



CHILD CARE CENTRES ASSOCIATION OF VICTORIA INC.

CCCAV Food Safety Program Template

Template Overview and
Instructions for Use

Version 3.0
May 2012

Terms & Conditions of Use

The purpose of this *Food Safety Program Template* is to assist members of the *Child Care Centres Association of Victoria (CCCAV)* to develop and implement their own food safety programs. This document is a template only and individual organisations must exercise their own skills, care and judgment with respect to use of the template.

The Child Care Centres Association of Victoria disclaims any liability for any loss or injury directly or indirectly sustained by any person as a result of reliance upon this template. This template has been developed to comply with food safety legislation applicable to Child Care Centres operating in Victoria, however it is not possible for the template to meet the legislative requirement of identifying and controlling all food safety hazards applicable to a specific child care centre / food premises. While care has been taken in producing this template, users of this template must adapt it to their centre and food service operations and ensure that all potential food safety hazards are identified and controlled*.

The CCCAV Food Safety Program Template has been developed by Infocus Management Group Pty Ltd on behalf of the Child Care Centres Association of Victoria for use in Victorian child care facilities.

**For example, if, due to restricted space your centre has a practice of placing trolleys of food next to kitchen sinks prior to meal times, you will need to add a control measure / procedure to ensure that dirty dishes are not spray washed / cleaned while a food trolley is positioned near the sink. Any additional procedures can be typed up and placed into the relevant section of the Food Safety Program under the heading of:*
"Additional Procedures to Keep Food Safe"

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The commercial use of any materials contained in the *CCCAV Food Safety Program Template* by consultants, advisors or trainers is strictly prohibited.

Compliance with Food Safety Legislation

The CCCAV Food Safety Program template has been developed for use by Victorian child care centres and is based on the food safety program requirements of the Food Act 1984 (Victorian Food Act), and the national mandatory Food Safety Standards 3.1.1, 3.2.2 & 3.2.3. These provisions require that you, as the owner or proprietor of the centre, develop and implement a Food Safety Program. The Food Safety Program must include:

- The systematic identification of potential food safety hazards within the business;
- Where and how each of these hazards is to be controlled;
- The systematic supervision and monitoring of the controls;
- How any hazard found not to be under control will be controlled; and
- The keeping of appropriate records to facilitate auditing of the Food Safety Program.

The *Food Safety Management Tables* and *Food Process Procedures* within this template address these requirements but it is important that proprietors ensure *all* potential food safety hazards within their centre have been identified. Any new or extra hazards that are not identified or included in this template will need to be documented in the centre's Food Safety Program by adding sections where appropriate. Where new hazards have been identified, corresponding control measures, monitoring and corrective action procedures will also need to be included.

The *Support Programs* in this template are consistent with the mandatory Food Safety standards: Food Safety Standard 3.2.2 *Food Safety Standards and General Requirements* and; 3.2.3 *Food Premises and Equipment* of the Australia New Zealand Food Standards Code. The *Support Programs* include procedures for cleaning and sanitation, equipment maintenance, pest control, thermometer calibration and training of food handlers and supervisors.

Victorian legislation also requires your facility's Food Safety Program be audited by a Department of Health approved auditor within 6 months of registering your food premises. The legislation requires the regular review of your Food Safety Program (FSP) and that ongoing third party audits be conducted by Victorian Department of Health approved auditors at the frequency determined by your municipal council.

A copy of your Food Safety Program must be retained onsite at all times and be readily available to food handling staff, auditors and environmental health officers.

A Food Hygiene Standard is also included in this template for adoption by your centre. This Standard outlines the food safety and hygiene requirements of all food handlers, consistent with *Food Safety Standard 3.2.2*. It is recommended this Standard be incorporated into Food Handler induction and refresher training.

For further information on food safety legislative requirements, check with your municipal council or contact the Department of Health:

www.health.vic.gov.au/foodsafety

To ensure compliance with the food safety legislation, it is critical that you tailor this template to the food service operations undertaken by your centre, ensure food handling staff are familiar with and follow the program and its recordkeeping requirements and that the program is reviewed regularly.

