



Australian Government

Department of Education, Employment and Workplace Relations

HLTFS309C Oversee the day-to-day implementation of food safety in the workplace

Release: 1

HLTFS309C Oversee the day-to-day implementation of food safety in the workplace

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to supervise the day-to-day implementation of the food safety program across the entire business, process or food handling area. It also involves supporting others to implement the requirements of the food safety plan.

Application of the Unit

Application

This unit of competency supports the implementation of national and state food safety legislation 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. Monitor the implementation of the food safety program in the workplace | 1.1 Implement food safety handling processes and procedures that meet the requirements of the <i>food safety program</i>
1.2 Implement <i>processes and procedures to maintain the food handling area</i> to meet the requirements of the food safety program
1.3 Communicate food safety requirements and procedures to others in the workplace
1.4 Support people in the food area to meet food safety requirements |
| 2. Take corrective action when a food safety hazard is found not to be in control | 2.1 Implement procedures for responding to non-conformance
2.2 <i>Identify causes of non-compliance</i>
2.3 Implement measures to prevent the recurrence of non-conformance issues
2.4 Develop or revise procedures to support the effective control of food safety hazards
2.5 Communicate all additional and/or revised processes and procedures to food handlers |

ELEMENT**PERFORMANCE CRITERIA****3. Maintain food safety in the workplace**

3.1 Identify processes and procedures that could result in a breach of food safety procedures and take preventive or corrective action

3.2 Support food handlers to complete food safety records to meet the food safety program and legal 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 communication skills and techniques to convey the requirements of the food safety program to others in the workplace
- Auditing arrangements, roles and responsibilities as they relate to own work responsibilities, which may include an understanding of internal and external audit processes
- Current technical and process knowledge required to participate in investigations of non-conformance within level of responsibility
- Legal obligations for food safety relating to personal and company liability, which:
 - at a minimum, includes awareness of relevant national, state and industry-specific legislation/regulations
 - may also include customer requirements
- Principles of a systematic approach to managing food safety, which includes:
 - identification of hazards that are likely to occur
 - establishing appropriate methods of control
 - monitoring controls
 - describing corrective action to be taken if control conditions are not met
 - recording information
- Procedures to identify and separate non conforming product and recall procedures and responsibilities relevant to the food business
- Properties, handling, preparation, processing, display, packaging and storage requirements of materials and products used in the food handling area in order to make judgments about safety of food within the parameters established by the food safety program
- Record keeping requirements and systems used in the workplace
- Systems, procedures and support programs in place in the food business to implement the food safety program

REQUIRED SKILLS AND KNOWLEDGE

Essential skills:

It is critical that the candidate demonstrate the ability to

- Apply knowledge of all aspects of the food safety program
- Meet reporting requirements
- Undertake hazard identification and management

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:

- Collect and analyse data and other food safety information to identify breaches of food safety procedures within level of responsibility
- Communicate information about the food safety program and related procedures to others in the food handling area
- Demonstrate monitoring techniques used in the food handling area, which may include:
 - visual inspection
 - sampling methods
 - testing methods
 - record keeping and all other procedures required to implement the food safety program in the food handling area
- Make judgments on action required to respond to non-conformance and follow procedures to identify, separate and/or recall non-conforming food as required, within level of responsibility
- Monitor the recording of food safety information to confirm that the records accurately reflect performance and meet the requirements of the food safety program
- Participate in investigating actual and potential non-conformance and complaints from customers relating to food safety
- Review practice and procedures to prevent or minimise non-conformance within level of responsibility

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

EVIDENCE GUIDE

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

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

EVIDENCE GUIDE

- 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

Related units:

This competency unit should be assessed in conjunction with:

- HLTFS310C Apply and monitor food safety requirements

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

Food safety program includes:

- 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. It 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
- The food safety program 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

Processes and procedures to maintain the food handling area may include:

- Cleaning and sanitation
- Pest control
- Food disposal
- Equipment calibration
- Temperature measuring devices

Formats for the provision of food safety responsibilities may include:

- Written
- Verbal
- Diagrams
- Electronic

RANGE STATEMENT

Food handling area may include::

- An area where any or all of the following occur:
 - basic food handling
 - food inspection
 - food preparation
 - cooking
 - cooling
 - processing
 - display
 - packaging
 - storage
 - transportation

Identifying breaches of food safety procedures and taking corrective action must:

- Take place in the context of the food safety program
- Within scope of responsibility
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Record keeping requirements include:

- Legal requirements
- Food safety program requirements

Unit Sector(s)

Not Applicable

Pre-/co-requisite unit**Pre-/co-requisite unit**

This unit must be assessed after successful achievement of pre-requisite:

- HLTFS207C Follow basic food safety practices