



Food Act Premises Construction and Operation Guideline

Swan Hill Rural City Council
Public Health Services
45 Splatt Street
SWAN HILL VIC 3585

Postal Address: PO Box 488, SWAN HILL VIC 3585
Phone: 03 5036 2591
Fax: 03 5035 2340
Email: foodsafety@swanhill.vic.gov.au

This guideline provides new and existing food premises with a summary of their responsibilities under the Victorian *Food Act 1984*.

To assist in reading this document is broken into the following sections:

1. Registration requirements
2. Approval process for new business
3. Construction and fit out requirements
4. Food Safety Program
5. Food Safety Supervisor
6. General Food Handler Training
7. Tobacco Act

1. Registration Requirements

Every business that is involved in the handling of food intended for sale or the sale of food in Victoria must be registered unless provided with a specific exemption, however the registering authority may vary depending on the type of food/s you handle or sell.

Type of Food	Registration Authority
Meat (butcher), fish or seafood (fishmonger)	PrimeSafe Ph: (03) 9685 7333
Dairy products	Dairy Food Safety Victoria Ph: (03) 9810 5900
All other Foods	Swan Hill Rural City Council Ph: (03) 5036 2591

Registration with Swan Hill Rural City Council is renewable on 31 October each year and you will receive a renewal notice from Council at least 1 month prior to the expiry of your current registration.

It is an offence under the Food Act 1984 to operate a food business without registration or notification in the case of class 4 businesses. Council will prosecute any person/company that operates without registration.

Food Act 1984:

The Victorian Food Act 1984 along with the Food Standards Code and the Food Safety Standards covers all businesses that handle, pack, prepare and sell food. Therefore all businesses regardless of their size that are involved with the sale of food must comply with the requirements of the above legislation.

You should be aware that the sale of food occurs even when food is given away, an exchange of money is not necessary to define a sale.

All alcoholic and non-alcoholic drinks are classed as food. Please discuss with Council's Public Health Services as to registration requirements.

Food that is provided in conjunction with another service such as accommodation is also covered by the Act. In some cases this may mean that a business must obtain a dual registration, one under the Food Act and one under the Public Health and Wellbeing Act.

When a business operates over more than one site, registration of each and every site is required.

The initial application fee contains a surcharge that covers the initial inspections of the premises and approval of the plans as well as registration.

As of 1 July 2010 all food premises will be classified according to their risk in four new classes, class 1, 2, 3 and 4. Classification will be determined using the Business Classification tool available on the Food Smart website and the application form available from Public Health Services.

Dependant on the classifications, assessments and inspections will be conducted in accordance to the Food Act 1984.

2. Approval process for New Businesses

Once you have decided to go ahead with your new food business please talk to Public Health Services to discuss your business proposal.

Class 1, 2 and 3

The first step is to submit to our office an application including a copy of your proposed floor plan prior to commencing construction work.

An Environmental Health Officer will either approve your plans in writing or contact you regarding alterations and amendments within 5-7 working days.

Additional Approvals

The requirements outlined in this guide are in relation to Council's Public Health Services only.

Contact should be made with the following additional departments and organisations to ensure all other approvals, registrations or licences are obtained.

- Building Surveyor for building permits and toilet requirements,
- Council's Planning Department for Town Planning including parking and signage,
- Council's Regulatory Services for permits and advice on Local Laws particularly in relation to advertising signs and outdoor dining on footpaths.
- Rates office to discuss what rates and charges are likely to apply.

Other Useful Contacts / Resources:

- **Lower Murray Water** - for advice on water supply, trade waste agreements and grease traps. You must contact Lower Murray Water in regards to discussing your trade waste agreement.
- **Grampians Wimmera Mallee Water** - for advice on water supply in Ultima, Manangatang and surrounding districts.
- **Consumer Affairs** - for advice on Business name registration, liquor licence etc
Phone: 1300 588 181
Internet: www.consumer.vic.gov.au
- **Energy Safe Victoria** – Victoria's electricity and gas regulator. Ensure your gas and electricity is installed and connected by a licensed tradesperson.
Phone: (03) 9203 9700
Email: info@esv.vic.gov.au
Internet: <http://www.esv.vic.gov.au/>
- **Country Fire Authority** – for regulations on fire safety equipment and inspections. The CFA provide fire safety inspections for business premises. Premises are inspected and guidelines are given for improving the fire safety of a workplace. Applications for Fire Safety Inspections can be found on the CFA website.
Internet: <http://www.cfa.vic.gov.au/index.htm>

Final Inspections

A final inspection is required before the Food Act 1984 registration is issued. Please contact Public Health Services to arrange a final inspection date and time.

