

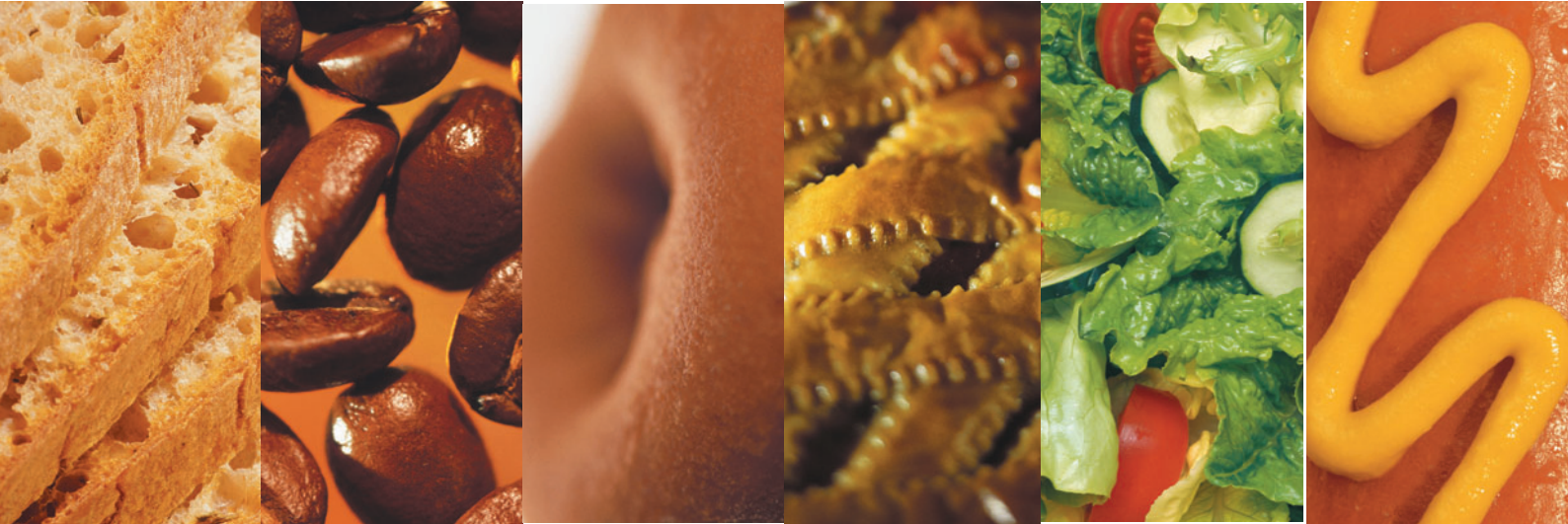
# Food Safety Program Template Food Events

Victoria's Safe Food System

Các Bảng Mẫu Chương Trình An Toàn Thực Phẩm

Các Sự Kiện Thực Phẩm

Hệ Thống Thực Phẩm An Toàn của Victoria



© 2007 Copyright State of Victoria.

Published by:

Public Health Group, Victorian Government  
Department of Human Services.

1410302

This publication is available at the Internet address:  
[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

## Introduction

In May 2001, the Food Act was amended to include compulsory Food Safety Programs (FSPs) for all registered food businesses and other organisations preparing and selling food. This includes all events held by voluntary groups and community organisations.

An “Event” is defined as:

- Being held no more than once in any given month and less than 12 times per year
- Operating for no more than 1 day at a time (doesn’t operate on consecutive days)
- Having no storage of food on the site of the event between days of operation

Any food business that does not meet the above criteria is not considered to be an event and should not use the DHS Events Template to develop a Food Safety Program.

**NB:** Canteens or barbecues operating every time there is a home game for a sporting club are not considered to be an event.

If the event being held fits the definition of ‘Event’ above, a Food Safety Supervisor (FSS) with formal qualifications is **not** required. However, it is required there be an Event Coordinator.

It is intended that the Events Food Safety Program Template will assist voluntary associations, community groups or clubs intending to hold an event where food is sold.

A customised Food Safety Program (FSP) is developed using the Events Food Safety Program Template through the determination of which food preparation and handling processes will be required at the event.

The FSP produced will ensure:

- Food is prepared and handled in clean and hygienic conditions;
- Food at the event is safe – the food being free from various types of contamination;
- Food handlers are aware of appropriate food safety practices.

All instructions in the resulting FSP must be followed from the preparation of the food for the event through to the point of consumption or sale. Food handlers participating in the event must have all the relevant information from this template communicated to them by the Event Co-ordinator. Many pages of the FSP are to be photocopied and given to food handlers to remind them of the importance of safe food handling.

Where there are many businesses participating in the event, the Event Co-ordinator must ensure they are all following the instructions in the Event FSP. Where a participating business has their own FSP, and doesn’t wish to follow the Event FSP, the Event Co-ordinator must ensure their FSP covers off-site events. If it doesn’t, the Events FSP will have to be used

## PHẦN GIỚI THIỆU

Vào tháng 5 năm 2001, Đạo Luật Thực Phẩm (Food Act) được tu chính, theo đó tất cả các doanh nghiệp thực phẩm cùng các tổ chức chuẩn bị và bán thực phẩm có đăng ký bắt buộc phải áp dụng các Chương Trình An Toàn Thực Phẩm (Food Safety Program – FSP), kể cả mọi sự kiện do các nhóm thiện nguyện và tổ chức cộng đồng tổ chức.

“Sự Kiện” được định nghĩa như:

- Không được tổ chức nhiều hơn một lần trong bất kỳ tháng nào trong năm và ít hơn 12 lần một năm
- Mỗi lần thực hiện không kéo dài quá một ngày (không tổ chức liên tiếp nhiều ngày liền)
- Không cất chứa thực phẩm tại nơi tổ chức sự kiện giữa những ngày hoạt động

Bất kỳ công việc kinh doanh thực phẩm nào không đạt những tiêu chuẩn trên sẽ không được coi là một sự kiện và do đó không nên dùng Mẫu Sự Kiện DHS (DHS Events Template) để phát triển Chương Trình An Toàn Thực Phẩm.

**LƯU Ý:** Các căng tin hoặc các buổi thịt nướng do các câu lạc bộ thể thao tổ chức mỗi khi thi đấu ở sân nhà không được xem là một sự kiện.

Nếu sự kiện được tổ chức phù hợp với định nghĩa “Sự Kiện” nêu trên thì không cần phải có sự hiện diện của một Giám Sát Viên An Toàn Thực Phẩm (Food Safety Supervisor - FSS) có bằng cấp chính thức. Tuy nhiên, sự kiện vẫn cần có sự hiện diện của một Nhân Viên Điều Phối Sự Kiện (Event Coordinator).

Mục đích của Mẫu Chương Trình An Toàn Thực Phẩm Sự Kiện (Events Food Safety Program Template) là nhằm trợ giúp các hội đoàn thiện nguyện, các nhóm cộng đồng và câu lạc bộ có ý định tổ chức các sự kiện có liên quan đến việc bán thực phẩm.

