



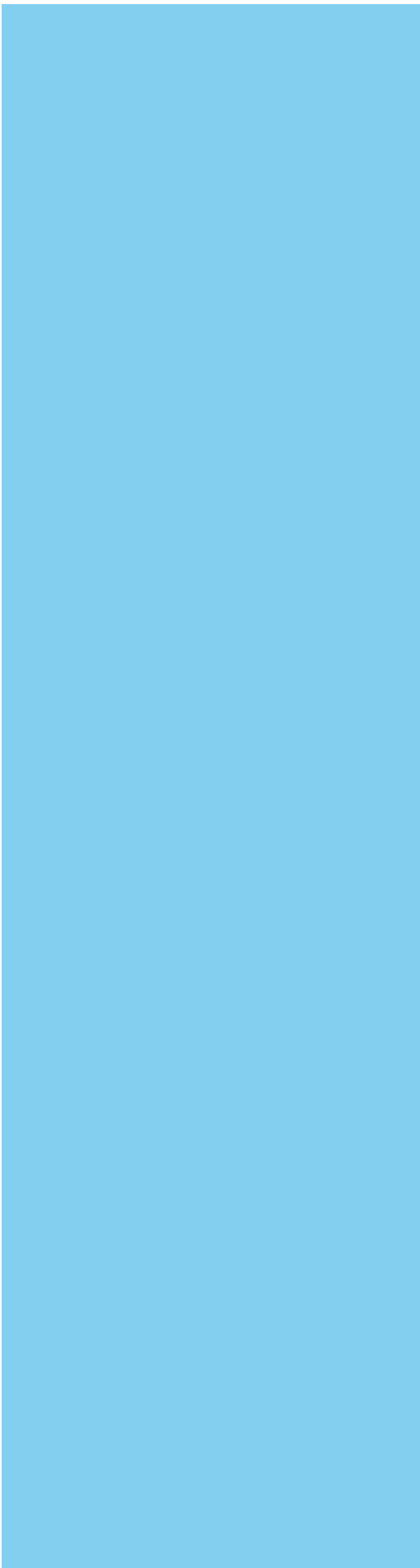
# **Food Premises Construction and Operation Guideline**

**Environmental Health Department**

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## Introduction

This guideline has been developed to provide new and existing food premises with a summary of their responsibilities under the Victorian Food Act 1984.

The guideline outlines construction and fit out requirements along with information on Food Safety Programs, appointment of Food Safety Supervisors, general food handler training and Tobacco Act information.

## Registration requirements

Every business that is involved in the handling of food intended for sale, which includes manufacturing, producing, collecting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, etc, or the sale of food in Victoria must be registered, however the registering authority may vary depending on the type of food/s you handle or sell.

Type of Food	Registration Authority
Meat (like a butcher), fish or seafood (like a fishmonger)	Primesafe Ph: (03) 9685 7333
Dairy products	Dairy Food Safety Victoria Ph: (03) 9810 5900
All other Foods	Loddon Shire Ph: (03) 5494 1200

Registrations with Loddon Shire expire on September 30th.

Applications received throughout the registration year are charged a pro rata fee. e.g. applications in March pay a fee that is reduced by 50%

Your registration is renewable 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.

Council will prosecute any person/company that operates without registration.

## Approval process for new businesses

Once you have decided to go ahead with your new food business it is recommended that you contact our office to discuss your business proposal.

It is also recommended that you submit to our office a copy of your proposed floor plan prior to commencing construction works.

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

An application form for the assessment of your plans is included in the back of this guideline

### Additional Approvals

The requirements outlined in this guide are in relation to Council's Environmental Health Unit only.

Contact should be made with the following additional departments and organisations to ensure all other approvals, registrations or licences are obtained. (Please note this list is not exhaustive but may be of assistance.)

Within Council:

Planning for Town Planning Advice including parking and signage,

Building for building permits and toilet requirements,

Rates office to discuss what rates and charges are likely to apply.

Phone: 5494 1200

Other Useful Contacts / Resources:

Coliban Water - for advice on water supply, trade waste agreements and grease traps.

