

# FOOD SAFETY GUIDE

Gold Coast Convention & Exhibition Centre (GCCEC)  
Sunday 19<sup>th</sup> July 2020 to Tuesday 21<sup>st</sup> July 2020



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**Contents**

WHAT IS THE PURPOSE OF THIS GUIDE? ..... 2

FOOD SAFETY ..... 2

FOOD SAFETY RULES ..... 2

    Sampling Products ..... 3

    Displaying Refrigerated or Frozen Products ..... 3

WHAT IS HIGH-RISK FOOD? ..... 3

    High-Risk ..... 3

DRY PRODUCT DISPLAYS ..... 3

    Hazard controls / monitoring ..... 4

    Corrective Actions ..... 4

REFRIGERATED & FROZEN STORAGE ..... 4

    Hazard controls/monitoring ..... 4

    Corrective Actions ..... 4

    Special Note ..... 5

FOOD PREPARATION ..... 5

    Hazard controls/monitoring ..... 5

    Corrective actions ..... 6

COOKING FOODS ..... 6

    Hazards ..... 6

    Hazard controls/monitoring ..... 6

    Corrective actions ..... 6

HOLDING HOT FOOD ..... 6

    Hazard controls/monitoring ..... 6

    Corrective actions ..... 7

SERVING, SELF-SERVICE AND DISPLAYING FOOD ... 7

    Hazard controls / monitoring ..... 7

    Corrective actions ..... 8

    ..... 8

    Special Note ..... 8

CLEANING AND SANITISING ..... 8

HOW TO CLEAN ..... 9

PERSONAL HYGIENE AND HEALTH OF FOOD HANDLERS ..... 9

    Stand Event Manager Responsibilities ..... 9

    Food Handler Responsibilities and Health ..... 10

    Food Handlers Personal Hygiene ..... 10

    Hand Hygiene Policy ..... 11

    Team members must wash hands BEFORE: ..... 11

    Team members must wash their hands and/or change gloves AFTER: ..... 11

    Hand washing Stations ..... 11

TEMPERATURE CONTROL ..... 11

    Time, Temperature and Food Safety ..... 12

WASTE DISPOSAL ..... 12

FOOD SAFETY CHECKLIST ..... 13

    RECORDING MATERIAL ..... 13

    CLEANING ..... 13

    PREPARING FOOD ..... 13

    SERVING FOOD ..... 13

    FIRST AID ..... 13

    MISC ..... 13

    YOUR OWN REMINDER LIST ..... 13

FOOD SAFETY TEMPERATURE LOG SHEET - METCASH FOOD EXPO ..... 14

MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD SERVING BOOTH ..... 15

MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD SERVING STAND ..... 16

## WHAT IS THE PURPOSE OF THIS GUIDE?

There are important legal obligations to ensure the safety of any food that is being sampled or sold to the public.

This guide will help you understand your responsibilities under the QLD Food Act 2006 and the steps to follow to ensure food safety. The guide is designed for:

- Events and/or exhibitions where food may be sold or sampled by the general public
- If you sell food solely for the purposes of raising funds for charity or are a not-for-profit body.

More information is available from the following sources:

Website: [www.metcashexpo.com](http://www.metcashexpo.com)  
Email: [expo@metcashfg.com](mailto:expo@metcashfg.com)

Contact: David Holt  
Email: [david.holt@metcash.com](mailto:david.holt@metcash.com)  
Phone: 0418 857 204

## FOOD SAFETY

If it is your intention to do any cooking and/or serving of any types of food on or around your

stand, you must indicate this when making your booking; you will need to indicate the following:



1. Food type – e.g. fish, salami, red meat, poultry, yogurt, lollies, etc.
2. Will you be preparing or cooking at your stand?
3. Will the product be cooked off site and transported to event and reheated?

**NOTE:** Metcash will only agree to this process for low-risk food types. All high-risk foods must be cooked and prepared at the Expo site.

Food Safety is very important to us all and as part of the QLD Food Act 2006 (which was developed to ensure food for sale/sampling is safe and suitable for human consumption) we must ensure that all food served at the event complies with all of the legislative requirements. If you intend to display or serve cooked or pre-packaged products for sampling, please ensure that you have all the necessary items required under the terms of Food Safety regulations. It is the responsibility of each supplier and their team members to ensure compliance with all requirements of the relevant legislation.