Một Chương Trình An Toàn Thực Phẩm (FSP) riêng biệt được phát triển dựa trên Mẫu Chương Trình An Toàn Thực Phẩm Sự Kiện thông qua việc xác định những quy trình chuẩn bị và xử lý thực phẩm cần cho sự kiện.

Chương trình FSP được phát triển sẽ bảo đảm:

- Thực phẩm được chuẩn bị và xử lý trong những điều kiện sạch sẽ và hợp vệ sinh;
- Thực phẩm tại nơi tổ chức sự kiện được an toàn - thực phẩm không bị vương phải các loại ô nhiễm;
- Những người xử lý thực phẩm có sự nhận thức đúng đắn về những thông lệ an toàn thực phẩm phù hợp.

Tất cả những hướng dẫn được phát triển trong chương trình FSP phải luôn được tuân thủ từ giai đoạn chuẩn bị thực phẩm cho sự kiện cho đến thời điểm tiêu thụ hay bán sản phẩm. Người xử lý thực phẩm tham gia trong sự kiện phải được Điều Hợp Viên Sự Kiện cho biết tất cả những thông tin có trong chương trình FSP này. Rất nhiều trang trong chương trình FSP có thể được sao chụp và đưa cho người xử lý thực phẩm để nhắc nhở họ về tầm quan trọng của việc xử lý thực phẩm an toàn.

Trong trường hợp có nhiều doanh nghiệp tham gia sự kiện, Điều Hợp Viên Sự Kiện có nhiệm vụ bảo đảm những doanh nghiệp này tuân thủ những hướng dẫn trong chương trình FSP Sự Kiện. Nếu doanh nghiệp tham dự có chương trình FSP của riêng họ và không muốn sử dụng chương trình FSP Sự Kiện, Điều Hợp Viên Sự Kiện phải đoan chắc chương trình FSP này bao gồm những sự kiện ngoài cơ sở kinh doanh của họ. Nếu không, doanh nghiệp phải sử dụng chương trình FSP Sự Kiện.

If events of the same format are held regularly – Sausage sizzles every few weeks, for example – one of the two other templates available from the Department of Human Services may be preferable – the ‘Food Safety Program Template for Retail and Food Service Businesses’, or ‘Foodsmart’ which is available on the internet (<http://www.foodsmart.vic.gov.au>). These templates can be used to create a Food Safety Program suitable to your needs and that is only submitted once to cover all of your events.

**This is a registered Food Safety Program Template (No.4) with the Department of Human Services.**

**This is Edition 2. This edition of the template was created in 2003.**

**This template will be reviewed and re-registered annually. Check that you are using the current edition of the template.**

Nếu các sự kiện có cùng một dạng thức được tổ chức thường xuyên, ví dụ: xúc-xích nướng vài tuần một lần – thì nên sử dụng một trong hai mẫu FSP khác của Bộ Dịch Vụ Nhân Sinh (Department of Human Services) tên ‘Food Safety Program Template for Retail and Food Service Businesses’ (Mẫu Chương Trình An Toàn Thực Phẩm dành cho Các Doanh Nghiệp Bán Lẻ & Dịch Vụ Thực Phẩm), hoặc mẫu ‘Foodsmart’. Hai mẫu FSP này có sẵn trên mạng internet (<http://www.foodsmart.vic.gov.au>) và có thể được dùng để phát triển một Chương Trình An Toàn Thực Phẩm thích hợp cho nhu cầu của mình và chỉ cần đệ trình một lần để bao gồm mọi sự kiện.

**Đây là Mẫu Chương Trình An Toàn Thực Phẩm (số 4) đã đăng ký với Bộ Dịch Vụ Nhân Sinh.**

**Đây là Ấn Bản 2 và được thực hiện năm 2003.**

**Mẫu này sẽ được duyệt xét và tái đăng ký mỗi năm.**

**Xin kiểm tra để bảo đảm quý vị đang sử dụng mẫu FSP hiện hành.**

## How do I use this book?

1. Photocopy this entire document.
2. Choose someone to be your Event Coordinator (see page 1).
3. Go to the Event Details page (page 2) and fill in the table.
4. Answer all the questions on page 3. (*What Happens at Your Event?*) Where you answer 'Yes' to a question, you'll need to use the section(s) shown. For example, if you answered 'Yes' to 'Do you store, display or serve food at room temperature?', you should use Section C, Section H and Section I.

By putting together the sections applying to your event, with the lists and event details page, you have completed your Food Safety Program. You should then photocopy your Food Safety Program and submit it to your Local Council. Check with your Local Council to see what parts of this document need to be lodged with them. Some Councils may only require a copy of the first and last few pages of your Food Safety Program.

If you have already submitted your Food Safety Program, you will need to review your FSP and advise your local council Environmental Health Officer of any changes should any of the following occur prior to the event:

- Structural alterations to food preparation areas;
- Additional equipment for food preparation is obtained;
- Changes to the types of food or food operations of the organisation; or
- There's a change in the Event Coordinator.

## How Do I Use Our Event Food Safety Program?

1. Photocopy and distribute all relevant information to people working at the event.
2. Complete the Food Providers List.
3. Complete Part 1 of the Event Checklist just before the Event.
4. During the Event, complete Part 2 of the Event Checklist.
5. During your event, your Food Safety Program and records should be available to your local council's Environmental Health Officer.

## If You Need Help with Your Food Safety Program

- Contact the Environmental Health Officer at your local council.
- Call the Template Assistance Hotline on 1300 888 498.
- Visit the Food Safety Victoria Web site [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

There is also a video pack, *Food Safety Guidelines for Community Events*, which is available in local libraries or from your local Council. It is a useful tool to help train food handlers for your event and is available in a number of different languages. Contact your Environmental Health Officer for assistance

## Tôi sử dụng sách này ra sao?

1. Sao chụp lại toàn bộ tài liệu này.
2. Chọn một người cho phần Điều Hợp Viên Sự Kiện (xem trang 1).
3. Đến trang Chi Tiết Sự Kiện (trang 2) và điền chi tiết vào bảng.
4. Trả lời tất cả mọi câu hỏi trong trang 3. (**Điều Gì Xảy Ra ở Sự Kiện của Quý Vị?**) Nếu trả lời 'Có' ('Yes') cho một câu hỏi, quý vị sẽ sử dụng những phần được trình bày. Ví dụ: Nếu trả lời 'Có' cho câu hỏi 'Quý vị có chứa, trưng bày hoặc phục vụ thực phẩm ở nhiệt độ bình thường không?', quý vị nên sử dụng Phần C, H và I.

Quý vị hoàn tất Chương Trình An Toàn Thực Phẩm bằng cách tập hợp những phần được áp dụng cho sự kiện của mình với những danh sách và trang chi tiết sự kiện. Sau đó sao lại bản FSP này và đệ trình cho Hội Đồng Thành Phố địa phương. Hãy kiểm tra với Hội Đồng Thành Phố để biết những phần nào của tài liệu này cần phải nộp. Một số Hội Đồng Thành Phố chỉ yêu cầu nộp bản sao của trang đầu và một số trang cuối của chương trình FSP.

