meant to be displayed frozen, is it displayed frozen? Yes No

If you answered *no* to one or more of the above questions, write a list of actions here to rectify any potential problems (eg. provide supervision to self service areas)

Food packaging *Food Safety Standard 3.2.2 (clause 9)*

19. Is all food packaging material:
- (a) suitable for food contact purposes and unlikely to contaminate food? Yes No
- (b) protected from contamination during storage? Yes No
20. Is food protected from being contaminated during the packaging process? Yes No

Food transportation *Food Safety Standard 3.2.2 (clause 10)*

21. When you transport food, is it:
- (a) protected from contamination? Yes No
- (b) kept frozen solid (if it is potentially hazardous)? Yes No
- (c) kept at 5°C or below or 60°C or above (if it is potentially hazardous)? Yes No
- (d) If *no*, can you demonstrate that keeping this food between 5°C and 60°C during transportation does not adversely affect the microbiological safety of the food? Yes No

If you answered *no* to one or more of the above questions, write a list of actions here to rectify any potential problems (eg. use refrigerated truck for long deliveries)



Know your food business

Food disposal *Food Safety Standard 3.2.2 (clause 11)*

22. Do you ensure that food for disposal is:

(a) kept separate from other food until it is dealt with?

Yes No

(b) clearly identified as food for disposal?

Yes No

Food recall *Food Safety Standard 3.2.2 (clause 12)*

23. Do you wholesale, manufacture or import food?

Yes No

If *yes*, continue. If *no*, go to Question 26.

24. Do you have a food recall system?

Yes No

If *no*, you must develop a system to retrieve food in the event of unsafe food being released into the food supply.



Get assistance with developing your own recall plan with the Food Industry Recall Protocol 5th Edition from FSANZ. See Appendix 1.

25. If you answered *yes* to Question 24, is this recall system:

(a) a written document available on request?

Yes No

(b) used when recalling unsafe food?

Yes No

Health and hygiene requirements

General duties of food businesses *Food Safety Standard 3.2.2 (clause 18)*

26. Have you informed all food handlers of their health and hygiene obligations? Yes No
27. Do you ensure any information provided by a food handler is not disclosed to another person, except the business proprietor or an authorised officer under the *Food Act 1987*? Yes No
28. Do you ensure that food handlers and other persons (eg. visitors, tradespeople) do not:
- (a) contaminate food? Yes No
- (b) have unnecessary contact with ready-to-eat food? Yes No
- (c) spit, smoke or use tobacco or similar products, where food or surfaces likely to come in contact with food, are exposed or unprotected? Yes No

Tip

Go to Templates 5 and 6 for assistance with advising staff of their legal obligations. You may also wish to develop a policy for visitors or maintenance people that may enter your food preparation area from time to time to ensure that they do not contaminate the food.

Health of persons who handle food – Duties of food businesses

Food Safety Standard 3.2.2 (clause 16)

The health and hygiene requirements that *food handlers* must comply with are in Clauses 13 - 15 of Food Safety Standard 3.2.2 (see Template 5).

29. Can you demonstrate that food handlers do not handle food if they are:
- (a) known to be suffering from a food borne disease or are a carrier of a food borne disease or
or
(b) known or reasonably suspected to have a symptom of a food borne disease, and where there is a reasonable likelihood that they will contaminate food? Yes No
30. If a person is excluded from handling food, are they permitted to resume food-handling activities only on medical consent? Yes No
31. In relation to Questions 26 and 27:
- (a) do you have a documented food handling exclusion policy? Yes No
- (b) have your employees been advised of their relevant legal obligations? Yes No
32. Do you ensure that a person, known or reasonably suspected to be suffering from a condition, which is transmissible via food and who continues to engage in food handling activities for the business:
- (a) takes all practicable measures to prevent food contamination? Yes No
- (b) has been advised of their relevant legal obligations? Yes No

Tip

For an example food handler exclusion policy, see Appendix 3. For employees' legal obligations, see Template 5.



