WHO SHOULD USE THE GUIDE

Compliance with the Food Safety Standards is mandatory for all food businesses under the *Food Act 2008*. This guide is for use by any food businesses to conduct their own internal assessment of their level of compliance with the Food Safety Standards. Doing regular self assessment checks will assist you in understanding the food safety issues applicable to your business and develop knowledge of what an environmental health officer will be looking for during routine food business inspections.

HOW TO USE THE GUIDE

Each heading references the section of the Food Safety Standards. Food Standards Australia New Zealand (FSANZ) has developed a comprehensive document Safe Food Australia - A guide to the Food Safety Standards www.foodstandards.gov.au which provides general information, definitions, explanation of terms, examples and interpretive guidelines.

This a guide only. Information specific to your food business should be sought from an environmental health officer.

YOUR DETAILS

Business name:	**Email:**
Address:	
Phone number:	**Local government registered with:**
Name of proprietor:	**Name of person completing this guide:**
Position of person completing this guide:	**Date of completion of assessment:**
Date of next assessment:	

FOOD HANDLING

SKILLS AND KNOWLEDGE FOOD SAFETY STANDARD 3.2.2 (CLAUSE 3)

While food handlers are not required to undertake formal training courses, under Food Safety Standard 3.2.2, food handlers must have the skills and knowledge of food safety and food hygiene related to the tasks they undertake at the food business.

1. Do you raise funds solely for community or charitable causes and not for personal financial gain?	Yes ☐ No ☐
2. Do you handle food which is not potentially hazardous or food which is consumed immediately after cooking (eg. sausage sizzle)?	Yes ☐ No ☐
If you answered yes to Question 1 and Question 2, you are exempt from the skills and knowledge requirement.	
3. Do all people undertaking food handling have skills and knowledge in food safety and hygiene matters relevant to their food handling activities?	Yes ☐ No ☐

SKILLS AND KNOWLEDGE FOOD SAFETY STANDARD 3.2.2 (CLAUSE 3) (CONTINUED)

How do I get 'skills and knowledge'?

- **'In-house' training**
- **Providing staff with accurate food safety and food hygiene information for them to read. operating rules that set out the responsibilities of food handlers and their supervisors**
- **Operating rules that set out the responsibilities of food handlers**
- **Sending staff to food safety courses run by reputable organizations**
- **Hiring a qualified food safety consultant to run a course for the staff of the business**
- **Recruiting staff with formal industry-based training qualifications.**

Note that formal training for food handlers is NOT a requirement of the Standard, but is recommended for all food handlers, supervisors, managers and proprietors

RECEIVING FOOD – FOOD SAFETY STANDARD 3.2.2 (CLAUSE 5)

Tick all foods listed below that are used in your food business. Use this table as a reference as you complete the guide as some questions relate to specific food types.

Potentially hazardous foods		Non-potentially hazardous foods	
Frozen foods	Yes ☐ No ☐	**Uncut fresh fruit**	Yes ☐ No ☐
Chilled foods	Yes ☐ No ☐	**Uncut fresh vegetables**	Yes ☐ No ☐
Raw meat	Yes ☐ No ☐	**Shelf-stable condiments**	Yes ☐ No ☐
Smallgoods	Yes ☐ No ☐	**Bread/bakery products**	Yes ☐ No ☐
Cooked meat products	Yes ☐ No ☐	**Canned food**	Yes ☐ No ☐
Ready-to-eat fish/seafood	Yes ☐ No ☐	**Water**	Yes ☐ No ☐
Dairy products	Yes ☐ No ☐	**Unpackaged snack food**	Yes ☐ No ☐
Pasta salads	Yes ☐ No ☐	**Other:** _____	Yes ☐ No ☐
Eggs	Yes ☐ No ☐		
Other: _____	Yes ☐ No ☐		