Một khi đã đệ nạp Chương Trình An Toàn Thực Phẩm của mình, quý vị chỉ cần duyệt xét lại chương trình FSP và thông báo cho Nhân Viên Y Tế Môi Trường (Environment Health Officer) của hội đồng thành phố địa phương nếu, trước khi tổ chức sự kiện, có bất kỳ sự thay đổi nào dưới đây:

- Thay đổi cấu trúc khu vực chuẩn bị thực phẩm;
- Bổ sung thêm thiết bị cho việc chuẩn bị thực phẩm;
- Có sự thay đổi loại thực phẩm hoặc các hoạt động thực phẩm của tổ chức; hoặc
- Có sự thay đổi Điều Hợp Viên Sự Kiện.

## Tôi Sử Dụng Chương Trình An Toàn Thực Phẩm Sự kiện Như Thế Nào?

1. Sao lại và phân phát mọi thông tin liên hệ cho những người làm việc tại sự kiện.
2. Hoàn tất Danh Sách Những Nhà Cung Cấp Thực Phẩm.
3. Hoàn tất Phần 1 của Danh Sách Kiểm Tra Sự Kiện (Event Checklist) ngay trước khi tổ chức sự kiện.
4. Trong lúc thực hiện sự kiện, hoàn tất Phần 2 của Danh Sách Kiểm Tra Sự Kiện.
5. Trong lúc sự kiện diễn ra, chương trình FSP và những dữ liệu ghi nhận phải có sẵn để có thể cung cấp ngay cho Nhân Viên Y Tế Môi Trường.

## Nếu Quý Vị Cần Giúp Đỡ về Chương Trình An Toàn Thực Phẩm

- Liên lạc với Nhân Viên Y Tế Môi Trường ở hội đồng thành phố địa phương.
- Gọi cho Đường Dây Trợ Giúp Mẫu FSP Thường Trực số 1300 888 498
- Ghé vào khu mạng [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety) của tổ chức An Toàn Thực Phẩm Victoria

Ngoài ra còn có một bộ băng video *Hướng Dẫn An Toàn Thực Phẩm cho Các Sự Kiện Cộng Đồng (Food Safety Guidelines for Community Events)* mà quý vị có thể mượn tại các thư viện địa phương hoặc Hội Đồng Thành Phố nơi cư ngụ. Đây là một tư liệu hữu dụng, được thực hiện bằng một số ngôn ngữ cộng đồng, giúp huấn luyện những người xử lý thực phẩm cho sự kiện của quý vị. Muốn được giúp đỡ, xin liên lạc Nhân Viên Y Tế Môi Trường.

The following areas of this template have been translated into the following languages.

Arabic  
Cambodian  
Chinese  
Thai  
Turkish  
Vietnamese,

### Introduction pages ( i to v )

#### Sections L Temperature Checking (p23)

#### Record: Food Providers List (p27)

#### Record : Events Checklist ( p29, 30)

#### High Risk Foods (p35)

Check the Public Health's food safety website for more food safety information in your language:  
[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

For further information about:

Preparing Food, Cooking Food, see Templates on the food safety website,  
[www.health.vic.gov.au/foodsafety/templates](http://www.health.vic.gov.au/foodsafety/templates)

You can also contact your local library and borrow a copy of Video on Food Safety at Food Festivals/ Events.

Your local council may also run information seminars on Food Safety before major community events; contact your councils health unit.

Ask council if there will be an interpreter available at these information sessions.

### Victorian Interpreter Card

The Victorian Interpreter Card is a wallet-sized card that aims to help Victorians with limited English access government services by:

- helping you request interpreter assistance
- making it easier for you to arrange for language assistance in the correct language.

<http://www.voma.vic.gov.au/web17/voma/dvcvoma.nsf/headingpagesdisplay/language+servicesvictorian+interpreter+card>

Những phần dưới đây trong mẫu Chương Trình An Toàn Thực Phẩm này đã được chuyển ngữ sang một số ngôn ngữ sau.

Ả Rập  
Khmer  
Hoa  
Thái  
Thổ Nhĩ Kỳ  
Việt Nam,

### Các trang Phần Giới Thiệu (i đến v)

#### Phần L Kiểm Tra Nhiệt Độ (trang 25)

#### Ghi Nhận: Danh Sách Nhà Cung Cấp Thực Phẩm (trang 28)

#### Ghi Nhận: Danh Sách Kiểm Tra Sự Kiện (trang 31, 32)

#### Vùng Nhiệt Độ Nguy Hiểm (trang 36)

Muốn biết thêm thông tin về an toàn thực phẩm bằng Việt Ngữ, xin xem trên khu mạng Y Tế Cộng Đồng, phần an toàn thực phẩm của Chính Phủ Tiểu Bang Victoria: [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

Muốn biết thêm chi tiết về Chuẩn Bị Thực Phẩm, Nấu Ăn, xin xem các Mẫu chương trình an toàn thực phẩm tại: [www.health.vic.gov.au/foodsafety/templates](http://www.health.vic.gov.au/foodsafety/templates)

Ngoài ra quý vị có thể liên hệ với thư viện địa phương để mượn băng video về An Toàn Thực Phẩm tại Các Lễ Hội/Sự Kiện Thực Phẩm (Food Safety at Food Festivals/ Events).

Hội đồng thành phố địa phương cũng có thể tổ chức các buổi hội thảo phổ biến thông tin về An Toàn Thực Phẩm trước khi có những sự kiện cộng đồng lớn; Xin liên lạc với phòng y tế của hội đồng thành phố để biết thêm chi tiết.

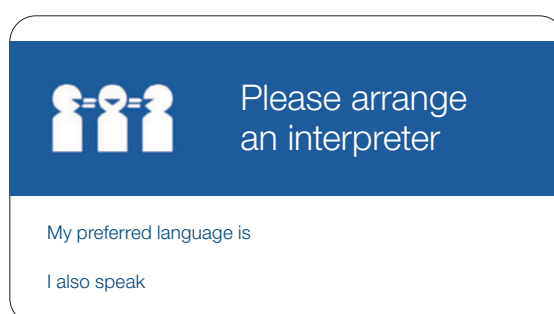
Quý vị có thể hỏi hội đồng thành phố xem những buổi phổ biến thông tin có sự hiện diện của thông dịch viên không.

### Thẻ Thông Dịch Victoria

Thẻ Thông Dịch Victoria (Victorian Interpreter Card) là thẻ cỡ nhỏ có thể để trong bóp và nhằm mục đích giúp những cư dân Victoria không thạo tiếng Anh có thể tiếp cận các dịch vụ của chính phủ bằng cách:

- giúp họ yêu cầu sự trợ giúp của thông dịch viên
- giúp việc thu xếp đúng ngôn ngữ cần được trợ giúp dễ dàng hơn.