Phone: 1300 363 200

Victorian Business Centre for advice on Business name registration, liquor licence etc

Phone: (03) 5442 4100

Office: 46 Edward Street, Bendigo

Internet: [www.business.vic.gov.au](http://www.business.vic.gov.au)

## Construction and fit out requirements

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.

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

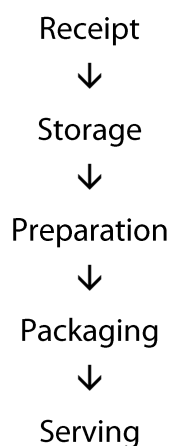
Food Act 1984;

Australia New Zealand Food Standards Code;

Australian Standards (AS 4674) for Design, Construction and Fit-out of Food Premises.

### General Design Concepts

Food flow is in one direction:



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 (such as kitchens, storerooms, cool rooms and external areas where food is handled such as loading docks) and areas used for washing and cleaning of equipment/utensils and toilet and other personal hygiene areas where there is no public access, flooring should be of approved impervious materials appropriate to the activities conducted.

Floors must be:

- able to be effectively cleaned
- unable to absorb grease, food particles or water
- laid so that there is no ponding of water
- to the extent that is practicable, be unable to provide harbourage for pests

Examples: suitable floor finishes include sealed ceramic tiles, stainless steel (for under cooking equipment), commercial grade vinyl sheeting with welded seams, epoxy resin, steel trowel case hardened concrete.

## Floor Wastes

Usually only recommended in some food factories

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 the water authority requirements.

## Coving

Floor to wall junctions in food preparation, food storage and wash down areas are recommended to have an impervious, cleanable, concavely 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.

## Walls and ceilings

Walls and ceilings must be provided where they are necessary to protect the food from contamination. They must be of solid construction and finished with materials appropriate to the activities conducted.

Walls and ceilings must be:

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

Examples: suitable finishes for walls include glazed tiles, stainless steel or aluminium sheeting (cooking or wet areas), lami panel, polyvinyl sheeting with welded seams (not suitable in areas of kitchens with excessive heat or impact).

Walls in areas where food is manufactured or handled should 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.

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°C.

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.



## Lighting

Provide sufficient lighting in accordance with AS 1680 for Interior Lighting and the Visual Environment, to allow for the hygienic and safe handling of food in both preparation and storage areas:

Storage areas @ 110-150 lux

Washing areas @ 200-300 lux

Food handling areas @ 500 lux

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

## 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 such as deep fryers, hot plates, ovens and doughnut machines, must take place beneath and within the perimeter of an approved commercial mechanical exhaust system/canopy hood which complies with Australian Standard 1668 Parts 1 & 2 in accordance with the Building Code of Australia.

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 megajoules of gas are required are to be provided with a commercial exhaust ventilation system (refer to appliance ratings or manufacturers specifications).

Consideration should be given to the mechanical exhaust ventilation discharge outlet and noise the system will generate and to prevent nuisance to adjoining properties.

## **Appliances, fixtures, fittings and equipment**

All equipment, appliances (including stoves, ovens, deep fryers) and fittings used in the manufacture, preparation, storage and sale of food 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 i.e. coved base.

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 colorbond 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, for example dry ingredients.

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.

## 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.

## Non-food items

The following non-food items must be stored in area/s separate from food preparation and storage:

- clothing and personal effects eg: change room, lockers, cupboard.
- cleaning chemicals and equipment, pest control chemicals.
- office equipment and materials.

## Equipment for cleaning and sanitising

### Sinks – Food Preparation Areas

An adequate number of stainless steel double bowl 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 require at least a double bowl sink and a dishwasher or a triple bowl sink for cleaning equipment.

Separate sinks are required for food processing.

NOTE: Premises selling only uncut fruit and vegetables or pre-packaged food or drink may require a single bowl sink only.

If required by Water Authority, sinks should be connected to a grease trap.

## Dishwashers and Glass washers

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

- 80oC for 2 mins;
- 75oC for 10 mins;
- 70oC for 15 mins

Drain directly to sewer in accordance with the water authority requirements.

## 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 Water Authority, sinks should be connected to a grease trap (should generally not be located in areas where food, equipment or packaging materials are handled or stored).