Overview of the Child Care Food Safety Program Template

What you will need before you start:

A copy of your Food Safety Program (FSP) must be retained onsite at all times and be readily available to food handling staff, auditors and environmental health officers. This may be provided either through electronic access to your Food Safety Program online, a saved copy on your computer, or you may wish to print a copy of the entire Food Safety Program and keep it in your office or kitchen. This is a good idea so that staff can have access to the procedures in the kitchen. If you print a copy of your Food Safety Program, the following Folder Divider/Tab Labels are suggested to keep everything in order:

Suggested Folder Tab Labels:

- *Contents*
- *Centre Details*
- *Food Safety Policy*
- *Food Process Steps*
- *Food Safety Management Tables*
- *Food Process Procedures*
- *Support Programs*
- *Records*
- *Appendices*
- *Unused Sections*

Note: The 'unused sections' label suggestion is included for retaining the physical pages that you have removed from the FSP Template as part of the tailoring process. It is recommended you keep these sections in case you later alter food processes and require this documentation.

The Online Child Care FSP Template consists of the following electronic documents:

- *FSP Template Overview and Instructions for Use*
- *Food Safety Program (Centre Details, Procedures & Support Programs)*
- *Records*
- *FSP Editable Sections (Word format)*

- *Appendices Documents (Food Safety Glossary, Department of Health Contact Details, Allergen and Anaphylaxis Resources)*

You will need to add the following documents to the appendices section from your Childcare Centre:

Appendices extras:

- *Current Centre Menu Plan*
- *Food Safety Qualifications / Certificates*
- *Food Premises Licensing Documentation*

Sample Pages

Table of Contents

FOOD SAFETY PROGRAM

Introduction

*This page to be edited by Centre-
using Editable Files*

PART 1 CENTRE DETAILS

- 1.1 [Centre Contact Details](#)
- 1.2 [Description of Food Services Provided](#)

PART 2 FOOD SAFETY POLICY

[Centre Food Safety Policy](#)

PART 3 FOOD PROCESS STEPS

[Food Process Steps Table](#)
[Food Process Flow Diagram](#)

PART 4 FOOD SAFETY MANAGEMENT TABLES

- PRT [Purchase & Receipt](#)
- DST [Dry Storage](#)
- CST [Cold Storage](#)
- FST [Frozen Storage](#)
- TT [Thawing Food](#)
- PT [Preparation of Food](#)
- CKT [Cooking Food](#)
- TMT [Texture Modification](#)
- HHT [Hot Holding Food](#)
- CT [Cooling Food](#)
- RT [Reheating Food](#)
- PLT [Plating Food](#)
- ST [Serving Food](#)
- ETT [External Transport of Food \(Excursions / Day Trips\)](#)
- IMT [Infant Milk \(Formula & Expressed Breast Milk\)](#)

PART 5 FOOD PROCESS PROCEDURES

- PRP [Purchase & Receipt](#)
- DSP [Dry Storage](#)
- CSP [Cold Storage](#)
- FSP [Frozen Storage](#)
- TP [Thawing Food](#)
- PP [Preparation of Food](#)
- CKP [Cooking Food](#)
- TMP [Texture Modification](#)
- HHP [Hot Holding Food](#)
- CP [Cooling Food](#)
- RP [Reheating Food](#)
- PLP [Plating Food](#)
- SP [Serving Food](#)
- ETP [External Transport of Food \(Excursions / Day Trips\)](#)
- IMP [Infant Milk \(Formula & Expressed Breast Milk\)](#)

PART 6 SUPPORT PROGRAMS

- 6.1 [Approved Supplier – Food Supply Specifications](#)
- 6.2 [Hygiene & Health of Food Handlers](#)
- 6.3 [Skills & Knowledge of Food Handlers](#)
- 6.4 [Allergen Management](#)
- 6.5 [Cleaning & Sanitation Program](#)
- 6.6 [Kitchen & Equipment Maintenance](#)
- 6.7 [Pest Control](#)
- 6.8 [Garbage & Waste Control](#)
- 6.9 [Use of Probe Thermometers](#)
- 6.10 [Calibration of Thermometers](#)
- 6.11 [Food Recall](#)
- 6.12 [Food Safety Complaints](#)
- 6.13 [Menu Design](#)
- 6.14 [Verification & Review of Program](#)

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PART 7 RECORDS / LOGSHEET PROFORMAS

Food Supply & Daily Logsheets

APS Approved Suppliers List
PRR Incoming Goods Log
IMR Infant Milk Receipt Log
DRS Daily Record Sheet
HHR Hot Holding Temperature Log
CSR Cold Storage Temperature Log
FSR Frozen Storage Temperature Log
ETR Day Trip Record

Cleaning Records

*Daily Cleaning Schedule
Weekly Cleaning Schedule
Deep Cleaning Schedule*

Equipment Maintenance

*Equipment Maintenance Schedule
Equipment Repair Record
Kitchen & Equipment Maintenance Report
Probe Thermometer Calibration Record*