Please note:

- All works must be finalised; and
- The premises must be clean and ready to commence trading; and
When required:
 - The Food Safety Program must be ready for use and on site of the business.

Existing Premises

It is advisable prior to signing any contract for purchase to request an 'inspection and report' for any registered premises. This report is not mandatory and is separate from the registration inspection assessment.

The purpose of this inspection is to determine if any work is required on the premises.

Any person can request an inspection however the current operator (or agent) or in the case of a business that has closed the building owner (or agent) must consent to the release of the results. A 'Request for Information and Documents' form is available from our office and must accompany any request for an inspection.

A charge is payable for the inspection and resulting report is available within 5-7 working days of the request.

A copy of the requested report is also provided to the current registered proprietor.

Items identified will be followed up appropriately.

Class 4

The proprietor of class 4 premises serving low risk foods (exempt from registration) who intends to operate from a food premise must notify Public Health Services.

3. Construction and Fit out Requirements

This guideline sets out the construction requirements for all **new food establishments** and for **existing food establishments** undergoing repairs and alterations according to the:

- Food Act 1984;
- Australia New Zealand Food Standards Code;
- Australian Standards (AS 4674) for Design, Construction and Fit-out of Food Premises.

Current legislation including the *Food Act 1984*, the Food Standards Code and the Food Safety Standards all require a food premises to be constructed and to operate in a manner that ensures the safe handling, storage and preparation of food.

General Design Concepts

- Food flow is in one direction:
Receipt → storage → preparation → packaging → serving
- Physical separation of areas used for storing food, chemicals, garbage and recyclable matter and toilets and change rooms.
- Adequate space for food handlers and other staff to conduct activities depending upon the food operations proposed for the premises.
- Proofing against entry of pests including birds, animals, insects, rodents.
- Layout, design and construction materials shall allow ease of cleaning and sanitising.

Floors

In areas within the establishment which are used for food handling, washing and cleaning of equipment/utensils, and other personal hygiene areas, flooring must be constructed of approved impervious materials appropriate to the activities conducted.

Floors must be:

- (a) able to be effectively cleaned
- (b) unable to absorb grease, food particles or water
- (c) laid so that there is no pooling of water
- (d) to the extent that is practicable, be unable to provide harbourage for pests

Please see Table 1 for suitable floor finishes for food premises.

Coving

Floor to wall junctions in food preparation, food storage and wash up areas are recommended to have an impervious, cleanable, rounded coving material to a height of not less than 70 mm up the wall. Seal the coving securely to the floor and wall.

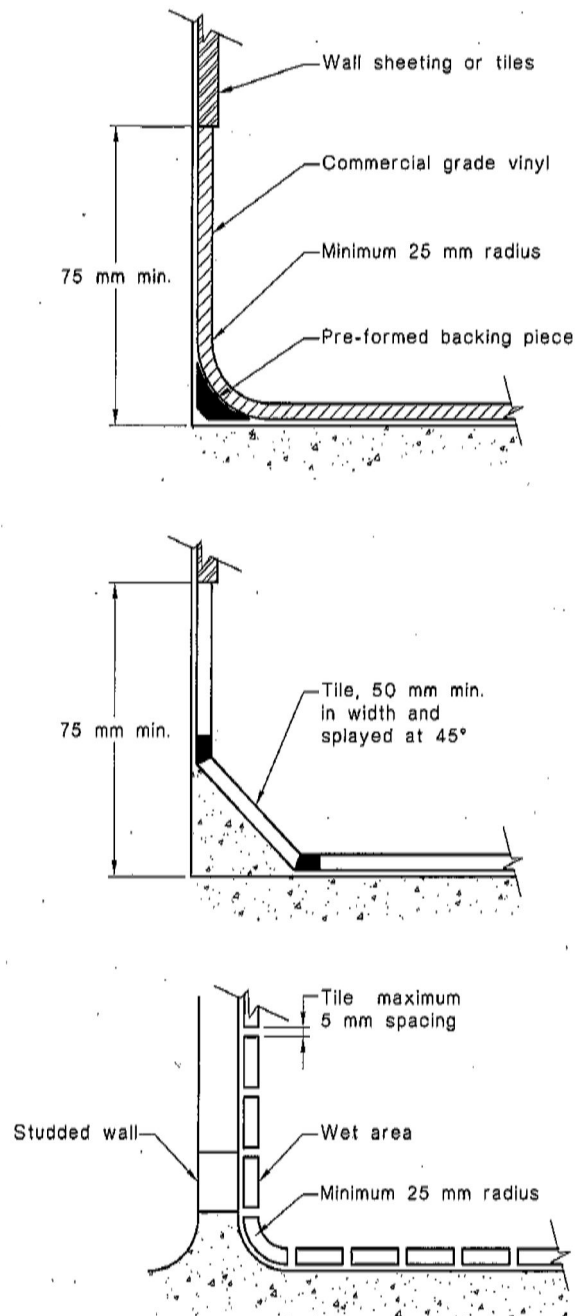
Where vinyl or similar sheeting is used and the flexible sheeting is laid to form the cove, a solid preformed coving support must be installed beneath the sheeting.

