



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTFS207C Follow basic food safety practices**

**Release: 1**

## **HLTFS207C Follow basic food safety practices**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit of competency describes the skills and knowledge required for basic food safety practices including personal hygiene, conduct when working in a food service environment, basic pest control requirements and basic food disposal requirements

It describes the most basic level of competence required by any person in any industry who directly handles food

### **Application of the Unit**

#### **Application**

This unit supports the implementation of national and state food safety legislation and regulations and is based on the national *Food Safety Guideline Competency Standards*

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. Maintain food safety while carrying out food handling activities

- 1.1 Handle food according to the *food safety program*
- 1.2 Identify and report processes and practices which are not consistent with the food safety program
- 1.3 Take corrective action, within level of responsibility, and according to the food safety program
- 1.4 Report any corrective action to supervisor, and according to legislative and organisation protocols

2. Comply with personal hygiene standards

- 2.1 Ensure *personal hygiene* meets the requirements of the food safety program
- 2.2 *Report health conditions and/or illness*, as required by the food safety program
- 2.3 Wear *appropriate clothing and footwear* as required by the food safety program

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Contribute to the cleanliness of food handling areas, according to the food safety program	3.1 Maintain the workplace in a clean and tidy order to meet workplace requirements 3.2 Comply with workplace measures to prevent pests entering food premises 3.3 Identify and report indicators of pest presence
4. Dispose of food according to food safety program	4.1 <i>Keep food for disposal separate</i> , according to food safety program requirements 4.2 Dispose of food according to the food safety program requirements

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Appropriate bandages and dressings to be used when undertaking food handling
- Clothing and footwear requirements for working in and/or moving between food handling areas
- Food disposal requirements
- Food safety requirements and procedures related to own work, which will depend on the nature of food handled and food handling responsibilities
- Legal responsibilities relating to personal hygiene practices and the reporting of illness as required by the food safety program, which:
  - at a minimum must meet the requirements of Food Safety Standard 3.2.2 and/or state legislation/regulations
  - may also include restrictions on wearing of jewellery and other adornments such as nail polish

## REQUIRED SKILLS AND KNOWLEDGE

- Personal clothing maintenance, laundering and storage requirements
- Pest containment requirements
- Possible consequences of not following these procedures
- Responsibilities for maintaining the work area in a clean and tidy state
- Suitable standard for materials, equipment and utensils used in the food handling area
- Use and storage of cleaning equipment as required to carry out own work responsibility
- Waste collection, recycling and handling procedures relevant to own work responsibilities

### *Essential skills:*

It is critical that the candidate demonstrate the ability to

- Apply knowledge of aspects of the food safety program relevant to the work role
- Comply with personal hygiene requirements
- Comply with workplace cleanliness requirements
- Demonstrate appropriate disposal of food

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Carry out workplace responsibilities to meet the requirements of the food safety program relating to own work
- Correct situations or procedures that do not meet the food safety program, within the limits of work responsibility
- Handle and dispose of recalled or contaminated food, waste and recyclable material according to food safety program where this is part of the work responsibility
- Handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program
- Identify and report signs of pest infestation according to the food safety program
- Identify and report situations or procedures that do not meet the food safety program
- Maintain personal hygiene consistent with the food safety program
- Maintain the work area in a clean and tidy state
- Monitor own work and implement any controls as required by the food safety program
- Report health conditions and illness as appropriate and according to the food safety program
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety

## REQUIRED SKILLS AND KNOWLEDGE

- Wear and maintain appropriate clothing and footwear as required by work tasks and consistent with the requirements of the food safety program

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of workplace situations

*Context of and specific resources for assessment:*

- Assessment should replicate workplace conditions as far as possible
- Assessment should be structured on whole work activities and address all knowledge and skill requirements
- Simulations may be used to represent workplace conditions as closely as possible
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible
- Resources essential for assessment include:
  - Food safety program
  - Food handling area
  - Relevant reporting procedures

## EVIDENCE GUIDE

### *Method of assessment*

- Observation in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning
- Role play simulation

### *Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

## RANGE STATEMENT

*A food safety program:*

- Systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of the food business
- Identifies where and how each hazard can be controlled, describes how these controls are to be monitored, the corrective action required if control conditions are not met and information to be recorded
- Must comply with relevant national, state and industry legislation/regulations
- For the purpose of applying this guideline competency standard in circumstances where formal food safety programs are not a legal requirement, the term can be understood to cover the same detail as would be covered by a food safety program. Where a business has not identified food safety hazards, determined where and how these hazards are to be controlled and how controls are to be monitored, this guideline competency standard would not apply

*Procedures outlining food safety responsibilities may be:*

- Provided in formats to suit the workplace such as written, verbal, diagrams and electronic advice

*Food handling refers to:*

- Basic handling and inspection
- Preparation
- Cooking
- Cooling
- Processing
- Display
- Packaging
- Storage
- Transportation

*Responsibility for maintaining food safety*

- Relates to own tasks and responsibilities
- Is based on implementing the food safety program as established for the workplace



## RANGE STATEMENT

*Products/materials handled and stored may include:*

- Raw materials
- Ingredients
- Consumables
- Part-processed product
- Finished product
- Cleaning materials

*Minimum personal hygiene requirements:*

- Are specified by the food safety program
- Must, at a minimum, meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state legislation/regulations

*Reporting of health conditions and illnesses requirements:*

- Are specified by the food safety program
- Must, at a minimum, meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state legislation/regulations.

*Appropriate clothing and footwear:*

- Depends on work requirements
- Should be designed to ensure that the body and clothing itself, does not contaminate food or surfaces likely to come into contact with food
- Examples of clothing designed to prevent contamination by the body include hair nets, beard snoods and gloves

## RANGE STATEMENT

*Personal hygiene requirements set out in Food Safety Standard 3.2.2. Division 4.15 include:*

- Taking all practicable measures to ensure that a food handlers body, and anything they are wearing does not contaminate food or surfaces
- Take all practicable measures to prevent contact with ready-to-eat food
- Level of outer clothing is appropriate for food handling
- Only waterproof bandages and dressings are used on exposed body parts
- Not eating over unprotected food or surfaces likely to come into contact with food
- Not sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food
- Not spit, smoke or use tobacco or similar preparations in areas in which food is handled
- Not urinate or defecate except in the toilet
- Wash hands:
  - Whenever hands are likely to be a source of contamination
  - Immediately before working with ready-to-eat food after handling raw food
  - Immediately after using the toilet
  - Before commencing or recommencing food handling
  - Immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances
- When washing hands:
  - use hand washing facilities provided
  - thoroughly clean hands using soap or other effective means, and warm running water
  - thoroughly dry hands on a single use towel or other way that is not likely to transfer pathogenic micro-organisms to the hands

## RANGE STATEMENT

*Reporting of health conditions and illnesses requirements set out in Food Safety Standard 3.2.2, Division 4:14... must include:*

- Reporting any disease the food handler may be suffering or carrying, to the supervisor
- Not engaging in food handling where there is a reasonable likelihood of food contamination as a result of the disease
- If continuing work on food handling premises - take reasonable measures to prevent food from being contaminated as a result of the disease

*Food for disposal is held and kept separate until it is:*

- Destroyed or otherwise used or disposed of so that it cannot be used for human consumption
- Returned to the supplier
- Further processed in a way that ensures its safety and suitability
- Ascertained to be safe and suitable

*Food for disposal includes:*

- Food that is subject to recall
- Food that has been returned
- Food that is not safe or suitable
- Food that is reasonably suspected of not being safe or suitable

## Unit Sector(s)

Not Applicable