

# FOOD HANDLING POLICY

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This document is provided for VIEW members to ensure compliance with the organisation's ethical and insurance obligations. All information correct at the time of publication.

For more comprehensive information contact Food Standards Australia and New Zealand [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or Phone: 02 6271 2222 and/or the Department of Health in your State.

## Introduction

VIEW Clubs play an important role in the community. In the course of its activities, our organisation is sometimes involved in food handling and food sale.

In Australia, there are many responsibilities that the law expects food handlers and sellers to adhere to. VIEW and The Smith Family have agreed that we need to be aware of our responsibilities - Duty of Care rests with VIEW (and in turn The Smith Family) in those situations where our members are involved in food handling.

To promote safe food practices and comply with our insurance obligations, all VIEW members and clubs involved in food handling are required to follow the simple and sensible guidelines as set out in this document.

The most common activities where VIEW will need to implement the VIEW Food Handling Procedures are:

- Trading tables e.g. making jams or biscuits to sell;
- Home catering/bring a plate e.g. sandwiches for a committee meeting.

However, if your club has other food handling situations you should discuss requirements with your Zone Councillor.

Food handlers need to demonstrate 'skills' that show 'knowledge' of food safety and hygiene matters in four key areas:

- Food preparation and transportation (for sale or catering)
- Making food for sale
- Temperature control during food transportation
- General hygiene for all food handling

The guidelines for "best practice" in these areas can be found over the page (you may be doing many of these things without even knowing it).

A "**Food Safety Record**" for Club use has been provided for your Club to use for any VIEW activity that requires a VIEW member to prepare food. Your Club, as a record of compliance, should file a copy of the completed form for that event.

The Food Safety Record can be photocopied as needed or obtained from your Zone Councillor. Any VIEW member or Club that is involved in the preparation or sale of food will be required to follow the instructions set out in this document. Those clubs/members that cannot show that they have followed these guidelines when preparing or selling food in a VIEW capacity (e.g. completed checklist) cannot be covered in the event of an insurance claim against their catering.

It is the collective responsibility of each VIEW Club Committee to ensure that their Club complies to with the guidelines set out in this document. This will include providing the information to each member who is involved in the preparation of food for either selling or sharing.

Your Zone Councillor will be able to help should you have any questions.

### **Keep it low risk**

At trading tables, encourage:

- Sponge, fruit and other similar types of cakes with water or butter icing (no cream fillings)
- Biscuits
- Scones (no cream)
- Fruit pies

For at home catering/bring a plate, discourage foods that contain ingredients that are more sensitive to bacteria:

- Stews, casseroles and soups containing meat or chicken
- Pasta dishes
- Quiches and flans
- Rice dishes (or plain boiled rice)
- Spring rolls and other meat or vegetable rolls, rissoles or patties

## **FOOD PREPARATION AND TRANSPORTATION - FOR SALE OR CATERING**

Ensure that a sick person does not handle food;

Food must only be defrosted in the refrigerator and once defrosted must be cooked and once cooked it must be eaten within 30 minutes;

All foods should be prepared at less than 25°C;

Foods should not be held in the kitchen for more than 2 hours;

Wash all vegetables, fruit or any food in contact with the soil, before peeling and cutting;

Wash utensils, such as knives, between each use;

Use separate knives for raw and cooked food;

Avoid unnecessary contact with ready-to-eat food;

Never touch lips of cups or glasses, blades of knives/forks etc;

Wrap or contain any food that is on display (e.g. individually wrap sandwiches);

Never store raw foods with cooked foods;

When transporting food, always consider how to keep the food from contamination and if the food is a potentially hazardous food, how to keep it cold (5°C or colder) or hot (60°C or hotter);

Containers of cool food should be placed in the coolest part of the vehicle e.g. if the inside of the car is air-conditioned, cold food may be transported more safely in here than in the boot;

Vehicles used for transportation of food should be clean;

When taking prepared foods to a venue, pack the food into insulated boxes as your last job;

When you arrive at the venue, make it your first job to unload any hot or cold food and place it in temperature-controlled equipment.

## TEMPERATURE CONTROL DURING FOOD PREPARATION

Safe temperatures are 5°C or colder or 60°C or hotter. Potentially hazardous food that is being prepared needs to be kept at these temperatures to prevent food-poisoning bacteria. These bacteria grow at temperatures between 5°C and 60°C, which is known as the danger zone.

Foods considered to be potentially hazardous are:

- Raw meats, cooked meats and food containing meat, such as casseroles, curries, lasagne and meat pies;
- Dairy products and foods containing dairy products, such as milk, cream, custard and dairy-based desserts;
- Seafood and food containing seafood (e.g. prawn salad sandwich)
- Processed fruits and vegetables, such as prepared salads and ready-to-eat fruit packs
- Cooked rice and pasta
- Processed foods containing eggs, beans, nuts or other protein-rich food, such as quiche and soya beans products

### The 2 Hour/ 4 Hour Guide

Although potentially hazardous food should be kept at 5°C or colder or 60°C or hotter whenever possible, this kind of food can be kept between these temperatures FOR LESS THAN FOUR HOURS with certain guidelines. The times below refer to the life of the food, including preparation and cooling, not just to display times, so remember to add up the total time that the good has been between 5°C and 60°C. These times are also a good general guide for temperature control for all foods.