Floor Wastes

Floors draining to a floor waste shall be evenly graded (at least 1:100) so that water falls to the floor waste and connected to sewer in accordance with Water Authority requirements.

Please see Figure 1 for coving diagram.

Figure 1: Typical Coving Methods



Reference: AS 4674-2004

Table 1: Suitable floor finishes for food premises

Finishes	Wet washed area	Food Preparation	Vegetable Preparation	Servery	Store room	Chillers/Freezers	Bin Storage	Eating Areas	Comments
Stainless steel non-slip profile	•	•	•	•	•	•	•	•	Welded joints
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
Quarry tiles	•	•	•	•	•	•	•	•	Sealed
Steel trowel case hardened concrete			•		•	•	•	•	Smooth-sealed finish, no joints
Carpet/carpet tiles								•	
Wooden flooring								•	Sealed
Polyvinyl sheet	•	•	•	•	•	•	•	•	Heat welded joints (not suitable adjacent hot fat appliance)
Laminated thermosetting plastic sheet	•	•	•	•	•	•	•	•	Heat welded joints (not suitable adjacent hot fat appliance)
Vinyl tiles					•			•	
Plastic matting				•				•	Should be used for Safety reasons only. It shall be easily Cleaned and laid In sections that can Be removable for Cleaning
Cork tiles								•	Sealed
Epoxy resins	•	•	•	•	•	•	•	•	Complying with Australian Standard 3554

Reference: AS 4674-2004

Walls & Ceilings

Walls and ceilings must be provided where they are necessary to protect the food from contamination.

The use of drop-in, removable panel ceilings is not permitted in food preparation areas or over areas where food is displayed or served.

They must be of solid construction and finished with materials appropriate to the activities conducted.

Walls and ceilings must be:

- (a) sealed to prevent the entry of dirt, dust and pests
- (b) unable to absorb grease, food particles or water (impervious)
- (c) able to be easily and effectively cleaned
- (d) to the extent that is practicable, be unable to provide harbourage for pests

Please see next page for Table 2 - suitable wall finishes and Table 3 - suitable ceiling finishes.

- Walls in areas where food is manufactured or handled must be:
 - smooth and impervious to 1.8 metres above floor, or
 - 450mm above bench tops and then finished above this height with smooth, washable surfaces (ie: 2 coats of high gloss, light coloured washable paint).
- Walls behind cooking equipment should be faced with a smooth and impervious material from floor level to the underside of the mechanical exhaust canopy and covered with stainless steel rather than tiles to allow easy cleaning.
- Walls above the splash back in wet areas are recommended to be constructed of water retardant plaster board. As a guide this material should be extended to a height of at least 1.8 meters from the floor.
- Finishing materials aim to provide a smooth even surface, free of buckles, ledges, fixing screws, picture rails, open joint spaces, cracks or crevices. Window sills should be splayed at an angle of not less than 45°.
- Service pipes, conduits and electrical wiring should be concealed in the wall or fixed with approved brackets at least 25mm clear of any wall and not less than 100mm clear of any floor to allow easy cleaning.

Architraves, skirting boards, picture rails or any other projections on the walls of kitchens and food preparation areas are not permitted.

