

## Safe Food Handling Policy

### Purpose:

This policy establishes an effective, accountable and transparent policy for managing food safety in the workplace to ensure the safety of consumers of food that is prepared, stored and cooked by JCUSA workers and Club/Society members.

### Principles:

Council takes very seriously its duty of care towards its staff and the public, and recognises its duty to comply with all relevant legislation related to ensuring the health and safety of persons, both council staff and the general community.

By complying with this policy JCUSA aims to:

- Promote and protect the health, safety and wellbeing of workers and consumers using policies and procedures to maintain high standards of hygiene;
- Reduce the risk of infectious diseases and illnesses spreading;
- Following appropriate WHS standards;
- Document the roles and responsibilities of workers and the employer;
- State safe food handling expectations;
- Document mandatory training requirements;
- Define recording keeping requirements;
- This policy will be accessible to all workers; and
- This policy supports the implementation of a safety management system.

### Scope:

This policy applies to all JCUSA Councillors, all workers (including contractors and volunteers) as well as students, JCU staff, visitors, members of the public and JCUSA Clubs and Societies affiliated members.

This policy applies to work locations, including those situations where workers /club or society members are required to work off campus. off-site.

### Policy Statement:

JCUSA is committed to providing and maintaining a safe and healthy workplace and hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. To do this effectively the employer and the workers must follow approved policies, procedures and instructions pertaining to work health and safety and act in accordance with their responsibilities.

### Responsibilities:

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management, which is the JCUSA Council. Workers also have important responsibilities for health and safety in the workplace. JCUSA Council has ultimate responsibility for all workers to comply with approved policies, procedures, safe work procedures that

- support and align with current legislation, regulations and codes of practice;

- are implemented and monitored; and
- are reviewed to evaluate the continuing effectiveness and currency.

Workers, including Club/Society members must:

- take reasonable care for their own health and safety;
- take reasonable care that their conduct, acts or omissions does not adversely affect the health and safety of others or property;
- comply, so far as they are reasonably able with instructions; and
- cooperate with reasonable health and safety policies or procedures that have been notified to workers.

Under the WHS Act, a person conducting a business or undertaking (PCBU) has the primary duty to ensure, so far as is reasonably practicable, that the health and safety of workers and other persons are not put at risk from work carried out as part of the conduct of the business or undertaking. This includes ensuring that food is safe and suitable for human consumption by preparing, handling, storing and cooking in a hygienic manner.

### Definitions:

Clean and sanitary condition	Means: <ul style="list-style-type: none"> <li>• clean; and</li> <li>• has had applied to it heat or chemicals, heat and chemicals, or other processes, so that the number of micro-organisms on the surface or utensil has been reduced to a level that does not compromise the safety of the food with which it may come into contact; and</li> <li>• does not permit the transmission of infectious disease.</li> </ul>
DoFoodSafely	Is a free, non-accredited, online learning program provided by the Department of Health Victoria and proudly supported by Queensland Health.
Food-borne disease	A disease that is likely to be transmitted through consumption of contaminated food.
Food handler	A worker who touches food and/or cooks food.
Food safety program	A program set out in a written document retained at the food premises of the food business, including records of compliance and other related action, that –
President	JCUSA Council President
Symptom	Diarrhoea, vomiting, sore throat with fever, fever or jaundice.
Worker	Any person who carries out work for a person conducting a business or undertaking, including work as an employee, contractor or subcontractor (or their employee), self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' or a volunteer.  JCUSA Councillors, employee, volunteers and Clubs and Societies affiliated members.

## Acronyms

JCUSA	James Cook University Student Association
PPE	Personal Protective Equipment
SDS	Safety Data Sheet

## Policy

A food handler must take all reasonable measures not to handle food or surfaces likely to come into contact with food in a way that is likely to compromise the safety and suitability of food.

Food handlers have an overall responsibility for doing whatever is reasonable to make sure that they do not make food unsafe or unsuitable for people to eat and they also have also have specific responsibilities related to their health and hygiene.

### Food purchasing and receipt of goods

Perishable foods supplied must be transported in a refrigerated food vehicle or refrigerated containers. The temperature of deliveries should be checked. Food that needs refrigeration must be transported at below 5°.

Dry goods being delivered needs to be checked for unbroken packaging such as bread and cans.