<http://www.voma.vic.gov.au/web17/voma/dvcvoma.nsf/headingpagesdisplay/language+servicesvictorian+interpreter+card>



## Contents

Title	Action	Page No.
Event Coordinator	Retain this section	1
Event Details	Retain this section	2
What Happens at Your Event?	Answer all questions	3
Permanent Premises	Use Section A 1	4
Temporary Premises	Use Section A 2	5
Selling Food from Vehicles	Use Section A 3	7
Cleaning	Use Section B	8
Personal Hygiene	Use Section C	9
How Food Poisoning and Contamination Occurs	Use Section D	11
Preparing Food	Use Section E	13
Cooking, Heating and Cooling	Use Section F	15
Product Labelling and Packing	Use Section G	16
Food Storage	Use Section H	18
Displaying and Serving Food	Use Section I	19
Temperature Control	Use Section J	20
Transporting Food	Use Section K	22
Temperature Checking Kiểm Tra Nhiệt Độ (p.25)	Use Section L	23
Food Providers List Danh Sách Nhà Cung (p.28)	Fill in Record	27
Event Checklist Danh Sách Kiểm Tra Sự Kiện (p.31)	Complete and Retain	29
Checking the Accuracy of Thermometers (Calibration)	Read	34
High Risk Foods Các Loại Thực Phẩm Có Nguy Cơ Cao (p.36)	Photocopy and distribute	35

## Mục Lục

Tiêu Đề	Hành Động	Trang
<b>Điều Hợp Viên Sự Kiện</b>	<b>Lưu lại phần này</b>	<b>1</b>
<b>Chi Tiết Sự Kiện</b>	<b>Lưu lại phần này</b>	<b>2</b>
<b>Điều Gì Xảy Ra ở Sự Kiện của Quý Vị?</b>	<b>Trả lời mọi câu hỏi</b>	<b>3</b>
<b>Cơ Sở Cố Định</b>	<b>Dùng Phần A 1</b>	<b>4</b>
<b>Cơ Sở Tạm Thời</b>	<b>Dùng Phần A 2</b>	<b>5</b>
<b>Bán Thực Phẩm Trên Xe</b>	<b>Dùng Phần A 3</b>	<b>7</b>
<b>Dọn Dẹp</b>	<b>Dùng Phần B</b>	<b>8</b>
<b>Vệ Sinh Cá Nhân</b>	<b>Dùng Phần C</b>	<b>9</b>
<b>Ngộ Độc Thực Phẩm và Ô Nhiễm Xảy Ra Bằng Cách Nào?</b>	<b>Dùng Phần D</b>	<b>11</b>
<b>Chuẩn Bị Thực Phẩm</b>	<b>Dùng Phần E</b>	<b>13</b>
<b>Nấu, Hâm Nóng và Làm Nguội</b>	<b>Dùng Phần F</b>	<b>15</b>
<b>Dán Nhãn và Đóng hộp Sản Phẩm</b>	<b>Dùng Phần G</b>	<b>16</b>
<b>Cất Giữ Thực Phẩm</b>	<b>Dùng Phần H</b>	<b>18</b>
<b>Trưng Bày và Phục Vụ Thực Phẩm</b>	<b>Dùng Phần I</b>	<b>19</b>
<b>Kiểm Soát Nhiệt Độ</b>	<b>Dùng Phần J</b>	<b>20</b>
<b>Vận Chuyển Thực Phẩm</b>	<b>Dùng Phần K</b>	<b>22</b>
<b>Kiểm Tra Nhiệt Độ</b>	<b>Dùng Phần L</b>	<b>25 (*)</b>
<b>Danh Sách Nhà Cung Cấp Thực Phẩm</b>	<b>Điền vào Phiếu Ghi Nhận</b>	<b>28 (*)</b>
<b>Danh Sách Kiểm Tra Sự Kiện</b>	<b>Hoàn tất và lưu lại</b>	<b>31 (*)</b>
<b>Kiểm Tra Độ Chính Xác của Nhiệt Kế (Hiệu Chính)</b>	<b>Đọc</b>	<b>34</b>
<b>Các Loại Thực Phẩm Có Nguy Cơ Cao</b>	<b>Sao lại và phân phối</b>	<b>36 (*)</b>

\* Phần này được chuyển ngữ

## Event Coordinator

When your organisation holds an event where there will be food sold – for instance, a fête, sausage sizzle or cake stall – you will need to appoint an Event Coordinator.

It is the role of the Event Coordinator to ensure that all food handlers at the event, whether they are volunteers or paid workers, understand the relevant food safety and safe food handling practices for the tasks which they are to be carrying out. To communicate such information to all food handlers, the Event Coordinator will have to conduct training or group discussions about food safety before the event.

The Event Coordinator must be familiar with the following:

- The Food Safety Program for the event.
- Safe food handling practices.
- Personal hygiene – for instance, correct washing and drying of hands
- Efficient cleaning procedures.
- Safe food preparation.
- Correct storage and transportation of food.
- How to conduct temperature checks.
- Safe Food display.

The Event Coordinator must also:

- Train all food handlers participating in the event and supply them with the relevant information from the Food Safety Program. Food handlers must understand the importance of wearing gloves and washing hands, the 2/4 hour rule, waste disposal and other aspects of the FSP.
- Check that probe type thermometers (thermometers that penetrate to the core of the food) are calibrated before the event, to make sure they are working accurately.
- Make sure any businesses participating in the event follow the instructions given in the Events Food Safety Program, or use a module from their own FSP that covers off-site events.
- Ensure all volunteers work safely with food during the event.
- Complete the **Food Providers List** with the names and contact details of people supplying food, and the food they are supplying
- Complete the **Event Checklist** to help you to monitor the event from start to finish.
- Remove any recalled food from sale when a Food Recall is issued.

### What Do I Do with this Page?

Photocopy it and use it as part of your Food Safety Program.

## Event Details

Name of Organisation		
Type of event:		
Location:		
Date(s) of proposed event(s):		
Time the event begins and ends	Start:	End:
Event Coordinator's name:		
Event Coordinator's address:		
Event Coordinator's phone number:		
Event Coordinator's mobile number:		
Event Coordinator's email address:		
Name of Local Council:		
Number of volunteers:		
Name any volunteers who have completed formal Food Safety Training:		
Signed by Event Coordinator:		
Date submitted:		

## What Happens at Your Event?

Answer the following questions. If you answer 'Yes', then you must use the sections indicated. Put these together to make your Food Safety Program.

