



## Eastern Health Authority **Food Business Welcome Pack**

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Environmental Health Officers will be looking for the following items during a routine food inspection. This checklist may be used as a guide to help ensure that your business complies with the *Australia New Zealand Food Standards Code - Standard 3.2.2, Standard 3.2.3*, South Australia Food Act 2001 and South Australia Food Regulations 2002.

## Structural fit-out of food business

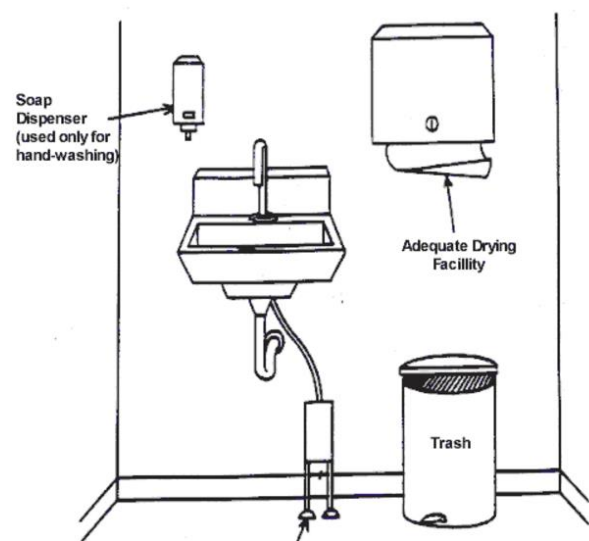
### *Food Premises and Equipment - Standard 3.2.3*

#### Walls, floors, ceiling

- ☐ Are there any holes and gaps that require sealing to prevent entry of pests?
- ☐ Drainage for all sinks and equipment
- ☐ Construction and finish of the wall, floors and ceiling surfaces are smooth and impervious and can be easily cleaned

#### Sinks

- ☐ Are there adequate sinks for cleaning and sanitising to occur? (minimum 3 sinks if there is no dishwasher)
- ☐ Is food preparation sink available, if required?
- ☐ Provisions for disposal of mop water. Separate cleaners sink may be required
- ☐ Is a separate hand washing facility available in each food handling area with warm water running from a single outlet?



**Figure 1: An example of a handwashing sink**  
source: <http://www.foodservicepermits.com>

#### Fixtures, fittings and equipment

- ☐ Are the cool rooms, freezers, fridges able to hold food under temperature control? (hard frozen or below 5°C)
- ☐ Is there a hot water system?
- ☐ Is there a designated storage area for personal items and chemicals?
- ☐ Is the exhaust/ventilation system appropriate?
- ☐ Has SA Water Trade Waste been contacted regarding Grease trap provisions? (1300 650 950)
- ☐ Are there sufficient food preparation benches available for the required food processing?
  - ☐ Toilets for food handlers
  - ☐ Hand washing sink available with soap and hand drying facilities
  - ☐ Adequately lit and ventilated
- ☐ Bins available with tight fitting lids? Bin area must be sealed for effective cleaning.
- ☐ Sufficient lighting in all areas of the premises (e.g. including cool rooms, dry storage) with shatterproof globes or covers?
  - ☐ If the business is using rainwater for drinking or food preparation do they manage it in compliance with the Safe Drinking Water Act?

## Pre-opening checklist

### *Food Safety Practices and General Requirements - Standard 3.2.2*

#### Health and hygiene

- ☐ Soap and paper towel provided to hand washing facilities
- ☐ Food safety training for food handlers
- ☐ Is handwashing occurring frequently? i.e., before commencing work/handling food, after handling raw meat and raw eggs to avoid cross contamination
- ☐ The hand wash facility is only used for hand washing?



Figure 2: Example of a probe thermometer

#### Processing

- ☐ Cross contamination. Are separate, colour coded chopping boards being used for raw and cooked food?
- ☐ All food covered and stored off the floor in the fridges, cool rooms and dry storage areas
- ☐ Raw meats and eggs stored separately from ready to eat foods
- ☐ Thawing occurring under temperature control (e.g. in refrigerator or microwave oven)
- ☐ Ready to eat food on display must be covered with a food grade material to prevent contamination
- ☐ Food grade containers used for storing food

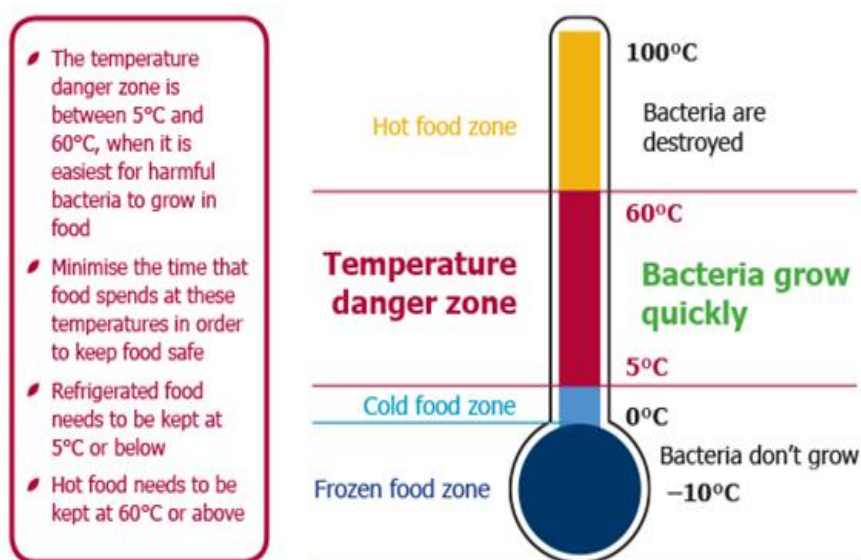


Figure 3: Temperature Danger Zone

#### Cleaning and sanitising

- ☐ Is a food grade sanitiser available for food preparation benches and dishes not going through dishwasher?
  - ☐ Does it need dilution? If so, are you diluting the sanitiser correctly?
  - ☐ Shelf life - How long can it last in the spray bottle after dilution?
  - ☐ How long can you leave sanitiser on the benches before you wipe it off?
- ☐ Is dishwasher operating at an optimal temperature (is rinse temperature 80°C or above)?
- ☐ Is there a cleaning schedule in place?
- ☐ Floor, walls, ceiling, fixtures, fittings and equipment are maintained in a clean condition?
- ☐ Food handling areas are kept free from dirt, dust, flies, pests and other contaminants?

