



## What is a Food Safety Program and why do I need one?

A Food Safety Program is a written document that:

- ◆ Systematically identifies the potential hazards that may reasonably be expected to occur in each food handling operation that is to be conducted at the food premises
- ◆ Identifies where in a food handling operation each hazard identified can be controlled and the means of control
- ◆ Provides for appropriate corrective action when that hazard or each of those hazards has the potential to contaminate the food or food environment
- ◆ Provides for appropriate records to be made and kept by the proprietor of the food premises demonstrating action taken in relation to or in compliance with the program

Class 1 and Class 2 food businesses are required to have a Food Safety Program to assist them in the operational procedures associated with food safety.

These Food Premises must have a copy (either hard copy or electronic copy) of their Food Safety Program on premises for assessment. It is an offence not to have a Food Safety Program available on request.

## Where Can I get a Food Safety Program?

**Class 1** - premises must have a Food Safety Program that is tailored specifically for the food premises (an "independent" or "non-standard" program). Your Food Safety Program must be audited annually by a Third Party Auditor.

Audits may only be conducted by auditors certified by the Registrar Accreditation Board Quality Society of Australasia (RABQSA) and who are approved by the Department of Health. If you require an approved Department of Health auditor, please visit [www.health.vic.gov.au/foodsafety/bus/auditing.htm](http://www.health.vic.gov.au/foodsafety/bus/auditing.htm).

**Class 2** – You can download a free copy of the Department of Health's template at <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>. If you are unable to download this please contact the Environmental Health Unit at Council for assistance.

However, you can choose to tailor your own Food Safety Program (an "independent" or "non-standard" Department of Health template). If you do have a "non-standard" template, your Food Safety Program must be audited annually by a Third Party Auditor. Please see the Class 1 requirements for further information on Third Party Audits.

Class	Food Safety Program	Food Safety Supervisor
Class 1	Yes	Yes
Class 2	Yes	Yes
Class 3	No, but minimum records required	No
Class 4	No	No



# FOOD SAFETY SUPERVISOR

## What is a Food Safety Supervisor and why do I need one?

The Food Act 1984 requires Class 1 and Class 2 establishments to have a qualified Food Safety Supervisor within their business.

A Food Safety Supervisor is a person within your food establishment who:

- ◆ Knows how to recognise, prevent and alleviate the hazards associated with the handling of food at, or from, that premises; and
- ◆ Has met an appropriate food safety competency standard for the premises of the same nature as the premises; and
- ◆ Has the ability and the authority to supervise other people handling food at, or from, the premises and ensure that the handling is done safely.

Education Provider	Phone Number	Web address
South West Tafe	5564 8911	<a href="http://www.swtafe.vic.edu.au">www.swtafe.vic.edu.au</a>
Australian Vocational Training and Educational Services (AVTES)	1300 764 418	<a href="http://www.avtes.com.au">www.avtes.com.au</a>
SEAL	5562 6099	<a href="http://www.seal.org.au">www.seal.org.au</a>
CFT International Pty Ltd	1300 665 633	<a href="http://www.cft.com.au">www.cft.com.au</a>

The Food Act define 'Food Safety Competency Standards' as a food safety competency standard approved by a relevant State, National or international statutory or regulatory body. These competency standards are as follows:

Area	Competency Standard
<b>Food Processing</b> Businesses such as food product manufacturers, breweries and wineries.	<b>DFCORFSY2A</b> 'Implement the food safety including flour mills, canneries, packers, bakers, program and procedures'
<b>Retail</b> Businesses such as supermarkets, convenience stores, grocers and delicatessens. Take away and fast food businesses can be considered either retail or hospitality food businesses.	<b>SIRRFSA001A</b> 'Apply retail food safety practices'  <b>OR</b> Use both units from the Hospitality Sector below  Previous course codes: <b>WRRLP6C</b> 'Apply retail food safety practices'
<b>Hospitality</b> Businesses such as restaurants, cafes and hotels. Take away and fast food businesses can be considered either retail or hospitality food businesses.	<b>SITXFSA101</b> 'Use hygienic practices for food safety' <b>SITXFSA201</b> 'Participate in safe food handling practices' Previous course codes: <b>SITXFSA001A</b> 'Implement food safety procedures' <b>SITXOHS002A</b> 'Follow workplace hygiene procedures' Previous course codes: <b>THHGS01B</b> 'Follow workplace hygiene procedures' <b>THHBCC11B</b> 'Implement food safety procedures' <b>OR</b> Use both units from the Retail Sector above.
<b>Health &amp; Community Services</b> Businesses such as hospitals, childcare centres, nursing homes, hostels, and Meals on Wheels services.	<b>HLTFS207B</b> 'Follow basic food safety practices' <b>HLTFS310B</b> 'Apply and monitor food safety requirements' <b>HLTFS309B</b> 'Oversee the day-to-day implementation of food safety in the workplace'  Previous course codes: <b>HLTFS7A</b> 'Follow basic food safety practices' <b>HLTFS10A</b> 'Apply and monitor food safety requirements' <b>HLTFS9A</b> 'Oversee the day-to-day implementation of food safety in the workplace'

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