QUESTIONS	NO	YES	IF YES, THEN USE THESE SECTION(S)
<b>LOCATION:</b>			
Does your organisation have permanent premises for food preparation?			Section A Section B
Is the event to take place at temporary premises?			Section A2 Section B
Is food at the event served from a food vehicle?			Section A3 Section B
<b>FOOD PROVIDERS:</b>			
Do volunteers prepare food at home for the event?			Section B Section C Sections D to G Section K
Do you receive food donations from other sources?			Section D Section G Section L
Do you buy food from established food businesses for events?			Section D Section G Section L
<b>FOOD STORAGE (BEFORE OR AT THE EVENT):</b>			
Do you store, display or serve foods at room temperature?			Section C Section H Section I Section J
Do you store, display or serve cold foods?			Section C Section H Section I Section J Section L
Do you store or display frozen foods?			Section C Section H Section D Section L
<b>FOOD PREPARATION:</b>			
Do you thaw frozen food before further preparation?			Section E Section J
Are ready-to-eat foods (such as salads) prepared before, or at, the event?			Section E Section J
Is food cooked and cooled before being transported to the event?			Section F
Are potentially hazardous foods transported to the event?			Section K
<b>COOKING:</b>			
Is food cooked at the event?			Section C Section F Section L
Is hot food displayed at the event?			Section C Section I Section J Section L

## Section A 1

### Permanent Premises used for one off events

If your organisation has a permanent base (like a community hall with a kitchen) which is to be used for your event, to allow for safe food handling and correct food safety practices, the following must be available:

- Access to hot and cold water.
- A fridge and freezer (where applicable).
- Exhaust fans to keep the area free of smells and fumes.
- Hand washing facilities – ie. a basin, soap and paper towels.
- Sinks big enough to clean cooking equipment and utensils.
- Adequate bench space for food preparation.
- Uncluttered surfaces which are easy to keep clean.
- Cleaning equipment, detergents and sanitisers.
- An area to store food which is safe from pests such as mice, rats and insects.
- Barriers preventing pests like birds, animals and insects getting into the kitchen.
- Enough rubbish containers to collect and store all waste.

**Note:** After the event, all waste is to be removed from the venue.

### Pests

It is important to watch out for pest activity (For example, droppings, webs, feathers, smells), to take appropriate action to eliminate the pest and to discard any damaged or contaminated food.

If you want more information about permanent food premises, ask your local Environmental Health Officer, or get a copy of the FSANZ Food Safety Standards. Check the FSANZ Web site: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

### What Do I Do with this Page?

If you answered 'Yes' to the question:

- Does your organisation have permanent premises for food preparation?  
photocopy this page and use it as part of your Food Safety Program.

## Section A 2

### Temporary Premises set up for one off events

If your event is to be held away from a permanent kitchen, at a premise set up purely for the event itself – you may be operating a sausage sizzle or a food stall, for example – special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

When setting up a Temporary Premises for an event, the Event Coordinator needs to ensure the following:

- A Temporary Food Premises Permit is organised through the Local Council of where the event is to be held.
- Benches or tables have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal.
- Hand washing facilities are near the temporary premises with water, a basin, soap and paper towels. (Make your own hand washing facilities if there's nothing near the stall. A water supply can be set up using drums with taps from a camping store).
- A place to wash up cooking equipment, dishes and utensils is available. You may have to make your own if there's nothing near the temporary premises.
- Methods of disposing water from cooking, cleaning and hand washing are available. Don't just tip waste water onto the ground or down the drain.
- A fridge is available to keep cold food cold and a freezer to keep frozen food frozen (if necessary). If you plan to hire a portable cool room, get one with a calibrated thermometer so you can check temperatures.
- Where using a fridge is not possible, containers full of ice can be used to ensure food remains under 5°C.
- Enough rubbish containers are available to collect and store all waste away from food.

**Note:** After the event, all waste is to be removed from the venue.

### Cleaning at Temporary Food Stalls

If there's no sink near the temporary premises, you'll have to provide your own temporary facilities.

Utensil washing facilities must include:

- A drum with taps filled with clean water, plus a water heater (such as an urn).
- A bucket or trough to collect dirty water.
- Detergent, sanitiser and disposable paper towels.

Also ensure the following:

- Wash utensils/dishes as soon as possible in hot soapy water and rinse thoroughly before and between uses.
- Put waste water from washing up into the sewers via a toilet. Do not tip down the drain.
- When you finish for the day, clean and sanitise all utensils and equipment before storing them.

## Pests

It is important to watch out for pest activity (For example, droppings, webs, feathers, smells) and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information about permanent food premises, ask your local Environmental Health Officer, or get a copy of the FSANZ Food Safety Standards. Check the FSANZ Web site: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## What Do I Do with this Page?

If you answered 'Yes' to the question:

- Is the event to take place at a temporary premises?  
photocopy this page and use it as part of your Food Safety Program.

## Section A 3

### Selling Food from Vehicles

Where your organisation is to sell food from a food vehicle (like a caravan) during an event, the vehicle needs to be constructed to minimise the chance of contamination of food. The vehicle should have the following:

- The driving compartment separated from the section where food is stored or sold.
- Inside floors, walls and ceilings that are smooth, non-porous, and easy to clean.
- Bench tops, work surfaces and cupboards that are smooth and able to be kept clean easily.

Recommended materials include stainless steel, colourbond and vinyl.

- Appliances and equipment installed so that cleaning is easily completed.
- The ability to safely store high risk foods (if necessary). This means refrigeration to keep food below 5°C, freezers to keep frozen food below 0°C, and/or hot holding units like a Bain Marie, which can keep hot food above 60°C.
- A mechanical exhaust if you want to grill or fry food, or use a rotisserie.
- Washing facilities, including a sink and a separate hand washing facility. Each must be supplied with cold and hot water (supplied by a hot water service), soap and paper towels.
- A tank for holding wastewater.
- Enough rubbish containers to collect and store all waste away from food.

**Note:** After the event, all waste is to be removed from the venue.

### Pests

It is important to watch for pest activity (eg. Droppings, webs, feathers, smells) and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information about selling food from vehicles, ask your local Environmental Health Officer, or get a copy of the FSANZ Food Safety Standards. Check the FSANZ Web site:  
[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

### What Do I Do with this Page?

If you answered 'Yes' to the question:

- Is food at the event served from a food vehicle?  
photocopy this page and use it as part of your Food Safety Program.

## Section B

### Cleaning

Keeping the kitchen or food preparation area clean is one of the best ways to avoid food contamination. Thorough cleaning involves removal of dirt and any leftover food, followed by sanitation. Sanitation can be done with diluted domestic bleach (6mls per 5 litres of water) or boiling water.

You can make sure the food preparation area is really clean by having a regular cleaning program:

- Do your cleaning the same way every time. For example, wash down the walls before the benches, benches before floors and follow the cleaning steps from 1–6.
- Clean all your equipment and food preparation areas every time, both before and after you use them.
- Clean the surfaces of the food preparation area regularly. Remember to also clean drawer and cupboard handles.

#### Six Steps to Good Cleaning

- 1. Pre-clean: Scrape, wipe or sweep away any food scraps, then rinse with water.**
- 2. Wash: Use hot water and detergent to take off any grease or dirt.**
- 3. Rinse: Rinse off any loose dirt or detergent foam.**
- 4. Sanitise: Use a food grade sanitiser and follow the instructions.**
- 5. Final rinse: Wash off sanitiser. (Check sanitiser instructions to see if this step is needed).**
- 6. Dry: Allow to air-dry.**

If operating from permanent food premises, you'll need to have a regular cleaning schedule showing:

- What and where to clean.
- How often to do each job.
- Which chemicals to use and the proper way to use them.
- Who is responsible for each cleaning job.

Single-use paper towels are better for drying than cloths. If you use cloths, make sure that they are washed in hot water and replaced regularly.

Store chemicals and other cleaning equipment away from food preparation areas.

#### What Do I Do with this Page?

If you answered 'Yes' to one or more of these questions:

- Does your organisation have permanent premises for food preparation?
- Is the event to take place at temporary premises?
- Is food at the event served from a food vehicle?
- Do volunteers prepare food at home for the event?

photocopy this page and use it as part of your Food Safety Program.