Know your food business

Hygiene of food handlers – Duties of food businesses

Food Safety Standard 3.2.2 (clause 17)

33. Do you maintain at each hand washing facility with:
- (a) a constant supply of warm (between 25°C and 45°C), running water? Yes No
 - (b) soap? Yes No
 - (c) single use towels or other method for effectively drying hands? Yes No
 - (d) a bin for used towels, if towels are used? Yes No
34. Are hand wash facilities only used for washing hands? Yes No
35. Does your food business:
- (a) only operate from temporary food premises or a domestic dwelling? Yes No

Note

If you answered *yes* to Question 35, you may apply to your local council for an exemption to the requirement for dedicated, permanent hand washing facilities. Also, temporary food premises and food businesses that operate from a domestic dwelling may need to be licensed and registered with the local government. Contact your local government to find out more.

Cleaning, sanitising and maintenance

Cleanliness *Food Safety Standard 3.2.2 (clause 19)*

36. Do you maintain the food premises in a clean condition at all times free of dirt, grease or other visible matter? Yes No
37. Are all fixtures, fittings and equipment, clean and sanitary, free from food waste, dirt, grease or other visible matter? Yes No
38. Are all food transport vehicles kept clean and sanitary at all times? Yes No

Cleaning and sanitising of specific equipment *Food Safety Standard 3.2.2 (clause 20)*

39. Do you ensure that all food contact surfaces (eg. chopping boards, preparation surfaces, processing equipment) are clean and sanitary? Yes No
40. Do you ensure that eating and drinking utensils are clean and sanitary immediately before each use? Yes No

Tip

Develop your own cleaning and sanitising program, see Appendix 4.

Maintenance *Food Safety Standard 3.2.2 (clause 21)*

- 41. Is the food premises in a good state of repair and working order, having regard to the use of these areas? Yes No
- 42. Are all fixtures, fittings and equipment in the food premises, in a good state of repair and working order, having regard to their use? Yes No
- 43. Are all food transport vehicles in a good state of repair and working order? Yes No
- 44. Are chipped, broken or cracked eating or drinking utensils disposed of? Yes No

Note here any areas where maintenance is required and the time frames in which repairs will be done.

Other requirements

Temperature measuring devices *Food Safety Standard 3.2.2 (clause 22)*

- 45. Do you have a **probe** thermometer that:
 - (a) is readily accessible to food handlers? Yes No
 - (b) measures the temperature of potentially hazardous food to +/- 1°C? Yes No
- 46. If yes, is it used to monitor temperature of potentially hazardous food? Yes No



All food businesses handling *potentially hazardous foods* **must** have a temperature measuring device (ie a thermometer) to measure the temperatures of the food.

- 47. Is the probe attachment cleaned and sanitised between each use? Yes No
- 48. Do you routinely check the accuracy of the thermometer(s)? Yes No



Know your food business

Single use items *Food Safety Standard 3.2.2 (clause 23)*

Note

Single use items are intended by the manufacturer to be used only once in connection with food handling. Examples include disposable gloves, plastic drinking straws and plastic cutlery, disposable wrappers and packaging.

49. Do you discard single use items that have been used or become contaminated? Yes No
50. Are single use items adequately protected from contamination? Yes No

Animals and pests *Food Safety Standard 3.2.2 (clause 24)*

51. Do you:
- (a) exclude live animals (except fish, shellfish or crustaceans) in food handling areas? Yes No
 - (b) permit only assistance animals (eg. guide dogs) in designated customer areas? Yes No
 - (c) prevent pests entering the food premises? Yes No
 - (d) undertake pest control to eradicate and prevent the harbourage of pests? Yes No

Tip

Note when last pest control was undertaken and when next service is due.

Last service: _____ / _____ / _____

Next service due: _____ / _____ / _____



Congratulations!

You have now completed the self-assessment guide.

Please keep this completed document for your records and action any areas of improvement that you have identified to make your food business safer.

