



Australian Government

Department of Education, Employment and Workplace Relations

SFIPROC403C Follow basic food safety practices

Release: 1

SFIPROC403C Follow basic food safety practices

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency covers basic food safety practices, including personal hygiene and conduct when working in a food business. It describes the most basic level of competence required by any person in any industry who directly handles food. Where a food handler requires a more detailed understanding of the types of food safety hazards likely to occur in their workplace and methods of control, refer to SFIPROC404C Apply and monitor food safety requirements. This unit supports the implementation of national, state and territory food safety legislation and regulations. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
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Application of the Unit

Application of the unit	This unit has application for those in a supervising role who are responsible for overseeing the activities of individuals working in a food handling area and directly involved in the production or processing of seafood. All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements, and food safety and hygiene regulations and procedures.</i>
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

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. Interpret food safety program requirements	1.1. Workplace information relating to food safety responsibilities is accessed, interpreted and confirmed with personnel as identified in the enterprise food safety program. 1.2. Hazard and Critical Control Points (HACCP) and food safety procedures relevant to own work responsibility are identified and confirmed with relevant personnel. 1.3. Own work practices are monitored for compliance with food safety program and modelled in the workplace. 1.4. Personnel are supported to implement food safety program and procedures.
2. Maintain food safety while carrying out food handling activities	2.1. Food handling and storage is carried out according to the food safety program. 2.2. Procedures or practices which are not consistent with food safety program are identified, reported or corrected. 2.3. Corrective action is taken within level of responsibility, according to the food safety program. 2.4. Recalled or contaminated food, waste and recyclable material is handling and disposed of according to food safety program. 2.5. The workplace is maintained in a clean and tidy order to meet hygiene standards.
3. Comply with personal hygiene standards	3.1. Personal hygiene meets the requirements for the food safety program. 3.2. Health conditions and/or illness are reported and recorded 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. Precautions are taken when moving between or around the workplace and/or from one task to another so that food safety is not compromised.

Required Skills and Knowledge

- **REQUIRED SKILLS AND KNOWLEDGE**

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

Required skills

- communicating to clarify own work responsibilities in relation to HACCP and the food safety program and to support personnel to implement procedures related to food safety program, such as:
 - maintaining personal hygiene standards
 - handling and disposing of recalled or contaminated food, waste and recyclable material
 - maintaining the work area in a clean and tidy state
 - reporting health conditions and illness
 - reporting signs of pest infestation
- identifying procedures or practices that are inconsistent with or compromise the food safety program.

Literacy skills used for:

- documenting corrective actions
- providing diagrammatic instructions relating to procedures outlining food safety responsibilities
- interpreting food safety program
- reporting and documenting health conditions and illnesses.

Numeracy skills used for:

- interpreting critical limits as documented in the food safety plan.

Required knowledge

- appropriate bandages and dressing to be used when undertaking food handling
- cleaning plans and procedures and use and storage of cleaning equipment as required to carry out own work responsibilities
- clothing and footwear requirements for working in and/or moving between food handling areas
- legal responsibilities relating to personal hygiene practices and the reporting of illness as required by the Food Safety Standard and/or state or territory legislation and regulations (it may also include restrictions on wearing of jewellery and other adornments, such as nail polish)
- personal clothing maintenance, laundering and storage requirements
- suitable standard of materials, equipment and utensils used in the food handling area
- the food safety requirements and procedures related to own work and the possible consequences of not following these procedures

• REQUIRED SKILLS AND KNOWLEDGE
• waste collection, recycling and handling procedures relevant to own work responsibilities.

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, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment evidence required to demonstrate competence in this unit

Assessment must confirm the ability to:

- follow basic food safety procedures and practices in a supervisory role.

Assessment must confirm knowledge of:

- activities needed to return to the required levels of hygiene and sanitation
- procedures and/or practices which are not consistent with the food safety plan
- reporting and recording requirements of the food safety plan
- the requirements of the food safety plan in general and personal hygiene requirements in particular
- waste disposal routines.