## Section C

# Personal Hygiene

One of the keys to safe food is the good personal hygiene of the people who prepare and sell it. Bacteria that can cause food poisoning are easily transferred from the hands and clothes of people handling the food.

It's therefore important that everyone who handles food has a high level of personal hygiene. Some principles of hygiene are listed below:

### Illness

Any one who handles or prepares food while sick can transfer their germs to the food and cause the consumers of that food to also become sick.

Any food handler who is sick must not handle food.

Symptoms of concern include diarrhoea, vomiting, sore throat, fever or jaundice.

A food handler who has been ill recently must not handle food until they have received clearance from a doctor.

### Hand Washing

Always wash your hands before handling food.

Wash them completely, remembering the back of the hands, wrists, between the fingers and under your fingernails. Use soap and warm water for thorough hand washing, then dry with a dry single-use paper towel.

Wash your hands again:

- After visiting the toilet.
- After handling raw food.
- After using a tissue, coughing or sneezing.
- After handling garbage.
- After changing nappies.
- After handling pets or other animals.
- After smoking, or touching your hair or other body parts.
- When changing disposable gloves.
- After handling money.

## Personal Hygiene

Wash hands frequently, keep fingernails short and clean, with no nail polish.

Tie back long hair, or cover it.

Wear limited jewellery – plain band type rings and plain sleeper earrings.

All cuts and wounds should be covered at all times with a clean, waterproof, brightly-coloured plaster or band-aid and disposable gloves.

## Clean Personal Behaviour

When handling, preparing or selling food, wear clean clothing/clean apron, don't smoke, drink or chew gum. Don't touch or brush your hair, eat or spit.

## What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Do volunteers prepare food at home for the event?
- Do you receive food donations from other sources?
- Do you buy food from established food businesses for events?
- Do you store, display or serve foods at room temperature?
- Do you store, display or serve cold foods?
- Do you store or display frozen foods?
- Is food cooked at the event?
- Is hot food displayed at the event?

photocopy this page and use it as part of your Food Safety Program.

## Section D

### How Food Poisoning and Contamination Occurs

People get sick from food poisoning because the food they've eaten has contained bacteria, viruses or chemicals. It can take from an hour to a few days to develop food poisoning, depending on the cause, but the best way of preventing food poisoning is to use safe food handling practices.

Bacteria are the biggest problem, because they are so common – in soil, on animals, people and even on clothes. In the kitchen, bacteria often come from vegetables and raw meat.

Sometimes these bacteria can move from these raw ingredients to cooked food, in a process called **cross-contamination**.

The ways these germs can move include:

- Hands to food.
- Cutting boards, knives and other utensils on to food.
- From one food to another, especially from raw to cooked food.

Once bacteria are in a food, they can increase their numbers quickly. They just need the right conditions. The 'right conditions' means time, water content and a temperature of between 5°C and 60°C (sometimes called the **Temperature Danger Zone**).

Food poisoning cases have often been linked with **high risk foods** not being handled safely, or being stored in the Temperature Danger Zone.

**High Risk Foods:** Include meat, seafood, poultry, dairy products, small goods, cooked rice, or any food product that contains these foods. For example: pies, quiches, prepared salads or desserts.

There are five key points to breaking this chain of food poisoning:

- Someone must be responsible for every aspect of food preparation and sales.
- Each person handling or preparing must know how to handle food safely.
- Equipment and utensils used in preparing the food is clean and germ-free.
- Correct and safe food preparation.
- Correct and safe food storage.

When preparing food, you also need to be aware of other contaminants, such as chemicals (for example, cleaning agents or sprays), or physical items (for example, pieces of plastic or wood), that may get in to the food.

By following the procedures and being watchful, you can prevent contamination from occurring in the preparation and handling of food at your event.

## Receiving Food

Keeping food safe starts from the moment that the food arrives.

Check the following:

- Complete the Food Providers List.
- Check that your food suppliers, whether people or businesses, are supplying safe food. Are these businesses or food suppliers registered with your local council and do they operate a Food Safety Program?
- The Event Coordinator must ensure that all food donations supplied to the event are adequately packaged and labelled.
- It is useful to establish an identifying coding system for volunteers who are producing food for the event. This is useful if a food needs to be quickly recalled – it should not be necessary to identify the person who made the product by name. For example: all foods labelled Code 6 could mean all foods produced by Mrs. Smith.
- Check that the food has been protected from contamination during transport, by a sealed container or other packaging material. Also check that it has not been damaged during transport.
- Check the temperature of deliveries when they arrive – chilled foods should be below 5°C, frozen foods should be frozen solid and hot foods above 60°C. Transfer the delivered food to appropriate storage as soon as possible.
- Record the temperatures of chilled or hot foods on the **Food Providers List**.
- Dry goods, like bread, dry ingredients or canned foods, should be in good condition, without torn packaging or heavily dented cans.
- Check there is no evidence of chemical or pest damage or infestation.
- Keep all delivery notes, invoices or receipts related to purchased food products.
- *If in doubt, throw it out!*

## Why Do We Do these Checks?

If food is not checked, we may receive food that could be unsafe. Food may be contaminated during transport if raw food comes in contact with cooked food.

Pests and physical items can also contaminate the food.

The Food Providers List can assist you if following up a food complaint or recall.

## What Do I Do with this Page?

If you answered 'Yes' to the questions:

- Do volunteers prepare food at home for the event?
  - Do you receive food donations from other sources?
  - Do you buy food from established food businesses for events?
- photocopy this page and use it as part of your Food Safety Program.

## Section E

### Preparing Food

- No pets are allowed in the food preparation area.
- Ensure all work surfaces and utensils are clean and sanitised before preparing food.
- If rubber gloves are worn, change gloves when commencing preparation of different food types
- If gloves aren't worn, wash your hands before commencing work and regularly throughout the preparation process.
- Use separate utensils for raw and cooked foods.
- Because it's easy to transfer bacteria from raw to cooked food, it's important to have separate utensils, including cutting boards and knives, for raw food and cooked food.
- If this is not possible, thoroughly wash and sanitise equipment between uses.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged containers like dented cans, torn packaging, leaking packages and cracked eggs.
- To avoid **cross-contamination**, don't let raw food come into contact with cooked food.
- If you are making preserves, use only acidic foods like berries, citrus or stone fruit. Vegetable preserves must be in a solution that contains at least 50 per cent vinegar. Ensure all jars are sterilised before being filled by immersing them in boiling water for one minute.
- Frozen food should be thawed thoroughly before cooking.
- Thaw frozen food at the bottom of the refrigerator, in a lidded storage container or covered with cling wrap.
- Food can also be thawed in a microwave, but must be cooked immediately.
- Never put thawed food back into the freezer.
- Cook thawed food immediately after thawing.
- *If in doubt, throw it out!*

### Handling and Preparing Food

- Cooked, or ready-to-eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or wear disposable gloves.
- Raw food to be cooked can be handled with bare hands, but hands must be washed between tasks.
- When using disposable gloves change them:
  - Every hour.
  - When they tear.
  - When you change tasks, like moving from cleaning to cooking, or from food preparation to serving cooked food, or handling money.