## Temperature control

- ☐ Are fridges/cool rooms operating at 5°C or below?
- ☐ Hot, ready-to-eat, potentially hazardous food is stored at or above 60°C (E.g. in a bain-marie, pie warmer)
- ☐ Cooked food must achieve 75°C or above
- ☐ When heating potentially hazardous food, it is rapidly heated to 60°C or higher?
- ☐ Cooling food from 60°C to 21°C in 2 hours, 21°C to 5°C in further 4 hours. Are you using shallow containers to aid rapid cooling?
- ☐ There is a probe thermometer accurate to  $\pm 1^\circ\text{C}$  (digital preferable) available where potentially hazardous food is handled and or stored

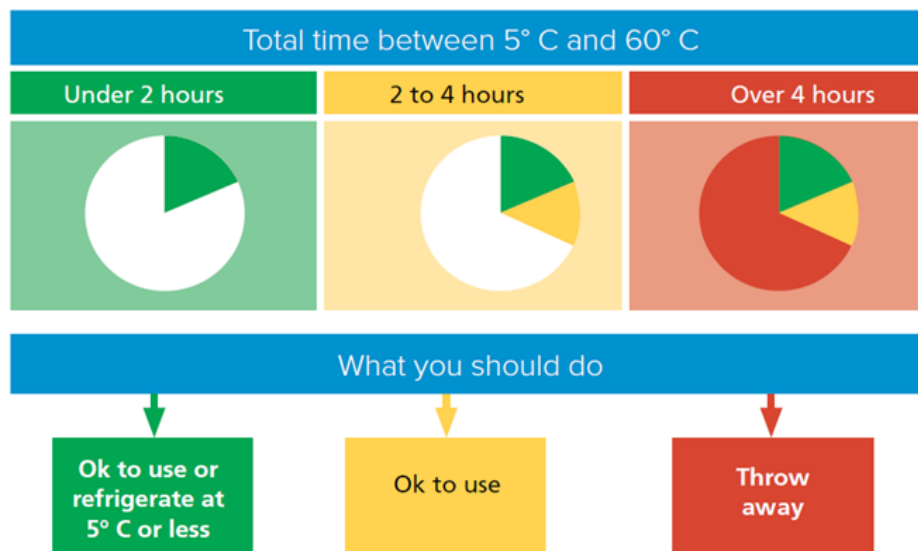


Figure 4: The 2 hour 4 hour rule for potentially hazardous food

## Receipt/Transport

- ☐ Potentially hazardous foods are only received at the correct temperature and within the use-by-date (where applicable)?
- ☐ Food is obtained from reputable suppliers and is traceable?
- ☐ Potentially hazardous food transported under temperature control and is protected from contamination?
- ☐ Food is protected from contamination with suitable packaging during transportation?

## Pest Control and Maintenance

- ☐ Any pest activity in the food premises? (E.g. cockroaches, rats/mice – droppings will be evident!)  
Pest control contractor – Are there any reports? What do they say?
- ☐ Flyscreens are available on doors and windows

## Labelling

- ☐ Packaging food for wholesale? If so, are they labelled? Has SA health been contacted regarding labelling requirements? (8226 7100) For detailed explanation on the requirements refer to the SA Health Guide to Labelling available on SA Health website.

## **Free Onsite Advice**

Environmental Health Officers are able to provide free onsite advice during fit out inspections or advice from drawn plans. If you have any queries, please contact an Environmental Health Officer on 8132 3600.

The Food Safety Standards (Chapter 3 of the Australia New Zealand Food Standards Code) contains requirements for the establishment of new food businesses and the upgrading of existing ones. Copies of the Standards are available through the website at [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

In general, food businesses are required to ensure that premises are designed and constructed to minimise opportunities for food contamination. For further advice regarding fit-out requirements, contact an Environmental Health Officer on 8132 3600.

It is important to check with Council's Development Section prior to commencement of any proposed work, as Planning and/or Building approval may be required.

### **General Requirements (3.2.3 Clause 3)**

The design and construction of food premises must:

- Be appropriate for the activities for which be the premises are used;
- Provide adequate space for the activities to be conducted on the premises;
- Permit the food premises to be effectively cleaned and sanitised;
- To the extent that is possible, exclude dirt, dust, fumes, pests and other contaminants, nor provide harbourage for pests.

### **Water Supply (3.2.3 Clause 4)**

- An adequate supply must be made available for all activities requiring the use of water
- Water used must be acceptable for human consumption

### **Sewage and Wastewater Disposal (3.2.3 Clause 5)**

- All sewage and waste water must be disposed of to sewer, or where sewer is not available, an approved on-site wastewater disposal system.
- Contact SA Water (Trade Waste Section) for advice on requirements for grease arrestors and other pre-treatment devices.

### **Storage of Garbage and Recyclables (3.2.3 Clause 6)**

- Adequate facilities must be provided for

### **Storage of Garbage and Recyclables (3.2.3 Clause 6)**

- Adequate facilities must be provided for the sanitary storage of all garbage and recyclable matter.
- Food wastes must be stored in suitably sized, easily cleaned containers which are enclosed to keep pests and animals away and minimise the production of odours.

### **Ventilation (3.2.3 Clause 7)**

- Sufficient natural or mechanical ventilation is required to effectively remove fumes, smoke steam and vapours
- Generally, mechanical ventilation will be required to be installed above most cooking, frying and steaming appliances. Further guidance on specific requirements may be found in Australian Standard 1668.2 (Part 2 — Mechanical Ventilation for Acceptable Indoor Air Quality).

### **Lighting (3.2.3 Clause 8)**

- Sufficient lighting must be provided to enable staff to carry out food handling operations, cleaning and sanitising and other activities
- Guidance on lighting and "good seeing conditions" can be found in Australian Standard 1680 Part 1 — 1990, and AS/NZ 1680.2.4 1997.
- All ceiling lighting in food preparation areas should be fitted with suitable plastic covers (diffusers) or be of shatterproof design.

### **Floors, Walls and Ceilings**

The following requirements relate to areas of food premises other than areas used for dining, drinking, or where customers would ordinarily have access.

- Finishes must be appropriate for the intended food activity
- Must be able to be effectively cleaned
- Must be unable to absorb grease, food particles or water
- Must not allow for the ponding of water
- Must not provide harbourage for pests.

Depending on the location, examples of suitable finishes may include ceramic tiles, seam welded vinyl, or smooth finished concrete render (suitably sealed or coated). Coving should be considered in wet food handling areas or areas requiring flushing with water to clean.

### **Walls and Ceilings (3.2.3 Clause 11)**

- Must be appropriate for the intended food activity.
- Must be provided where they are necessary to protect food against contamination
- Must be sealed to prevent entry of dirt, dust and pests
- Must be unable to absorb grease, food particles or water
- Must be able to be easily and effectively cleaned.

In relation to **walls**, consideration needs to be given to the amount of splashing, soiling and cleaning required in specific areas. High maintenance areas (ie above sinks, benches and behind cooking equipment) may require durable finishes such as tiles, stainless steel or concrete render (suitably sealed or coated ).

Avoid the use of open brickwork wherever possible, unless it is flush-jointed and suitably finished to allow for effective cleaning

In relation to **ceilings**, continuous construction (ie flushed plasterboard) is recommended for new premises where unpackaged food is handled, stored or displayed. Drop-in panels are acceptable for existing premises provided the panels fit flush and are able to be effectively cleaned.