The Metcash Food Expo has been granted a licence by the Gold Coast City Council to serve food during the event. A range of tools, checklists and resources has been developed in conjunction with this licence, and these are attached to assist you. You are encouraged to use these tools and resources in the day-to-day operations of your exhibition.

As an exhibitor if you do not have ALL of the appropriate and relevant items to allow you to safely operate, handle and distribute food correctly, your stand will not be permitted to serve food as part of your display, and you will be limited to serving/displaying only pre-packed foods.

GCCEC, Metcash Food and Gold Coast City Council representatives will be assisting with any advice needed in auditing, temperature checking and reviewing all stands serving food and working with suppliers to ensure that the relevant legislative compliance is achieved.

## FOOD SAFETY RULES

Any exhibitor who cooks their product offsite and transports it to the event MUST provide a copy of the Food Licence issued to the location where the product was prepared, and MUST provide appropriate temperature records for the product during its transport to Expo.

Failure to provide these shall prevent the food from being offered for sampling (temp records to be reviewed by Metcash Food Safety Managers prior to use EACH DAY). This will apply

to low-risk foods only. No high-risk foods will be accepted if prepared off-site.

### Sampling Products

Equipment/resources required on each stand to meet the QLD Food Act 2006 include:

- Food Grade Sanitisers for utensils, serving trays, benches and displays;
- Protective gloves
- Single use serving utensils (e.g. Toothpicks, napkins etc.);
- Calibrated Thermometer Device (Probe preferred) for measuring cooking and display temperatures;

Temperature recording check sheets (a template has been provided at the back of this guide). Completed templates and checklists should be filed and retained as part of your business records. These documents will be reviewed daily by the Metcash Food Safety Manager.

Other items which may be in use:

- Headwear (hairnets or caps),
- Cutting boards (not timber),
- Aprons,

### Displaying Refrigerated or Frozen Products

You will require calibrated thermometers and a temperature check chart. Completed templates and checklists should be filed and stored as part of your business records. These documents will be reviewed daily by the Metcash Food Safety Manager.

If you have any questions prior to Expo opening please call David Holt 0418 857 204 (Metcash Food Safety Manager).

## WHAT IS HIGH-RISK FOOD?

The term 'high-risk food' is used throughout this guide. It means food that is potentially hazardous — that is, food that has to be kept at correct temperatures to minimise the growth of any harmful bacteria that may be present in the food.

High-risk foods need to be handled carefully to keep them safe. If something goes wrong during the food handling process, harmful bacteria may grow and multiply and food can quickly become unsafe to eat.

### High-Risk

High-risk foods can include meat, seafood, poultry, eggs, dairy products and smallgoods, or foods that contain these, for example sandwiches, quiche and prepared salads. Other foods can become high-risk after they are cooked, such as noodles, rice, pasta and similar foods.

## DELIVERING FOOD TO GCCEC FOR THE EVENT

All food must be delivered to the event in an appropriate vehicle.

Delivery vehicles will be checked by the Expo Operations team to ensure they are Clean, there is no evidence of pests and food is protected from contamination to maintain the safety and suitability of the food

Chilled and frozen food must be delivered to the event in an appropriate temperature-controlled vehicle.

### Hazard controls / monitoring

- Chilled potentially hazardous foods (PHF) to be delivered not warmer than 5°C.
- Frozen foods to be delivered hard frozen and not warmer than -12°C.
- Food products will be checked for damage and segregation from any chemicals as they are being unloaded.
- All chilled and frozen food deliveries will be checked for temperature control using a calibrated hand-held thermometer upon receipt.
- Chilled PHF and Frozen Food delivery checks will be recorded including those which do not comply to the above conditions.

### Corrective Actions

- Food deliveries not complying to the above requirements will be rejected.
- Where there are damages in the delivery, those damaged products will not be accepted however the remaining part delivery may be received where further contamination has not occurred.

## DRY PRODUCT DISPLAYS

Food must be stored in an appropriate environment and protected from

contamination to maintain the safety and suitability of the food. Dry products include any packaged food and grocery item that does not require refrigerated storage.