Food Handler Records

*Food Handler Illness/Condition Record
Food Handler Training Record*

Internal Audit and Other Report Forms

*Internal Audit Report
Corrective Action Report
Food Recall Action Report
Food Complaint Report
Pest Sighting Report Form*

Program Review & Revisions

Verification and Review Schedule

Food Safety Program Revisions Record

APPENDIX ITEMS

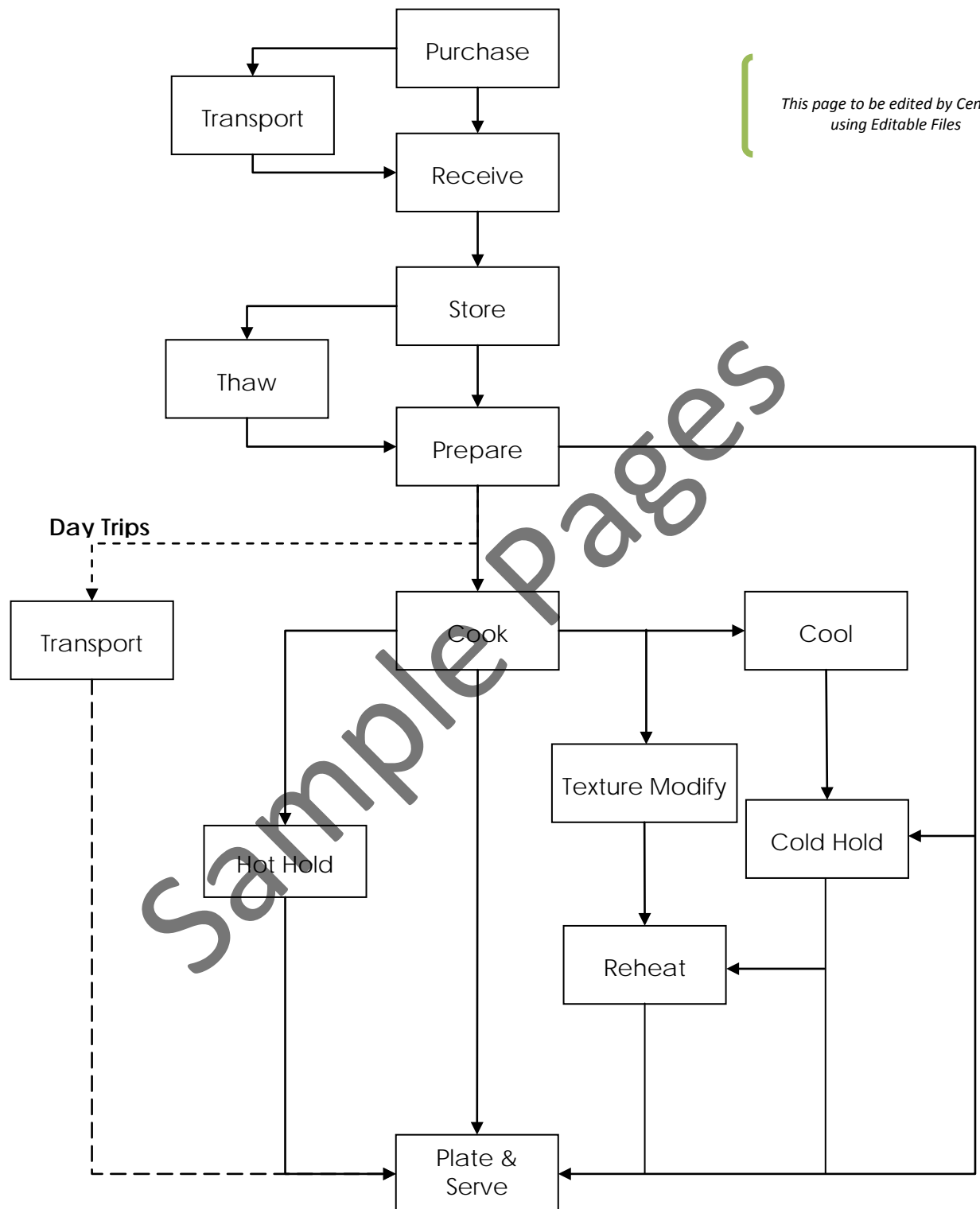
1. *Food Safety Glossary*
2. *Department of Health Contact Details*
3. *Allergen and Anaphylaxis Resources*
4. *Current Centre Menu Plan*
5. *Food Safety Qualifications / Certificates*
6. *Food Premises Licensing Documentation*

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UNUSED SECTIONS

Sample Pages

Food Process Flow Diagram (Sample A)