4. Do you have a record of the name and address of each food supplier?	Yes ☐ No ☐

5. Can you demonstrate that food received is checked that:	
(a) potentially hazardous foods are stored at 5°C or below or 60°C or above?	Yes ☐ No ☐
(b) frozen foods are frozen hard and do not show signs of prior thawing?	Yes ☐ No ☐
(c) packaging is clean and intact/undamaged?	Yes ☐ No ☐
(d) the name and address of the manufacturer or packer has been provided?*	Yes ☐ No ☐
(e) the name of the food and lot identification has been provided?	Yes ☐ No ☐
(f) date markings are within their 'Best Before' or 'Use-By' date?*	Yes ☐ No ☐
(g) there is no evidence of physical, chemical or pest contamination?	Yes ☐ No ☐
(h) all delivery vehicles are clean with no other material in the same area as the food?	Yes ☐ No ☐

6. Do you always reject food that does not meet the requirements in Question 5?	Yes ☐ No ☐
7. Do you record the details of food receipt checks and rejected food	Yes ☐ No ☐

RECEIVING FOOD – FOOD SAFETY STANDARD 3.2.2 (CLAUSE 5)	
6. Do you always reject food that does not meet the requirements in Question 5?	Yes ☐ No ☐
7. Do you record the details of food receipt checks and rejected food	Yes ☐ No ☐
FOOD STORAGE FOOD SAFETY STANDARD 3.2.2 (CLAUSE 6)	
8. Is food stored so that: (a) it is protected from contamination? eg. covered, off the cool room floor (b) environmental conditions eg. humidity, lighting do not affect its safety or suitability?	Yes ☐ No ☐ Yes ☐ No ☐
9. Is frozen food kept frozen solid?	Yes ☐ No ☐
10. Are potentially hazardous foods refrigerated below 5°C?	Yes ☐ No ☐
FOOD PROCESSING FOOD SAFETY STANDARD 3.2.2 (CLAUSE 7)	
11. When processing food, do you: (a) take steps to prevent the food being contaminated? (b) use a step known to achieve microbiologically safe food eg. thorough cooking?	Yes ☐ No ☐ Yes ☐ No ☐
12. Do you minimise the time that food remains between 5°C and 60°C when processing?	Yes ☐ No ☐
13. Can you demonstrate that potentially hazardous food is cooled: (a) from 60°C to 21°C within two hours? (b) from 21°C to 5°C within an additional four hours? If you answered no, to either of these questions, you must be able to demonstrate that an alternative process is used that does not affect the safety of the food i.e. a written record	Yes ☐ No ☐ Yes ☐ No ☐
14. Is potentially hazardous food rapidly re-heated to 60°C in ≥2 hours (a) If no, is an alternative heating process in place that does not affect the safety of the food?	Yes ☐ No ☐ Yes ☐ No ☐
FOOD DISPLAY FOOD SAFETY STANDARD 3.2.2 (CLAUSE 8)	
15. Is all displayed food adequately protected from contamination?	Yes ☐ No ☐
16. When unpackaged ready-to-eat food is displayed for self-service, do you provide: (a) supervision so food that may be contaminated by customers is immediately removed from display? (b) separate serving utensils or an individual dispensing method for each food? (c) protective barriers such as sneeze guards to prevent contamination?	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
17. Is displayed potentially hazardous food kept at 5°C or below, or 60°C or above? (a) If no, does this food remain between 5°C and 60°C for more than two hours? (b) If you answered yes, to Question 17(a) does this food remain between 5°C and 60°C for more than four hours?* If you answered yes to Question 17(b) this is a dangerous practice and must change! Refer to the Food Standards Australia New Zealand publication Safe Food Australia - A guide to the Food Safety Standards, 'The use of time as a control for potentially hazardous food' pages 183-185 www.foodstandards.gov.au	Yes ☐ No ☐ Yes ☐ No ☐
18. If food is meant to be displayed frozen, is it displayed frozen?	Yes ☐ No ☐