### Hazard controls / monitoring

- Store unpackaged products for tasting in clean, covered food grade containers or adequately reseal the package.
- Look for signs of pest infestation where dry products are stored, for example: droppings, eggs, webs, feathers and odours.
- Check that your dry storage area is clean.
- Check that you use the oldest stock first and that it is still within 'best before' or 'use by' dates.
- Check that packaging is not damaged.
- Check that chemicals such as cleaning products are stored away from food.
- Check that all food is stored off the floor.
- Store food in accordance with manufacturer's specifications.

### Corrective Actions

- Discard any opened packs including ones used for tasting, and wash with detergent and sanitise all utensils and containers at the end of each day.
- Discard food that has signs of pest infestation (for example droppings, eggs, webs or odours) into an exterior dump master / bin and report this to the Metcash Food Safety Manager.
- Discard contaminated food or food that has been identified as unsafe or unsuitable.
- Discard food with damaged packaging.
- If there are signs of pest infestation contact the Food Safety Manager immediately.
- Thoroughly clean the dry storage area if unclean.

## REFRIGERATED & FROZEN STORAGE

Potentially hazardous foods must be stored at a temperature that minimises the opportunity for pathogenic bacteria to grow. Food left at temperatures of between 5°C and 60°C can

allow a single bacterium to multiply to more than two million after seven hours.

### Hazard controls/monitoring

- Store all Potentially Hazardous Foods in cold storage areas under temperature control.
- Perishable food must be stored at the display site and temperature recorded at not warmer than 5°C or frozen hard and not warmer than -15°C.
- Check and record the temperature of food stored inside the refrigerator using a calibrated thermometer at least twice per day. Refer to Food Safety Temperature Log Sheet.
- All foods need to be stored in clean (and covered) food grade containers or be wrapped in a protective covering, such as plastic.
- Make sure that the cold storage area is not overcrowded with food, as air will not be able to circulate and keep food cold.
- Make sure that raw food is separated from ready-to-eat food.
- Check that water and condensation from raw foods will not drip onto ready-to-eat food.
- Make sure food does not stay in refrigeration for periods of time that may render the food unsuitable.
- Identifying any date marking on the food will allow you to use the oldest stock first. This is called 'stock rotation'.
- Do not use food that is past its 'use by' date (this is illegal) and check food that is past its 'best before' date to ensure it is not damaged or deteriorated.

### Corrective Actions

- If cold storage equipment is operating above 5°C (PHF) or above -15°C (Frozen Food), adjust the temperature controls and recheck the temperature again within one hour.
- If cold storage equipment is found to be unable to keep food at the required temperatures, contact the Metcash Food Safety Manager immediately.

- Relocate potentially hazardous foods to alternate storage that is maintaining food not warmer than 5°C and/or -15°C within the first 2 hours of a failure.
- Use potentially hazardous foods that have been above 5°C for more than 2 hours but less than 4 hours.
- Throw away potentially hazardous food that has been above 5°C for more than four (4) hours.
- Throw away ready-to-eat food that has potentially been 'cross contaminated' by raw food.
- Throw away food that is past its 'use by' date or food that is damaged, deteriorated or perished.
- Throw away any contaminated foods.

### Special Note

When loading or unloading refrigeration, before, during and after the event, please ensure stock is kept out of refrigeration for **NO LONGER THAN 20 MINUTES**.

This is especially important for the safety of high-risk chilled foods, such as:

- Meat based foods – fresh meat, seafood, poultry, smallgoods etc.
- Liquid/soft dairy – yoghurts, creams, soft cheeses etc.
- Processed/critical produce – mushrooms, sprouts, salad mixes, sliced/diced produce items.
- Frozen ice cream/sorbet/yoghurt products and similar items.

## FOOD PREPARATION

Raw food contains bacteria right from the start, so it's important to follow the steps listed on



the next page to help prevent food-borne illness. Preparation means preparing food for cooking, packaging, reheating, serving or sale.

