

food safety



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ISSUE 2

SANITISING & CLEANING

Cleaning schedule

All premises need a cleaning schedule to ensure all areas are kept clean and sanitised. Work surfaces such as food preparation benches and equipment are more prone to contamination, and require more attention.

Creating the schedule

Walk through your premises and make a list of all the items that need cleaning. Start with items like the structure (floor, walls and ceilings), equipment, fittings, and fixtures. Using a chart similar to the example below, list these items down the first column. Consider items not cleaned frequently, as well as daily items. Beside each item listed to clean, write down the cleaning product and cleaning method. Fill in details on how often it should be cleaned (i.e. daily, weekly). Also write down the person responsible for making sure the task is completed and the date to be completed by and any comments or issues that arose during cleaning.

Fitting / Equipment	Cleaning Product	Cleaning Method	Frequency	Staff Responsible	Completed? (Y/N)	Signature	Date

Implementing the schedule

- Laminate the chart and use a water-based marker to tick the completed column when the task is done
- Ensure staff know how the schedule works and the role they should play
- Ensure staff carry out regular checks on their areas
- Place the schedule on the wall so it can be easily seen by all staff
- Review the schedule regularly and check that all tasks are completed.

FOOD CONTAMINATION

Waste Management

Food scraps and rubbish that are not disposed of properly can cause problems for food businesses. Rotting food scraps mixed with other rubbish such as cardboard boxes and plastic bags will begin to smell and will quickly attract cockroaches, rodents and flies.

It is important to ensure your rubbish is adequately protected from the attraction and harbourage of vermin and pests and does not create an odour problem for you, your neighbours or your customers.

- Choose bins large enough to hold ALL of your rubbish.
- Do not store or stack cardboard on the premises
- Your bins should be cleaned regularly (as part of a cleaning schedule)
- Ensure bins have secure fitting lids and that both the lid and bin are not split or broken to prevent the attraction and access to vermin
- Bin wastes including fluids must not be allowed to flow into the street, other properties or stormwater drains
- Don't let your rubbish sit rotting. Waste should be removed at least once a week or more frequently if required through a waste contractor.
- Organic materials should be wrapped or bagged to prevent nuisance and odour problems occurring. Store smelly items such as seafood in bags in the freezer until your rubbish is collected.
- Ensure your business has a backup for the removal of wastes including removal to an approved waste facility in the event of unexpected waste loads or damage to waste receptacles.

Development of a Waste Management Plan is recommended to encompass all aspects of waste generation, handling and removal practices including the above to ensure that waste does not contribute to food contamination or harbourage of vermin.

FOOD STORAGE

Tips to protect food from contamination

It is the business owner's responsibility to set up food safety processes and procedures in the workplace to comply with the Food Standards Code.

Business owners and staff can follow some simple steps to protect food from contamination during the receipt, storage, processing and display of food:

- Store food in food-grade containers and covered to protect it from contamination
- Store food and packaging above the floor
- Store raw food and potentially hazardous foods—especially meat, fish and poultry—below and away from ready-to-eat food in a cool room or fridge
- Store chemicals and equipment well away from food items, food packaging and food handling areas
- Maintain the premises including all fixtures, fittings and equipment in a clean and undamaged condition
- Regularly clean and sanitise food contact surfaces and utensils, e.g. chopping boards, knives
- Use separate equipment and utensils for raw and ready-to-eat foods or thoroughly wash and sanitise equipment and utensils between handling raw and ready-to-eat foods

- Avoid unnecessary contact with food, e.g. use utensils rather than bare hands
- Thoroughly wash and dry hands before starting work changing tasks or returning from a break, e.g. between serving customers and preparing food and after handling raw foods and garbage, or using the toilet
- Minimise the wearing of exposed jewellery and tie back long hair
- Cover cuts and wounds with an appropriate dressing
- Do not handle food if feeling unwell or suffering from a contagious illness



Store all food in sealed food grade containers with potentially hazardous foods below fresh produce and ready to eat foods. Date mark containers to ensure food freshness.

NSW PUBLIC HEALTH – QUALITY ASSURANCE PROGRAM

NSW Health requires all businesses that provide or make use of a private water supply (e.g. tank, bore, etc.) to develop a Quality Assurance Program. The Program was required to be submitted to NSW Health prior to 1 September 2014. For more information please contact NSW Health on (02) 9391 9000 or visit <http://www.health.nsw.gov.au/environment/water/Pages/private-supplies.aspx>

FOOD SAFETY SUPERVISOR REFRESHER TRAINING TO COMMENCE IN 2015

The NSW Food Authority's Food Safety Supervisor (FSS) Scheme provides food safety training to food businesses to maintain a skilled and compliant retail food service sector in NSW.

FSS certificates

Since the FSS program was first implemented in 2010 FSS certificates have been issued to nearly 69,000 individuals in food businesses. The certificates expire five years from the date of issue with the first round of certificates due to expire in September 2015.

Refresher training

Individuals wishing to obtain a new FSS certificate will need to undertake FSS refresher training through an approved Registered Training Organisation (RTO). The Authority is developing an assessment and refresher training option to assist these individuals to more easily have their FSS certificate re-issued.

The FSS refresher training will ensure an individual has knowledge of food safety requirements, the skills to manage food safety risks in the workplace and can meet the essential requirements for national units of competency.

RTOs approved by the NSW Food Authority to deliver FSS training will be consulted in the process of developing the refresher training program and materials. The roll out of the training will take place in the second half of 2015.

For more information please email the Food Authority's helpline at contact@foodauthority.nsw.gov.au or phone 1300 552 406.

1. HAND WASH BASIN

Hands On: A hand-wash basin must be large enough for effective hand and forearm cleaning and must be within 5m of all food preparation/cooking areas. The hand-wash basin is for washing of hands only and not for any other uses such as food storage, equipment cleaning, food preparation, etc. Hand-wash basins must be supplied with the following:

- Signage designating the basin as 'Hand Wash Only'
- Single use towel (paper towel is recommended)
- Liquid soap and dispenser (recommended)
- Waste receptacle for used paper towel
- Warm running water

Council's Environmental Health Officers will inspect the use and functionality of the hand-wash basin when conducting routine inspections.

2. ANIMALS & PESTS

Animals in Food Businesses: As per Food Safety Standards 3.2.2 (24) Animals and Pests a Food Business must not permit live animals in areas in which food is handled other than seafood or other fish or shellfish. The following exceptions apply:

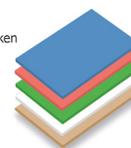
- A food business must permit an assistance animal in areas used by customers. (Assistance animal refers to a guide dog, a dog trained to assist a person in activities where hearing is required and any other animal trained to assist a person to alleviate the effect of a disability.)
- A food business may permit a dog that is not an assistance animal to be present in an outdoor dining area.

3. CLEANING & SANITISING

Chopping Boards: Chopping Boards are an essential part of food preparation however can be a leading cause of cross contamination in food businesses. If possible use separate chopping boards for different

potentially hazardous foods such as poultry and ready to eat foods such as vegetables.

Red	=	Raw meat and raw chicken
Green	=	Fruit and vegetables
Brown	=	Cooked meat
Blue	=	Raw fish
White	=	Bread



Thorough clean and sanitise chopping boards before preparing and after processing any foods and especially potentially hazardous foods. Chopping boards as well as all other fixtures and fittings are to be included in the cleaning schedule.

Once a chopping board is unable to be effectively cleaned and sanitised, usually from overuse and discolouration the chopping board is to be disposed of and replaced to ensure there is no likelihood of contamination in the food preparation.

For further information contact:

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