PRT - Purchase & Receipt

Process step	Hazards What could go wrong?	Control Measures What to do to prevent things going wrong	Monitoring of Controls Checking that everything is right	Corrective Actions What to do when things go wrong
Purchase & Receipt	<ul style="list-style-type: none"> Microbiological contamination (eg bacteria, fungi, moulds etc) if poor food & personal hygiene practiced by supplier; if packaging damaged; if raw food transported with ready-to-eat (RTE) food Growth of pathogens (harmful microorganisms) if temperature control not maintained; if food is past use by date; Chemical contamination if foods stored near chemicals during transport Physical contamination from foreign objects (eg dirt, glass, stones, insects and other pests) if packaging damaged and/or food is uncovered 	<ul style="list-style-type: none"> Purchase food from reputable and Approved Suppliers & maintain the <i>Approved Supplier List</i> <p><u>Food Delivered by Suppliers:</u></p> <ul style="list-style-type: none"> Food suppliers sign contract or <i>Food Supply Specification</i> Food to be delivered in good condition, with packaging intact; be correctly labelled, and be within the product use-by or best before date Cold food to be delivered at 5°C or less; Hot food to be delivered at 60°C or above Frozen food to be hard frozen Place potentially hazardous foods in their correct storage temperature without delay and within 30 minutes <p><u>Food transported by staff</u></p> <ul style="list-style-type: none"> If there is to be more than a 15 minute delay in returning to the centre, store & transport potentially hazardous foods in a clean esky/chiller containing ice or freezer bricks 	<ul style="list-style-type: none"> During internal audits, check all food has been purchased only from those listed on the <i>Approved Supplier List</i> Check temperature of a representative sample of potentially hazardous food at every delivery and record on <i>Incoming Goods Log</i> Check packaging and use by dates of foods and document on the <i>Incoming Goods Log</i> Conduct random checks of delivery vehicles to ensure vehicle is clean, not harboring pests & not carrying potential contaminants For foods purchased from local retailers carefully check packaging, condition, use-by-dates and temperature of foods at the point of purchase and record on <i>Incoming Goods Log</i> Check purchase & receipt controls are followed, and that potentially hazardous food is moved into correct storage within 30 minutes of receipt during Internal Audits and record on <i>Internal Audit Report</i> 	<ul style="list-style-type: none"> Refuse delivery of foods not meeting with specifications. Notify supplier and request replacement. Change supplier if food repeatedly delivered outside the standards agreed to in contract or <i>Food Supply Specification</i> Discard potentially hazardous food that has been out of temperature control for more than 4 hours Discard or return food if evidence or likelihood of contamination Retrain staff if evidence of poor hygiene practices Complete <i>Corrective Action Report</i>

TT - Thawing Food

Process step	Hazards What could go wrong?	Control Measures What to do to prevent things going wrong	Monitoring of Controls Checking that everything is right	Corrective Actions What to do when things go wrong
Thaw	<ul style="list-style-type: none"> Microbiological – Raw or thawing food may drip juices onto ready to eat food and contaminate it (cross contamination) <p>Thawing food can be contaminated by microorganisms if uncovered</p> <p>Centre of food item may still be frozen and not cook properly, allowing bacteria to survive</p> <p>Growth of pathogens if temperature /temperature abuse (eg if thawed in sink where thawed sections may be above 5°C for 4 hours or more)</p> <ul style="list-style-type: none"> Physical contamination if thawing food uncovered / unprotected 	<ul style="list-style-type: none"> Transfer potentially hazardous frozen foods (that need to be thawed before cooking or consumption) to a refrigerator Keep potentially hazardous thawing / thawed food at 5°C or below until required Cook / use thawed food within 2 days of commencement of thawing Completely seal / contain all thawing food Store all thawing food separately and below ready to eat food If thawing in microwave, use or cook food immediately after thawing Never refreeze potentially hazardous thawed foods Practice good personal hygiene 	<ul style="list-style-type: none"> Check that potentially hazardous food to be cooked is fully thawed prior to cooking Check that all thawing food is protected / covered and is thawed in a refrigerator which is temperature monitored Label thawing foods with the date and time of removal from the freezer and check thawed food is used within 2 days During internal audits, check that thawing control measures are adhered to and record on the <i>Internal Audit Report</i> 	<ul style="list-style-type: none"> If food is not fully thawed allow further time to complete thawing or use microwave and immediately follow with cooking step Discard potentially hazardous foods that have been thawed incorrectly or if evidence or likelihood of contamination Discard food that has been thawed in the refrigerator but not cooked or served within 48 hours Discard food if evidence or likelihood of contamination Discard high risk food that has been out of temperature control for 4 hours or longer Retrain staff if evidence of poor hygiene practices Complete <i>Corrective Action Report</i>

CSP - Cold Storage

All potentially hazardous food that is to be stored cold must be maintained at 5°C or less to prevent the growth of food poisoning bacteria. Food must be correctly stored to prevent cross contamination from raw to ready-to-eat foods.