### Hazard controls/monitoring

- Management to ensure that people who prepare food have appropriate skills and knowledge for each food preparation task.
- Check that food preparation surfaces, equipment and utensils are cleaned and sanitised before you use them.
- Always wear or change into clean clothes before preparing food.
- Wash your hands properly before touching food.
- Keep the time that potentially hazardous food is out of the refrigerator as short as possible (ideally less than 20 minutes), and return food to the refrigerator during any delay.
- Make sure that ready-to-eat food is kept separate from raw ingredients during preparation.
- If possible, use separate utensils and cutting boards when preparing raw food and ready-to-eat food (these may be colour coded for easy recognition). Alternatively, prepare ready-to-eat food and raw food separately, and wash, sanitise and thoroughly dry cutting boards and utensils between uses.
- Wash fruit and vegetables intended for immediate consumption.
- Wiping cloths should be replaced frequently (e.g. daily) and cleaned, rinsed and dried between uses.
- Throw away single use items after using.
- Make sure that cleaning chemicals are stored in a designated area and are kept in properly sealed and labelled containers, well-separated from (and not stored above) any food storage or display.

### Corrective actions

- Throw away any food contaminated by dirty equipment.
- Throw away food where there is any chance that contamination or cross contamination has occurred.
- Advise food handlers that have been found to be mishandling food.
- Use/consume foods that have been between 5°C and 60°C for more than 2 hours but less than 4 hours.
- Throw away food that has been between 5°C and 60°C for more than four (4) hours.

## COOKING FOODS

### Hazards

- Potentially hazardous foods which are not fully cooked will not be safe to eat, as bacteria will not be killed.
- Food may be contaminated after the cooking process, for example: unclean equipment or utensils may add bacteria to the food.

**NOTE:** Each stand must have a calibrated probe thermometer to check potentially hazardous foods if you are going to be cooking these foods from raw, otherwise you will not be authorised to cook foods at the event.

### Hazard controls/monitoring

Soups, sauces, gravies and casseroles that use raw ingredients should be brought to a boil, which will prevent bacteria surviving the cooking process.

Use a probe thermometer to check that potentially hazardous food is thoroughly cooked. To achieve the microbiological safety of potentially hazardous foods through cooking, it is necessary to achieve an internal temperature of 75°C or above.

Check that potentially hazardous foods like rotating spits, rolled roasts and whole chickens reach the above internal temperature during cooking, and are then served at 60°C or above.

Always use clean sanitised equipment and utensils during cooking.

Using a probe thermometer, record a sample of these internal temperatures on a twice-daily basis.

Check that all team members know how to use a temperature measuring device and how and where to record temperatures (Food Safety Temperature Log Sheet).

### Corrective actions

- If the temperature in the centre of the potentially hazardous food does not reach at least 75°C, return the food to the cooker until the internal temperature is achieved.
- Check recipes and cooking times if the centre of the potentially hazardous food does not reach the required temperature and adjust as necessary.

## HOLDING HOT FOOD

Bacteria can grow in food that is reheated too slowly. Holding food at temperatures where bacteria can multiply can also cause a food-borne illness.

**NOTE:** Reheating previously cooked and cooled food rapidly to a temperature above 60°C will prevent bacteria that have survived the cooking process from growing. However, reheating to 70°C for at least 2 minutes should kill any food poisoning bacteria.

### Hazard controls/monitoring

- Stir or turn potentially hazardous food when hot holding so that the heat is evenly dispersed throughout the food.
- Always use clean, sanitised equipment and utensils to handle heated food.
- Always use a clean utensil for tasting, and never reuse.
- Hot holding equipment such as bains-marie must never be used to reheat food. Food must be heated to above 60°C before being placed in the bain-marie.

- Ensure the hot holding equipment is clean and pre-heated before use.
- Use a temperature setting on hot holding equipment that keeps the food at or above 60°C.
- Do not overload hot holding equipment.
- When re-stocking potentially hazardous food in hot holding equipment, never add new batches of food to old batches of food; discard the old batch and replace with new batch.
- Hot holding equipment must protect the food from contamination from foreign objects.
- Using a clean, sanitised, calibrated probe thermometer, check that the temperature of food being hot held is being maintained at 60°C or above.
- Food should not be piled above the level of the trays or be held in plates above the trays.
- Check your cleaning record to ensure that hot holding equipment is kept clean ([Cleaning and Sanitising](#)).
- Foods served or displayed are not to be cooled once they have been cooked or heated.
- No hot food is to be re-heated or reserved.

### Corrective actions

- Throw away potentially hazardous food if the temperature at the centre has not reached 60°C in two hours or less.
- Use immediately any potentially hazardous food that has been held between 5°C and 60°C for more than two hours but less than 4 hours, otherwise discard the food.
- If hot holding equipment cannot maintain food temperature above 60°C, contact the Food Safety Manager immediately.
- Discard any potentially contaminated food.