It is recommended that you repeat this checklist at least every 12 months or when circumstances in your food business change (eg. remodelling or change of management/staff).

Appendix 1 Resources

Subject/Publication	What is it?	Where to get it
<i>Food Act 1981</i>	The Act covering the handling and sale of food in Queensland	www.legislation.qld.gov.au
Food Safety Standards	The national standards detailing food handling practices and food premises fit-out	http://www.foodstandards.gov.au/foodstandardscode/index.cfm#_FSCchapter3
Safe Food Australia	An interpretative guide explaining the provisions of the Food Safety Standards	http://www.foodstandards.gov.au/mediareleasespublications/publications/safefoodaustralia2nd519.cfm
Label Buster Guide	A guide to the Food Standards Code labelling requirements for food businesses	http://www.health.qld.gov.au/phs/Documents/ehu/20192.pdf
Restaurant and catering/food service industry fact sheets	A series of fact sheets specifically for food service businesses	www.restaurantcater.asn.au
Retailers fact sheets	A series of fact sheets specifically for food retailers	http://www.health.qld.gov.au/HealthyLiving/Food_Safety_1.htm
Food industry recall protocol	A guide to assist food businesses developing a recall plan	http://www.foodstandards.gov.au/srcfiles/FIRP_5Ed_Sept02.pdf
Directory of food safety training programs and other resources	A listing of some of the food safety training courses and resources available	http://www.health.qld.gov.au/HealthyLiving/Food_Safety_1.htm



If you do not have access to the internet, please contact your local government or nearest Queensland Health Public Health Unit for copies of the above documents. See Appendix 2 for details.



Know your food business

Appendix 2 Where to go for more information and assistance

Option 1 – Local Government

Contact the Environmental Health section of your nearest local government. Contact details will be listed in the government section of your telephone book.

Option 2 – Queensland Health Public Health Units

Public Health Unit	Telephone Facsimile	Public Health Unit	Telephone Facsimile
Brisbane Southside	Ph: 30009148 Fax: 30009121	Mount Isa	Ph: 47444404 Fax: 47490643
Brisbane Northside	Ph: 32508509 Fax: 32508501	Redcliffe	Ph: 38837300 Fax: 38837484
Bundaberg	Ph: 41502780 Fax: 41502729	Rockhampton	Ph: 49206989 Fax: 49213230
Cairns	Ph: 40503601 Fax: 40311440	Sunshine Coast	Ph: 54794655 Fax: 54435488
Charleville	Ph: 46568100 Fax: 46542615	Thursday Island	Ph: 40503601 Fax: 40311440
Gold Coast	Ph: 55097222 Fax: 55611851	Toowoomba Darling Downs	Ph: 46319888 Fax: 46394772
Hervey Bay	Ph: 41977277 Fax: 41977299	Townsville	Ph: 47504020 Fax: 47504021
Longreach	Ph: 46580859 Fax: 46580869	West Moreton	Ph: 38101500 Fax: 38101155
Mackay	Ph: 49683858 Fax: 49683857		

Option 3 – Industry contacts

Industry bodies are often well placed to provide businesses with information on how to comply with Queensland's food legislation. The peak industry body for the food service sector is Restaurant & Catering Queensland (RCQ). RCQ operates within 6 regional areas in the state with the main office in Brisbane. Contact details are as follows:

Restaurant & Catering Queensland
Suite 6 "The Courtyard"
67 O'Connell Terrace
BOWEN HILLS QLD 4006

or

PO Box 101 ROYAL BRISBANE HOSPITAL QLD 4029
Phone (07) 3252 8880 or 1800 655 344 (outside metropolitan Brisbane)
Fax (07) 3252 7554
Email: rcqld@restaurantcater.asn.au
Website: www.restaurantcater.asn.au

Appendix 3 Food handler policies

Food businesses have specific responsibilities relating to the health of people who handle food, the provision of hand washing facilities, telling food handlers of their health and hygiene obligations and the privacy of food handlers.