Procedure

1. Store all high-risk ingredients, prepared/processed foods and plated/package meals in appropriate refrigeration units operating at 5°C or less;
2. Measure the air temperature of kitchen cold storage units at beginning and end of day and record on **Coolroom / Refrigerator Temperature Log**. (Ideal fridge temp: 3°C). *If above 5°C refer to Corrective Action Steps below;*
3. Measure the core temperature of food held in cold storage in the kitchen at beginning and end of day and record on **Coolroom / Refrigerator Temperature Log** (food temp)

OR

Keep a probe thermometer in a container of water kept permanently in the storage unit and measure this twice daily and record on **Coolroom / Refrigerator Temperature Log** (food temp).

4. *If food temp above 5°C, refer to Corrective Action Steps below;*
5. Ensure centre staff check the air temperature of wing or other fridges outside the kitchen area (that may store food for children) at the beginning and end of each day and record temperatures on the **Coolroom / Refrigerator Temperature Log**. If above 5°C to *Corrective Action Steps below;*
6. Do not overstock refrigeration units and ensure there is adequate air circulation around food;
7. Always ensure that raw foods, particularly meat, poultry and seafood, are stored on separate shelves below cooked or ready to eat foods to avoid cross contamination. Also make sure that unwashed foods such as vegetables and salads are stored on separate shelves beneath cooked, washed and ready-to-eat foods;
8. Always ensure that foods prepared or processed by the centre are labelled during storage with the date of production, and intended date of use (within 2 days).
9. Label all packaged food with date opened (or use by date). Use within 2 days of opening, unless otherwise advised by manufacturer.
10. All ready to eat food must be covered to prevent cross contamination, contamination with physical hazards and tainting with odours.
11. Clean all cold storage areas thoroughly and regularly according to the *Cleaning & Sanitising Procedures*. This includes the floors, walls ceilings, doors, shelves, trolleys, and any other fittings;

Corrective Actions

- Check food in the refrigerators daily to ensure that no ingredients are past their use-by-dates;
- In case of faulty refrigeration units, make immediate arrangements to repair or replace refrigeration unit, move food to alternate unit and document on an **Equipment Repair Record**
- If food temperature is above 5°C, lower the thermostat and re-check within 30 minutes.

Food Safety Program

- If high risk food* is above 5°C for 2 hour, but less than 4 hours, use immediately or discard. If in doubt, throw it out
- If high risk food is above 5°C for 4 hours or longer, discard
- Discard food that is past its use-by date
- Discard food if evidence or likelihood of contamination
- Complete a **Corrective Action Report** if further corrective action required

Special Procedures for Power Failure or Faulty Cold Storage Unit

- Start documenting your actions using a **Corrective Action Report**. Document all details of the power failure and corrective actions taken, including time power failure began (or was discovered), and time reported to Manager/Supervisor.
- Immediately check food core temperature using a clean and sanitised probe thermometer. If food is below 5°C, limit your use of the refrigerator to conserve cool air. If possible (where only one unit is affected) transfer food to alternate cold storage unit/s. **Ensure that any other refrigeration units outside the main kitchen are checked, also.**
- Check core temperature at hourly intervals. Document the time food enters the danger zone (i.e. greater than 5°C). If high risk food is above 5°C for more than 2 hours, you must use the food immediately or discard. If above 5°C for 4 hours or more, you must discard all high risk food. Ensure all actions are documented on the **Corrective Action Report**.
- If you do not know how long food has been in the Danger Zone (above 5°C), discard high risk food products. **Remember, if in doubt – throw it out.**
- If unit is faulty, notify Maintenance and document on the **Equipment Repair Record**. Rectify power failure where possible. Check fuses. If power failure is an external problem notify your local power company and determine how long you can expect to wait until power is re-connected.
- Ensure that you have documented all actions (including time and temperature checks, time reported to Manager etc.) on a **Corrective Action Report** detailing your response to the power failure, and keep on file.
- Complete **Corrective Action Report** detailing all food that has been discarded due to the power failure, as evidence that it has not been served to children (including how much e.g. 5kg, 1kg etc.)
- Where high risk food is discarded, organise an alternative meal for children, where necessary. For example, using low risk items such as tinned soup from dry storage, baked beans on toast, and long-life milk for drinks.
- If high risk deliveries are expected, notify supplier and cancel deliveries where possible. If deliveries are accepted, document the time received and the time food eaten (within 4 hours of receipt). Otherwise, discard food and document on **Corrective Action Report**.