### **Why Do We Do these Checks?**

- The food may be unsafe if it is not prepared in this manner. (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated when raw food is in contact with cooked food, or through incorrect use of utensils.
- Food handlers may contaminate food.
- Pests, chemicals and physical items can also contaminate the food.

### **What Do I Do with this Page?**

If you answered ‘Yes’ to the following questions:

- Do volunteers prepare food at home for the event?
  - Do you thaw food before further preparation?
  - Are ready-to-eat foods (such as salads) prepared before, or at, the event?
- photocopy this page and use it as part of your Food Safety Program.

## Section F

### Cooking, Heating and Cooling

- Ensure frozen food is thawed completely before cooking.
- Only remove meat from the fridge just prior to cooking it. Never leave it sitting around.
- Cook all foods thoroughly, especially meat, fish, and chicken.
- Use a probe type thermometer (A thermometer which penetrates into the centre of the food) to check that the internal temperature of the cooked food reaches at least 75°C.
- Throw out any marinade that was used on raw meats – do not baste food that is being cooked with this marinade.
- Cook eggs until both the yolk and white are firm.
- Always use clean utensils for cooked meats, never use the same plate that held the raw meat.
- When cooking, make sure that raw food does not come in contact with cooked foods.
- Reheat food thoroughly and ensure an internal temperature of 75°C is reached.

### Cooling

- For faster cooling, divide the food into smaller quantities or place in shallow containers.
- Food, once cooked and protected from contamination, may be left at room temperature until the temperature drops to 21°C – as long as this occurs within two hours. Then, refrigeration is required.
- When cooling **high risk** food, the following temperature milestones should be met. (See FSANZ Food Safety Standards):
  - The temperature should fall from 60°C to 21°C within two hours.
  - The temperature should then fall from 21°C to 5°C within the next four hours.
  - The initial drop in temperature must be faster than the second drop in temperature, as bacterial growth is optimum at 43°C.
- Check temperatures using a probe type thermometer.
- *If in doubt, throw it out!*

**NB:** This cooling procedure doesn't apply to bakery goods such as cakes and biscuits. These products will, however, need to be protected from physical contamination through the use of a tea towel, for example.

### Why Do We Do these Checks?

- If food was not cooked and cooled in this manner, it may be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Food handlers may contaminate food.
- Pests, chemicals and physical items can also contaminate the food.

### What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Do volunteers prepare food at home for the event?
- Is food cooked and cooled before being transported to the event?
- Is food cooked at the event?

photocopy this page and use it as part of your Food Safety Program.

## Section G

### Product Labelling and Packing

- Ensure foods are protected from contamination, in sealed/closed containers or in cling wrap.
- Limit the time high risk foods are between 5°C and 60°C.
- Designated packaging area is to be clean and sanitary prior to starting packaging.
- Ensure packaging area is uncluttered and free from any material not used for packaging of food.
- Store packaging materials in safe and sanitary conditions.
- Do not use damaged packaging.

### Food Labelling

- Food sold at events that raise money solely for charity or community causes do not need to be labelled.
- However, you *should* be able to answer a person's request about the food, such as what ingredients it contains. For this reason, it is a good idea to have all food labelled with at least the following:
  - A description of the food.
  - The name and address of the person or company who made it so that it can be traced, if there is a problem with the food.
  - A list of ingredients.
  - A 'best-before' date to show how long the food will keep.
  - Identification of the presence of nuts.
  - Any special storage conditions (for example, 'keep refrigerated after opening').
- The label may be handwritten, with a waterproof pen.
- The Event Coordinator must ensure that all food supplied to the event is adequately packaged and labelled.
- An identifying coding system for volunteers who are producing food for the event is useful if a food needs to be quickly recalled. It should not be necessary to identify the person who made the product by name. For example, all foods labelled with Code 007 means all foods produced by Mrs. Clancy.
- Use the **Food Providers List** to keep a record of all food supplied.
- Below is a sample of information to be included on product labels:



## Food Allergies and Labelling

Because some people can be severely allergic to certain types of foods, it is important that information about the product is available upon request.

If you do not wish to label the food, a sign or brochure advising customers of the presence of foods that can cause allergies must be available.

Foods that commonly cause allergies include the following:

- Peanuts and peanut products.
- Gluten.
- Crustacea (shellfish) and Crustacea products.
- Egg and egg products.
- Fish and fish products.
- Soy beans and Soy bean products.
- Milk and milk products.
- Other nuts and nut products.
- Sesame seeds and sesame seed products.
- Sulphites at a level of more than 10mg/kg.

For more information, about allergies see this Web site: [www.foodallergies.com.au](http://www.foodallergies.com.au)

## Why Do We Do these Checks?

- If food is not packed and protected, the food could be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated when raw food comes in contact with cooked food, or through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.
- Food handlers may contaminate food.
- Labelling of food items ensures that the consumer of the food is informed of its contents. This is important where the consumer may be allergic to some food ingredients.
- Details on Food Providers are required if a food poisoning investigation is conducted.
- Food provider and ingredient details are also required when a recall has been issued by FSANZ, or by a food company.

## What Do I Do with this Page?

If you answered ‘Yes’ to any of these questions:

- Do volunteers prepare food at home for the event?
  - Do you receive food donations from other sources?
  - Do you buy food from established food businesses for events?
- photocopy this page and use it as part of your Food Safety Program.

## Section H

### Food Storage

- Ensure all food and storage containers are stored off the floor or ground, to assist with pest control and cleaning.
- Do not store utensils in food, for example: a ladle in soup or spoon in icing.
- All storage areas are to be clean, sanitary, in good repair and pest-proofed.
- Store food away from direct sunlight and moisture.
- Chemicals, cleaning equipment and personal belongings must be stored separately from food.
- Ensure that all foods in storage are labelled and protected from contamination, in undamaged packaging or sealed containers.
- Stock is rotated, using the first in first out principle, so that food is within its use-by date or best before date.
- Only take food out from storage for further preparation when ready to use.
- *If in doubt, throw it out!*

#### Why Do We Do these Checks?

- If food is not stored in this manner, it could be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.

#### What Do I Do with this Page?

If you answered ‘Yes’ to any of the questions:

- Do you store, display or serve foods at room temperature?
- Do you store, display or serve cold foods?
- Do you store or display frozen foods?

photocopy this page and use it as part of your Food Safety Program.

