FOOD SAFETY CHECKLIST – TO BE DISPLAYED IN THE FOOD PREPARATION AREA

This checklist has been developed by FDCWA in consultation with the WA Health Department to accommodate the changes to the Food Standards - 3.2.2A.

FDC Service Food Safety Officer: Joy Alder (M – W & F) Phone: 0429 030 362
FDC Service Food Safety Officer: Lea Major (M, T, Th, F) Phone: 0477 029 228
FDC Service Food Safety Officer: Jo Chapman (M – F) Phone: 0477 029 531
FDC Service Food Safety Officer: Sandra St Jack (M – F) Phone: 0431 449 567

The above staff hold the (Service) Food Supervisors Certificate and any food related enquiries should be directed to these people.

	This checklist is to be ticked off weekly: Week ending:	✓
1.	Food preparation surfaces are free from any potential contaminants	
2.	The food handler will maintain good personal hygiene including clean clothing, hair covered or tied back, correct hand washing procedures including washing and drying hands (using paper towel) before handling food and then as required during food handling and preparation	
3.	Food Surfaces and preparation areas will be cleaned then sanitised using food grade cleaning products according to the manufacturer's instructions	
4.	The Food Handler will maintain a clean and sanitised work area including equipment, utensils, and food surfaces.	
5.	Everything that has had direct contact with food will be cleaned and sanitised as soon as possible after each use.	
6.	All food will be assessed for spoilage before being prepared and served	
7.	Refrigerator will be maintained at 5°C or below- Thermometer required	
8.	Prepared foods are held between 5°C and 60°C for less than 2 hours can be used or put back in the refrigerator to use later.	
9.	Food held between 5°C and 60°C for 2-4 hours can still be used, but can't be put back in the fridge	
10	Food held between 5°C and 60°C for 4 hours or more must be thrown away	
11	Potentially hazardous foods (like those containing meat, egg and dairy) need to be kept cold (at 5°C or colder) or kept hot (at 60°C or hotter)	
12	Timed and measured from when food leaves refrigerator using a food grade thermometer.	
13	All fresh fruit and vegetables will be washed thoroughly before use	
14	Prepare food quickly to minimise time out of the fridge (e.g. when making sandwiches)	
15	Cool cooked food quickly to store in the fridge (e.g. by dividing into smaller portions in the fridge)	
16	Avoid reheating potentially hazardous food more than once, so it doesn't go through multiple warming periods	
17	Keep raw foods separate from ready-to-eat foods – e.g. use different cutting boards, store raw food below ready-to-eat food	
18	Protect food from pets, children and visitors, sick people, waste, chemicals, pests, and dirt	
19	Dispose of waste foods correctly via a covered bin	
20	Food will be maintained according to the 2-hour 4-hour rule when being transported	
21	Other non-food surfaces such as chairs, cupboard doors, fridge doors, doorknobs etc will be maintained in a clean and hygienic manner	
22	Storage areas will be kept clean, and food will be stored in labelled and sealed containers including prepared date and use by dates	
23	A pest control procedure will be followed to prevent contamination of food by pests.	