

## Food Safety Policy

### Objectives of Policy

1. The Rotary Club of Banora Tweed will:
  - 1.1. ensure that safe food practices are implemented when handling and serving food so that the food is not contaminated through illness or unclean hygiene practices.
  - 1.2. Have a sound knowledge of both Federal and State governance required.
2. This policy will cover all projects/events/ fundraisers where safe food handling practices are required to be implemented.

### Legislation Requirements

1. Food Standards Australia New Zealand (FSANZ) is responsible for regulating the Australia New Zealand Food Standards Code, the over-arching standard for food safety in Australia.
2. The Food Standards Code is governed by state and territory departments. In New South Wales, this is the NSW Food Authority with the food safety requirements being set by the Food Act 2003 (NSW) and the Food Regulation 2015 (NSW).
3. Food Handling legislation in NSW comes under:
  - 3.1. Federal Food Authority: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
  - 3.2. NSW food Authority: <https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/charities-groups-and-volunteers>
  - 3.3. Under [Standard 3.2.2 - Food Safety Practices and General Requirements](#), as a food handler you need to do whatever you can to make sure you do not make food unsafe or unsuitable.

### Exemptions for Charities and Communities <https://www.foodstandards.gov.au/business/food-safety/fact-sheets/skills-for-food-handlers>

1. *'Charities and community groups selling only low-risk foods (e.g. canned drinks, packaged lollies) or food that is cooked on site and eaten straightaway (e.g. a sausage sizzle) at a fundraising event are generally exempt from the skills and knowledge requirement. Regardless of this, all food handlers still need to meet health, hygiene and other food safety standards requirements, and food served to customers must be safe and suitable to eat.'*
2. Project/ Event organisers are required to check with the local council for specific requirements, and give consideration to whether:
  - 2.1. all food handlers know that food is expected to be handled safely,
  - 2.2. food handlers understand their health and hygiene responsibilities,
  - 2.3. there is someone in the organisation who is responsible for ensuring food handlers handle food safely,
  - 2.4. the equipment food handlers need to keep food safe is available, e.g. hand washing facilities and serving utensils.
3. Standard food safety practices must always be followed when processing, handling and storing food to keep the recipients well and healthy. <https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/charities-groups-and-volunteers>

### Key Tips for Food Safety <https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/key-tips>

1. **Keep it clean**
  - 1.1. wash and dry hands thoroughly before starting to prepare or eat any food, even a snack,
  - 1.2. keep benches, kitchen equipment and tableware clean and dry,
  - 1.3. don't let raw meat juices drip onto other foods,
  - 1.4. separate raw and cooked food and use different cutting boards and knives for both,
  - 1.5. avoid making food for others if sick.

## **2. Keep it cold**

- 2.1. keep the fridge below 5°C,
- 2.2. put any food that needs to be kept cold in the fridge straight away,
- 2.3. if you're planning to cook and cool food for later use, cool it quickly (e.g. in shallow containers in the fridge).
- 2.4. avoid eating food that's meant to be in the fridge if it's been left out for over four hours, for example:
  - 2.4.1. if less than 2 hours you can put it back in the fridge,
  - 2.4.2. between 2 and 4 hours, eat it straight away
  - 2.4.3. after 4 hours, throw it away.
- 2.5. defrost and marinate foods in the fridge, especially meats,
- 2.6. shop with a cooler bag, picnic with an esky.

## **3. Keep it hot**

- 3.1. cook foods to at least 60°C, hotter for specific foods,
- 3.2. keep hot cooked food piping hot (more than 60°C) right up to serving,
- 3.3. reheat foods quickly to at least 60°C, until they're steaming hot,
- 3.4. make sure there's no pink left in cooked meats such as mince or sausages,
- 3.5. look for clear juices before serving chicken,
- 3.6. heat to boiling all marinades containing raw meat juices before serving.
- 3.7. Do not leave cooked or other perishable food at room temperature for long.

## **4. Check the label**

- 4.1. don't eat food past a 'use-by' date,
- 4.2. note a 'best before' date,
- 4.3. follow storage and cooking instructions,
- 4.4. be allergy aware,
- 4.5. ask for information about unpackaged foods.