Records

- CSR - Coolroom / Refrigerator Temperature Log
- Equipment Repair Record
- Corrective Action Report

CKP - Cooking Food

It is essential that all high risk foods are cooked thoroughly and to at least 75°C to ensure that most pathogens typically found in raw foods are destroyed.

Procedure

1. Ensure equipment used for cooking is intact and in good working order;
2. Ensure frozen foods are thoroughly thawed prior to cooking, *unless* the product is intended to be cooked from the frozen state, in which case the manufacturer's instructions must be followed carefully;
3. Cook all potentially hazardous foods to an internal temperature of at least 75°C (at the thickest part of the food);
4. Measure the core temperature of the food with a clean, sanitised, calibrated probe thermometer and record the cooking temperatures on the **Daily Record Sheet**;
5. Check to ensure that meat is not rare or pink and has no blood at the end of the cooking time; that fish flakes with a fork and egg products are well set;
6. Where possible stir or turn the food during cooking to ensure thorough and efficient heating;
7. Do not use cooking/stirring utensils to taste food - always use a clean spoon for tasting and never place this used spoon into food after use; and
8. After cooking use clean tongs, forks, spoons or gloves to handle the food - do not touch food with hands.

Specific Procedures for outside BBQs

- a) Order, store and prepare all BBQ food in the main kitchen;
- b) Wash hands thoroughly prior to handling any food
- c) Take sausages and other BBQ meat out to the BBQ on demand, no sausages or meats are to be stored for cooking outside of the main kitchen.
- d) Cover cooked food to protect from contamination when transporting to and from BBQ
- e) Handle food with clean tongs or other BBQ utensils. Separate utensils must be used to handle raw and cooked meats.
- f) Ensure minced products (hamburgers, sausages) are cooked through, **never rare or pink in the centre**;
- g) Check with a clean, sanitised, calibrated probe thermometer that BBQ meat is cooked to at least 75°C (at the thickest part of the food) and record temperature on **Daily Record Sheet**;
- h) Keep cooked meat and salads separate from raw meat at all times to prevent contamination. Never place cooked meat back on the trays that held raw meat.

Corrective Actions

- If food appears undercooked, if meat is pink, or eggs are runny, return to heat and cook until thoroughly cooked
- If the internal temperature of the food is less than 75°C , continue cooking until this temperature is reached
- If cooking equipment is faulty, needs repair or replacement complete an **Equipment Repair Record**
- Discard food if evidence or likelihood of contamination
- Document corrective actions on **Daily Record Sheet** and complete **Corrective Action Report** if further corrective action is required

Records

Daily Record Sheet, Corrective Action Report, Equipment Repair Record

6.3 Skills & Knowledge of Food Handlers

Food Handlers

The proprietor will ensure that all food handlers have skills and knowledge in food safety and food handling for the work they do.

The **Food Handler Training Record** will be maintained including a complete and current listing of food handlers, details of their completed food hygiene training and training session dates.

The main strategies to ensure food handlers have the adequate food handling skills and knowledge include:

- All Food Handlers undergo basic food hygiene training (in-house or outsourced);
- All Food Handlers undergo annual food hygiene refresher training (in-house or outsourced); and
- On commencement of employment, all new food handlers will be provided with a copy of the *Food Hygiene Standard*.

Food Safety Supervisor

Nominated Food Safety Supervisors:

- know how to recognise, prevent and alleviate hazards
- have the ability & authority to supervise others in the safe handling of food; and
- have met an appropriate food safety competency standard.

A minimum of one Food Safety Supervisor must be nominated and their details given to Council by law.

The nominated Food Safety Supervisor must achieve and have available for presentation a Statement of Attainment (Certificate) issued by a Registered Training Organisation for the regulated competencies for food safety supervisors working in child care centres (as determined by the Department of Health).

The name of our nominated Food Safety Supervisor is listed in section 1.1 Centre Details.

If the FSS is changed for any reason, management will notify Council within 14 days, giving the name and credentials of the new FSS.

6.9 Use of Probe Thermometers

It is essential that probe thermometers used in food operations are used correctly, calibrated periodically to ensure their accuracy, and cleaned and sanitised between every use to avoid cross contamination. Only probe thermometers that are accurate to within $\pm 1^{\circ}\text{C}$ are to be used for measuring core food temperatures.