The following policies are samples that may be used and adapted to meet the needs of your business.

The health of persons who handle food and preventing food contamination

It is very important that people who may be suffering from or carrying certain illnesses or suffering from some conditions do not handle food or food contact surfaces. This is particularly important if they are likely to contaminate food while they are working.

Sample policy on food handler exclusion

If a food handler has...	The food handler will...
one or any of the following symptoms of food borne disease <ul style="list-style-type: none"> • diarrhoea • vomiting • sore throat with fever • fever • jaundice 	1. immediately inform the food safety supervisor 2. seek medical attention 3. not return to work until they have been symptom-free for 48hrs.
been diagnosed with any of the following food borne diseases <ul style="list-style-type: none"> • Hepatitis A • Norwalk disease or Norwalk-like disease • Typhoid fever • Shigellosis • Staphylococcal or Streptococcal disease 	1. cease all contact with food and food contact surfaces 2. not return to food handling duties until medical clearance is provided.
<ul style="list-style-type: none"> • an exposed wound or cut • infected skin sore 	1. cover with a bandage and highly visible waterproof covering
any discharge from their ears, nose or eyes	1. take medication to stop any nasal or other discharge that may contaminate the food

The supervisor will not disclose any of the above medical information to anyone without the consent of the food handler, with the exception of the proprietor of the business or a food enforcement officer. This company will not use this information for any purpose other than to protect food from contamination.

Telling food handlers about their health and hygiene responsibilities

Food businesses must tell all of their food handlers about their health and hygiene requirements.

Sample policy on food handler requirements

All new food handlers will have completed the food handler induction program within one month of commencing work with this company. The food handler induction program will consist of:

- watching a 20 minute food handler video
- reading and understanding the legal obligations of food handlers
- reading and understanding the FSANZ booklet on temperature control

The requirements are set out in *Standard 3.2.2 Food Safety Practices and General Requirements*. For further information on these requirements, see the fact sheet *Food Safety Standards – Health and hygiene - Responsibilities of food handlers*. The requirements are designed to ensure that food handlers do whatever is reasonable to make sure that they do not contaminate food.



Know your food business

Appendix 4 Information on cleaning and sanitising

Food businesses must maintain their premises at a high standard of cleanliness. This includes the fixtures, fittings and equipment, as well as those parts of vehicles that are used to transport food. The standard of cleanliness must ensure that there is no accumulation of garbage, recycled matter, food waste, dirt, grease or other visible matter.

Processing fresh food using dirty equipment will transfer contamination and possibly harmful bacteria. Food utensils and equipment must be cleaned and sanitised before each use and between being used for raw food and ready-to-eat food. Equipment and utensils may also need to be cleaned and sanitised if they have been used for long periods to prepare or process potentially hazardous foods, eg. meat slicers. The surfaces that food may come in contact with must also be cleaned and sanitised.

It is important to understand that cleaning and sanitising are separate procedures.

Clean means clean to the touch and free from any dirt, dust or food particles that you can see and must not have smell. Cleaning is the removal of these particles and/or smells.

Sanitising means to apply heat and/or chemicals (or other processes) to a surface so that the number of bacteria on the surface is reduced to a level that is safe for food to contact.

Cleaning and sanitising should usually be done as separate processes. A surface needs to be thoroughly cleaned before it is sanitised, as sanitisers are unlikely to be effective in the presence of food residues and detergents.

