



Australian Government

Department of Education, Employment and Workplace Relations

FDFCORFSY2A Implement the food safety program and procedures

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This is a Core unit. It covers the skills and knowledge required to maintain personal hygiene and conduct, food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes. This unit is based on and equivalent to the guideline food safety unit **GFSMFSRA Apply and monitor food safety requirements**. Note that this unit does not apply to the pharmaceutical industry. Refer to **FDFPHGMP2A Implement Good Manufacturing Practice procedures**.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Implement the food safety program	1.1 Food handling requirements are identified 1.2 Food handling is carried out according to the food safety program 1.3 Food safety hazards are controlled as required by the food safety program 1.4 Where food safety control requirements are not met, the incident is promptly reported and corrective action is taken 1.5 Food safety information is recorded to meet requirements of the food safety program 1.6 The workplace is maintained in a clean and tidy order to meet workplace standards
2 Participate in maintaining and improving food safety	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 could result in a food safety breach are identified and reported according to workplace reporting requirements 2.3 Corrective action is taken in accordance with the food safety program 2.4 Food safety issues are raised with designated personnel
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

Not applicable.

Evidence Guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Locate and follow workplace information relating to food safety responsibilities
2. Follow workplace procedures to maintain food safety as required by the food safety program relating to own work
3. Monitor food safety hazards as required by the food safety program. This may include methods such as visual inspection, sampling and testing
4. Record results of monitoring and maintain records as required by the food safety program
5. Identify and report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
6. Take corrective action as required by food safety program within level of responsibility
7. 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
8. Maintain personal hygiene consistent with the food safety program
9. Take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
10. Wear and maintain appropriate clothing / footwear as required by work tasks and consistent with the requirements of the food safety program
11. Report health conditions and illness as appropriate according to the food safety program
12. Handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility
13. Maintain the work area in a clean and tidy state
14. Identify and report signs of pest infestation
15. Record food safety information in appropriate format

May include ability to:

16. Clean and sanitise equipment
17. Collect samples and conduct tests according to the food safety program
18. Participate in investigating food safety breaches

Knowledge of:

19. Sources of information and expertise on procedures and responsibilities for food safety relating to own work
20. Basic concepts of HACCP-based food safety. This includes identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
21. Food safety management arrangements in the workplace. This includes awareness of food safety legislation and workplace policies and procedures to implement responsibilities. It includes an understanding of the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events and performance improvement processes
22. Awareness of common micro-biological, physical and chemical hazards related to the foods handled in the work area. This includes the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence

23. Basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used
24. Suitable standard for materials, measuring devices, equipment and utensils used in the work area
25. Food safety requirements related to work responsibilities. This includes personal hygiene, requirements and procedures to report illness and safe food handling practices for own work
26. Methods used to monitor that food safety is under control. This may include an understanding of the purpose of sampling and taking measurements such as temperature and pH and conducting inspections and tests
27. Action required in the event of non-compliance. Corrective action is typically described in the food safety program and/or related workplace information
28. Purpose of keeping records and the recording requirements of the food safety program
29. Methods used in the workplace to isolate or quarantine food which may be unsafe
30. Product and ingredient traceability procedures. This may include product recall where required by work responsibilities
31. Clothing and footwear requirements for working in and/or moving between food handling areas
32. Personal clothing maintenance, laundering and storage requirements
33. Appropriate bandages and dressings to be used when undertaking food handling
34. Housekeeping requirements and responsibilities relating to own work. Where relevant this includes use and storage of housekeeping/cleaning equipment
35. Procedures to follow in the event of pest sighting or discovery of infestation
36. Purpose and importance of cleaning and sanitation procedures
37. Waste collection, recycling and handling procedures relevant to own work responsibilities
May include knowledge of:
38. Cleaning and sanitation procedures
39. Impact of rework handling/addition on food safety
40. Sampling and test methods

The assessment process must address all of the following items of evidence.

Ability to:

1. Locate and follow workplace information relating to food safety responsibilities
2. Follow workplace procedures to maintain food safety as required by the food safety program relating to own work
3. Monitor food safety hazards as required by the food safety program. This may include methods such as visual inspection, sampling and testing
4. Record results of monitoring and maintain records as required by the food safety program
5. Identify and report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
6. Take corrective action as required by food safety program within level of responsibility
7. 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
8. Maintain personal hygiene consistent with the food safety program
9. Take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
10. Wear and maintain appropriate clothing / footwear as required by work tasks and consistent with the requirements of the food safety program
11. Report health conditions and illness as appropriate according to the food safety program

12. Handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility

13. Maintain the work area in a clean and tidy state

14. Identify and report signs of pest infestation

15. Record food safety information in appropriate format

May include ability to:

16. Clean and sanitise equipment

17. Collect samples and conduct tests according to the food safety program

18. Participate in investigating food safety breaches

Knowledge of:

19. Sources of information and expertise on procedures and responsibilities for food safety relating to own work

20. Basic concepts of HACCP-based food safety. This includes identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met

21. Food safety management arrangements in the workplace. This includes awareness of food safety legislation and workplace policies and procedures to implement responsibilities. It includes an understanding of the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events and performance improvement processes

22. Awareness of common micro-biological, physical and chemical hazards related to the foods handled in the work area. This includes the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence

23. Basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used

24. Suitable standard for materials, measuring devices, equipment and utensils used in the work area

25. Food safety requirements related to work responsibilities. This includes personal hygiene, requirements and procedures to report illness and safe food handling practices for own work

26. Methods used to monitor that food safety is under control. This may include an understanding of the purpose of sampling and taking measurements such as temperature and pH and conducting inspections and tests

27. Action required in the event of non-compliance. Corrective action is typically described in the food safety program and/or related workplace information

28. Purpose of keeping records and the recording requirements of the food safety program

29. Methods used in the workplace to isolate or quarantine food which may be unsafe

30. Product and ingredient traceability procedures. This may include product recall where required by work responsibilities

31. Clothing and footwear requirements for working in and/or moving between food handling areas

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36. Purpose and importance of cleaning and sanitation procedures

37. Waste collection, recycling and handling procedures relevant to own work responsibilities

May include knowledge of:

38. Cleaning and sanitation procedures

39. Impact of rework handling/addition on food safety

40. Sampling and test methods

Range Statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- 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
 - Workplace information may be provided in a food safety program and/or in Standard Operating Procedures (SOPs), specifications, log sheets and written or verbal instruction
 - Workplace information may include Standard Operating Procedures (SOPs), specifications, food safety plans, log sheets standard forms and reports
 - Food handling refers to food receipt and storage, food preparation, cooking, holding, cooling, chilling and reheating, packaging, and disposal
 - Products/materials handled and stored can include raw materials, ingredients, consumables, part-processed product, finished product and cleaning materials
 - Examples of a breach of food safety procedures could include 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 and use of cloths for unsuitable purposes
 - 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
 - Monitoring describes the methods used to confirm that a food safety hazard is in control. Examples of monitoring procedures include taking temperatures, collecting samples, conducting visual inspections and conducting other tests as required
 - 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
 - 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 legislation/regulations
 - Reporting of health conditions and illnesses 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 legislation/regulations
 - 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 purpose designed overalls or uniforms, hair-nets, beard snoods, gloves and overshoes
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Unit Sector(s)

Not applicable.