

## **SD – Food Handling**

### **Policy**

This policy has been put in place to ensure that Headway Gippsland Inc. employees provide a standard of quality in the way food is handled and the level of food safety to provide a degree of protection to all persons. We aim to provide a standard of quality in the way food is clearly identified. Effective food labelling will provide a degree of protection to all persons who have access to food. High standards of hygiene will be maintained throughout all food handling, preparation and storage.

### **Procedure**

All Employee's handling foods are required to have knowledge or skills in food handling and food safety.

Purchase and Transport of food should be done taking into account the following:

- Select and purchase foods that are in good condition in order to minimise chemicals, bacteria or pests getting in food. E.g. – packaged foods are clean, undamaged and intact, fresh produce is clean fresh undamaged.
- Check food is within it's used by and/or best before dates
- Transport refrigerated and frozen foods in an esky or cooler bag with ice bricks, and hot foods in an insulated container (foam box) to minimise the growth of bacteria.
- Go straight from the supplier, retail outlet to the kitchen to minimise the time the foods are out of temperature control.

It is important for all employee's that handle food to follow good personal health and hygiene practices so as not to compromise the safety and suitability of food.

All persons handling foods must wash their hands before preparing or handling food and after using the toilet, smoking, coughing, sneezing, before applying or after removing gloves, using a tissue or eating and drinking. Employees should use soap, running water and thoroughly dry their hands using a paper towel.

Gloves must be worn at all times when handling food. Gloves must be removed, discarded and replaced after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.

- If staff have an exposed cut, sore or graze, this should be covered with a band aid, that is completely covered by a waterproof covering (e.g. – glove) when preparing food.

Hair should be tied back, or covered, when preparing food to prevent it from falling in.

- Employees should not eat, sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food.

- If persons are unwell or suffering with air borne illness, they should refrain from any food preparation or handling.

- Food is to be stored in a clean and hygienic manner away from chemicals

Dry Storage (Pantry) is to be kept off the floor in a clean and tidy area. This will discourage pests and insects. If storage areas are dirty, staff must do an extra clean.

- Food is to be kept covered or sealed in clean containers to prevent foreign objects, pests and harmful bacteria entering the food.

Cold storage (fridge/freezer) needs to be stored at 5 degrees or below. Employee is to check the fridge temperature regularly and inform coordinator if fridge is not staying at optimal temperature to ensure replacement/repair.

- Store raw foods (e.g., meat) below cooked and ready to eat foods, on bottom shelf of the fridge. This will prevent harmful bacteria in the juices from raw food dripping onto the other cooked or ready to eat food and contaminating it.

- All foods requiring refrigeration or freezing will be stored in the refrigerator or freezer.

- Milk is to be stored in the refrigerator and must be kept in the main section of the fridge, not on the door.

- Fridge must have a fridge/freezer thermometer in correct working order and regularly checked to ensure correct temperatures are maintained.

- Food preparation areas are to be cleaned and sanitised prior to food preparation.

- Food preparation areas must be kept in a state of cleanliness, free from excess dust, clutter, grease.

Thoroughly clean and sanitise chopping boards and knives between uses, use colour coded chopping boards to help prevent cross contamination.

- Separate utensils must be used for handling raw and cooked foods.

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- Fruit, vegetables and salad ingredients that are being prepared must be washed thoroughly in clean drinking quality water before using.
- After preparing fresh cut fruit and vegetables, serve immediately or cover and store on the top shelf of the fridge and cover until serving (on the day of preparation). Once whole fruit and vegetables are cut, they are at greater risk of harmful bacterial growth and need to be handled correctly to keep them safe. Any unused portions should be discarded at the end of the day.
- Care should be taken when preparing rough skinned fruit (e.g.: rockmelon, strawberries). It is important to wash the skins of these fruits before they are cut.
- The length of time foods spent in the 'Danger Zone', above 5 degrees and below 60 degrees, should be minimised in order to keep food safe. As a guide if a refrigerated food or hot food has been in the temperature danger zone, the 4hour/2-hour rule should be used.
- 0 – 2 hours = Use immediately, or keep it stored below 5 or above 60 degrees.
- 2 – 4 hours = Use immediately.
- Above 4 Hours = Throw away

Preparation time of ingredients is included in the 4-hour time frame.