Walls and ceilings requiring painting should be finished with a washable, durable paint of light colour.

### **Fixtures, Fittings and Equipment (3.2.3 Clause 12)**

- Generally, must be fit for intended use and adequate for the production of safe and suitable food
- Must be designed, constructed, located and installed so as to be not likely to cause food contamination, and be able to be easily and effectively cleaned

*Particular consideration should be given to finishes and materials for food contact surfaces. Suitable food grade materials may include stainless steel, laminate and certain plastics.*

### ***Washing of eating and drinking utensils and food contact equipment:***

- (1) Double bowl sink (minimum) — one side for cleaning and the other for rinsing/sanitising, **or**
- (2) A dishwashing unit capable of sanitising in the rinse phase (may be commercial or domestic)

***Washing/preparation of fruit and vegetables:*** A separate, designated sink is required.

### **Handwashing facilities (3.2.3 Clause 14)**

- Must be permanent fixtures, provided wherever food may be contaminated by the hands (ie. where unpackaged food is handled, stored or displayed, and
- Immediately adjacent to toilets or toilet cubicles.
- Must be easily accessible.
- Must be connected to a supply of warm running water.
- Must be large enough to allow for effective handwashing.
- Must be clearly designated for sole purpose of washing the hands, arms and face.
- Must be provided with a supply of soap (preferably liquid) and single use towels at all times.

As a guide to location, it is recommended that food handlers in typical food service businesses should not need to travel more than five (5) metres to access a handwash facility.

### **Storage facilities (3.2.3 Clause 15)**

Chemicals, staff clothing and personal belongings must be stored in separate, designated areas where they are not likely to contaminate food

### **Toilet facilities (3.2.3 Clause 16)**

Adequate facilities must be made available for the use of food handlers.

### **Food Transport Vehicles (3.2.3 Clause 17)**

Must be constructed so as to be easily cleaned and be able to afford adequate protection to the food (including refrigeration where necessary).

## The Issue – SANITISING FOOD CONTACT AREAS

Some food businesses are unclear about what to sanitise and how to do it. Inadequate sanitising of food contact surfaces may allow harmful bacteria to survive and contaminate food.

### Background

Clause 20 of the Food Safety Standard 3.2.2 requires food businesses to ensure the following are clean and sanitised:

- a) Eating and drinking utensils; and
- b) Food contact surfaces and equipment – any surface that food will come into contact with.

### What is the difference between cleaning and sanitising?

Cleaning means the removal of visible dirt or residual food matter. It may leave behind bacteria that are too small to be seen. Sanitising is using heat or chemicals to destroy any dangerous bacteria that remain after cleaning.

### What needs to be sanitised?

- Eating and drinking utensils such as glasses, cups, plates and cutlery;
- Food contact surfaces such as cutting boards and knives used for ready-to-eat foods;
- Equipment such as mixers; and
- Benches and sinks.

### Methods of sanitising

There are 2 methods of sanitising:

1. Using hot water; or
2. Using chemicals.

## 1. USING HOT WATER

### Manual sanitation using hot water

The water has to be hot and at a minimum of 77°C for at least 30 seconds – due to risk of scalding this is only recommended for use with specialised equipment such as dishwashers.

### Sanitising using a dishwasher

Dishwashers are an effective means of using hot water to sanitise eating and drinking utensils and other heat resistant equipment such as cutting boards, knives and metal mixer bowls.

Commercial dishwashers use high water temperatures for a relatively short time.

Domestic dishwashers use a lower temperature but their long cycle times can allow for effective sanitation. 'Low' or 'economy' settings are not acceptable, as they don't reach a temperature

of 65°C. If unsure whether your domestic dishwasher can achieve 65°C, refer to the operating manual or contact the manufacturer.

## 2. USING CHEMICALS

### Commercial sanitisers

The most commonly used sanitisers in food businesses have either chlorine or QATs (quaternary ammonium compounds) as active ingredients. Most suppliers of sanitisers tend to recommend QATs because they have a longer shelf life than most chlorine sanitisers, less odour and unlike chlorine, are not corrosive on most metal surfaces.

Suppliers and your Environmental Health Officer can provide advice on:

- Suitability of a sanitiser for use in a food business;
- The correct concentration to use;
- Contact time (important – don't overlook this); and
- Whether it needs to be rinsed off. Use of a no-rinse sanitiser can save time and water if the sanitiser is used according to the manufacturer's instructions.

### Combined detergent/sanitisers

Specially designed combined detergent/sanitisers, carefully used in accordance with the manufacturer's instructions, may be appropriate for some small businesses with limited sanitation requirements and a single bowl sink. These products should be effective on lightly soiled surfaces with no protein or fat residues. Check with your Environmental Health Officer to see if this type is appropriate for your business.

### Bleach as a sanitiser

Small businesses with straightforward sanitising requirements can use normal bleach, which can readily be purchased from supermarkets. Again, check with your Environmental Health Officer to see if this is appropriate for your business. Bleaches

generally range from 4% to 10% chlorine as indicated on the label. Plain bleach only should be used. Scented bleaches (i.e. with added 'lemon scent' etc.) are not acceptable. To make up 10 litres (about a standard sized bucket or sink), refer to the following table:

Amount of bleach to add to 10L warm water – sanitise for 10 minutes	
Using household bleach (4% Chlorine)	Using 'Hospital' bleach (10% Chlorine)
25 mL	10 mL

## Non-preferred alternatives

Methylated spirits is not recommended as a sanitiser for food contact surfaces as it will leave chemical residues which may taint food rendering it unsuitable.

Citrus based cleaners are not proven to have a sanitising effect and should be used as cleaning agents only.

Vinegar and lemon juice are not recommended for commercial situations in the absence of evidence that they are consistently effective.

## How to sanitise using a chemical sanitiser and a double bowl sink

Best practice involves up to four 'wet' steps using a double bowl sink by one of two methods. Method 1 requires use of a container for the sanitiser; Method 2 involves emptying and refilling one of the sinks.

### METHOD 1

1. Set up a clean plastic tub or bucket containing sanitiser at the correct concentration on a bench or draining board;
2. Wash utensils and equipment in the first sink using warm water and detergent;
3. Rinse in clean water in the second sink;
4. Place into the tub of sanitising solution for the required time;
5. Rinse again (unless a 'no rinse' sanitiser is used) in the second sink; and
6. Drain dry or dry with a clean tea towel (replaced frequently).

### METHOD 2

1. Wash utensils and equipment in warm water and detergent in the first sink;
2. Rinse in clean water in the second sink;
3. Empty to the first sink, clean, and refill with sanitiser at the correct concentration;
4. Place into the sink of sanitising solution for the required time;
5. Rinse again (depending on the sanitiser) in the second sink; and
6. Air dry or dry with a clean tea towel (replaced frequently).