FOOD PACKAGING FOOD SAFETY STANDARD 3.2.2 (CLAUSE 9)

19. Is all food packaging material: **(a) suitable for food contact purposes and unlikely to contaminate food?** **(b) protected from contamination during storage?**	Yes ☐ No ☐ Yes ☐ No ☐
20. Is food protected from being contaminated during the packaging process?	Yes ☐ No ☐

FOOD TRANSPORTATION FOOD SAFETY STANDARD 3.2.2 (CLAUSE 10)

21. When you transport food, is it: **(a) protected from contamination?** **(b) kept frozen solid (if it is potentially hazardous)?** **(c) kept at 5°C or below, or 60°C or above (if it is potentially hazardous)?** **(d) If no, can you demonstrate that keeping this food between 5°C and 60°C during transportation does not adversely affect the microbiological safety of the food?**	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐

FOOD DISPOSAL FOOD SAFETY STANDARD 3.2.2 (CLAUSE 11)

22. Do you ensure that food for disposal is: **(a) kept separate from other food until it can be disposed?** **(b) clearly identified as food for disposal?**	Yes ☐ No ☐ Yes ☐ No ☐

FOOD RECALL FOOD SAFETY STANDARD 3.2.2 (CLAUSE 12)

23. Do you wholesale, manufacture or import food? If yes, continue. If no, go to Question 25.	Yes ☐ No ☐
24. Do you have a food recall system? If no, you must develop a system to retrieve food in the event of unsafe food being released into the food supply. Get assistance with developing your own recall plan by referring to the Food Industry Recall Protocol, from FSANZ www.foodstandards.gov.au	Yes ☐ No ☐
25. If you answered yes to Question 23, is this recall system: **(a) a written document available on request?** **(b) used when recalling unsafe food?**	Yes ☐ No ☐ Yes ☐ No ☐

HEALTH AND HYGIENE REQUIREMENTS

GENERAL DUTIES OF FOOD BUSINESSES FOOD SAFETY STANDARD 3.2.2 (CLAUSE 18)

26. Have all food handlers been informed of their health and hygiene obligations	Yes ☐ No ☐
27. Do you ensure any information provided by a food handler is not disclosed to another person, except the business proprietor or an authorised person under the Food Act 2008?	Yes ☐ No ☐
28. Do you ensure that food handlers and other persons (eg. visitors, tradespeople) do not: **(a) contaminate food?** **(b) have unnecessary contact with ready-to-eat food?** **(c) spit, smoke or use tobacco or similar products, where food or surfaces likely to come in contact with food, are exposed or unprotected?**	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
You may also wish to develop a policy for visitors or maintenance people that may enter your food preparation area from time to time to ensure that they do not contaminate the food.	

HEALTH OF PERSONS WHO HANDLE FOOD – DUTIES OF FOOD BUSINESSES FOOD SAFETY STANDARD 3.2.2 (CLAUSE 16)

The health and hygiene requirements that food businesses must ensure that food handlers comply with, are in Clauses 13 -15 of Food Safety Standard 3.2.2.

29. Can you demonstrate that food handlers do not handle food if they are: **(a) known to be suffering from a food-borne illness or are a carrier of a food-borne illness** **(b) known or reasonably suspected to have a symptom of a foodborne illness, and where there is a reasonable likelihood that they will contaminate food?**	Yes ☐ No ☐ Yes ☐ No ☐
30. If a person is excluded from handling food, are they permitted to resume food-handling activities only on medical consent?	Yes ☐ No ☐
31. In relation to Questions 29 and 30: **(a) do you have a documented food handling exclusion policy?** **(b) have your employees been advised of their relevant legal obligations?**	Yes ☐ No ☐ Yes ☐ No ☐
32. Do you ensure that a person, known or reasonably suspected to be suffering from a condition, which is transmissible via food and who continues to engage in food handling activities for the business: **(a) takes all practicable measures to prevent food contamination?** **(b) has been advised of their relevant legal obligations?**	Yes ☐ No ☐ Yes ☐ No ☐

