Safe Food Handling

Food Safety – Fact Sheet

This food safety fact sheet is based on the Food Standards Australia New Zealand (FSANZ) which is the government body that administers the Australia New Zealand Food Standards Code (the Code). The Code sets out the requirements for Food Safety Practices and General Requirements in Food Safety

Standard 3.2.2.

**Food handlers**

People handling and preparing foods should take all reasonable precautions to make sure the food they are handling is safe and suitable to be consumed. There are specific requirements regarding:

• Health

• Food preparation

• Gloves

• Hygiene

• Hand washing

**Health**

• If a food handler has a contagious disease or is suffering gastric symptoms such as diarrhea or vomiting, they should not go to work.

**Hygiene**

• Hands should be washed and dried thoroughly before handling food and after handling raw foods, as well as at any other time when there might be a risk of spreading germs (for example: after going to the toilet, sneezing, coughing, eating, drinking and touching the hair, scalp or body).

• Cover any sores, scratches etc. with a waterproof bandage or dressing.

• Cover coughs and sneezes with a tissue or your arm. Avoid using your hands and turn away from others and food if you cough or sneeze.

• Dispose of tissues immediately in a rubbish bin.

• Always wash and dry hands thoroughly before handling food.

• Clothing (including aprons) should be clean.

• Don’t handle food unnecessarily.

• Do not smoke around food or food surfaces.

**Food preparation**

• Benches should be kept clean.

• Avoid cross contamination by:

• thoroughly washing and drying hands, and

• any utensils used after handling raw foods.

**Hand washing**

• Wet hands with warm running water.

• Add soap and rub over all areas of the hands, including fingers, thumbs and backs of hands.

• Wash for at least 10 seconds.

• Dry thoroughly using a single-use paper towel.

• Alcohol-based hand rubs may be used, but they don’t work as well if you have dirt on your hands.

**Gloves**

• If you choose to use gloves, they must be exchanged for a new pair or disposed of at any time when you would normally wash your hands; for example, after:

• handling raw food

• using the toilet

• coughing, sneezing, using a tissue or handkerchief

• touching the hair, scalp or body, or

• if they are torn.

***Please ensure when handling food all members of your Student Group are aware and following the above guidelines.***

**Safe Food Handling Form**

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of executive position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Details**

Date of function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time start: \_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm

Time finish: \_\_\_\_\_\_\_\_\_\_\_\_ am/pm

Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General description of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Purchase Details**

Approximate quantity and type of food to be purchased

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Name and phone number of the person who will be purchasing the food

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Date and approximate time of purchase

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Name and location of purchase

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**Food Transport and Storage**

Name and phone number of the person who will be transporting and/ or storing food (if different from purchaser)

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Date and time when transportation will take place

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How will the food be transported from the place of purchase to the place of storage and/ or the function?

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If the purchases are not being made on the day of the function, where and how will the food be stored?

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How will the food be stored at the function?

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**Food Preparation and Serving**

Describe the hand hygiene procedures, including what is available at the event site

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How will you prepare the area and utensils to be used in the food preparation and service?

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Where will the food be prepared?

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Who will be involved in the preparation and service of the food?

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What personal hygiene measures will be taken by those involved in the preparation and service of the food?

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How will the food be prepared?

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How will the food be served?

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If the club is charging for the event, who will be handling the money?

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**Clean Up**

What is the clean-up procedure for the area, utensils and equipment used?

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How and where will leftover food and other rubbish be disposed of?

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Keep a copy of this Plan at your event