## Sanitising with a spray bottle

A spray bottle of sanitiser can be used for bench tops or equipment not suitable for washing in a sink or dishwasher. A spray bottle can also be used for single tasks such as sanitising a cutting board.

Before using the spray, ensure the surface to be sanitised is properly cleaned and thoroughly rinsed. Apply the spray and allow sufficient time for the sanitiser to work (see manufacturer's instructions) and wipe off with a clean sponge or cloth. The cloth used to wipe off the sanitiser must be clean and replaced frequently to ensure it does not recontaminate the surface.

## Further advice

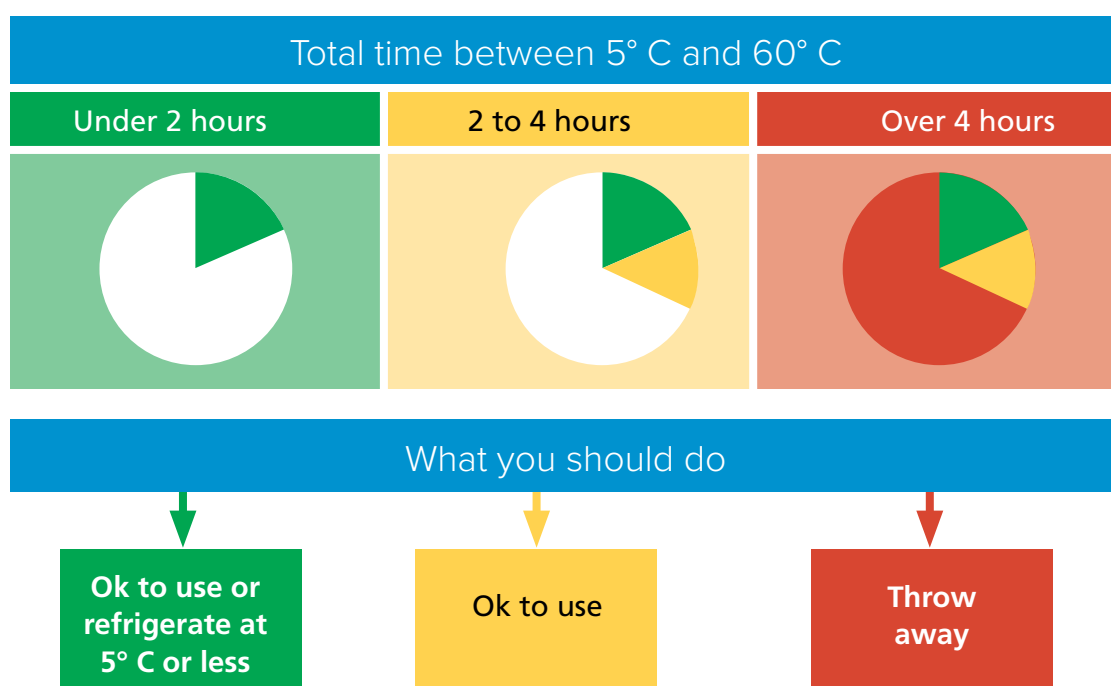
For a list of manufacturers and suppliers of chemical sanitisers, look under 'Cleaning Products &/or Supplies' in the Yellow Pages. If you have any questions about sanitising or safe food handling, please contact an Eastern Health Authority Environmental Health Officer on 8132-3600 or [eha@eha.sa.gov.au](mailto:eha@eha.sa.gov.au).

# 2 Hour/4 Hour Rule Explained

December 2009

The 2 Hour/ 4 Hour Rule tells you how long freshly potentially hazardous foods\*, foods like cooked meat and foods containing meat, dairy products, prepared fruits and vegetables, cooked rice and pasta, and cooked or processed foods containing eggs, can be safely held at temperatures in the danger zone; that is between 5° C and 60° C.

It takes time for food poisoning bacteria to grow to unsafe levels. Apply the following time limits to ensure these risky type foods remain safe to eat.



The total time includes all the time the food has been at room temperature, for example during delivery, preparation and transportation.

## Example

A sandwich is freshly prepared at 12 noon and placed in a non-refrigerated display case:

(1) can keep the sandwich out of refrigeration for up to 2 hours (until 2 pm) and then refrigerate and bring out again later in the day, say 4 pm (not to go back into the refrigerator for later use after this point). If not used by 6 pm (4 hours out of temperature control in total) then throw it away,

OR

(2) can keep the sandwich out of temperature control (refrigeration) for up to 4 hours straight- until 4 pm- then you need to throw it away.

\* Foods that are not potentially hazardous and can be stored out of temperature control are foods like dried fruit, salted dried meats, hard cheeses, dried pasta and other dried foods, breads, unopened canned and bottled food, spreads and sauces such as tomato and soy sauce.



<b>Run by</b>	<u>Australian Institute of Food Safety (AIFS)</u>	<u>AIFS</u>	<u>AIFS</u>	<u>AIFS</u>	<u>Food Safety Australia</u>	<u>Food Safety Australia</u>
<b>Name of Training Program</b>	Food Safety Supervisor Course	Advanced Food Safety Course	Food Handlers Certificate Course	Introduction to Food Safety Course	Safe Food Handling	Food Handlers Certificate
<b>Type</b>	Food Safety Supervisor (FSS)	Food Safety	Food Safety	Food Safety	Food Safety	Food Safety
<b>Mode</b>	Online	Online	Online	Online	Online	Online
<b>Length</b>					2-4 hours	4-6 hours
<b>Cost</b>	\$199.95	\$129.95	\$99.95	\$49.95	\$49.00	\$79.00
<b>Target Audience</b>	Businesses that legally require a FSS	Food workers looking to gain advanced knowledge (incl. Legal requirements, Food Safety Plans, HACCP)	Most popular course - suits all food handlers	Food handlers, beginners (currently working in a food business or not - no practical assessments required)	A basic food handling course for those wanting an introduction to food safety	An advanced food handling course suitable for anyone working with food
<b>Educational Materials</b>		Online modules	Online modules	Online modules	Online modules	Online modules
<b>Accredited?</b>	Accredited	Accredited	Accredited	Non-Accredited	Non-Accredited	Accredited
<b>Website</b>	<a href="https://www.foodsafety.com.au/food-safety-supervisor-course/">https://www.foodsafety.com.au/food-safety-supervisor-course/</a>	<a href="https://www.foodsafety.com.au/advanced-food-safety-course/">https://www.foodsafety.com.au/advanced-food-safety-course/</a>	<a href="https://www.foodsafety.com.au/food-handlers-certificate-course/">https://www.foodsafety.com.au/food-handlers-certificate-course/</a>	<a href="https://www.foodsafety.com.au/introduction-to-food-safety-course/">https://www.foodsafety.com.au/introduction-to-food-safety-course/</a>	<a href="http://www.foodsafety.edu.au/online-courses/safe-food-handling">http://www.foodsafety.edu.au/online-courses/safe-food-handling</a>	<a href="http://www.foodsafety.edu.au/online-courses/food-handlers-certificate">http://www.foodsafety.edu.au/online-courses/food-handlers-certificate</a>