Planning for cleaning

When planning your cleaning and sanitising program, remember the following points:

- Start at the back and work towards the front. Start high and work your way down.
- Single-use paper towels are better than cloths. If you use cloths, they must be washed in hot water and allowed to dry after every use.
- Use the right size brush or cleaning tool for each task
- Use food-grade detergents and sanitisers, always following the manufacturers instructions.
- Clean as you go
- Keep cleaning chemicals away from food storage areas
- Disassemble equipment such as the meat slicer before starting to clean it
- A dishwasher will sanitise most small equipment, cutlery, plates and glasses
- Drip-dry equipment or use clean tea towels where this is not possible
- Educate staff on correct cleaning and sanitising procedures
- Provide regular checks on cleaning carried out and instruct staff where required
- Make sure the containers for garbage and recycled matter are large enough for the amount of waste you produce and are capable of being easily cleaned.
- Ensure that all equipment used for cleaning (eg. mops, buckets, cloths, brooms etc) are also kept clean

Cleaning procedures and records

A *cleaning procedure* is a set of written instructions that describe everything that needs to be done to keep your business clean. It sets out the tasks of cleaning and sanitising, how often each job needs to be done, how it should be done, and who should do it.

A *cleaning record* is a way of documenting that the cleaning tasks have been done by the responsible personnel.

What does a cleaning procedure and record look like?

Begin at the back of your premises and write down every piece of equipment that needs to be cleaned as you walk towards the front.

Then, write down how you will clean that piece of equipment, how often you will clean it, what materials and chemicals will be used and who will do the cleaning. These instructions will be noted on the *cleaning procedure*. An example is provided on the next page. Templates of both the cleaning procedure and cleaning record are also provided (Templates 1 and 2).

Six steps to proper cleaning

1. *Pre-clean*: Scrape, wipe or sweep away food scraps and rinse with water.
2. *Wash*: Use hot water and detergent to take off any grease and dirt. Soak if needed.
3. *Rinse*: Rinse off any loose dirt or detergent foam.
4. *Sanitise*: Use a sanitiser to kill any remaining germs.
5. *Final rinse*: Wash off sanitiser. (Read sanitiser's instructions to see if you need to do this)
6. *Dry*: Allow to drip-dry.

How to sanitise

Most food poisoning bacteria are killed if they are exposed to chemical sanitisers, heat, or a combination of both.

To sanitise:

- soak items in water at 77°C for 30 seconds, or
- soak items in water which contains bleach. The water temperature required will vary with the concentration of chlorine. The table below shows the amount of bleach required and the corresponding water temperature to make sanitising solutions.

How much water? How much bleach?

	Using household bleach (4% chlorine)			Using commercial bleach (10% chlorine)		
Concentration required	25 ppm	50 ppm	100 ppm	25 ppm	50 ppm	100 ppm
Min. water temperature	49°C	38°C	13°C	49°C	38°C	13°C
5 Litres	3.12 mL	6.25 mL	12.5 mL	1.25 mL	2.5 mL	5mL
10 Litres	6.25 mL	12.5 mL	25 mL	2.5 mL	5 mL	10 mL
15 Litres	31.25 mL	62.5 mL	125 mL	12.5 mL	25 mL	50 mL



Know your food business

An example of a cleaning and sanitising procedure

Job No.	Item/ Equipment	Method of cleaning	Frequency	Products Used	Responsibility
1	Bain-marie in front servery	1. Drain water from unit 2. Remove and throw out food, etc. from trays 3. Remove detachable trays and grids 4. Rinse in warm water 5. Wash in warm water with detergent, use brush and scourer as needed. Soak if needed. 6. Rinse in clean water. 7. Soak detachable trays and grids in sanitiser solution. Apply sanitiser solution to inside of bain-marie. 8. Allow to air dry.	Every day after use	Scraper, brush, scourer, detergent, sanitiser.	Kitchen hand Dave Jones
Notes:	1. Chemicals are kept in storage shed. See Jeff for key. 2. Use protective eyewear when mixing sanitiser. Eyewear kept under sink				

An example of a cleaning and sanitising record

Week ending 16/11/03									
Job No.	Area/ Equipment	Person responsible & frequency	M	T	W	T	F	S	S
1	Bain-marie	Kitchen hand (Daily)	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ	
2	Work bench	Kitchen hand (Daily)	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ	✓ DJ	
3	Floors	Cleaner (Daily)	✓ AP	✓ AP	✓ AP	✓ AP	✓ AP	✓ AP	
4	Ceiling	Cleaner (Weekly)			✓ AP				
Supervisor to initial on completion of cleaning activities:			MA	MA	MA	MA	MA	BE	

Blank cleaning procedure and record sheets are on the following pages for you to photocopy and use.