Workers and Club/Society members will only purchase and accept food that is:

- protected from the likelihood of contamination (air tight, protective wrappers etc).
- within its use by date; and
- looks and smells suitable for use.

### Food preparation

Whilst preparing food handlers will:

- use separate utensils, chopping boards and other equipment for raw and ready-to-eat foods to avoid cross-contamination. if this is not possible, thoroughly wash and sanitise equipment between uses;
- thoroughly wash all fruit and vegetables before use; and
- not select or use any food if they cannot guarantee its freshness.

### Safe food handling

Workers and Club/Society members will adhere to the following safe food handling practices:

- Raw foods, which are to be cooked, can be safely handled with bare hands (provided hands are clean);
- Cooked or ready-to-eat foods should be handled with utensils such as tongs, spoons, spatulas or disposable gloves;
- When gloves are worn, they must be changed at least hourly or sooner if they become torn or if there is a change in task e.g. when changing from raw to ready-to-eat food; and

- Plastic/latex gloves are not to be worn when barbequing as they may melt.

## **Cooking and heating food**

- Food will be thawed in the bottom part of the refrigerator prior to cooking;
- Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards;
- Thawed food is not to be refrozen other than bread; and
- All food is to be thoroughly cooked, especially those of animal origin and ensure the juices run clear.

## **Food storage**

If food is not stored, displayed or transported correctly the naturally forming bacteria can multiply to dangerous levels. One of the most important factors for growth is temperature with the known danger zone being between 5° and 60°. High risk foods such as meat, dairy products and seafood must spend only the minimum possible time in this zone.

These same foods produced in the form of dried food powders in their original packaging, jars, cans and other containers of which have been processed by heat are not categorised as high risk foods.

When storing food, workers will store the food in such a way that:

- it is protected from the likelihood of contamination;
- the environmental conditions under which it is stored will not adversely affect the safety and suitability of the food;
- store it under temperature control;
- if it is food that is intended to be stored frozen, ensure the food remains frozen during storage; and
- if it is food that is intended to be stored refrigerated, ensure the food remains cold and does not freeze during storage.

## **Health of food handlers**

A food handler who is due to work with food but has a symptom that indicates that they may be suffering from a food-borne disease, or knows they are suffering from a food-borne disease, or is a carrier of a food-borne disease, must,

- report that that they are or may be suffering from the disease, or knows that they are carrying the disease, to their Manager or President;
- not engage in any handling of food where there is a reasonable likelihood of food contamination as a result of the disease; and
- if continuing to engage in other work on the food premises take all practicable measures to prevent food from being contaminated as a result of the disease.

A food handler must notify his or her supervisor if the food handler knows or suspects that they may have contaminated food whilst handling food.

## Hygiene of food handlers

A food handler must, when engaging in any food handling operations:

- take all practicable measures to ensure his or her body, anything from his or her body, and anything they are wearing does not contaminate food or surfaces likely to come into contact with food;
- tie long hair back or cover it with a cap or other approved headwear;
- wear limited jewellery;
- take all practicable measures to prevent unnecessary contact with ready-to-eat food by ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted;
- wearing the JCUSA supplied BBQ aprons as protective clothing over normal clothing
- only use on exposed parts of his or her body bandages and dressings that are completely covered with a waterproofed covering;
- not eat over unprotected food or surfaces likely to come into contact with food;
- not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food;
- not spit, smoke or use tobacco or similar preparations in areas in which food is handled; and
- not urinate or defecate except in a toilet.

## Hand washing

A food handler must wash their hands:

- whenever his or her hands are likely to be a source of contamination of food;
- immediately before working with ready-to-eat food after handling raw food;
- immediately after using the toilet;
- before commencing or re-commencing handling food;
- prior to putting on gloves;
- immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
- after touching their hair, scalp or a body opening.

A food handler must, whenever washing their hands;

- use the hand washing facilities provided;
- thoroughly clean his or her hands using soap or other effective means, and warm running water; and
- thoroughly dry his or her hands on a single use towel or in another way that is not likely to transfer pathogenic micro-organisms to the hands.

Note, that at temporary food premises, workers do not have to clean his or her hands with warm running water or dry them on a single use towel if other hygienic arrangements are in place.