## Hand washing facilities

Consideration needs to be given to:

Location:

- where exposed food is handled;
- within close proximity to food handling/preparation areas, generally no further than 5 metres;
- accessible and not obstructed to enable and encourage food handlers to use them; and
- immediately adjacent to the toilet or toilet cubicles.

Construction:

- permanent fixtures.
- supplied with warm running potable water through a single outlet. i.e. flick master type
- size which allows easy and effective hand washing.
- (general guide is 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 (hot air dryers are not permitted).
- soap – liquid soap in wall-mounted or single standing dispensers are preferred.

## Refuse Disposal & Storage

An area of sufficient size is required to accommodate the number of bins required to adequately contain the volume, type of garbage and recyclable matter 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 Water Authority.

## Toilet facilities

Provision of sanitary facilities for staff (and sometimes customers) in accordance with Building Code of Australia, therefore Council's Building Department should be consulted.

Additionally, toilets must also 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 mechanical exhaust ventilation.
- located such that the public must not have to go through food preparation areas to reach them.
- provided with wash hand 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.

NOTE: If the proposed site of the food business is located within a non-sewered area, Council's Environmental Health Unit 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 or secondary treatment plant is required.

## **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. Such uses include: washing food and/or food ingredients; cooking; adding to food or drinks; making ice; cleaning of food contact surfaces; cleaning of food containers and utensils; personal hygiene.

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 not be guaranteed to be safe for human consumption. Therefore, it must be treated before being used for the above activities or can only be used for activities which will not affect food safety such as the cleaning of non-food contact surfaces eg: floors or flushing of toilets.

## **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.

All openable external windows, vents or openings must be pest proofed with properly fitted mesh screens or other approved methods

Holes or gaps around pipework, drains, cables and ducts should be sealed, filled and finished.

## **Insect control devices**

If installed, devices must not be located directly above food preparation areas, exposed food, clean equipment or unwrapped packaging material and designed to retain the insect within the device.

## **Proprietor's 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.

## **Street number**

Street numbers should be prominently displayed above or near the front door in letters of a contrasting colour and of a minimum size of 100mm.

## **Delivery vehicles**

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

Consideration should be given to:

- separation of the food compartment from the driver/passenger area.
- food compartment should be designed and constructed so that it is able to be easily and effectively cleaned.
- food contact surfaces should be easily cleanable and able to be sanitised if necessary.

## Food Vehicles

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.

### Registration Requirements

Under the Food Act 1984 all food premises which includes food vehicles must be registered with the Council in which they are operating.

This varies from previous requirements where registration of a food vehicle was limited to the Council in which they were normally garaged.

For assistance and the initial registration of your vehicle you must speak with your Local Council, especially if you intend to operate within that area.

### 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 high risk foods. This includes adequate refrigeration at or below 5oC for cold foods, at or above 60oC for hot foods and frozen foods at or below minus 15oC.

An approved mechanical exhaust system is required over 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 Safety Programs**

All new businesses and businesses that change ownership must have in place a Food Safety Program at the time they commence operating.

### **Exempt Premises**

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.

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 develop 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:

Independently develop a plan and engage a 3rd party auditor to audit your plan; OR

Use a state approved Food Safety Program Template, Council's Environmental Health Officers will undertake a compliance check of your plan.

### **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 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).

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

### **Appointing an auditor & Audit Frequency.**

An independent auditor that has been approved by the Department of Human Services will be required to audit your Food Safety Program. The initial audit is to occur when you commence using the plan. Subsequent audits are to occur every 12 months. More frequent audits may be required where non-compliance with your Food Safety Program is detected.

## Notifying Council of your Audit

Following the completion of your audit the auditor will provide you with an audit certificate. You must send a copy of this audit certificate and report to Council within 14 days.

## Frequently asked questions

Q. I require auditing by a supplier can I use the same auditor ?

A. Yes as long as the auditor is approved by Food Safety Victoria and is auditing the Food Safety Program as submitted to Council.

Q. I operate a childcare centre or a nursing home ?

A. Your premise is considered a high risk premises and as such you are required to appoint an auditor to undertake an annual audit of your premises. Most high risk premises develop their own food safety program however some do use a template. If you would like to discuss your options please contact our office.