Table 2: Suitable wall finishes for food premises

<i>Finishes</i>	Wet washed area	Food Preparation	Vegetable Prep	Servery	Store room	Chillers/Freezers	Bin Storage	Eating Areas	Comments
Stainless steel	•	•	•	•	•	•	•	•	Welded joints Waterproof screw covers
Ceramic tiles	•	•	•	•	•	•	•	•	Epoxy grout
Vinyl Sheet	•	•	•	•	•	•	•	•	Heat welded joints
Painted Plaster					•		•	•	Smooth finish
Feature Brick								•	
Aluminium Sheet	•	•	•	•	•	•	•	•	Welded or sealed joints
Steel Sheet							•		Welded or sealed joints
Trowelled Cement		•	•	•	•	•	•	•	Polished surface
Wood Panelling								•	Wood sealed
Painted Brickwork					•		•	•	Flush joints and solid surfaces
Concrete					•		•	•	Sealed smooth finish
Pre-formed Panels	•	•	•	•	•	•	•	•	H bar joints mastic Sealed. In wet areas/ food preparation shall be integrated into a dwarf wall or set on plinth.

Reference: AS 4674-2004

Table 3: Suitable ceiling finishes for food premises

<i>Finishes</i>	Wet washed area	Vegetable Prep	Servery	Store room	Chillers/Freezers	Bin Storage	Eating Areas	Comments
Painted Plaster	•	•	•	•		•	•	Smooth finish
Steel Sheet	•	•	•	•		•	•	
Trowelled Cement	•	•	•	•		•	•	Polished surface
Wood Panelling							•	Sealed surfaces
Concrete	•	•	•	•		•	•	Sealed smooth finish
Pre-formed Panels	•	•	•	•	•	•	•	
Acoustic Panels							•	Suspended T-bars
Decorative Panels							•	

Reference: AS 4674-2004

Lighting

Provide sufficient lighting to allow for the hygienic and safe handling of food in both preparation and storage areas and enable easy and effective cleaning.

All light fittings shall be recessed into the ceiling or flush mounted, with the edges sealed and must be enclosed in unbreakable covers.

For additional guidance see AS 1680.

Ventilation

All food premises shall have either natural or mechanical ventilation to minimise the likelihood of airborne contamination of food and provide a safe working environment by effectively removing fumes, smoke, steam and vapours.

- All cooking using equipment (deep fryers, hot plates, ovens and doughnut machines etc), must take place beneath and within the perimeter of an approved commercial mechanical exhaust system/canopy hood. The mechanical ventilation must comply with Australian Standard 1668 Parts 1 & 2 in accordance with the Building Code of Australia.

NOTE: Contact Council for more detailed information regarding design and construction of mechanical exhaust systems.

- In general terms, cooking appliances exceeding 8kW of electrical power or 29 mega joules of gas are required are to be provided with a commercial exhaust ventilation system (refer to appliance ratings or manufacturers specifications). All deep fryers must be located under a commercial exhaust ventilation system regardless of size.
- Consideration should be given to the mechanical exhaust ventilation discharge outlet and noise the system will generate to prevent nuisance to adjoining properties.

Appliances, fixtures, fittings & equipment

All equipment, appliances (including stoves, ovens, and deep fryers) and fittings should be:

- placed no closer than 150mm to any wall, unless sealed to the wall, and on metal legs or castors; and
- not less than 150mm above the floor unless sealed to the floor in such a manner so as to eliminate any open gap to prevent liquids, food particles, grease or other refuse from collecting.
- Service pipes, conduits and electrical wiring shall be concealed in floors, plinths, walls or ceilings or fixed on approved bracket which provide at least 25mm clearance from walls and 100mm clearance from floor.

Storage facilities

Refrigeration units, cool rooms, freezer rooms:

- Refrigeration equipment must operate at a temperature at or below 5°C.
- Freezer equipment must operate at a temperature of -15°C or colder.
- Internal and external lining surfaces of aluminium, stainless steel or colourbond type insulation panels.
- All joints and seams sealed.
- Adequate artificial lighting.
- A smooth impervious floor fitted with an approved coving material.
- Cool room shelving of an approved material in order to prevent deterioration and contamination through floor contact as well as splash and drip from other products.
- Motors located outside.
- Cooling unit discharge connected to sewer.

Dry goods

An adequate storage area should be provided for the separate storage of bulk materials.

Dry ingredients such as flour, rice, etc should be stored in impervious air tight, vermin proof containers with tight-fitting lids on shelves or on castors in approved designated areas.

Food Protection

- Provide covers, sneeze guards or doors to cabinets to protect any unpackaged food on display or for self serve.
- Provide food grade containers with tight fitting lids for the storage of food.
- Provide adequate shelving for the storage and display of food off the floor, including in cool rooms and freezers.