Context of and specific resources for assessment

Assessment of this unit may occur in either a real or simulated workplace. Such an environment must provide a typical range of seafood handling and related food safety requirements that would normally be found in a food handling business. The assessment process must provide an opportunity for the assessee to demonstrate work activities that are consistent with food safety legislation and regulations.

Resources required for assessment may include:

- personnel to supervise
- enterprise food safety plan
- enterprise OHS policy and procedures
- HACCP plan
- relevant protective clothing and equipment.

Method of assessment

The following assessment methods are suggested:

- demonstration
- workplace documentation

EVIDENCE GUIDE	
	written or oral questions.
Guidance information for assessment	This unit may be assessed holistically with other seafood processing units within a qualification.

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.	
<i>Relevant government regulations, licensing and other compliance requirements</i> may include:	- ecologically sustainable development (ESD) principles, environmental hazard identification, risk assessment and control - food safety, HACCP, hygiene and temperature control along chain of custody - imports quarantine and inspection, and importing approved arrangements for Australian Quarantine Inspection Service (AQIS), Australian Customs Service (ACS) and Biosecurity Australia (BA) - business or workplace operations, policies and practices: - commercial law, including fair trading and trade practices - consumer law - corporate law, including registration, licensing and financial reporting - disability policies and practices - equal opportunity, anti-discrimination and sexual harassment - industrial relations and awards, individual employment contracts and share of catch agreements - jurisdictional variations - superannuation

RANGE STATEMENT	
	• taxation • trade practices • warnings and dismissals • worker's compensation • occupational health and safety (OHS) hazard identification, risk assessment and control • product quality assurance: • correct naming and labelling (e.g. country of origin, Australian Fish Names Standard and eco-labelling) • correct quantities, sizes, other customer requirements • third-party certification (e.g. Australian Grown and ISO 14001:2004 Environmental management systems.
<i>Food safety and hygiene regulations and procedures</i> may include:	• Australian Shellfish Sanitation program • display, packaging and sale of food, including seafood and aquatic products • equipment design, use, cleaning and maintenance • exporting requirements, including AQIS Export Control (Fish) orders • handling and disposal of condemned or recalled seafood products • HACCP, food safety program, and other risk minimisation and quality assurance systems • location, construction and servicing of seafood premises • people, product and place hygiene and sanitation requirements • Primary Products Standard and the Australian Seafood Standard (voluntary) • processing, further processing and preparation of food, including seafood and aquatic products • product labelling, tracing and recall • receipt, storage and transportation of food, including seafood and aquatic products • requirements set out in Australian and New Zealand Food Authority (ANZFA) Food Standards Code and state and territory food regulations

RANGE STATEMENT	
	temperature and contamination control along chain of custody.
<i>Food safety program:</i>	systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling and storage operations of the food business. The food safety program will comply with relevant national, state, territory and industry legislation and regulations. For the purpose of applying this competency standard in circumstances where formal food safety programs are not legal requirements, the term can be understood to cover the same detail as would be covered by a food safety program.
<i>Own work responsibilities</i> may include:	- cleaning and storing equipment and utensils - handling and storage of products and materials, such as: - consumables - finished product - ingredients - part-processed product - raw materials - seafood handling, such as: - basic handling and inspection - display, packaging and storage - preparation, cooking and cooling - processing - transportation of seafood.
<i>Own work practices</i> may include:	- personal hygiene requirements as specified in the food safety program - wearing clothing designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into contact with food, such as: - hair nets and beard nets - overalls and gloves.
<i>Personnel are supported</i> by:	- individual coaching - on-the-job and off-the-job training - performance feedback - wall charts and diagrams

RANGE STATEMENT	
	• work team meetings and discussions • written information sheets.
<i>Food handling activities</i> may include:	• handling and storing products/materials, such as: • cleaning materials • consumables • finished product • ingredients • part-processed product • raw materials.

Unit Sector(s)

Unit sector	Seafood processing
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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