<b>Run by</b>	<u>Food Safety Australia</u>	<u>Hospitality Alliance Training</u>	<u>Hospitality Alliance Training</u>	<u>Club Training Australia</u>	<u>Club Training Australia</u>	<u>Club Training Australia</u>
<b>Name of Training Program</b>	Food Safety Supervisor	Food Safety Supervisor	Food Handler	Workplace Hygiene for Food Handlers	Participate in Safe Food Handling Practices	Use Hygienic Practices for Food Safety
<b>Type</b>	FSS	FSS	Food Safety	Food Safety	Food Safety/FSS	Food Safety
<b>Mode</b>	Online	Online	Online	Online	Online/work based	Online
<b>Length</b>	8 hours & workplace activity			3 hours		
<b>Cost</b>	\$159.00	\$95.00	\$15.00	\$19.00	\$70.00	\$40.00
<b>Target Audience</b>	The course is designed to help businesses meet their legal requirements	This course satisfied the training requirements for a FSS	All food handlers. Basic	All food handlers; manufacturing, processing, preparing, delivering/transporting, packing, cleaning	Food Safety Supervisor qualification? (website not very clear) HACCP & Food Safety Plan training	Component of FSS certification
<b>Educational Materials</b>	Online modules	Online modules	Workbook & 9 instructional videos	Online modules	Online modules & work based assessment	Online modules & work based assessment
<b>Accredited?</b>	Accredited	Nationally Recognised	Nationally Recognised		Nationally Recognised	Nationally Recognised
<b>Website</b>	<a href="http://www.foodsafety.edu.au/online-courses/food-safety-supervisor">http://www.foodsafety.edu.au/online-courses/food-safety-supervisor</a>	<a href="https://www.hospitalityalliancetraining.edu.au/courses/courses/food-safety-supervisor-sa">https://www.hospitalityalliancetraining.edu.au/courses/courses/food-safety-supervisor-sa</a>	<a href="https://www.hospitalityalliancetraining.edu.au/courses/courses/food-handler-training">https://www.hospitalityalliancetraining.edu.au/courses/courses/food-handler-training</a>	<a href="http://www.clubtraining.com.au/online-courses/food-hygiene/">http://www.clubtraining.com.au/online-courses/food-hygiene/</a>	<a href="http://www.clubtraining.com.au/online-courses/participate-in-safe-food-handling-practices/">http://www.clubtraining.com.au/online-courses/participate-in-safe-food-handling-practices/</a>	<a href="http://www.clubtraining.com.au/online-courses/use-hygienic-practices-for-food-safety/">http://www.clubtraining.com.au/online-courses/use-hygienic-practices-for-food-safety/</a>

# Fairs and Special Events

This fact sheet summarises the requirements of the *Food Act 2001* and Food Safety Standards to enable you to meet your obligations and ensure safe and suitable foods are sold at the day of event.

## Prior to the event

- ❑ Register with the event organiser & complete the *Temporary Event Notification* form.
- ❑ Complete a food business notification form and lodge to the local Council or Authority of the location of the mobile food vehicle, cart, home or premises where food preparation is undertaken. The *Food Business Notification* form only needs to be completed once unless the business details have changed.

### Don't forget!

- ✓ Hand washing facilities
- ✓ Soap and paper towel
- ✓ Probe thermometer
- ✓ Extra set of utensils
- ✓ Spray sanitiser
- ✓ Rubbish bins
- ✓ Benches
- ✓ Cold storage (e.g. Eskies/portable fridge)
- ✓ Protective covering for food on display

## Hand-washing Facilities

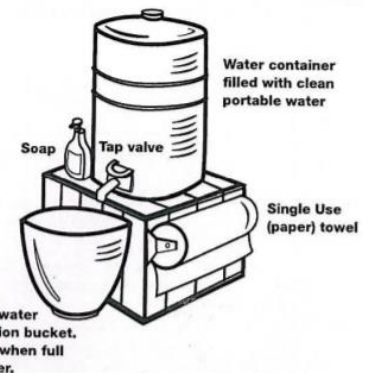
Hand washing facilities must be available if unpackaged food is prepared or handled. Please note that alcohol-based gels do not replace the need for proper hand washing. Ensure:

- ❑ There is an accessible hand washing station. If operating from a temporary stall, you may use a sealed container with an outlet, filled with potable water and a bucket to collect the wastewater.
- ❑ Liquid soap and single use (paper towels) must be supplied.

## Health and Hygiene of Food Handlers

Food handlers must not handle food if they are suffering from vomiting, diarrhea or a food-borne illness. Remember:

- ❑ Wash hands before handling food, after handling raw products, touching face, hair, toilet etc
- ❑ Change gloves regularly and in between tasks
- ❑ Cover cuts with brightly covered band-aids and wear gloves over the top to prevent the band-aid falling into food.
- ❑ Aprons and other protective clothing should be removed when leaving food preparation areas to use the toilet or go on a break.



## Protection from Cross Contamination

Food must be stored and displayed in a manner that it is protected from contamination. Please note that used shopping bags, newspaper, cardboard boxes or damaged/unclean containers are not suitable for the storage of food. Ensure:

- ❑ Food items are wrapped with food grade material (cling wrap, al foil etc) or stored in containers with a tightly sealed lid off the ground
- ❑ Raw foods are stored below and separate from ready to eat foods
- ❑ Unpackaged food on display is covered
- ❑ Use separate utensils (knives, tongs, cutting boards etc) for raw and ready to eat food
- ❑ Clean and sanitise utensils such as tongs, knives and chopping boards in between handling raw and cooked foods
- ❑ Regularly clean and sanitise food contact surfaces such as benches

## Cooking and Reheating

Cooking is an effective way to kill dangerous microorganisms in food, but the food must be cooked to a temperature high enough to destroy most bacteria and viruses. Ensure:



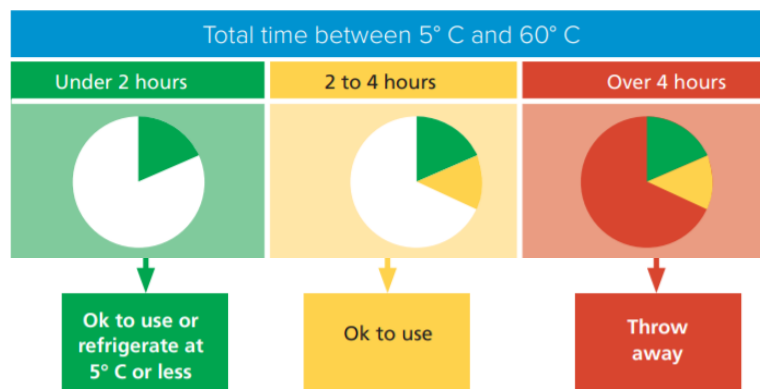
- ☐ A probe thermometer is available to regularly check the temperature of food.
- ☐ The temperature of food during cooking reaches a minimum of 75°C.
- ☐ Stuffed meats, mince, sausages, patties, kebabs and whole poultry should be cooked right through to the centre (until their juices run clear) as bacteria are distributed throughout these foods.
- ☐ Food is rapidly reheated (e.g. stove top or microwave) before placing in a hot holding device

