



Australian Government

FDFFS1001A Follow work procedures to maintain food safety

Revision Number: 1

FDFFS1001A Follow work procedures to maintain food safety

Modification History

Not applicable.

Unit Descriptor

<p>Unit descriptor</p>	<p>This unit of competency covers the skills and knowledge required to maintain food safety when carrying out work tasks. Basic food safety practices include personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves routine manual processes and/or operation of simple automated equipment.</p>
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Application of the Unit

<p>Application of the unit</p>	<p>This unit is based on and equivalent to the guideline food safety unit GFSBFSPA Follow basic food safety practices.</p> <p>Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH1001A Follow work procedures to maintain Good Manufacturing Practice.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

<p>Prerequisite units</p>		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

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

ELEMENT	PERFORMANCE CRITERIA
1. Handle food safely	1.1. Food handling requirements are identified 1.2. Food handling is carried out according to the food safety program 1.3. The workplace is maintained in a clean and tidy order to meet workplace standards 1.4. Work is conducted in accordance with workplace environmental guidelines
2. Identify, control and report food safety hazards	2.1. Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements 2.2. Processes, practices or conditions which are not consistent with the food safety program are identified and corrective action is taken within the level of responsibility
3. Comply with personal hygiene standards	3.1. Personal hygiene meets the requirements of the food safety program 3.2. Health conditions and/or illness are reported as required by the food safety program 3.3. Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program 3.4. Movement around the workplace complies with the food safety program

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Ability to:

- locate and follow workplace information relating to food safety responsibilities
- monitor own work and implement any controls as required by the food safety program, such as visual inspection and checks
- follow workplace procedures to maintain food safety as required by the food safety program relating to own work
- identify and correct or report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
- handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role
- maintain personal hygiene consistent with the food safety program
- take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
- wear and maintain appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program
- report health conditions and illness as appropriate according to the food safety program
- handle and/or dispose of out-of-specification or contaminated materials, ingredients and product, waste and recyclable material according to food safety program as required by work responsibilities
- maintain the work area in a clean and tidy state
- identify and report signs of pest infestation
- clean and sanitise equipment according to enterprise procedures
- record food safety information according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- food safety requirements related to work responsibilities, including personal hygiene, requirements and procedures to report illness and safe food handling practices for own work, as well as an awareness of the possible consequences of not following these procedures
- common types and sources of contamination that occur in the work area, such as

REQUIRED SKILLS AND KNOWLEDGE

- cross contamination
- control methods and procedures used in the , such as reporting non-compliance and following instructions
- storage and handling requirements for ingredients, materials and product used related to work role
- housekeeping requirements and responsibilities relating to own work, and use and storage of housekeeping/cleaning equipment where required
- purpose and importance of cleaning and sanitation procedures
- suitable standard for materials, equipment and utensils used in the work area
- waste collection, recycling and handling procedures relevant to own work responsibilities
- procedures to follow in the event of pest sighting or discovery of infestation
- clothing and footwear requirements for working in and/or moving between food handling areas
- personal clothing maintenance, laundering and storage requirements
- appropriate bandages and dressings to be used when undertaking food handling
- cleaning procedures where relevant
- recording requirements and responsibilities where relevant

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify food safety handling requirements in the workplace • apply and monitor own compliance with food safety standards • maintain required standards of personal hygiene • maintain clean and tidy work area • report non-compliances • apply safe work practices and identify OHS hazards and controls.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice, such as Good Manufacturing Practice (GMP) • related work instructions and procedures • work tasks and responsibilities • cleaning and sanitation policies and procedures • appropriate clothing and related apparatus • reporting and monitoring systems.
<p>Method of assessment</p>	<p>This unit should be assessed together with core and other units of competency relevant to the work role. Examples could be:</p> <ul style="list-style-type: none"> • FDFOP2004A Clean and sanitise equipment <p>Where the company operates a combined quality/food safety system, assessment of this unit should be combined with assessment of:</p>

EVIDENCE GUIDE	
	<ul style="list-style-type: none">• FDFOP1009A Follow work procedures to maintain quality.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

<p>Food safety program</p>	<p>A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. The food safety program and related procedures must comply with legal requirements of the food safety standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures</p>
<p>Food safety information</p>	<p>Food safety information may be provided in:</p> <ul style="list-style-type: none"> • food safety program • standard operating procedures (SOPs) • specifications • log sheets • written or verbal instruction
<p>Food handling</p>	<p>Food handling refers to:</p> <ul style="list-style-type: none"> • food receipt and storage • food preparation, cooking, holding, cooling, chilling and reheating • packaging • disposal
<p>Products/materials handled and stored</p>	<p>Products/materials handled and stored can include:</p> <ul style="list-style-type: none"> • raw materials • ingredients • consumables • part-processed product • finished product • cleaning materials

RANGE STATEMENT	
Breach of food safety procedures	<p>Examples of a breach of food safety procedures could include:</p> <ul style="list-style-type: none"> • failure to check delivery temperatures of potentially hazardous chilled food • failure to place temperature-sensitive food in temperature controlled storage conditions promptly • failure to wash hands when required • use of cloths for unsuitable purposes
Responsibility for monitoring food safety	<p>Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace</p>
Food safety hazard	<p>A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect</p>
Personal hygiene requirements	<p>Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state or territory legislation/regulations</p>
Reporting of health conditions and illness requirements	<p>Reporting of health conditions and illness requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state or territory legislation/regulations</p>
Appropriate clothing and footwear	<p>Appropriate clothing and footwear depends on work requirements. It 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:</p> <ul style="list-style-type: none"> • purpose designed overalls or uniforms • hair-nets • beard snoods • gloves

RANGE STATEMENT	
	• overshoes

Unit Sector(s)

Unit sector	Food safety
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		