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](http://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 City of Ballarat 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 (or modules) 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.

Your food safety program is not considered operational until you commence keeping records.

## **Compliance Checks**

Council's Environmental Health Officers are responsible for undertaking Compliance checks of Food Safety Programs that have been developed from a Template.

The purpose of a compliance check is to verify that the Food Safety Program:

Has been developed from a template registered by the Department of Human Services; and.

Is appropriate to the type of business conducted at the premises; and

Covers and accurately reflects all the food processes undertaken by that business; and

Does not document processes that are not undertaken by the business; and

Is on-site at the premises; and

Contains all records required to be maintained, and

Is being correctly implemented and followed.

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 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 is to be submitted to Council's Environmental Health Unit when you first commence operations. A NEW copy of your Food Safety Program Template should be submitted whenever you amend the Program.

## Food Safety Supervisor

All new businesses and any business that changes ownership are required to appoint a Food Safety Supervisor when they commence operating.

The information contained within this guideline is taken from Food Safety Victoria's publication 'Food Safety Supervisors, Skills and Knowledge - A guide for businesses'

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

Every food business must tell Council who will be its food safety supervisor. That person can be the proprietor or an employee or a person external to the business. 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?

The food safety supervisor doesn't have to be on the premises at all times to observe food handling, but there must be a means, mechanism or program for them to know how food is being handled and to ensure that people handling food at the business are doing so safely.

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.

What are food safety competency Standards for Food Safety Supervisors.

The Food (Competency Standards Body) Regulations 2001 specify the Australian National Training Authority (ANTA) as the relevant statutory body which approves food safety competency standards for the purpose of the Food Act 1984.

#### Minimum Competency Standards

The minimum competency standards for Food Safety Supervisors are listed in the table opposite. 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.

Food Sector	Competency Standards
Food Processing - Includes business such as Manufacturers (ie Flour Mills, Canneries, Packers, Bakers, Breweries)	FDFCORFFS2A - Implement the food safety program & procedures
Retail - Includes businesses such as Supermarkets, Convenience stores, Grocers, Delicatessens	SIRRFSA001A –Apply retail food safety practices OR Use both units the Hospitality Sector below Previous course code WRRLP.6C - Apply retail food safety practices
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 Previous course codes: THHGHS01B - Follow workplace hygiene procedures THHBCC11B - Implement food safety procedures
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. Previous course codes: HLTFS7A – Follow basic food safety practices HLTFS10A – Apply and monitor food safety requirements HLTFS9A – Oversee the day to day implementation of food safety in the workplace.
Community Services - Includes Child Care Centres, Nursing Homes and Hostels, Meals on Wheels. Use units from the Health package	
Transport & Distribution - Includes businesses such as Warehouses Use relevant units from other packages	

How do the Food Safety Standards affect the Food Safety Supervisor?

Food Standards Australia New Zealand, Food Safety Standards require food business to make sure that food handlers who supervise food handlers have skills and knowledge in food safety and food hygiene for the work they do.

It can be the role of the Food Safety Supervisor to make sure this happens.

### **Food Safety Supervisor Training in Loddon**

Its best to seek out a registered training provider when you look at undertaking any training.

The introduction of minimum competencies for Food Safety Supervisors reinforces the importance of using registered training providers.

The frequency and cost of all training courses vary from provider to provider. So take the time to look around before your decided on the training course that you will be undertaking.

Training Providers in Loddon area

To find a training provider in your local area the following advice may be of assistance:

Contact your local community centre as they may run courses on a regular basis or alternatively they may run them when they have the required numbers.

Check the education section in the Weekend Bendigo Advertiser. This section is generally located after the Job Vacancies and can be an excellent start for identify training courses that will be run in the immediate future.

Check the yellow pages under "Education and Training"

Some companies offer training over the internet so an internet search may be helpful

**REMEMBER** when signing up to undertake any training ensure that the training will meet your needs and provided you with the correct competencies for your industry. Don't waste your money by signing up to the wrong training.



## General Food Handler Training

Food Standards Australian New Zealand, Food Safety Standards require food businesses to ensure that food handlers who supervise food handlers have skills and knowledge in food safety and food hygiene for the work they do.

