Food Safety Supervisor Course

Course Outline

SITXOHS002A Follow Workplace Hygiene Procedures
SITXFSA001A Implement Food Safety Procedures

This online course covers the two units of Competency from the SIT07 Hospitality training package:

- SITXOHS002A Follow Workplace Hygiene Procedures
- SITXFSA001A Implement Food Safety Procedures

Learning activities in this course include text, quizzes, audio and video segment followed by 2 assessment tasks.

There is no time limit for this course and throughout there are opportunities to communicate directly with your trainer should you have any questions.
SITXOHS002A Follow workplace hygiene procedures

Description

This unit describes the performance outcomes, skills and knowledge required to apply good hygiene practices within a range of service industry operations. It requires the ability to follow predetermined procedures, identify and control simple hazards and take particular hygiene measures to ensure the non-contamination of food and other items that might put customers, colleagues and self at a health risk.

This unit is one of three hierarchical units describing varying levels of participation in food safety processes:

- SITXOHS002A Follow workplace hygiene procedures
- SITXFSA001A Implement food safety procedures
- SITXFSA002A Develop and implement a food safety program.

Food safety is nationally legislated by the Food Standards Australia New Zealand Act 1991 which provides for the operation of a statutory authority known as Food Standards Australia New Zealand. The Australia New Zealand Food Standards Code (the Code) developed by this authority contains an individual standard for food safety practices. A large component of that standard deals with the health and hygiene of food handlers. This unit of competency complies with the legislative requirements for food safety and hygiene practices as outlined in the Code.

The legislative requirement for a business to comply with the national standard for food safety practices, along with training and certification requirements, differs between state and territory governments.

In some cases food handlers, especially designated food safety supervisors, may be required to formally achieve competence in hygiene practices through a registered training organisation that may use this unit as the basis for their training.

Application of the Unit

Personal hygiene practices underpin a range of service industry activities. They are particularly important within a food safety regime, but can also apply to housekeeping activities and anywhere where poor hygiene could provide a contamination risk. Poor hygiene practices can risk the health of customers, colleagues and self.

For the purposes of food safety, this unit only has application to hospitality, commercial catering and retail venues where food is stored, prepared, displayed and served. It will apply to any venue that operates a permanent or temporary kitchen or smaller food preparation area, such as restaurants, cafes, clubs, hotels, attractions, events and conference venues, fast food restaurants, retail food outlets such as sandwich shops and food court outlets. It would apply to tour operators involved in the preparation and service of food at temporary sites.

Other industries will need to access industry-specific food safety units of competency.

This unit applies to frontline operational personnel who work under close supervision and guidance from others during the normal course of their daily activities. They would be required to apply little discretion and judgement because they operate within predefined organisational hygiene procedures. Personal hygiene practices apply to all personnel operating at all levels within the service industries, such as kitchen hands, cooks, chefs, catering staff, food and beverage attendants, housekeeping and, laundry staff, sandwich hands, cafe and fast food outlet cooking crew and sales people and owner–operators of small business catering operations or retail food outlets.
Performance Criteria

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

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<th>Element</th>
<th>Performance Criteria</th>
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| 1. Follow hygiene procedures and identify hygiene hazards. | 1.1 Access and follow *hygiene procedures* and policies correctly and consistently according to organisation and legal requirements to ensure health and safety of customers and colleagues.  
1.2 Identify and report *poor organisation practices* that are inconsistent with hygiene procedures.  
1.3 Identify *hygiene hazards* that may affect the health and safety of customers, colleagues and self.  
1.4 Take action to remove or minimise the hazards within scope of individual responsibility and according to organisation and legal requirements.  
1.5 Promptly report hygiene hazards to appropriate person for follow up where control of hazard is beyond the scope of individual responsibility. |
| 2. Report any personal health issues. | 2.1 Report any personal *health issues* that are likely to cause a hygiene risk.  
2.2 Report incidents of food contamination that have resulted from the personal health issue.  
2.3 Do not participate in food handling activities where there is a risk of food contamination as a result of the health issue. |
| 3. Prevent food and other item contamination. | 3.1 Maintain clean clothes, wear required personal protective clothing and only use organisation-approved bandages and dressings to prevent contamination to food.  
3.2 Ensure that no clothing or *other items worn* contaminate food.  
3.3 Prevent unnecessary direct contact with ready to eat food.  
3.4 Do not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting, smoking or eating over food or food preparation surfaces.  
3.5 Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no *cross-contamination of other items in the workplace* occurs. |
| 4. Prevent cross-contamination by washing hands. | 4.1 *Wash hands at appropriate times* and follow hand washing procedures correctly and consistently according to organisation and legal requirements.  
4.2 Wash hands using *appropriate facilities*. |