## SERVING, SELF-SERVICE AND DISPLAYING FOOD

Serving food safely relies on the service personnel to practice good personal hygiene and handling food safely, which includes avoiding cross contamination. In regard to self-service areas, team members will need to monitor the way customers use the self-service equipment to check that food is not being contaminated.

### Hazard controls / monitoring

- Serve food as quickly as possible after preparation.
- Don't prepare food too far in advance of serving.
- Management are to ensure that people who serve food or supervise self-service food displays have appropriate skills and knowledge for the tasks that they do.
- Management are to ensure that if team members serving food are using gloves that they understand how to use gloves safely ([Personal Hygiene and Health of Food Handlers](#)).
- Provide separate clean, sanitised utensils for each food on display, or provide other methods of dispensing food that minimise the likelihood of food becoming contaminated.
- Throw away single use items after using them, including straws, plastic cutlery, paper towels, cups and plates.
- Management are to ensure that protective barriers (for example, sneeze-guards) are installed to protect food in display cabinets.
- When serving food and sampling please ensure a protective barrier covers the food at all times that the product is not being served.
- Refresh food displays with completely fresh batches of food. Never mix old food with fresh batches.



- Use a clean and sanitised probe thermometer to check the temperature of potentially hazardous food on display. (You do not need to check the temperature of every dish, just a representative sample.)
- Hot food must be held at 60°C or above.
- Cold foods must be held at 5°C or below.
- Frozen food must be held frozen hard (not partially thawed) or as the manufacturer specifies.
- All displays must be merchandised to ensure all products in refrigerated / freezer / hot display cabinets are kept within the load lines. This is to ensure products remain below the required cold temperatures and above the required hot holding temperatures.
- Discard any self-serve food and any hot food from serviced displays left over at the end of each day.
- Dispose of any unpackaged food, intended to be served, that has been contaminated by dripping condensate, and notify the Metcash Food Safety Manager of the poor performing refrigeration.
- Management to ensure that menus highlight allergenic ingredients in dishes if not apparent from the name of the dish, and advise team members so they may be able to assist customers with queries.

### Corrective actions

- Potentially hazardous cold food (Hot food must not be returned to refrigeration) that has been kept between 5°C and 60°C for less than two hours (cumulative time) must be refrigerated or used immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than two hours (cumulative time) but less than four hours must be used / consumed immediately.
- Potentially hazardous food that has been kept between 5°C and 60°C for longer than four hours (cumulative time) must be thrown out.

- Throw away any food you suspect may be contaminated.
- Replace soiled serving utensils with clean ones if there has been any possibility of misuse.



### Special Note

When serving food out of hot/cold storage, please limit this activity to **NO LONGER THAN 20 MINUTES.**

This is especially important for the safety of high risk chilled foods such as:

- Meat based foods – fresh meat, seafood, poultry, smallgoods etc.
- Liquid/soft dairy – yoghurts, creams, soft cheeses etc.
- Processed/Critical Produce – mushrooms, sprouts, salad mixes, sliced/diced produce items.
- Frozen ice cream/sorbet/yoghurt products and similar items.

### CLEANING AND SANITISING

Every stand needs to be maintained in clean and good working order.

Every stand where food is being prepared/cooked/served must have food grade sanitiser available.

Food businesses must maintain their stand to a high standard of cleanliness, so there is no build-up of rubbish, recycling material, food-waste, dirt or grease.

Food utensils, eating and drinking utensils and other food contact equipment must be in a clean and sanitary condition before each use.

Unclean equipment used in food preparation can be the cause of food poisoning for your customers.

## HOW TO CLEAN

There are six steps to cleaning:

1. Pre-clean – scrape, wipe or sweep away food scraps and rinse with water.
2. Wash – use hot water and detergent to take off any grease and dirt. Soak if needed.
3. Rinse – rinse off any loose dirt or detergent foam.
4. Sanitise – use a food grade sanitiser to kill any remaining germs.
5. Final rinse – wash off sanitiser. (Read sanitiser's instructions to see if you need to do this, some sanitisers are required to air dry without rinsing.)
6. Dry – allow to air dry.
  - The above steps apply when cleaning is done by hand or in a dishwasher. In addition, any tea towels used for drying should be sent for laundering or discarded after each task.
  - If equipment is being used with potentially hazardous food, it is recommended that it be cleaned and sanitised every four hours.
  - The food contact surfaces of an appliance used to prepare or process foods, particularly potentially hazardous foods, should be cleaned between batches or lots, to avoid the risk of contamination being transferred to each batch.