#### **Total time between 5°C and 60°C      What you should do**

Less than 2 hours:	Refrigerate or use immediately
2 hours to 4 hours:	Use immediately
4 hours or longer:	Throw out

## **MAKING FOOD FOR SALE**

Food labels identify the food and provide information to help people decide whether they are able or want to eat the food. It also helps the event organiser know what food is being sold, what it contains and where it has come from.

The following high risk foods should not be sold (or raffled): fish, oysters, prawns, crabs, custards, cream cakes, unbaked cheese cakes, soft cheeses, milk, cream, yoghurt, salami, raw meat/poultry, raw eggs, pate; any food in dented or rusted tins or food in containers with broken seals or food past its use by date.

Foods for sale must be labelled with the name of the food and its ingredients, which should include:

- A description of the food (e.g. strawberry jam);
- The name and address of the person or company that made the food so that the maker can be traced if there is any problem with the food - no PO Box to be used;
- A full list of ingredients (if it is made up from a packet mix, then write the ingredients as listed on the packet);
- A 'best before' date to indicate how long the good will keep;
- Any special storage conditions (e.g. keep refrigerated).

A sample label is provided for you below; note that instead of including the specific details of each maker, a separate code can be used where the organiser keeps a record of each person's code.

<p style="text-align: center;"><b>Strawberry Jam</b> Ingredients: Sugar, Strawberries, Water Made for: Clarkston VIEW Club, 16 Broadwater Street, Clarkston NSW Best Before: January 1 2005 Code 23</p>
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## **GENERAL HYGIENE FOR ALL FOOD HANDLING**

Wash hands frequently before and during food preparation and serving, also after coughing, sneezing and other times when the hands are contaminated;

Wash hands after touching raw food and before touching cooked food;

Wash hands, fingernails, wrists and lower arms with soap and warm running water;

Make sure soap and nailbrush are available at all times at the hand washing area;

Use paper towels for drying hands, only once and disposed of properly;

No touching of the body or face during preparation or serving of food to prevent contamination;

No eating over unprotected food or surfaces that are likely to come into contact with food;

Gloves only need to be worn if there are cuts, sores or bandaids on the hands; however, if wearing gloves they should be changed whenever you would otherwise wash your hands;

Clothing must be clean;

Food preparation area must be free of accumulated dirt, grease, garbage and recycled matter and food waste;

Clean food processing equipment after each use to prevent the accumulation of food waste, dirt and grease;

Only use clean eating and drinking utensils;

Only use clean bain marie or BBQ etc;

Clean and sanitise all food preparation services after each use, or every hour in high use areas;

Keep all areas clean and free of food scraps;

Do not allow animals into the food handling area.

## **SAUSAGE SIZZLES AND BBQs**

Sausage sizzles and BBQs are a popular way to raise money for charities and community organisations.

Food can be kept safe at these events by taking some simple food safety precautions and selling freshly cooked food straight from the barbecue. Food should not be cooked beforehand as there is a greater chance of food becoming unsafe when it is pre-cooked and taken to an event.

Make sure the general requirements are followed and take these additional precautions:

- Finish preparing raw meat before leaving for the site e.g. slicing, marinating or skewering
- Pack raw meat into insulated boxes with ice bricks for transportation
- Handle food with tongs or other equipment rather than with hands
- Use separate equipment to handle raw and cooked meats
- Hands should not be used to touch any food unless absolutely necessary, and then hand washing facilities must be available
- Wash hands each time after handling any raw meats, both at home or at the event
- Keep cooked meat and salads separate from raw meat at all time to prevent contamination
- Ensure food is covered to protect it from contamination
- Use clean and dry utensils for serving the food
- Never place cooked meat back on the trays that held the raw meat
- Cook chicken, sausages and hamburgers until juices run clear - steaks can be cooked to preference
- Throw leftover food away

### **Water**

There must be access to a supply adequate of water to last the event if water is needed for hand washing or for washing up, which must be of drinkable quality. If using containers to transport water to the event, make sure that they are clean and have not been used to store chemicals.

If there is no access to hot water for washing up, make sure that there is enough utensils, or disposable utensils, so that you can use separate utensils for the raw and the cooked food at the event.

## **Hand washing facilities**

You will need to have access to water for hand washing facilities. Set up a temporary hand washing facility to provide running water by using a large water container with a tap at its base. Another container, such as a bucket, should collect the wastewater, to keep the site dry and clean.

A supply of soap and paper towels must be provided at the hand washing facility so that hand washing can be undertaken properly. Supply a bin for used towels, which will help keep the site tidy and prevents contamination from used towels.

## **Disposable utensils**

Single-use disposable utensils such as knives, forks, plates and cups are recommended so that they can be used once and thrown away after use. These items should be kept covered until required and should be handled carefully to minimise any risk of contamination. Reusable items such as mugs should not be used unless there are facilities available on-site to wash and sanitise them, or there are enough items for the duration of the event.

### **Keep it low risk**

#### **At sausage sizzles and BBQ's:**

- Cook on site
- Serve straight from the BBQ
- Make sure the food is cooked thoroughly
- Use sausages, hamburgers, sate sticks/kebabs

## VIEW - Food Safety Record

This form should be copied and filled in each time the club sells or makes food.

Club Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Tick this box to indicate that each person who has provided food for this event has been given a copy of her responsibilities and has agreed to follow the guidelines as set out in the VIEW Food Handling Policy

### Register of food items for this event

Food prepared	Name of person who provided it
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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