Skills and Knowledge

The following skills must be assessed as part of this unit:

- Communication skills to verbally report hygiene hazards and poor organisation practice
- Literacy skills to read and interpret relevant organisation policies, procedures and diagrams that identify good hygiene practices.

The following knowledge must be assessed as part of this unit:

- Very basic understanding of federal, and state or territory food safety legislative compliance requirements, contents of national codes and standards that underpin regulatory requirements, and local government food safety regulations
- Working knowledge of organisation personal hygiene policies and procedures
- Ramifications of failure to observe hygiene policies and procedures
- Broad understanding of the general hazards in handling food, linen, laundry and garbage, including major causes of contamination and cross-infection
- Sources and effects of microbiological contamination of food and other items that would require protection in the industry sector and business
- Basic understanding of the choice and application of cleaning and sanitising equipment and materials.
SITXFSA001A Implement food safety procedures

Description

This unit describes the performance outcomes, skills and knowledge required to handle food safely during the storage, preparation, display, service and disposal of food within a range of service industry operations. It requires the ability to follow predetermined procedures as outlined in an organisation food safety program.

This unit is one of three hierarchical units describing varying levels of participation in food safety processes:

- SITXOHS002A Follow workplace hygiene procedures
- SITXFSA001A Implement food safety procedures
- SITXFSA002A Develop and implement a food safety program.

Food safety is nationally legislated by the Food Standards Australia New Zealand Act 1991 which provides for the operation of a statutory authority known as Food Standards Australia New Zealand.

The Australia New Zealand Food Standards Code (the Code) developed by this authority contains an individual standard for food safety practices. This unit of competency complies with the legislative requirements for food safety and safe food handling practices as outlined in the Code.

The legislative requirement for a business to comply with the national standard for food safety practices, along with training and certification requirements, differ between state and territory governments.

In some cases food handlers and especially designated food safety supervisors, may be required to formally achieve competence in implementing safe food handling practices through a registered training organisation that must use this unit as the basis for their training.

Application of the Unit

This unit has application to hospitality, commercial catering and retail venues where food is stored, prepared, displayed, served and disposed of. It applies to venues that operate a permanent or temporary kitchen or smaller food preparation area, including restaurants, cafes, clubs, hotels, attractions, events and conference venues, fast food restaurants, retail food outlets such as sandwich shops and food court outlets. It would apply to tour operators involved in the preparation and service of food at temporary sites.

Other industries will need to access industry-specific food safety units of competency.

Safe food handling practices are based on policies and procedures outlined in an organisation food safety program. The program and its procedures would normally be based on the hazard analysis and critical control points (HACCP) method but this unit can apply to other food safety systems.

This unit applies to frontline operational personnel who work under supervision and guidance and operate within predefined organisational food safety procedures. This function is undertaken by a diverse range of people, such as cooks, chefs, catering staff and kitchen hands, food and beverage attendants, cafe and fast food outlet cooking crew and sales people, and owner-operators of small business catering operations or retail food outlets.
## Performance Criteria