Procedure

1. Ensure the probe is cleaned and sanitised before use. Do not handle the metal end of the probe after sanitising;
2. Place the thermometer probe into the centre of the food. Do not touch the food with your hands;
3. Allow several seconds for the thermometer to stabilise, and then record the temperature indicated on the appropriate record sheet;
4. Remove the probe from the food and immediately clean the probe using warm soapy water;
5. Using single use sanitising wipes (e.g. containing 70 % Isopropyl Alcohol); thoroughly wipe the probe of the thermometer to effectively sanitise all surfaces;
6. Repeat steps 1- 5 or immediately insert the probe into the probe cover, and store the thermometer in a clean place for future use. Discard the sanitising wipe.

Remember:

- Always keep all surfaces of the thermometer clean and sanitised, including the inside of the probe cover.
- Never use sanitising wipes more than once – and do not use a sanitising wipe if the package seal is broken.
- **Always** wash and sanitise the probe between **every** use.

References: Australian New Zealand Food Standards Code (Australia only) Standard 3.2.2 Clause 22 *Temperature measuring devices*

6.12 Food Safety Complaints

In the event that a child, parent, staff member, municipal council or health department brings a food complaint to our attention, it is the centre's policy to ensure the complaint is actioned and to cooperate with all authorities in any investigation of alleged incidents of food contamination.

Procedure

1. Staff members immediately inform management of every allegation of food poisoning or contamination;
2. If food poisoning of a child / children is suspected, seek immediate medical advice
3. Management staff or nominee to complete a **Food Complaint Record** recording the following information:
 - Name of child affected & room number
 - Name of complainant (*eg parent or carer*), phone no & relationship to child
 - Suspect food consumed
 - Date & time suspect food was consumed
 - *Type of complaint*: Food contamination with foreign object or suspected food poisoning
 - *If suspected food poisoning*, indicate symptoms experienced: (Vomiting, Diarrhoea, Nausea, Abdominal Pain, Fever, Dizziness)
 - Time of onset of symptoms & duration of symptoms
 - Details of food consumed during previous 24 hours
 - Food consumed after suspect food
 - Details of medical doctor if consulted & document if specimens taken for analysis
4. Management staff to ascertain if any of the food suspected to have caused an illness remains on the premises. If so, 8.2 Internal Recall Procedure is to be implemented and all suspected food remaining should be hygienically contained, labelled as 'Suspected Unsafe Food' and placed under refrigeration, separate from other food.
5. In all cases, food handling procedures will be reviewed by management for the purposes of identifying the source(s) of the problem. In the event food contamination or food poisoning is confirmed and is found to be the result of poor personal hygiene or incorrect food handling procedures, immediate action, including further training, will be taken to ensure correct and safe food handling procedures and hygiene are adhered to; and
6. Management will provide feedback to the complainant on the investigation results and any corrective action taken.

Gastroenteritis Outbreak

A gastroenteritis outbreak is defined as two or more cases of vomiting or diarrhoea over a 24 hour period, not counting non-infectious causes (eg use of aperients, known bowel problem, etc).

- Notify the centre manager so infection control protocols can be implemented.
- Notify the Department of Health (DoH) soon as is practicable, and within 24 hours. They will provide further guidance.

Records

Food Complaint Record, Corrective Action Report

IMR - Infant Milk Receipt Log

Date	Time	Name of child	Number delivered			Clearly labelled and sealed?	Time placed in fridge /freezer	Initials
			Prepared formula	Pre-measured formula powder	Frozen/chilled expressed breast milk			

ETR - Day Trip Record / Excursion Record

To be completed when High Risk Foods are taken on Day Trips. If you are only taking packaged drinks & biscuits or if food is being purchased whilst out, you do not need to fill in this form.

Section A		Day Trip Food Service Details		
Date of Day-trip: _____ Name of Activity Supervisor: _____ Description of <u>High Risk</u> Food Items/ Sandwiches/ Fillings to be taken (please tick <u>all</u> that apply): <input type="checkbox"/> Meat, Smallgoods, Poultry (e.g. roast meat, beef, chicken, turkey, ham etc.), <input type="checkbox"/> Seafood (e.g. opened tinned tuna, tinned salmon etc.), <input type="checkbox"/> Dairy goods (e.g. cream fillings, cheese-spread, yoghurt, cheese etc.), <input type="checkbox"/> Eggs or <u>moist</u> products containing eggs (e.g. curried egg, custard filling, quiche etc.) <input type="checkbox"/> Cooked rice or cooked pasta <input type="checkbox"/> All prepared sandwiches or foccacias High risk food must be transported in a clean esky / cooler <u>with ice bricks</u> Time Food loaded into esky /cooler : _____ Ice bricks packed? <input type="checkbox"/> Food consumed <u>within 2 hours</u> of loading? <input type="checkbox"/> Yes. Time food consumed: _____ <input type="checkbox"/> No. <u>Do not eat food.</u> Complete Section B.				
Section B		Complete if <u>over 3 hours</u> since loading food		
Check food temperature to ensure it is still below 5°C. If you cannot check the food temperature, or if food temperature is greater than 5°C, discard food immediately and organise replacement meals e.g. fresh takeaway food. <u>Remember:</u> If in doubt, throw it out! Time: Actions Taken: Signed:				
Section C		Activity Supervisor/s sign & return completed form to the facility Food Safety Supervisor		
Activity Supervisor Signature:				
Supervisor/ Manager Check:	Date checked:	Record completed correctly? Yes / No	If "No", Corrective Actions taken:	Signature:

Daily Cleaning Schedule

Initial each day as cleaning occurs.

Fortnight beginning:

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Enter the day/month date (e.g. 01/01 for 1st Jan)

Item to be Cleaned	Who (position)	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Bain Marie															
Bamix															
Benches, splashbacks															
Bench Can Opener															
Cleaning Equipment															
Coolroom Floors															
Deep Fryer															
Dishwasher (Int & Ext)															
Floors															
Handbasins & Sinks															
Kitchen Bins															
Microwave Oven															
Oven															
Processors/Mixers															
Shelves (if spillage)															
Stovetop/Hotplates/Grill															
Toaster															
Trolleys															
Tables & Chairs															
Cutlery, crockery, utensils, containers, cutting boards, pots, bowls, trays, pans etc	Supervisor or Cook (sign at end of day)														
Supervisor's Check (at least weekly)															

Ensure you sanitise all items and surfaces which come in contact with food or drinks, or after spillage.

Food Safety Glossary

TERM	DEFINITION
>	Greater than
≥	Equal to or greater than
<	Less than
≤	Equal to or less than
'2 hour / 4 hour Rule'	<p>As a general rule, ready-to-eat potentially hazardous food which has been kept between 5°C and 60°C:</p> <ul style="list-style-type: none"> • for a total of less than 2 hours must be refrigerated or used immediately; • for a total of more than 2 hours, but less than 4 hours must be used immediately; • for a total of 4 hours or longer must be thrown out. <p>These times are cumulative: each period in the Temperature Danger Zone (5°C – 60°C) has to be added up to reach a total time</p> <p>In child care facilities, stricter time controls may be applied as a best practice measure due to the vulnerability of children</p>
Allergens	Food allergens are typically naturally-occurring proteins in foods or derivatives of them that cause abnormal immune responses. The key food allergens are: peanuts; tree nuts; soy; milk, egg; cereals; seafood; fish; and sesame. (www.allergenbureau.net)
CA	See Corrective Action
Control measure	Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Cook Chill Meals with Short Life	Perishable foods that have undergone a mild heat or pasteurisation process (at least 70°C for 2 mins or 75°C instant) and which, to extend the time during which they remain wholesome (usually maximum 5 days), are blast chilled and kept in the temperature range of 0 – 5°C (≤3°C if storing for 3-5 days). Typically, these foods are cooked, blast chilled and stored in covered gastronome trays and are reheated /regenerated before consumption.
Corrective action	Any action to be taken when the results of monitoring indicate a loss of control.
Core temperature	The temperature measured in the part of the food which heats more slowly or cools less quickly (usually the centre of the food, or the breast in chicken).
Cross contamination	Contamination from one food, surface or utensil to another, e.g. juices of raw chicken onto a knife which is then used to chop lettuce for salad; or knife used to spread peanut butter used to cut a cheese sandwich (allergen issue).
Danger Zone	See Temperature Danger Zone: (5°C – 60°C)
DoH	Department of Health
FSP	See Food Safety Program
Foodborne Illness	Illness from consuming food which contains pathogenic microorganisms, harmful chemicals or other foreign substances.
Food Handler	A Food Handler is <i>anyone</i> who handles food or food contact surfaces, including staff who receive, store, prepare, process, package, serve and deliver food.
Food Standards Code	The principal piece of legislation for regulating food in Australia. The code provides standards for the labelling and composition of food products, food additives, contaminants and residues, microbiological and processing requirements and standards governing the safe production for foods.
Food Safety Standards	Standards contained in Chapter 3 of the FSANZ Food Standards Code
FSANZ	"Food Standards Australia New Zealand" is the authority that develops and coordinates Food Safety legislation (formerly known as ANZFA – Australia New Zealand Food Authority)