## **5. Prevent food contamination**

- 5.1. Make sure food handlers know how to correctly use processing equipment and maintain good hygiene.
- 5.2. Keep food processing areas clean.
- 5.3. Clean and sanitise food contact surfaces before use (e.g. chopping boards, cutting and mixing blades, probe thermometers).
- 5.4. Use separate equipment or areas for preparing raw and ready-to-eat foods, or clean thoroughly between uses. For example:
  - 5.4.1. Use one cutting board and knife to prepare raw meats and another set for foods that will not be cooked before being eaten (e.g. salad ingredients).
  - 5.4.2. Don't put cooked meat on a plate that had raw meat on it.
  - 5.4.3. Store food in containers to avoid contact between raw and ready-to-eat foods.
  - 5.4.4. Keep perishable leftovers in the fridge and use them up within a few days.
  - 5.4.5. check food temperature with a clean sanitised thermometer.
- 5.5. Particular care should be taken when preparing rough skinned fruit (such as rockmelon and strawberries) which have been linked to foodborne illness outbreaks. It is important to thoroughly wash the skin of these fruits before they are cut, and to observe the 4-hour/ 2-hour rule when preparing and serving these fruits.
- 5.6. Where possible minimise hand contact with ready-to-eat foods using disposable gloves or utensils such as tongs, serving spoons and egg lifters. (Ready-to-eat foods are foods that are minimally processed and eaten without further cooking, such as chopped fruit, salads, sandwiches and cakes.)
- 5.7. Food that has been precooked and chilled, and then served cold (such as quiche, meat for sandwiches), should not be stored for more than 48 hours.

- 5.8. Thoroughly clean and sanitise chopping boards and knives between uses, and use colour coded chopping boards to help prevent cross contamination.
- 5.9. If any food becomes contaminated from dirty surfaces, equipment, utensils or unwashed hands, throw it away.
- 5.10. Wash fruit, vegetables and salad ingredients thoroughly in clean drinking-quality water before preparing and serving. Peel, trim or remove the outer parts as appropriate. Washing and peeling will help to remove dirt or chemicals.
- 5.11. After preparing fresh cut fruit and vegetables, serve immediately, or cover and store on the top shelf of the fridge until serving (on the day of preparation).
- 5.12. 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.
- 5.13. Label containers with the name and date it was made, to assist with stock control.

## How to purchase and transport food safely

<https://www.foodstandards.gov.au/consumer/safety/food-safety-basics>

1. Purchase food only from a reputable, trusted supplier or retail outlet that you are confident will provide safe and suitable food.
2. Select and purchase foods that are in good condition in order to minimise chemicals, bacteria or pests getting in to food. For example, check that:
  - 2.1. packaged foods (such as eggs, meat, food in packets, cans, cartons) are clean, intact and undamaged.
  - 2.2. fresh produce (fruit and vegetables) is clean, fresh and undamaged.
  - 2.3. separate ready-to-eat foods from raw foods, such as raw meats, to avoid cross contamination.
3. Select and purchase refrigerated foods that are 5°C or below, hot foods that are 60°C or above, and frozen foods that are hard frozen, to minimise the growth of bacteria.
4. Check food is within its 'use-by' date.
5. Transport refrigerated and frozen foods in an esky or cooler bag with ice bricks, and hot foods in an insulated container (such as a foam box) to minimise the growth of bacteria.
6. Go straight from the place of purchase to the facility kitchen or place of storage to minimise the time that foods are out of temperatures control.

## Thawing Food <https://www.foodstandards.gov.au/consumer/safety/food-safety-basics>

1. Frozen food such as raw meat must be thoroughly thawed before cooking.
2. Food that is still partially frozen, will take longer to cook and may not cook properly allowing harmful bacteria to survive.
3. Use food quickly after thawing. Thawed foods will spoil more quickly because the extra water on the outside surface is ideal for bacteria to grow in. If thawed food is out of the fridge or freezer for more than 4 hours, throw it away.
4. Thaw foods once only. Do not return thawed foods to the freezer. Bacteria may grow during thawing. Refreezing the thawed food will not kill bacteria. If there is leftover thawed food, throw it away.

### 5. How to thaw food safely

- 5.1. Check food is thawed all the way through. Feel and visually check for ice crystals in the centre or thickest part of the food using your hand or a skewer. With whole chickens, check the joints are flexible.
- 5.2. **Thawing methods**
  - 5.2.1. **Thawing in the fridge** (recommended method): Process as follows..
    - 5.2.1.1. Plan ahead to allow enough time to thaw food in the fridge at a safe temperature. Small portions of meat should thaw overnight but whole chickens may take longer (1-2 days).
    - 5.2.1.2. Thaw food on a tray or in a covered container on the bottom shelf of the fridge. This prevents harmful bacteria in juices from raw food dripping onto other cooked or ready-to-eat food and contaminating it.