Utensils

In order to protect all food, utensils and equipment from contamination:

- Do not store food, utensils or equipment on the floor.
- Provide adequate drawers for storage of utensils.
- Provide single serve dispensers for the distribution of straws to customers.

Equipment for cleaning & sanitising

Sinks – Food Preparation Areas

An adequate number of stainless steel sinks, with adjacent loading and draining/drying space, are to be provided for manual cleaning and sanitising of utensils and equipment.

Sinks should be of an adequate size to accommodate the largest pots or equipment to be used, have an adequate supply of hot and cold potable water and a splashback to a height of 450mm.

As a minimum food premises requirement, at least a double bowl sink and a dishwasher or a triple bowl sink for cleaning equipment is required.

Separate sinks are required for **food processing** and **hand washing**.

NOTE: Some exemptions apply according to classification.

If required by Lower Murray Water, sinks must be connected to a grease trap.

Dishwashers and Glass washers

Dishwashers or glass washers must be capable of sanitising. Australian Standard 2945 requires that utensils undergo a sanitising rinse, if using heat, at:

- 80°C for 2 mins;
- 75°C for 10 mins;
- 70°C for 15 mins

Cleaners Troughs

Provided for the disposal of mop water and similar liquid waste, which is connected to sewer. Disposal of waste water in the stormwater drain or in sinks used for food preparation or cleaning and sanitising of food equipment is not permitted.

NOTE: All equipment should be connected to a draining system and if required by Lower Murray Water, sinks must be connected to a grease trap.

Hand washing facilities

Consideration needs to be given to:

Location:

- where exposed food is handled;
- within 5 metres of food handling/preparation areas; and
- Accessible and not obstructed to enable and encourage food handlers to use them.

Construction:

- Permanent fixtures.
- Supplied with warm running potable water through a single outlet. i.e. flick mixer type

- Size which allows easy and effective hand washing.

(Basin of 11 litres capacity with minimum dimensions of 500mm by 400mm)

- Clearly designated for the sole purpose of washing hands and arms.
- Where fixed to a wall, be sealed to the wall and be provided with an impervious splashback.
- Provided with approved hand drying facilities - single-use paper towels are recommended.
- Soap – liquid soap in wall-mounted or single standing dispensers.

NOTE: Hands free hand wash basins are not mandatory. Flick mixers are acceptable.

Water supply

An adequate supply of potable water (acceptable and safe for human consumption) must be available for all activities that use water on the food premises.

If your food business is likely to have an alternative source of water other than the reticulated town water supply, such as bore water or tank water, it may be not be guaranteed to be safe for human consumption. Therefore, it must be treated before being used for the above activities.

Contact Public Health Services for further information.

Waste Water Disposal

Most food premises are required to install and maintain an adequately sized grease trap. The size depends on the volume of the greasy wastewater discharged.

Grease traps must not be located in an area where food, equipment or packaging materials are handled or stored.

You must contact Lower Murray Water to discuss the size and installation of your grease trap.

If a grease trap is not required, you will still need a Trade Waste Agreement with Lower Murray Water.

Refuse Disposal & Storage

Adequate impervious receptacles with properly fitted lids for the temporary storage of refuse are required.

An area of sufficient size is required to accommodate the number of bins required to adequately contain the volume and type of garbage generated.

If garbage containers hold putrescible material, areas should be:

- Provided with a hose tap connected to the water supply
- Paved with an impervious material

- Graded to a waste disposal system in accordance with the requirements of Lower Murray Water.

In addition all cleaning materials and equipment are to be stored separately to food storage or preparation areas.

Toilet facilities

Provision of sanitary facilities for staff (and sometimes customers) has to be completed in accordance with **Building Code of Australia**. Council's Building Department is to be consulted in regards to toilets.

Additionally, toilets must be:

- separated from any room in which any food is manufactured, prepared, stored and/or served by an airlock, hallway or other room and fitted with tight-fitting, self-closing doors at all access doorways.
- provided with either natural or mechanical exhaust ventilation.
- located such that the public must not go through food preparation areas to reach them.
- provided with hand wash basins in the ratio of one hand basin for every two water closets or less; provided with soap and appropriate hand drying equipment; supply of hot and cold water through a single outlet. The hand wash basin is to be installed immediately adjacent to the toilet(s).

