



Australian Government

Department of Education, Employment and Workplace Relations

HLTFS310C Apply and monitor food safety requirements

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required monitor and control food safety hazards and respond to non-conformance as required by the food safety program

Application of the Unit

Application

This unit of competency 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

Pre-requisite unit

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

- HLTFS207C Follow basic food safety practices

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. Implement the food safety program

1.1 *Monitor and control food safety hazards* as required by the *food safety program*

1.2 Promptly report non-conformance where food safety control requirements are not met and take corrective action

1.3 Record food safety information to meet the requirements of the food safety program

2. Assist in the identification of breaches of food safety procedures

2.1 Identify and report processes and conditions which could result in a breach of food safety procedures

2.2 Take corrective action to meet the requirements of the food safety program

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:

- An understanding of the methods used in the workplace to monitor that food safety is under control, which:
 - may include an understanding of the purpose of sampling and taking measurements such as temperature and pH and conducting inspections and tests
 - includes an understanding of the procedures to follow where inspections and tests are part of the work responsibility
- Methods and procedures used in the workplace to control food safety hazards
- Methods used in the workplace identify and separate food which may be unsafe
- Microbiological, physical and chemical hazards related to the foods handled in the workplace. This includes the types of hazards likely to occur, the conditions under which they occur and possible consequences
- Purpose of corrective action and the appropriate corrective action to take if monitoring indicates that food safety control requirements are not met. Corrective action is typically described in the food safety program
- Purpose of keeping records and the recording requirements of the food safety program
- Recall procedures as they relate to own work responsibilities
- Safe food handling requirements and procedures related to work responsibilities
- Sources of information on procedures and responsibilities for food safety relating to own work
- Understanding of the properties, handling and storage requirements of equipment, materials and products handled and used

Essential skills:

It is critical that the candidate demonstrate the ability to

- Apply knowledge of all aspects of the food safety program

REQUIRED SKILLS AND KNOWLEDGE

- 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:

- Follow procedures to identify, separate and report product which is or may be non-conforming and/or implement other necessary corrective action within level of responsibility
- Identify if food safety requirements or parameters are not met within level of responsibility
- Monitor food safety hazards as required by the food safety program. This may include methods such as visual inspection, sampling and testing
- Participate in investigating and reporting on unsafe food as identified by internal monitoring and/or customer complaints
- Record results of monitoring and maintain records as required by the food safety program
- Report practices or processes in own work that could result in unsafe food
- Take corrective action as required by food safety program within level of responsibility
- Use food safety program information to find advice on food safety responsibilities relating to own work

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

EVIDENCE GUIDE

- 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
- 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

EVIDENCE GUIDE

Related units:

This competency unit should be assessed in conjunction with:

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

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.

Food safety hazards may include:

- Biological agents in food
- Chemical agents in food
- Physical agents in food
- Condition of food

That has the potential to cause an adverse health effect
(See Standard 3.2.1)

RANGE STATEMENT

Food safety program

- 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

Applying and monitoring food safety program must include:

- Monitoring food safety
- Carrying out corrective action
- Reporting matters outside level of responsibility

Responsibility for applying and monitoring food must include:

- The context of
 - the food safety program
 - own tasks and responsibilities

Examples of breaches to food safety procedures include, but are not limited to:

- Failure to check delivery temperatures of potentially hazardous, chilled food
- Failure to place temperature sensitive food in refrigerators promptly
- Failure to wash hands when required
- Use of cloths for unsuitable purposes

RANGE STATEMENT

Monitoring describes the methods used to confirm that food safety hazards are controlled. Examples include, but are not limited to:

- Monitoring food safety
- Taking temperatures
- Collecting samples
- Visual inspections
- Conducting other tests as required

Corrective action may include:

- Extending cooking time
- Reprocessing
- Reworking
- Withdrawing food

Unit Sector(s)

Not Applicable