**5.2.2. Thawing with running water:** Process as follows

- 5.2.2.1. Put frozen food in a container with a lid and place it under cold running water at 21°C or below for no more than 4 hours.
- 5.2.2.2. Cold water will help to speed up thawing without allowing the outside of the food to get too warm.
- 5.2.2.3. If the food remains frozen after 4 hours, continue to thaw in the fridge.
- 5.2.2.4. If the water temperature exceeds 21°C, throw the food away.

**5.2.3. Thawing in the microwave:**

- 5.2.3.1. Put food on a plate/bowl and use the 'defrost' setting or a 'low' setting.
- 5.2.3.2. Turn food occasionally to help it thaw evenly.
- 5.2.3.3. Thawing in a microwave is a faster method but can create hot spots and sometimes partially cook the food. This warm environment is ideal for bacteria to grow in.
- 5.2.3.4. If microwave thawed product is not used after 30 minutes, throw it away.

**Sausage sizzles and barbecues: Preparing and cooking food safely**

<https://www.foodstandards.gov.au/business/safety/factsheets/charitiesandcommunityorganisationsfactsheets/sausagesizzlesandbarbecue>

- 1. Take the following precautions at sausage sizzles and barbecues to ensure that food is safe.
  - 1.1. Finish preparing raw meat before leaving for the site such as slicing, marinating or skewering.
  - 1.2. Pack raw meat into insulated boxes with ice bricks for transportation.
  - 1.3. Handle food with tongs or other equipment.
  - 1.4. Use separate equipment to handle raw and cooked meats.
  - 1.5. Have separate preparation areas for raw foods, cooked or ready-to-eat foods. This helps prevent the spread of harmful bacteria. If raw food comes into contact with cooked or ready-to-eat food, throw the cooked or ready-to-eat food away.
  - 1.6. Hands should not be used unless absolutely necessary, and then handwashing facilities must be available. Hands must be washed after handling raw meats.
  - 1.7. Keep cooked meat and salads separate from raw meat at all times to prevent contamination.
  - 1.8. Cover food to protect it from contamination.
  - 1.9. Use clean and dry utensils for serving the food - never place cooked meat back on the trays that held the raw meat.
  - 1.10. Cook chicken, sausages and hamburgers thoroughly, to an internal temperature of 75oC - check the temperature with a food thermometer. Steaks can be cooked to preference.
  - 1.11. Throw left-over food away unless refrigeration equipment is available to rapidly cool the food.

**Cleaning Information**

- 1. **Cleaning chemicals** must be suitable for use with food, and the manufacturer's instructions must be followed. Ensure that all cleaning chemicals are kept out of reach of children and stored away from food.
- 2. **Paper towels:** Use single use disposable paper towels where possible, especially for drying hands and wiping up spills on the floor, and throw away after each task to minimise bacteria spreading.
- 3. **Dish cloths:** Replace cloths or sanitise them daily (for example sanitise overnight each day, then replace weekly). If cloths are used to wipe surfaces that have had contact with raw meat, they should be cleaned and sanitised with hot water or chemicals or thrown away. Colour coded cloths can also be used for different activities in the kitchen (for example blue for sink, red for benches, green for floor).
- 4. **Tea towels and oven mitts:** If dishes are dried by hand, use only clean tea towels designated for that specific purpose (not also used for mopping up spills or drying hands). If oven mitts are used, clean and sanitise them regularly.

**5. Checking cleaning and sanitation:**

- 5.1. At the end of each day's food preparation, and if required during the day's operation, the kitchen, the eating area and all food handling equipment must be cleaned and sanitised (where appropriate).

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**Sources**

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

<https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/charities-groups-and-volunteers>

[Standard 3.2.2 - Food Safety Practices and General Requirements](#)

<https://www.foodstandards.gov.au/business/food-safety/fact-sheets/skills-for-food-handlers>

<https://www.foodstandards.gov.au/business/safety/factsheets/charitiesandcommunityorganisationsfactsheets/healthandhygiene>

<https://www.foodstandards.gov.au/business/safety/factsheets/charitiesandcommunityorganisationsfactsheets/sausagesizzlesandbarbecue>

<https://www.foodstandards.gov.au/consumer/safety/food-safety-basics>

<https://www.foodauthority.nsw.gov.au/consumer/keeping-food-safe/key-tips>

<https://www.csiro.au/en/research/production/food/Refrigerating-foods>