In circumstances where a toilet is not located within the premises i.e. outside toilet in the back yard, in addition to the above you are advised;

- The hand-wash basin is to be located immediately adjacent to the toilets.
- The hand wash basin is not to be located anywhere where obstruction may occur or restricted areas, i.e. offices, cupboards, behind any objects.
- An existing hand-wash basin in the food preparation area is not sufficient to act as a toilet hand-wash basin.

Where you are unable to determine a solution you are advised to consult Public Health Services for further advice.

NOTE: If the proposed site of the food business is located within a non-sewered area, Council's Public Health Services must be consulted regarding the options for installation of an on-site waste water treatment and disposal system. Application for a permit to install or alter an existing septic tank system is required.

Staff Personal Effects and Clothing

Change room facilities must be provided where staff routinely change uniforms/clothes on the premises and storage must be provided for personal belongings.

Where change rooms are not required, clothing and personal belongings can be stored in an enclosed dedicated cupboard located outside the food preparation, processing and storage areas.

Pest proofing

The design and construction of food premises must prevent the entry of pests including rodents, birds, animals and insects.

- Provide screens, self-closing doors, air curtains, fly strips or other approved means to all external windows, vents, doorways and other openings.
- Holes or gaps around pipework, drains, cables and ducts should be sealed, filled and finished.
- Insect devices are not to be installed directly over food preparation surfaces, exposed food and clean equipment/utensils.

Proprietors name

In accordance with Food Act 1984 requirements, the proprietor of a food business must ensure that his, her or its name is prominently displayed on any food premises used in connection with the food business. Lettering should be at least 60mm in height and in contrast to the background colour.

Food transport / Delivery vehicles

Vehicles used to transport food should be designed and constructed to protect food from contamination including insects, air borne contaminants, dusts and fumes and be easily cleanable.

Food Vehicles

Under recent changes to the Victorian Food Act 1984 Food Vehicles are now defined as a Food Premises.

Food Vehicles are often smaller scale than traditional Food Premises however they need to meet the same construction and registration requirements as a Food Premises.

Operating Sites/Locations

It is advisable to speak with approval authorities such as Vic Roads and Council (Town Planning and Local Laws) prior to establishing your vehicle especially if you intend to operate on public property or a roadside. All approvals should be obtained in writing.

Design and Construction of Food Vehicles

You should refer to the earlier section of this guideline for information on the construction requirements for a food premises as these apply to a Food Vehicle.

The following specific advice is provided for a Food Vehicle:

- ◆ The driving section of the vehicle should be separated from the section where the food is stored or sold.
- ◆ Service hatches should be of minimal size to reduce the risk of contamination from flies and dust.
- ◆ Provision must be made for the safe storage of all food. This includes adequate refrigeration at or below 5°C for cold foods, at or above 60°C for hot foods and frozen foods at or below minus 15°C.
- ◆ An approved mechanical exhaust system is required over any cooking equipment.
- ◆ The vehicle must be fitted with a double bowl sink and a separate hand basin with an adequate supply of cold water and hot water supplied by means of a hot water service. Disposable towels and soap must be provided.
- ◆ The vehicle must be fitted with a waste water holding tank.
- ◆ All fittings and appliances must be positioned in such a manner as to enable easy access for cleaning purposes. Clearances of a minimum 250mm are recommended. Ideally all cupboards should extend to the floor and include coving to eliminate corners and assist in cleaning.
- ◆ Food compartments should be designed and constructed so that it is able to be easily and effectively cleaned.
- ◆ Food contact surfaces should be easy to clean and able to be sanitised if necessary.

NOTE: For information on other authorities to contact in regards to the fit out and construction of the food vehicle refer to **Section 2 – Approval process for New Businesses** (pages 2 and 3).

D. Food Safety Programs

All new businesses and businesses that change ownership must have in place a Food Safety Program at the time they commence operating. It is an offence under the Food Act 1984 section 19F not to have a Food Safety Program onsite at all times.

Exempt Premises

Class 4 premises that handle and sell only low risk pre-packaged products i.e. lollies, chips etc are considered to be exempt from the requirement to have a food safety program.

Notification of your exempt status occurs during the registration process.

All Businesses

If you change your operation in any way throughout the year and that change impacts on your exempt status you must advise Council immediately. You must also utilise a food safety program.

What are my options for developing a Food Safety Program?