### Temperature Control

All potentially hazardous food must be stored under temperature control as bacteria can grow very quickly in warm environments. Potentially hazardous food includes cooked meat and seafood, prepared fruits and vegetables, dairy, cooked rice or pasta. This means:

- ☐ **Hot food should be kept at or above 60°C**
- ☐ **Cold food should be kept at or below 5°C**
- ☐ **Frozen food should be frozen hard (-18°C or below)**
- ☐ When refrigeration is not available potentially hazardous food can be kept cold during storage or transportation by using portable car fridges and insulated cool boxes or eskies with plenty of ice.

Follow the **2 hour/4 Hour rule** for food stored, prepared or displayed in the 'temperature danger zone' which is between 5°C and 60°C. The total time in the temperature danger zone includes the time during delivery, preparation and transportation.



### Cleaning and Sanitising

If cleaning and sanitising of equipment or eating and drinking utensils (e.g. knives/forks) is necessary, you will require double bowl sinks with a supply of hot water and detergent. A chemical sanitiser will be required for the rinsing stage. Alternatively, if a dishwasher is available at home or at the business, equipment and eating and drinking utensils can be stored in a plastic container and passed through the dishwasher after the event.

- ☐ A spray bottle of chemical sanitiser is required for sanitising benches and other equipment during the event.

### Waste Disposal

- ☐ Wastewater must be disposed of into the sewage system. Wastewater must not be disposed of into the stormwater system or onto the ground. If access to the sewage system is not available, temporary onsite holding tanks must be used.
- ☐ Bins in food preparation areas must be located where they are not likely to contaminate food.

### Inspections and Fees

An Environmental Health Officer may attend the event and inspect stalls and other areas that are used for the storage, preparation and sale of food. Fees for special events are applied according to the Inspection Fee Policy. If you have any questions, feel free to contact EHA on 8132 3600.

# Temporary Event Notification

## EVENT ORGANISER

### Overview:

Required for events offering food outlets / petting zoos.

### Procedure:

This form is to be submitted to Eastern Health Authority a **minimum of 28 days prior** to the event. Event organisers are requested to collect the *Temporary Food Notification* forms from individual food outlets and submit them to Eastern Health Authority at least 14 days prior to the event.

## Section 1: Event Details

Event Name:			
Event Location:			
Event Dates/s:			
Time of Event:	Set up:	Start time:	Finish time:
Number of food outlets at event (include stalls, mobile vans and those operating from permanent premises):	Temporary stalls:	Mobile food vans:	Permanent premises:
	<b>Please ensure all food outlets complete the Temporary Food Premises Notification form</b>		
Petting Zoo:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

## Section 2: Company Details

Name of Company or Body Responsible for the Event:	
Street Address:	
Mailing Address:	
Business Telephone:	
Email:	

## Section 3: Event Organiser Details

Contact Name:	
Mailing Address:	
Business Telephone:	
After Hours Telephone:	
Mobile Telephone:	
Email:	

**Confirmed Vendors - please fill out as many confirmed food stalls/vans/petting zoos as you can**

[illegible]

## Section 5: Declaration

- I acknowledge that the information I have provided is accurate and complete at the time of submission.
- I am aware that forms not submitted will not receive approval, therefore should not be included in the event.
- I understand that an inspection by an Environmental Health Officer may be undertaken on the day and that Officers have the power to prevent the ongoing sale of food where a risk and/or breaches are found. This may include discarding food that is out of temperature control, seizing equipment that may render food unsafe or unsuitable, preventing the sale of food until hand washing facilities are provided or a thermometer is available.

Name:

Signed:

Date:

# Temporary Food Premises Notification

## Food Business Vendors and Petting Zoos

### Overview:

Required for food sold/served at occasional events held on Council land.

### Procedure:

This form is to be submitted to Eastern Health Authority a **minimum of 14 days** prior to the event.

### Section 1: Business Details

Proprietor:	
Business Name:	
Trading Address:	
Postal Address:	
Contact Person:	
Phone:	
Email Address:	
Food Business Notification No:	
Council FBN lodged with:	

### Section 2: Event Details

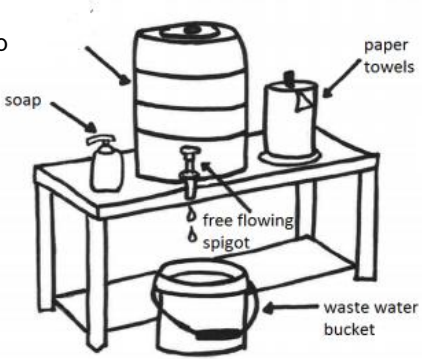
Event Name:		
Event Location:		
Event Dates/s:	From:	To:
Number of People Handling Food:		
Where are foods prepared? eg onsite / at home		
Please provide a description of food to be sold:		

### Section 3: Food Safety Controls

**Potentially Hazardous Food (PHF)** is food that must be kept at a certain temperature to minimise the growth of any pathogenic microorganisms that might be present in the food or to prevent the formation of toxins in the food. These include:

- Raw and cooked meat, poultry, and game
- Smallgoods
- Dairy products
- Seafood (eg fish, sushi, oysters, prawns)
- Processed fruits and vegetables (eg prepared salads and cut fruit)
- Cooked rice and pasta
- Moist foods containing eggs, beans, nuts (eg quiche)
- Any dishes/foods that contain the above example foods (eg sandwiches, pizzas, etc)

**If PHFs are sold, how is your business ensuring effective temperature control when transporting and selling**

<b>these foods?</b> ie bain-maries, fridges, eskies with ice	
Transportation:	
Display/Sale:	
<b>Probe thermometers are required to check that all PHFs are 5°C or below or at 60°C or above. They must also be accurate to +/-1°C.</b>	
<b>Is a probe thermometer available?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> (If NO, please purchase a probe thermometer accurate to +/-1°C)	
<b>Will hand washing facilities be available?</b> YES <input type="checkbox"/> NO <input type="checkbox"/> PLEASE NOTE: Hand sanitiser gel is NOT an alternative to hand washing. Where pre-packaged food is sold only, hand washing facilities are not required.	
Will the hand washing facilities be: PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/>	
If a permanent fixture is not available, this can be substituted with a 20L plastic container (with a tap) with potable water, a bucket to catch the wastewater and a supply of soap and paper towel.	
<div style="display: flex; align-items: center; justify-content: space-around;"> <div style="text-align: left;"> <p>min 20L water container with tap</p>  </div> <div style="text-align: right;"> <p><b>Example of temporary hand washing</b></p> </div> </div>	
<b>If using, how are food contact surfaces (ie utensils, chopping boards and benches) effectively cleaned and sanitised on the day?</b>	