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. It covers the people whose work involves manufacturing, processing preparing (such as chopping, cooking, thawing), delivering, servicing, transporting or packing your food and the people who clean the premises and equipment.

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.

However, if staff do different work from time to time, for example when food handlers are away, or if they supervise other food handlers, then they must have the skills and knowledge needed for this work as well.

Will formal training be required?

It is not compulsory for food handlers to attend food safety training courses to meet the skills and knowledge requirement. There are many approaches to training that a food business can adopt. For example, using on the job training, recognising prior experience or attending a training course may be appropriate.

A food business might decide that formal training is the best approach especially where the skills and knowledge required are more complex. This may be more appropriate in the manufacturing sector or a hospital.

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.

Should I start with some basic information for my food handlers?

As a food business, it is good practice to ensure that anyone starting work as a food handler in your business, receives oral or written instruction in the essentials of food hygiene. This is basic information included in the general practices category above.

What is the next step?

Staff may need to know where they can find information about their food safety responsibilities. Ensure that your staff:

Can locate the FSP and follow workplace information about their own food handling operations in regard to food safety; and

Can identify and correct (or report) situations or procedures that do not meet your business's agreed workplace practices for food safety; and

Know their responsibilities in regard to health and hygiene requirements.

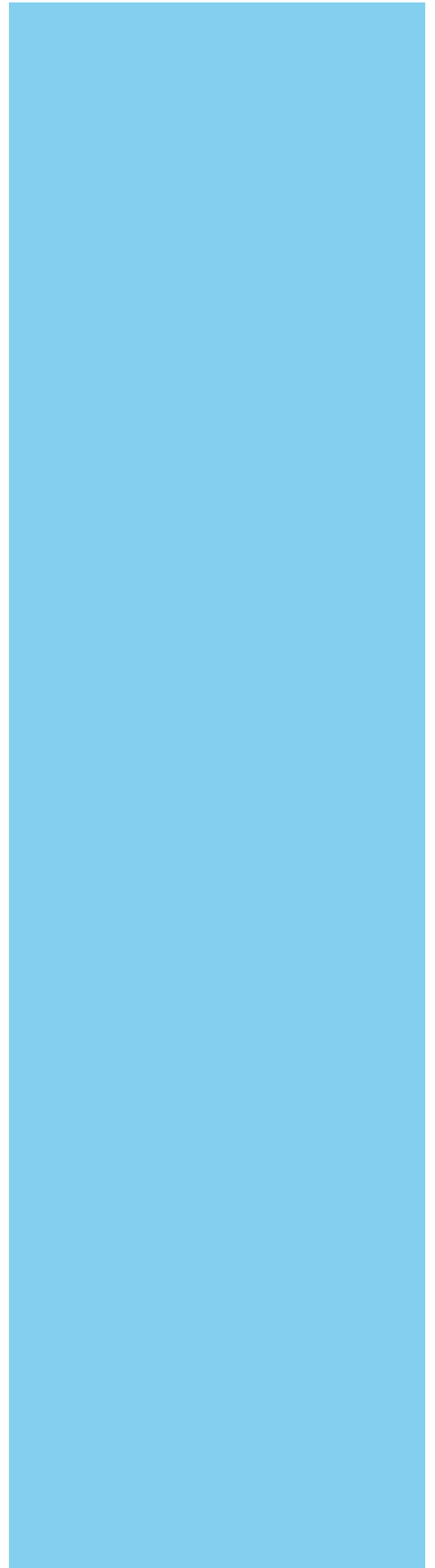
I want my staff to receive formal training.

If you would like your staff to receive formal training consideration should be given to the following:

Training that leads to the provision of a certificate of attainment.

The training is provided by a Registered Training Organisation.

The training requirements for a Food Safety Supervisor.



## 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)

Specific publications about the tobacco laws are available from Council, Information Victoria on 1300 366 356 or the Internet at [www.health.vic.gov.au/tobaccoreforms/](http://www.health.vic.gov.au/tobaccoreforms/)

### 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' with knife and fork

The Blue : We don't sell to under 18 sign

Health Warning Sign

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