You have two options with regards to the development of your Food Safety Program. These being:

- (a) **Independently** develop a plan and engage a 3rd party auditor to audit your plan; OR
- (b) Use a state registered food safety template as outlined below. The Food Smart template can be accessed online at <http://www.foodsmart.vic.gov.au/regformnew.php>

INDEPENDENT - Developing your own Program

If you would like to develop your own Food Safety Program you will be required to ensure that your plan complies with the requirements under section 19D of the Victorian Food Act 1984, the Food Safety Standards (Standards 3.1.1., 3.2.2 and 3.2.3) along with Standard 3.2.1 (Food Safety Programs). The food safety program can only be used when an approved auditor has confirmed that the program has been developed under an approved Quality Assurance (QA) program.

A copy of any independent plan must be submitted to Council.

TEMPLATE - Obtaining a state registered template.

A number of different industry groups along with the government have developed templates for use by food businesses. A full list of approved templates is available at Food Safety Victoria's web site.

(www.health.vic.gov.au/foodsafety)

Every approved template is given a registration number. It is recommended that you speak with your industry group to determine their recommendation for members.

To assist proprietors without access to the internet or an industry group the Swan Hill Rural City Council has available copies of Template number 1. This can be collected from our office.

How do I use a Template?

All templates need to be customised. Before you customise your template you should carefully read the entire template.

A section within the template (usually near the start) will provide a list of questions for you to answer. The answers provided by the questions will direct you to the sections of the template that you are to use.

Can I change the Content of the Template?

You are not permitted to remove any technical content from the Food Safety Program template. You are however permitted to add to the content of your plan.

What about Records?

The completed Food Safety Program is going to require the keeping of certain records. Blank copies of all records are provided in the Template. The frequency of record keeping is documented within the Template.

Reviewing your Food Safety Program Template

You are required to review your Food Safety Program once every 12 months or when you make an alteration to your business operation.

Notification of any changes is required with 14 days.

Notification and Submission of Food Safety Program Template

Notification of your Template number and Food Safety Supervisor details will occur when you first apply for registration and when you renew your registration.

A copy of your Food Safety Program may be required to be submitted to Council's Public Health Services when you first commence operations. A NEW copy of your Food Safety Program Template should be submitted whenever you amend the Program.

5. Food Safety Supervisor

All new class 1 and 2 businesses and any business that changes ownership are required to appoint a Food Safety Supervisor when they commence operating unless their QA program includes competency based training for staff.

While classes 3 and 4 do not need a food safety supervisor, it is recommended for all staff to do online training which is available at:
<http://dofoodsafely.health.vic.gov.au/>

A food safety supervisor is a person who:

- ◆ Has a certificate or statement of attainment against the required competencies from a training provider that is a Registered Training Organisation (RTO); and

- ◆ Has the ability to supervise food handling in the food premises; and
- ◆ Has the authority to supervise food handlers and give directions if unsafe food practices are observed; and
- ◆ Will ensure that the food handlers know how to handle food safely.

Notifying Council

Class 2 businesses must tell Council who will be their food safety supervisor. That person can be the proprietor or an employee. Providing they are able to meet the requirements of a food safety supervisor prescribed in the Food Act 1984 (as above).

If you are opening a new business or your nominated food safety supervisor suddenly leaves your business, you should speak with Council about agreeing to a suitable period of time for your business to have a food safety supervisor who meets all the legal requirements.

What happens if a food business operates from more than one site?

If a business operates from more than one site and wishes to name one person to be the food safety supervisor for all of their premises then they will need to satisfy Council that the person can satisfy the requirements of the Food Act 1984. The same applies to businesses that operate across a number of shifts, or if you name a person from outside the business.

Minimum Competency Standards

The minimum competency standards for Food Safety Supervisors are listed in Table 4. Some food manufacturers with more complex processes and large retailers may choose to acquire further food safety competencies for their food safety supervisor.

How can I get the required food safety competency standard?

There are a number of ways of demonstrating competency. The easiest way is to have a certificate or statement of attainment showing that the person named as Food Safety Supervisor has the required competencies. These certificates or statements can only be issued by training providers that are Registered Training Organisations (RTO).

People with appropriate experience, but without formal qualifications, can have their competencies certified through a Recognition of Prior Learning process (RPL). Other people may need to undertake a course at an RTO. The RTO may recognise the competencies that a person has acquired through experience or other training, but require further training to achieve the balance.

Food Safety Supervisors who have undertaken training under other systems or who no longer have the required certificate or statement of attainment should apply to an RTO to have their formal training experiences mapped against the required competencies. The RTO can then issue a certificate or statement of attainment for the competencies, although in some cases, further training may be needed to meet all the elements of the competency standard.