<b>Section 4: Declaration</b>			
<ul style="list-style-type: none"> <li>I will ensure food sold during the permit period is safe and suitable and the Temporary Food Premises is operated in accordance with the Food Act 2001 and Food Safety Standards</li> <li>I have read and understand the Fact Sheet – Fairs &amp; Special Events</li> <li>I understand that an inspection by an Environmental Health Officer may be undertaken on the day and that Officers have the power to prevent the ongoing sale of food where a risk and/or breaches are found. This may include discarding food that is out of temperature control, seizing equipment that may render food unsafe or unsuitable, preventing the sale of food until hand washing facilities are provided or a thermometer is available.</li> </ul>			
Name:			
Signed:		Date:	

<b>Section 5: Office Use Only</b>		
Notes:	Date received by EHO:	
	Temp Food Premises Permit:	Approved / Not Approved
	Signed:	
	Date:	

## Purpose

This Guideline establishes the requirements for new businesses that are considering operating from a residential premise or domestic kitchen. The objective of the Guideline is to ensure that home based food businesses understand and comply with the relevant legislation and to ensure that only safe and suitable food is sold.

## Background

Traditionally only small businesses, which produced low risk foods, such as cakes, biscuits and jams were operated from domestic kitchens. These businesses were generally able to manage their risks and comply with the requirements of the *Food Safety Standards* due to the small scale and low risk nature of the food operations conducted.

More recently, there has been an increase in the occurrence of food businesses producing higher risk potentially hazardous foods (PHF) from domestic kitchens without adequately assessing the food safety risks and suitability of the premises. Domestic kitchens are generally not designed and equipped for commercial food production and therefore the safety and suitability of food being produced for sale may be compromised.

## Definitions

In this Guideline, unless the contrary intention appears:

**“Food”** - Means any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw, prepared or partly prepared) includes ingredients or additives.

**“Handling”** - In relation to food, includes making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food.

**“Home Based Food Business”** - Any business involved in the handling of food from a residential premises or domestic kitchen.

**“Potentially Hazardous Food”** - Potentially hazardous food means food that has to be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food (see *Section 5 of Frequently Asked Questions*).

**“Premises”** - Means any land (whether or not vacant), the whole or any part of a building, tent, stall or other structure (whether of a permanent or temporary nature), a pontoon or a vehicle (other than a food transport vehicle while it is engaged in the transport of food).

**“Selling food”** - All circumstances in which food is provided in exchange for money or other benefit, as a part of a service (for example meals provided as part of accommodation) or for some other gain to the business from providing the food. It also includes food that is provided as part of a demonstration to promote food products (e.g. taste testing) because the business expects to gain by selling the product. It does not include food that is given away and for which nothing is expected in return; for example food prepared in the family home for family and friends.

## Application of this Guideline

This Guideline applies to all **new** food businesses operating from a residential premise or domestic kitchen located within the jurisdiction of Eastern Health Authority (EHA). This includes businesses preparing food at home to sell at markets, other food businesses or from a mobile food van.

The following Councils are included in EHA's jurisdiction:

- City of Burnside.
- Campbelltown City Council.
- City of Norwood, Payneham & St Peters.
- The Corporation of the Town of Walkerville.
- City of Prospect.

The Guideline does not apply to existing home based food businesses that notified with EHA before 1 March 2017. These businesses are however expected to comply with the Guidelines if:

- Any changes are made to the type of food produced/prepared which changes your risk classification (to be determined by EHA).
- There are any significant changes in the volume of food produced/prepared.
- The business ceases operations and reopens.

Existing home based food businesses are however still expected to fully comply with Food Safety Standard 3.2.2 and the requirements outlined in *Section 4 of Frequently Asked Questions*.

## Legislative Requirements

Food businesses operating from residential premises and domestic kitchens are expected to comply with the same Standards and Regulations as commercial food businesses. These Standards and Regulations include:

- Food Act 2001 (South Australia).
- Food Regulations 2002 (South Australia).
- Australia New Zealand Food Standards Code.
  - Standard 3.1.1 - Interpretation and Application.
  - Standard 3.2.2 - Food safety practices and general requirements.
  - Standard 3.2.3 - Food premises and equipment.

All new food businesses that handle potentially hazardous foods will require a separate room or building to comply with the above legislative requirements. Domestic kitchens cannot be used, except for certain activities that are considered low risk (see *Section 2 of Frequently Asked Questions*).

## Assessment Process

New home based food businesses must contact EHA before commencing operations to ensure the legislative requirements outlined above are complied with. The assessment process is outlined below:

1. *Assessment Form* - The Assessment Form attached to this Guideline is to be completed and submitted to EHA before the business commences.
2. *Preliminary Assessment* - Once the Application Form has been received, an Environmental Health Officer (EHO) will arrange a preliminary assessment. This will involve an inspection of the premise or a questionnaire over the phone. The assessment will ensure that the premise complies with the relevant legislation and is appropriate for the intended use. Council's Planning & Development Department may also be notified of your proposal.
3. *Decision* - A decision will be made on whether your premise is suitable to operate as a food business once all required information has been received and processed. A written outcome will be provided to you.

## EHA Guideline for Home Based Food Businesses

4. *Notification Form* - If your premise is deemed suitable, a Food Business Notification form needs to be completed and submitted to EHA (see *Section 14 of Frequently Asked Questions*). If your premise is not deemed suitable further instructions and options will be provided to you in writing.
5. *Routine Inspection* - Once the Food Business Notification form is received, your premises will be scheduled for routine inspections.

## Frequently Asked Questions

### 1. What facilities will I need?

The Food Safety Standards set out the minimum requirements for food businesses to ensure food premises (including vehicles) are designed and constructed for the sale of safe and suitable food.

Facilities used for the storage, handling and/or preparation of food are required to be constructed and fitted out in accordance with the requirements of Food Safety Standards 3.2.3. The Australian Standard AS4674 provides additional information on construction and fit out to assist you in complying with Food Safety Standard 3.2.3.

At a minimum food businesses must:

1. Provide a separate room or building for the handling, storage and preparation of food for sale from residential premises, and it must be physically separated by a wall or self-closing lockable door, from the rest of the domestic premises/environment.
2. Ensure adequate space is provided, having regard to the volume of food produced, to allow all activities to be conducted without compromising food safety.
3. Ensure all fittings, fixtures and equipment are designed, constructed, located and installed so that they will not contaminate food, can be easily and effectively cleaned and are suitable for the volume of food produced.
4. Provide a separate hand washing facility that complies with Standard 3.2.3 Clause 14. The hand washing facility must therefore be:
  - a. Located where it can be easily accessed by food handlers.
  - b. A permanent fixture.
  - c. Connected to a supply of warm running potable water.
  - d. Of a size that allows easy and effective hand washing.
  - e. Clearly designated for the sole purpose of washing hands, arms and face.
5. Ensure that an adequate number of sinks are provided for:
  - a. Effectively cleaning and sanitising equipment and utensils.
  - b. Washing and rinsing food products.