Template 5 Checklist for food handlers

As a food handler, you have certain legal obligations under the Food Safety Standards. These requirements are to help protect both your customers and you from potential food borne illness. Please complete this checklist within one week of starting work with this food business. If you have any questions, ask your supervisor or contact your local government environmental health officer for advice.

Your Name:	Name of Food Business:
Job/Role:	Manager/Supervisor:

Place your initials in each box once you have understood each section. It is important that you understand these obligations, so please ask for clarification from you supervisor if you require assistance.

Legal obligations

1. As a food handler, I must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

This means you should not sit or lie on preparation benches. It also refers to preventing cross contamination for example, by not preparing salad items on the same cutting board used for cutting raw meat.

2. As a food handler if I have a *condition* or a *symptom* that indicates that I may be suffering from a foodborne disease, or if I know I am suffering from a foodborne disease, or that I am a carrier of a foodborne disease, whilst at work I must:

- report this to my supervisor
- not engage in any handling of food where there is a likelihood that I might contaminate food as a result of the disease or condition
- take all practicable measures to prevent food from being contaminated as a result of the disease or condition if my supervisor allows me to do other work on the food premises.

<p>Symptoms of foodborne disease include:</p> <ul style="list-style-type: none"> • Diarrhoea • Vomiting • Sore throat with fever • Fever • Jaundice 	<p>A condition means:</p> <ul style="list-style-type: none"> • an infected skin lesion (eg. infected skin sore, boil, acne, cut or abrasion) • any discharge from the ear, eye or nose due to an infection (eg. colds, flu, sties or other eye infections)
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3. As a food handler, I must notify my supervisor if I know or suspect that I may have contaminated any food that I have handled.

If you drop food on the floor, cough or sneeze over food or contaminate the food in another way, report this to your supervisor. The food should then be disposed of and any required cleaning, including hand washing, be undertaken before resuming food handling activities.

Cont'd...



Checklist for food handlers *(continued)*

4. As a food handler, I must, when engaging in any food handling operation:

- take all practicable measures to ensure my body, anything from my body, and anything I am wearing does not contaminate food or surfaces likely to come into contact with food

This means that you should remove any jewellery, including rings, bracelets, earrings, facial rings or other jewellery that may fall off into food. If you do not want to remove the jewellery or are unable to, it should be covered with a brightly coloured protective bandage.

- take all practicable measures to prevent unnecessary contact with ready-to-eat food
- ensure my outer clothing is of a level of cleanliness that is appropriate for the handling of food that I am involved with

You must always wear clean clothes to work and any protective clothing such as caps, aprons or gloves should only be worn in the food preparation area, never when leaving the premises to have a break, when smoking or when going to the toilet.

- cover any exposed bandages and dressings with highly visible waterproof coverings
- not eat over unprotected food or surfaces likely to come into contact with food
- not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food
- not spit, smoke or use tobacco or similar preparations in areas in which food is handled
- use the designated toilet facilities.





5. As a food handler, I must wash my hands:

- whenever they are likely to be a source of contamination of food
- immediately before working with ready-to-eat food after handling raw food
- immediately after using the toilet.

6. As a food handler, I must wash my hands in the manner described below, when engaging in a food handling operation that involves unprotected food or surfaces likely to come into contact with food:

- before commencing or re-commencing handling food
- immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances
- after touching my hair, scalp or a body opening.

Hand washing is an essential step to prevent food poisoning. Proper hand washing technique means I will:

-  use the hand washing facilities provided
-  thoroughly clean hands using soap or other effective means
-  use warm running water
-  thoroughly dry hands on single-use towels or in another way that is not likely to transfer pathogenic micro-organisms to my hands.