## Cuts and open wounds

All wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip/s or bandages located in the JCUSA First Aid kits.

If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both the wound strip and gloves must be changed at least hourly or sooner if there is a change in tasks.

## Cleanliness

The JCUSA kitchen and other locations utilised to prepare food must be kept at a standard of cleanliness where there is no accumulation of:

- garbage, except in garbage containers;
- recycled matter, except in containers;
- food waste;
- dirt;
- grease; or
- other visible matter.

Food transportation trolleys are to be of a standard of cleanliness where there is no accumulation of:

- food waste;
- dirt;
- grease; or
- other visible matter.

## Cleaning and sanitising of specific equipment

Workers and Club/Society members will ensure that the following equipment is in a clean and sanitary condition:

- eating and drinking utensils - immediately before each use; and
- the food contact surfaces of equipment - whenever food that will come into contact with the surface is likely to be contaminated.

## Setting up temporary food premises

When JCUSA and affiliated clubs/societies sets up temporary food premises such as “Free Breakfast”, barbecues and sausage sizzles they need to ensure:

- contamination of food, particularly by dust, insects and consumers is prevented;
- all tables have surfaces that are smooth and able to be cleaned;
- facilities for hand washing and utensil washing facilities. Utensil washing facilities must be made available, including sealed container or drum with clean water; water-heating device such as an urn, so that hot water is available; bucket to collect dirty water; detergent; and disposable paper towels. Utensils should be washed as soon as possible in clean, soapy water and rinsed in clean water. All waste water must be disposed to the sewer, not storm-water; and
- have adequate refrigeration and rubbish receptacle.

## Food transportation

When transporting food, JCUSA workers and Club/Society members will:

- protect all food from the likelihood of contamination;
- transport potentially hazardous food under temperature control; and
- ensure that potentially hazardous food which is intended to be transported frozen remains frozen during transportation.

## Training

As part of induction training for new workers and for Club/Society members who will be working with food, a mandatory food safety program is to be completed prior to handling any food.

This training covers skills and knowledge in food safety and food hygiene matters.

The training is conducted online, via the DoFoodSafely Website.

The link to the website is supplied in Form 060 Safe Food Handling Training Instructions.

The sections completed in this food safety program includes

- Why Food Safety;
- Personal hygiene;
- Food handling
- Food contamination
- Food delivery, storage and display; Cleaning and sanitising; and
- Food allergens.

Once the training has been completed **by staff**, the General Manager is to be emailed a confirmation that the training has been completed.

Clubs and Society members are to email through their evidence of completing the training to:

Townsville: [clubsandsocieties.tsv@lists.jcu.edu.au](mailto:clubsandsocieties.tsv@lists.jcu.edu.au)

Cairns: [clubsandsocieties.cns@lists.jcu.edu.au](mailto:clubsandsocieties.cns@lists.jcu.edu.au)

## Recording keeping requirements

The emails/copies of training certificates are sent to the General Manager are stored in S:\Fin\Payroll\_Employment\_Human Resources\Training\Safe Food Handling.

The Training Matrix is also to be updated which is located in S:\Fin\Payroll\_Employment\_Human Resources\Training

Training completed by Club and Society members is stored in the C&S training database located in S:\Common\Sorted\Clubs and Societies

## Related Legislation and Documents

JCUSA Integrated Safety Management System

POL003 WHS Policy

POL023 Induction Policy

POL026 Personal Protective Equipment Policy

POL034 Training and Supervision Policy

Form 060 Safe Food Handling Training Instructions

Form 072 Induction Checklist Fulltime and Part-time

Form 073 Induction Checklist Casuals and Volunteers

Form 093 Volunteer Registration Form

Form 095 Councillors Training Record

Food Safety Standards (Australia only)

Work Health Safety Act 2011 (QLD)

WHS Regulation 2011 QLD)

Queensland Government, Work Safe, Code of Practices:

- How to Manage Work Health and Safety Risks 2021
- Managing Risk of Hazardous Chemicals in the Workplace 2021
- Managing the Work Environment and Facilities 2021

## Administration

Note: Printed copies of this policy are uncontrolled and currency can only be assumed at the time of printing.

Approval Authority	JCUSA Council
Version Number:	V1.1
Date for next review:	19/07/2022
Revision History	Located in the Document Record Management System