For further information on what facilities are required please request a copy of EHA's '*Construction and Fit-out Guidelines*'. The use a domestic kitchen of residential premises can be used in certain circumstances as described below in *Section 2 of Frequently Asked Questions*.

### 2. Can I use my domestic kitchen for a home based food business?

In most circumstances a separate food preparation area and facilities will be necessary to comply with the legislation. The domestic kitchen of residential premises can be used, subject to the following conditions:

- The food product being manufactured is not deemed to be potentially hazardous by EHA (See *Section 3 of Frequently Asked Questions*).
- The food being manufactured (and or handled, stored or prepared) is for the provision of ready to eat meals for bed and breakfast type premises.

In addition the following conditions also apply where a domestic kitchen is approved for use:

- A separate area or clearly identifiable containers must be used for the storage of all ingredients.
- Separate and clearly identifiable utensils must be used.
- A separate storage area or clearly identifiable container must be used for the storage of all final products.

Please note that the home activity requirements under the Development Act 1993 have limitations on equipment that can be used in residential environments, along with service demands, e.g. trade waste

connections. Exceeding these requirements will deem your activity unsuitable for a residential environment. Please refer any queries to your Local Council's Development Department.

### 3. What is Potentially Hazardous Food?

In Standard 3.2.2 potentially hazardous food (PHF) is defined as food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food.

PHF have certain characteristics that support the growth of pathogenic microorganisms or the production of toxins. Examples of foods that are normally considered potentially hazardous include:

- Raw and cooked meat/poultry or foods containing raw or cooked meat/poultry.
- Foods containing eggs (cooked or raw).
- Dairy products and foods containing dairy products, for example milk, dairy-based desserts, bakery products filled with fresh cream or with fresh custard.
- Prepared fruits and vegetables, for example cut fruits, salads and unpasteurised juices.
- Cooked rice and both fresh and cooked pasta.
- Foods that contain any of the above foods, for example sandwiches, pizzas and rice rolls.

If it is uncertain whether a manufactured food is potentially hazardous, advice should be sought from an EHO.

#### *What food is not potentially hazardous?*

If a food does not contain pathogens, or does not support the growth of a pathogen or toxin production, then it is not potentially hazardous.

Examples of food types considered to be not potentially hazardous include: biscuits and crackers, confectionary, dry goods, fruit cakes and plain cakes, honey and jam, peanut butter, plain bread and bread rolls, and raw whole fruit and vegetables.

### 4. What health and hygiene requirements do I need to comply with?

Every person engaging in the preparation or storage of food needs to ensure they are meeting the requirements of the Food Act 2001 and the Food Safety Standards as listed above, with particular attention to the following:

- Whilst food production is in progress, family members or other persons not directly connected with food preparation are restricted in their access to the area where food is handled or stored.
- No person shall smoke in the food preparation or storage area.
- Normal domestic duties are not permitted in the food preparation or storage area.
- Household pets of all kinds are not to have access to, or be in the food preparation or storage area at any time.
- Decorations, pot plants and curtains, which render various surfaces incapable of being adequately cleaned, must be avoided.
- Garden fertilisers, household insecticides, chemicals, medications and items that may cause physical contamination must not be kept in the food preparation or storage area.

### 5. Can I transport food?

The owner/operator must be aware of the legal requirements relating to the transport of food (particularly potentially hazardous food) to the point of sale. During transport, food products and packaging need to be protected from contamination. This can be achieved by ensuring the vehicle is clean and using containers with tight fitting lids to transport food. Children and pets must not be allowed in the vehicle during transport. Smoking in the vehicle during transport is prohibited. It is also necessary to ensure that potentially hazardous food is kept below 5°C or above 60°C during transport.

### **6. Do I need to label the food I make?**

Food manufactured for sale in South Australia needs to meet product labelling requirements including nutrition panels, ingredient lists and supplier details. For further information or to see if your business needs to meet these requirements refer to the Guidelines of Packaged Food for Retail Sale which can be found on the SA Health website.

### **7. Do I need a food recall procedure?**

Food Safety Standard 3.2.2 requires businesses involved in the manufacturing or wholesale supply of food to have a recall procedure in place. This involves having a written system in place to ensure the recall of unsafe food, which needs to be made available upon request to an EHO. Information on designing a food recall plan can be found on SA Health's website.

### **8. Are there penalties?**

Substantial penalties apply for non-compliance with the provisions of the Food Act 2001 and Food Safety Standards. Penalties may also apply for operating a home based food business without notifying EHA.

### **9. Do I need to notify EHA?**

Under the requirements of the Food Act 2001, all businesses undertaking food handling activities or selling food are required to notify of their operations before commencing activities and within 14 days of changes in ownership or contact information; and when the business ceases to operate. Operating a food business without notifying is an offence and penalties apply. Food Business Notification forms can be found on EHA's website [www.eha.sa.gov.au](http://www.eha.sa.gov.au).

### **Where can I find further information?**

The EHO's can be contacted on (08) 8132 3600 and are able to provide food safety information.

Additional information on your legislative requirements and safe food handling can be found at the following web pages:

<http://www.eha.sa.gov.au>

<http://www.health.sa.gov.au/pehs/food-index.htm>

<http://www.foodstandards.gov.au/foodstandards/foodstandardscode/>

<http://www.foodstandards.gov.au/publications/Documents/Safe%20Food%20Australia%20third%20edition%20web.pdf>

## Assessment Form for Home Based Food Businesses

<b>Name:</b> (first) (last)		
<b>Address:</b>		
(Street Address)	(Suburb)	(PO Box)
<b>Contact details:</b>		
(Work)	(Mobile)	(Email)
<b>Name of proposed food business:</b>		
<b>Address of proposed food business:</b>		
(Street Address)	(Suburb)	(PO Box)
<b>Brief description of business/operation (include types of food made/sold)</b>		
.....		
.....		
.....		
.....		
<b>Proposed number of employees handling food:</b>		
<b>Proposed operating hours:</b>		
<b>Are the business activities proposed to be undertaken in a separate kitchen or area?</b> YES / NO		
Please include plans and diagrams of the kitchen location / area, including equipment installed, types of flooring etc		
<b>Application submitted by:</b>		
(Name)	(Position)	(Date)
(Signature)		

Please send assessment form to [eha@eha.sa.gov.au](mailto:eha@eha.sa.gov.au) or PO Box 275, Stepney SA 5069