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

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| 1. Implement procedures for food safety. | 1.1 Access and use the relevant documents from the organisation food safety program.  
1.2 Follow all food safety *policies and procedures* correctly and consistently according to organisation food safety program requirements to ensure compliance of all food handling practices.  
1.3 Control all *food hazards* at *critical control points*.  
1.4 Complete any *food safety monitoring* processes and complete documents as outlined in the food safety program.  
1.5 Identify and report any practices that are inconsistent with the food safety program.  
1.6 Take any corrective actions within scope of job responsibility for *incidents where food hazards are found not to be under control*. |
| 2. Store food safely. | 2.1 Select food storage conditions appropriate to the specific *food type*.  
2.2 Store food in the appropriate environmental conditions so that it is protected from contamination and to ensure its freshness, quality and appearance.  
2.3 Store food at appropriately controlled temperatures and ensure that any frozen items remain frozen during storage. |
| 3. Prepare food safely. | 3.1 Prepare food in a safe manner to ensure that it is protected from contamination.  
3.2 Use cooling and heating processes that will not adversely affect the microbiological safety of the food.  
3.3 Monitor temperature of food throughout the preparation process to achieve microbiological safety of the food at all times.  
3.4 *Ensure the safety of food prepared, served and sold to customers under other conditions*. |
| 4. Provide safe single use items. | 4.1 Store, display and provide single use items so that they are protected from damage and contamination.  
4.2 Do not re-use *items intended for single use*. |
| 5. Maintain a clean environment. | 5.1 Clean and sanitise equipment, surfaces and utensils used during food handling process.  
5.2 Use appropriate containers and do not allow the accumulation of garbage and recycled matter.  
5.3 Identify and report any equipment that requires cleaning or *maintenance to ensure its cleanliness and safe operation*.  
5.4 Dispose of any chipped, broken or cracked eating, drinking or food handling utensils or report these if disposal is outside scope of responsibility.  
5.5 Take measures within scope of responsibility to ensure food handling areas are free from animals and pests and report any incidents of animal or pest infestation. |
| 6. Dispose of food safely. | 6.1 Mark and keep separate from other foodstuffs any *food identified for disposal* until disposal is complete.  
6.2 Dispose of food promptly to ensure no cross-contamination of other foodstuffs. |

### Skills and Knowledge

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- Operation of equipment, especially how to calibrate, use and clean a temperature probe and how to identify faults
• Literacy skills to read and interpret relevant components of organisation food safety program, including policies, procedures and flow charts that identify critical control points and to complete basic documentation relating to monitoring food safety
• Numeracy skills to take and record temperatures and to calculate times.

The following knowledge must be assessed as part of this unit:

• Basic understanding of federal, and state or territory food safety legislative compliance requirements, contents of national codes and standards that underpin regulatory requirements, and local government food safety regulations and inspection regimes
• Working knowledge of relevant components of the organisation food safety program, especially policies, procedures, product specifications and the use of any monitoring documents
• Consequences of failure to observe food safety policies and procedures
• Basic understanding of HACCP principles, procedures and processes
• Critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the storage, preparation, display, service and disposal of food
• Meaning of hazardous foods, especially as described by local legislation and national food codes
• High risk customer groups (those who may have a higher than average risk of harm from food contamination), such as:
  - children or babies
  - pregnant women
  - aged persons
  - people with immune deficiencies or allergies
• Methods of food storage, production, display, service and disposal for the industry sector and food business, especially appropriate temperature levels for each of these processes
• Broad understanding of the main types of safety hazards and contamination that may be found in the main food types handled by the industry sector and food business
• Broad understanding of the conditions for development of microbiological contamination for the main food types handled by the industry sector and food business
• Broad understanding of the appropriate environmental conditions, including temperature controls, for the storage of the main food types handled by the industry sector and food business
• Temperature danger zone for the main food types handled by the industry sector and food business and the two-hour and four-hour rule
• Principles and methods of safe food handling
• Choice and application of cleaning, sanitising and pest control equipment and materials.
How you will be assessed

You will be assessed in each of these units using a Third Party Observation Checklist as well as an online quizzes and assessment tasks consisting largely of multiple choice questions.

Should you need to discuss the assessments with your assessor there are multiple links to do so. Please ask questions if you do not understand what is required or how the assessment will be conducted.

You have the right to appeal an assessment result or complain about an assessment process. For information on how to lodge a complaint or appeal (including time limits), you should refer to the College’s Complaints and Appeals Policy. Relevant forms are available at Student Services or on the College’s website at www.tibc.nsw.edu.au.

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