- Cooked food is to be kept separated from raw food throughout the cooking process.
- All food of animal origin will be cooked thoroughly. In the cases of meat, the juices must run clear before being removed from the heat.
- Food can only be reheated once. Preheat equipment such as ovens and grills before reheating. Stir or turn food during reheating to ensure it heats evenly. Any uneaten food left over after reheating, should be disposed of.
- Frozen food will be thawed on the bottom part of the refrigerator before cooking.

Foods from unopened cans, jars or bottles that are dented, swollen or leaking, past used by dates/best before dates or with seals that have 'popped' or any other foods that seem "unfresh" when opened, will not be used. - "If in doubt throw it out."

- Tinned foods must be removed from their tin and placed in a suitable clean container.

Prepared or opened foods must be clearly and labelled. As per following examples: -

Storage/Package	Labelling requirements example	Comments
If you have opened any food and removed it from its original packaging and placed the food in another container. You must label in the following manner:	Colby Cheese Opened 02/08/2020 AM Use by date 15/05/2020. Ingredients: Milk, culture, salt. Allergens: Contains Dairy	
If you have opened any food and it is still in its original packaging. You must label in the following manner:	Opened 02/08/2020 AM	
If you have opened any jar food that is still in it's original packaging/Jar (i.e., Tomato paste, cheese spread). That provides instruction that it must be used with x days of opening, you must label in the following manner:	Opened 02/08/2020 am Use or throw away by 05/08/2020.	<ul style="list-style-type: none"> <li>• If in doubt throw it out</li> </ul>
If you have opened a tinned food and transferred to another container (i.e.: spaghetti, bake beans, Fruit). You must label in the following manner:	Spaghetti Opened 02/08/2020 AM Used or throw by 05/08/2020. Ingredients: (write as per label.) Allergens: Contains wheat, egg,	<ul style="list-style-type: none"> <li>• If in doubt throw it out.</li> <li>• Tinned food should never be left in the tins.</li> </ul>
Small Goods (i.e., Ham bacon, Frankfurt's) purchased from the deli department. You must label in the following manner.	Not needed	<ul style="list-style-type: none"> <li>• All unused foods must be thrown away.</li> <li>• Purchase only what is needed.</li> </ul>
Eggs You must label in the following manner:	Not needed	<ul style="list-style-type: none"> <li>• If there are fewer eggs cut the carton to suit.</li> <li>• Must re write the use by date if needed.</li> </ul>
Cooked meats You must label in the following manner:	Beef sausages Cooked 02/08/2020 PM Use or throw away by 03/08/2020 Allergens: wheat, meat	<ul style="list-style-type: none"> <li>• Purchase only what is needed</li> <li>• Throw away any meat that has been reheated.</li> </ul>

Milk- plastic bottles	Not needed	
Milk - Long life, (i.e., carton or tetra pak) You must label in the following manner:	Opened 02/08/2020 AM Used or throw away by 09/08/2020	• As per label “use within X days of opening.
Rough skinned Fruit E.g.: Rockmelon/strawberries etc You must label in the following manner:	Date 02/08/2020 Time 2:30pm Used or throw away by 4:30pm (if left at room temperature.) Used or throw away by 6:30pm 02/08/2020 (if placed in fridge)	If Rough skinned fruit has been cut or peel & left at room temperature must be thrown away after 2 hours. (4 hour/2 hour rule)

If food has been prepared off site or brought in by parents/families, staff or others, to share with participant’s, it is the employee’s responsibility to ensure that the food has been handled according to policy to minimise harm to the participants in our care.

Where possible utensils will be used for the serving of food. Employee’s will encourage participants to serve themselves, for food and drinks encouraging them to develop their food handling skills as well as acknowledging their growing sense of independence

Food that is left over that has perished, spoilt, or passed its use by date is to be disposed of immediately