When planning your cleaning and sanitising, remember the following points:

- Start at the back and work towards the front.
- Start high and work your way down.
- Single use paper towels are better than cloths. If you use cloths, they should be washed in hot water and detergent and dried after every use.

- Use the right size brush for each task.
- Use food grade detergents and sanitisers suitable for use on food preparation areas and equipment.
- Clean as you go.
- Keep cleaning chemicals away from food storage areas.
- Air-dry equipment or use clean tea towels where this is not possible.
- Educate team members on correct cleaning and sanitising procedures; re-educate team members if required.
- Make sure there are containers for garbage and recycled matter.

## PERSONAL HYGIENE AND HEALTH OF FOOD HANDLERS

All event employees who directly engage in the handling of food, or who handle surfaces likely to come into contact with food, are considered 'food handlers'. Food handlers must comply with the health and hygiene requirements in Food Safety Standard 3.2.2.

### Stand Event Manager Responsibilities

- Inform team members of their health and hygiene responsibilities.
- Train team members on how to correctly follow the food safety program, if there is one in place, and how to complete records.
- Train team members on how to correctly use temperature-measuring devices.
- Train team members on how to carry out cleaning duties efficiently and effectively, including the use of sanitisers.
- Ensure that team members have suitable protective clothing for food handling.



- Ensure there are facilities for team members to store personal belongings away from food preparation areas.
- Ensure team members who are ill do not handle or contaminate food.
- Ensure that visitors and delivery people can only gain access to the food premises if they wear clean clothing and do not touch food or do anything that may cause food to be contaminated.

### Food Handler Responsibilities and Health

- All food handlers must handle food as safely as possible.
- If there is a food safety program developed, food handlers should be committed to following it.
- Food handlers should complete records associated with the Food Safety Program.
- Food handlers must notify the manager/business owner/supervisor if they suspect any food may be unsafe for use.
- Food handlers must advise the manager/business owner/supervisor if they are suffering (or have symptoms that indicate that they might be suffering) from a food-borne illness. Symptoms include diarrhoea, vomiting, sore throat and fever or jaundice.
- Food handlers should seek treatment for infected skin sores, boils, acne, cuts and abrasions, and report conditions if likely to cause contamination.
- Any open sores must be covered with a waterproof (preferably coloured) dressing.

- A food handler who has been specifically excluded from work because they are suffering from or are a carrier of a food-borne illness should seek medical advice before returning to work.
- A food handler who has had symptoms that may indicate the illness could be food-borne should not return to work until 24 hours after the symptoms have ceased.

### Food Handlers Personal Hygiene

Food Safety Standard 3.2.2 requires that the personal hygiene practices of food handlers must be of a level that minimises the contamination of food.

Smoking is not permitted in the food preparation area.

Do not eat any food in the food preparation area or while preparing any food.

It is recommended to:

- Ensure that long hair is tied back (at a minimum) and that suitable coverings to prevent hair getting into the food are worn (e.g. hats, hair coverings or nets, beard restraints or other coverings).
- Keep fingernails short, clean and free from nail polish, and do not wear artificial fingernails.
- Alternatively, a food handler could use gloves while handling food or surfaces likely to come into contact with food. If used, gloves should be changed between tasks or if they become damaged.
- Ensure that outer clothing (e.g. uniform) is of a level of cleanliness that is appropriate for the level of food handling that is being conducted.
- Loose buttons and other articles from clothing may contaminate food.
- Uniforms should be removed if visiting non-food areas (e.g. toilets, leaving the premises).
- Avoid touching nose, mouth, hair and skin during food preparation.

- Use disposable tissues to blow noses.
- Keep the wearing of jewellery to a minimum, for example, a plain wedding band.
- Food handlers are to wear suitable protective clothing while preparing and handling food.
- All cuts or sores must be cleaned and covered with a waterproof, brightly coloured (blue) dressing.
- Follow the Hand Hygiene Policy.