HYGIENE OF FOOD HANDLERS – DUTIES OF FOOD BUSINESSES FOOD SAFETY STANDARD 3.2.2 (CLAUSE 17)

33. Do you maintain each hand-washing facility with: **(a) a constant supply of warm (25°C - 45°C), running water?** **(b) soap / liquid dispensing detergent?** **(c) single use towels or other method for effectively drying hands?** **(d) a bin for used towels, if towels are used?**	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐
34. Are hand-wash facilities used for washing hands only?	Yes ☐ No ☐

CLEANLINESS FOOD SAFETY STANDARD 3.2.2 (CLAUSE 19)

35. Do you maintain the food premises in a clean condition at all times free of dirt, grease and other visible matter?	Yes ☐ No ☐
36. Are all fixtures, fittings and equipment, clean and sanitary, free from food waste, dirt, grease and other visible matter?	Yes ☐ No ☐
37. Are all food transport vehicles kept clean and sanitary at all times?	Yes ☐ No ☐

CLEANING AND SANITISING OF SPECIFIC EQUIPMENT FOOD SAFETY STANDARD 3.2.2 (CLAUSE 20)

38. Do you ensure that all food contact surfaces (eg. chopping boards, preparation surfaces, processing equipment) are clean and sanitary at all times?	Yes ☐ No ☐
39. Do you ensure that eating and drinking utensils are clean and sanitised immediately before and after each use?	Yes ☐ No ☐

Maintenance Food Safety Standard 3.2.2 (clause 21)

40. Is the food premises in a good state of repair and working order, having regard to the use of these areas?	Yes ☐ No ☐
41. Are all fixtures, fittings and equipment in the food premises, in a good state of repair and working order, having regard to their use?	Yes ☐ No ☐
42. Are all food transport vehicles in a good state of repair and working order?	Yes ☐ No ☐
43. Are chipped, broken or cracked eating or drinking utensils disposed of?	Yes ☐ No ☐

TEMPERATURE MEASURING DEVICES FOOD SAFETY STANDARD 3.2.2 (CLAUSE 22)

44. Do you have a probe thermometer that: **(a) is readily accessible to food handlers?** **(b) measures the internal temperature of potentially hazardous food to an accuracy of +/- 1°C?**	Yes ☐ No ☐ Yes ☐ No ☐
45. If yes, is it used to regularly monitor temperature of potentially hazardous food?	Yes ☐ No ☐
46. All food businesses handling potentially hazardous foods must have a temperature measuring device ie. a digital probe thermometer to measure the temperatures of food.	Yes ☐ No ☐
47. Is the probe attachment cleaned and sanitised before and after each use?	Yes ☐ No ☐
48. Do you routinely check the accuracy of the thermometer(s)?	Yes ☐ No ☐

SINGLE USE ITEMS FOOD SAFETY STANDARD 3.2.2 (CLAUSE 23)

Single use items are intended by the manufacturer to be used only once in connection with food handling. Examples include disposable gloves, plastic drinking straws and plastic cutlery, disposable wrappers and packaging.

49. Do you discard single use items that have been used or become contaminated?	Yes ☐ No ☐
50. Are single use items adequately protected from contamination prior to use?	Yes ☐ No ☐

ANIMALS AND PESTS FOOD SAFETY STANDARD 3.2.2 (CLAUSE 24)

51. Do you: **(a) exclude live animals (except fish, shellfish or crustaceans) in food handling areas?** **(b) permit only assistance animals eg. guide dogs in designated customer areas?** **(c) prevent pests entering the food premises?** **(d) undertake pest control to eradicate and prevent the harbourage of pests?**	Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐

Note when last pest control was undertaken and when next service is due-

Last service: **Next service due:**