Make sure that whenever you arrange training with an RTO that the organisation provides you with training that meets the appropriate competency standards.

Table 4: Food Safety Supervisor Competencies

Food Sector	Minimum Competency Standard
Food Processing – Includes businesses such as manufacturers (i.e. flour mills, canneries, packers bakers, wineries & breweries).	FDFCORFSY2A 'Implement the food safety program and procedures'
Retail – Includes businesses such as supermarkets, convenience stores, grocers & delicatessens.	SIRRFSA001A 'Apply retail food safety practices' OR Use both units from the Hospitality Sector below
Hospitality - Includes businesses such as Restaurants and Hotels	SITXOHS002A 'Follow workplace hygiene procedures' SITXFSA001A 'Implement food safety procedures' OR Use unit from the Retail Sector above
Health – Includes businesses such as hospitals.	HLTFS207B 'Follow basic food safety practices' HLTFS310B 'Apply and monitor food safety requirements' HLTFS309B 'Oversee the day-to-day implementation of food safety in the workplace'
Community Services – Including businesses such as childcare centres, nursing homes, hostels & Meals on Wheels services.	Use all three units from the Health sector above.
Transport & Distribution – Including businesses such as warehouses.	Use relevant units from other sectors.

Food Safety Supervisor Training

It's best to seek out a registered training provider when you look at undertaking any training.

The frequency and cost of all training courses vary from provider to provider.

Training Providers in Swan Hill Rural City Council (as at 1 July 2011)

Sunraysia Institute of TAFE

Sea Lake Swan Hill Rd
Swan Hill 5036 0220

Bromley Rd
Robinvale 5051 8300

Murray ACE – Swan Hill

429 Campbell St
Swan Hill 5032 3719

6. General Food Handler Training

What's in the Australian New Zealand Food Safety Standard?

Food Safety Standard 3.2.2 (*Food safety practices and general requirements*) requires food businesses to make sure that the people who handle food and the people who supervise them have skills and knowledge in food safety and food hygiene for the work they do.

People who handle food are those who are involved in any activity in your business that involves food or surfaces likely to come in contact with food.

What do the terms 'skills and 'knowledge' mean?

A **skill** is being able to do something. It means that food handlers and their supervisors are able to do the things in their work that keep food safe.

Knowledge is knowing about or understanding something. It means that food handlers and their supervisors know what must be done to keep food safe.

Food safety is ensuring that food is safe to eat. **Food hygiene** is keeping your premises and equipment clean. **Personal hygiene** is ensuring the food handler is clean and wears clean clothing.

Food handlers need those skills and knowledge required to keep food safe for the jobs they carry out in the business. They do not need skills and knowledge for all jobs in the business. For example, a cook will need skills and knowledge in food safety and food hygiene that are quite different from those needed by a waitress or a cleaner.

A guide to skills and knowledge for Food Handlers

There are two broad categories of skills and knowledge required by food handlers, which can be summarised as general and specific practices.

General practices:

- ◆ Personal hygiene practices about their health that all food handlers preparing food know and put into practice; and
- ◆ Food handling practices to prepare and store food correctly; and

- ◆ Hygiene practices to ensure the food premises and equipment are clean and well maintained.

Specific practices:

- ◆ Skills and knowledge needed for more specific food handling operations, such as receiving food into the premises, cooking, reheating, cooling and disposal of food.
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7. Tobacco Act

Over that past few years several changes have occurred to the Tobacco Act 1987. These changes affect premises that:

- sell tobacco,
- have a vending machine
- have a liquor licence,
- have a dining area and
- are a gaming venue (including bingo centres)

From 1 July 2007, amendments have been made to the Tobacco Act 1987 in regards to provide smoking in certain types of outdoor dining and drinking areas where there is a roof in place and walls that cover more than 75% of the total notional wall area (section 5C of the Tobacco Act 1987).

Smoking areas must be approved by Public Health Services before use.

Specific publications about the tobacco laws are available from Council, Information Victoria on 1300 366 356 or the Internet at www.tobaccoreforms.vic.gov.au

Tobacco Signage

Council is able to supply a limited number of tobacco related signs to premises. The signs we have available include:

- Dining 'No Smoking' sign
- The Blue : We don't sell to under 18 sign
- Health Warning Sign
- A4 and A5 'No Smoking' signs

If you would like additional assistance regarding the tobacco laws please contact our office and speak with an Environmental Health Officer.