### Hand Hygiene Policy

- Hands are to be washed in a hand basin.
- Use warm running water and lather soap on hands.
- Wash palms, fingers, thumbs, nails and wrists (use nailbrush if necessary).
- Rinse under warm water.
- Dry completely.

### Team members must wash hands

#### BEFORE:

1. Starting or re-commencing food handling (such as starting a shift or returning from a break).
2. Handling cooked foods.
3. Wearing disposable gloves.

### Team members must wash their hands and/or change gloves AFTER:

1. Attending the toilet.
2. Handling raw ingredients and cooked food.
3. Eating or drinking.
4. Touching pimples, sores, or hair.
5. Returning from a smoking break.
6. Coughing, sneezing or using a disposable tissue.
7. Handling waste for disposal.

### 8. Handling animals.



### Hand washing Stations

Hand wash stations are valuable tools in preventing the spread of bacterial infections such as E. coli. During the Expo, people participate in many activities and events that mix food with high risk activities. Adequate and frequent hand washing is the best known method for reducing the risk of disease.

At Expo we will have adequate hand wash stations in high-risk areas which will enhance the safety of event. The stations will be located in highly visible areas and signs will be posted to inform people of their existence.

All hand washing stations will be equipped with soap, warm water and paper towels.

The hand wash stations must not be used for any other purpose and must not be obstructed from use.

If soap, paper towel or water is not supplied at these stations at any time, please alert GCCEC staff.

### TEMPERATURE CONTROL

Monitoring temperatures is necessary to ensure that the food you sell or sample is safe.

If your stand stores, prepares, cooks or sells potentially hazardous foods – meat, seafood, eggs, dairy products and smallgoods, or foods which contain these foods, like sandwiches, quiches and prepared salads –

**then you must have a thermometer so you can measure the temperature of these foods.**

Keep thermometers at your stand so team members can use them. If you have several stands, you will need at least one thermometer at each of these stands.

Record the calibration of the hand probes or IR guns and how the calibrations are done.

All temperature equipment calibrated must be accurate to  $\pm 1^{\circ}\text{C}$ .

IR guns should not be used for core temperatures of roasts etc. – probes only!

### Time, Temperature and Food Safety

- Bacteria in food can grow to large numbers under certain conditions.
- Potentially hazardous food held at a temperature of between  $5^{\circ}\text{C}$  and  $60^{\circ}\text{C}$  can allow pathogenic (disease-causing) bacteria to grow.

### WASTE DISPOSAL

A food business must maintain the food premises to a standard of cleanliness where there is no accumulation of garbage, except in garbage containers; recycled matter, except in containers; food waste; dirt; grease; or other visible matter.

Waste food must be separated from other foods so that it cannot be used for human consumption. Waste food can include:

- Food which has been left over by a customer.
- Food which may have been contaminated and unsafe to consume.
- Food that may be contaminated by pests, dirt and dust.
- Food that may be contaminated by chemicals.
- Food that has been outside temperature control and recalled food.

- Food which is past its 'use by' date.



An adequate number of garbage bins should be provided for the food preparation area, emptied and cleaned daily.

External garbage bins should be positioned outside of the food preparation area and be located in a designated area that is away from entry and exit points to the food preparation area.

They should be pest-proof with close fitting lids and should be cleansed regularly (for example, once a week) as part of the cleaning schedule. Arrangements should be made for regular collection of garbage from the premises.

**FOOD SAFETY CHECKLIST**

**RECORDING MATERIAL**

- Temperature log sheets
- Thermometers
- Calibration record

**CLEANING**

- Cleaning solution
- Cleaning/sanitising wipes
- Detergent
- Hand sanitiser
- Paper towels
- Rubbish bin
- Rubbish bin liners
- Surface sanitiser
- Washing up gloves
- Hand washing station
- Washing station – utensils

**PREPARING FOOD**

- Head protection – hairnets, caps
- Plastic chopping boards (may be coloured)
- Food tongs
- Food grade gloves for serving food

**SERVING FOOD**

- Single serve utensils
- Cloche (food cover)
- Napkins/serviettes
- Toothpicks

- Food grade gloves for serving food
- Squeeze bottles of sauce or condiments
- Single serve sealed packs

**FIRST AID**

- First-aid kit
- Band-Aids (Blue)

