

Food safety management plan



Environmental Health

Training

Completion of an approved food safety program is required. Prior completion of a food safety course will assist in the development of the food safety management plan. Please include copies of training certificates with your plan.

Cleanliness

Food businesses are required to meet the design and fit-out requirements of Food Standard 3.2.3, which encourages all surfaces and equipment in the kitchen to be easily and effectively cleaned. By keeping food businesses clean and free from grease, dirt and other visible matters, the likelihood of food being contaminated is reduced as is the potential for pests.

A documented cleaning program is needed to ensure that the standards for cleanliness are met.

What should be documented?

The cleaning program should list all surfaces that are required to be cleaned in the kitchen. This may include floors, walls, benches, work surfaces, fridges, freezers and storage areas including shelving.

The cleaning of each surface may be subject to varying frequencies, for example a bench top would need to be cleaned daily, however shelving would be less regular. The intended minimum frequency for cleaning each surface should be documented.

It is also important to document the process for cleaning. This would include where buckets and mops are stored, where they will be filled with water, how detergents (to remove grease) and sanitisers (to kill bacteria) will be used, and how wastewater will be disposed of.

Managing tasks that require a sink

Most food businesses are required to provide dedicated sinks for certain activities. This reduces the risk of contamination of food. Residential kitchens have fewer sinks and therefore careful management of food handling activities is required.

What should be documented?

All tasks that require the use of a sink must be identified, e.g. washing and sanitising equipment, hand washing and food preparation.

List available sinks and designate each for a task. Tasks may need to be staged to avoid conflicts, e.g. preparing vegetables first, then cleaning up dishes. Where a double bowl sink is available, one sink should be dedicated to hand washing and not for any other purpose.

Storage of food

The requirements for food storage relate to protecting food from contamination, storing food under recommended environmental conditions and controlling the temperature of potentially hazardous food.

When managing the storage of food, consider the following practices:

- separation of raw and cooked foods
- storage of food in food-grade containers
- separate storage for chemicals
- storage of food in containers that are sealed to prevent the entry of foreign objects and pests
- monitoring refrigeration temperatures

What should be documented?

It will need to be demonstrated how food will be protected from all forms of contamination. List foods that require temperature control and document a procedure for checking the temperature of food.

Health of food handlers

People who are ill or have an infection can easily transfer harmful bacteria or viruses to food. Ensure staff do not handle food if they:

- are ill with vomiting, diarrhoea, fever or sore throat with fever, or
- have been diagnosed by a doctor that they carry a food-borne illness

What should be documented?

It should be stated that where a food handler is suffering from or carrying a food-borne disease, they would be excluded from all food handling activities.

Hygiene of food handlers

All food handler must take precautions to ensure that food or surfaces that come in contact with food are not contaminated by his or her body or anything he or she is wearing. This includes hair, saliva, mucus, sweat, blood, fingernails, clothes, jewellery or bandages.

Food handlers are required to:

- avoid handling ready-to-eat food such as salads and cooked food, use tongs or other implements instead;

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- wear clean outer clothing
- minimise jewellery
- make sure bandages and dressings on exposed parts of the body, such as hands, arms or face, are covered with waterproof coverings
- not eat over uncovered food or equipment and utensils
- not sneeze, blow or cough over uncovered food or equipment and utensils
- not spit, smoke or chew tobacco where food is handled

What should be documented?

The minimum hygiene standards for the family day care should be documented as part of the food management plan.

Handwashing

The most important measure to protect food from contamination is proper handwashing because clean and dry hands limit the transfer of harmful organisms to food. The Food Safety Standards require food handlers to wash their hands whenever hands are likely to be a source of contamination of food, including:

- before handling food
- between handling raw food and food that is ready to eat, such as cooked food and salads
- after using the toilet
- after smoking, coughing, sneezing, blowing the nose, eating or drinking
- after touching hair, scalp, mouth, nose or ear canal
- after handling rubbish and other waste

What should be documented?

The five steps that should be followed when washing hands. These are:

- wet hands under warm running water
- soap hands, lathering well
- rub thoroughly, including the wrists and between the fingers
- rinse in clean water, and
- dry thoroughly on paper towel, leaving no moisture on the hands

Temperature measuring devices and temperature control

All food businesses that handle potentially hazardous food must have a temperature measuring device (thermometer) on the premises that is easily accessible. A thermometer is essential in ensuring that food is kept at safe temperatures.

The thermometer should be able to measure the temperature of food accurate to +/- 1°C. This requirement is most easily satisfied by providing a probe thermometer that is accurate to at least +/- 1°C.

The 2 hour/4 hour guide to temperature control of potentially hazardous food should be observed at all times. The 2 hour/4 hour guide provides guidance on how long potentially hazardous food can be held safely at temperatures between 5°C and 60°C and what should happen to it after certain times. The times refer to the life of the food, including preparation

and cooling, not just to display times, so it is the *total* time that the food has between 5°C and 60°C.

Total time limit between 5°C and 60°C	What you should do
Less than 2 hours	Refrigerate or use immediately
Between 2 hours and 4 hours	Use immediately
More than 4 hours	Throw out

What should be documented?

It should be documented that a thermometer will be available in the kitchen to check the temperature of food as required. The types of food that will require checking will need to be identified, as well as the frequency of testing. Typically this may be a daily check of fridge temperature and additional checks on any potentially hazardous food as required.

It should be documented how the business will monitor and limit the time that potentially hazardous food is at between 5°C and 60°C.

Animals in food preparation areas

Pets and other animals are required to be excluded from areas where food is handled. Unlike a restaurant or café situation, domestic animals may live in a house used as a family day care, and may need to be managed to avoid contamination of food or food handling areas.

What should be documented?

It should be documented how pets will be excluded from the kitchen, even when the kitchen is not in use.

Pest control

A food business must do all that it can to prevent pests from entering the food preparation and storage areas. This can include the provision of screens to doors and openings and repairing screens if they become damaged. Holes or gaps in ceilings, walls and floors can also provide pests a place to hide.

Pests can sometimes gain access to a kitchen even if all practicable measures have been taken to prevent their entry. The food business can take steps to eradicate pests on food premises including, using sprays and baits or other physical means (traps) to kill or remove pests from the kitchen. Alternatively a professional pest controller can be engaged, this will be necessary if pests cannot be adequately controlled.

What should be documented?

The steps that will be taken to ensure food preparation and storage areas will be kept free of pests. This may include treatment options as well as regular maintenance checks of the premise for any potential areas for harbourage.

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