**MISC**

- Sunglasses (if outside)
- Sunscreen (if outside)
- Hat (if outside)
- Drinking water for team members (unbreakable containers)
- Fire extinguisher/fire blanket

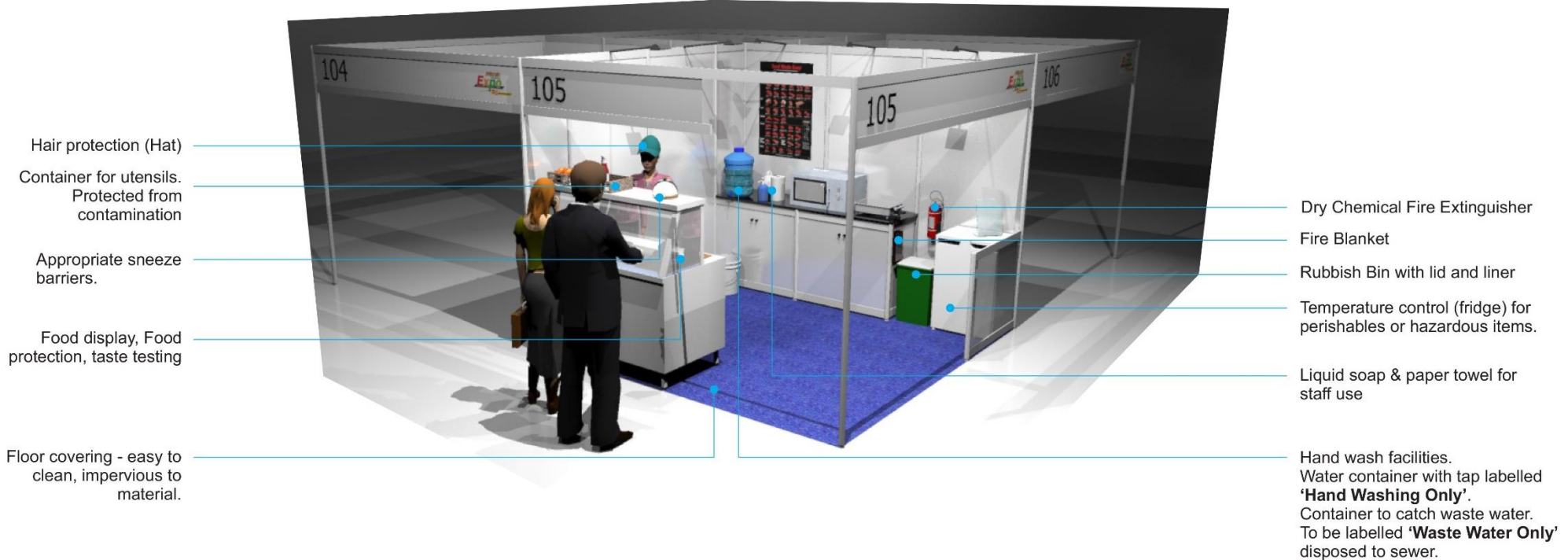
**YOUR OWN REMINDER LIST**

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FOOD SAFETY TEMPERATURE LOG SHEET – METCASH FOOD EXPO

CHECKS	REQ	SAT	SAT	SUN	SUN	MON	MON	TUES	TUES
		11:00AM	3:00PM	11:00AM	3:00PM	11:00AM	3:00PM	9:00AM	2:00PM
Foods stored off floor in sealed containers	Confirm twice daily (please tick as checked or N/A)								
No contamination source or risk									
Correct hand washing & hygienic practices									
Prep. team members using disposable hairnets or caps									
Prep. team members using disposable aprons									
Utensils (tongs etc.) are clean, sanitised or disposable									
Food prep. areas are cleaned & sanitised									
Rubbish bins empty/not full									
Calibrated thermometer being used									
Refrigerated cabinet temperature #1		Not warmer than 5°C (Product Temp.)							
Refrigerated cabinet temperature #2									
Refrigerated cabinet temperature #3									
Freezer cabinet temperature #1	Not warmer than -15°C (Product Temp.)								
Freezer cabinet temperature #2									
Freezer cabinet temperature #3									
Hot foods cooking temperatures (except bakery)	Above 75°C								
Bain-marie temperature (product temperatures)	Above 60°C								
Checks sign-off	Initial								

MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD SERVING BOOTH





MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD SERVING STAND