## Section I

### Displaying and Serving Food

- Wrap or cover all food on display.
- Tag or label food trays, not the food.
- Do not mix food on display with new batches.
- Refrigerated displays should keep the food at 5°C or colder. Keep raw and cooked foods separate.
- Ensure utensils and display equipment are cleaned and sanitized before use.
- Have separate utensils available for raw and cooked items.
- Allow time for hot display (For example, Bain marie or pie warmer) to reach holding temperature before adding the food.
- Hot displays should keep the food at 60°C or hotter.
- Don't reheat food in hot display equipment.
- Hot foods and ready-to-eat foods not packaged must be protected from contamination.
- Disposable gloves should be worn and changed regularly when serving. Don't handle money with gloves.
- If gloves are not worn, hands should be washed regularly.
- Separate utensils are to be used for service to customers.
- Don't overload display equipment by stacking food above the level of the trays.
- Do not leave potentially hazardous foods at room temperature, at Danger Zone Temperatures of between 5°C and 60°C, for longer than four hours.
- Throw out any potentially hazardous foods which have been out of temperature control for longer than four hours.
- *If in doubt, throw it out!*

#### Why Do We Do these Checks?

- If food was not displayed in this manner, it could be unsafe (See "How Food Poisoning and Contamination Occurs" Section D).
- Food handlers may contaminate food.
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Pests, chemical and physical items can also contaminate the food.

#### What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Do you store, display or serve foods at room temperature?
  - Do you store, display or serve cold foods?
  - Is hot food displayed at the event?
- photocopy this page and use it as part of your Food Safety Program.

## Section J

### Temperature Control

Potentially Hazardous Foods including meats, dairy, poultry, fish, cooked rice, coleslaws and prepared salad (and any product that includes these), both in raw or ready to eat forms must be stored at the correct temperature. This means:

- Frozen foods to be stored frozen (solid) at  $-15^{\circ}\text{C}$  or colder.
- Chilled foods to be kept at  $5^{\circ}\text{C}$  or colder.
- Hot foods at  $60^{\circ}\text{C}$  or hotter.
- If it is not possible for these foods to be kept at the appropriate temperature, the two four hour rule can be applied. The two hour/four hour rule is as follows:

#### The 'Two hour/four hour' Rule:

If any ready-to-eat high risk food has been at a temperature of between  $5^{\circ}\text{C}$  and  $60^{\circ}\text{C}$ :

- For a total time of less than 2 hours, it must be refrigerated or used immediately.
- For a total of longer than 2 hours but less than 4 hours, it must be used immediately.
- or
- For a total of 4 hours or longer, it must be thrown out.

- Defrost freezers regularly and don't overload them.
- Check and record the temperature of refrigeration equipment with a calibrated thermometer regularly. (See "Checking the Accuracy of your Thermometer" on page 38 of this booklet.) Report problems with fridge and freezer temperatures to the Event Coordinator immediately.

#### Time

- Don't keep food in storage too long. Date label containers and remember the 'first-in-first out' rule (use products with earliest use-by-date first).
- Throw high-risk food out after it's been out of temperature control, and in the Temperature Danger Zone, (That is, at temperatures warmer than  $5^{\circ}\text{C}$  and less than  $60^{\circ}\text{C}$ .) for four hours or longer.
- If the event is less than four hours from the point of the food leaving refrigerated storage to consumption of the food, use an insulated cooler with adequate ice blocks to completely cover the food and to keep the temperature as low as possible. Use a probe type thermometer to check the temperature inside the insulated cooler.
- Keep a record of the time the food is removed from temperature control on the Event Checklist. The food must be thrown out after four hours out of temperature control.

## Contamination

- Raw food should be stored away from cooked food – For example, in your refrigerator, store raw food below cooked foods to prevent drips from the raw food potentially causing contamination to the cooked foods.
- Protect food from pests and other forms of contamination, ie. don't leave food without packaging or a protective cover. Cover all food with lids, foil or plastic wrap. Don't leave food in an opened can – transfer it to a suitable container.
- *If in doubt, throw it out!*

## What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Is food transported to the events in a refrigerator or cooler?
- Do you store, display or serve cold foods?
- Do you thaw frozen food before further preparation?
- Are ready-to-eat foods (such as salads) prepared before, or at, the event?
- Are potentially hazardous foods transported to the event?
- Is hot food displayed at the event?

Photocopy this page and use it as part of your Food Safety Program.

## Section K

### Transporting Food

- Don't allow animals or pets in a food transport vehicle.
- Food which has to be kept cold or frozen should be transported at the correct temperature.
- If you are transporting food to an event, keep chilled food cold by using an insulated cooler with plenty of ice or cold blocks.
- If you have an air conditioned car, it will be cooler to transport the food with the insulated cooler inside the car, rather than in the boot.
- Any meat in the insulated cooler must be protected or packaged, so it is not in direct contact with ice or cool packs.
- All foods are to be covered or protected. Using closed containers or cling wrap during transport.
- Food that is to be served hot should be transported cold and heated at the event where it's to be served, unless it can be transported quickly enough to avoid being in the Temperature Danger Zone of 5°C to 60°C. If out of the Temperature Danger Zone apply the two four hour rule (see Section J).
- *If in doubt, throw it out!*

### Why Do We Do these Checks?

- If high risk food was not transported, correctly the food could be unsafe (See "How Food Poisoning and Contamination Occurs" Section D).
- Food at the Danger Zone Temperatures from 5°C to 60°C allows bacteria to grow and to be unsafe.
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.

### What Do I Do with this Page?

If you answered 'Yes' to the following question:

- Are potentially hazardous foods transported to the event?  
photocopy this page and use it as part of your Food Safety Program.

## Section L

### Temperature Checking

Keeping food at the right temperature is very important to stop bacteria from growing. Remember:

- Frozen food to be frozen solid at  $-15^{\circ}\text{C}$  or colder.
- Chilled foods to be kept at  $5^{\circ}\text{C}$  or colder.
- Hot food to be kept at  $60^{\circ}\text{C}$  or hotter.
- Avoid the Temperature Danger Zone ( $5^{\circ}\text{C}$  to  $60^{\circ}\text{C}$ ) for high risk foods for any longer than four hours. Apply the two hour/four hour rule (See Section J).
- Using a probe type thermometer (a thermometer which penetrates into the centre of the food) is the best method to check that these foods are not in the Temperature Danger Zone.
- When organising an event, ensure that food is consumed in less than four hours from the point of the food leaving refrigerated storage, to consumption of the food.
- Use an insulated cooler with adequate ice blocks to keep the temperature of food as low as possible.
- Use a probe type thermometer to check the temperature in the insulated cooler(s).

#### The 'Two hour/four hour' Rule:

If any ready-to-eat high risk food has been at a temperature of between  $5^{\circ}\text{C}$  and  $60^{\circ}\text{C}$ :

- For a total time of less than 2 hours, it must be refrigerated or used immediately.
- For a total of longer than 2 hours but less than 4 hours, it must be used immediately.
- or
- For a total of 4 hours or longer, it must be thrown out.

#### What to Do?

- Check and write down the temperature of storage equipment such as bain-marie, fridges and freezers, on the Event Checklist.
- Check and write down the temperature of food on arrival, on the Food Supplier List.
- Check and write down the temperature of cooking and hot holding displays during the event, on the Event Checklist.
- Check the two hour/four hour rule for ready-to-eat food.
- *If in doubt throw it out!*

## Using a Probe Type Thermometer

**(A Probe Thermometer is a thermometer that penetrates the surface of the food, taking the core temperature of the food)**

- Store the thermometer in a clean and hygienic place. Train people working at the event in the proper use of this type of thermometer.
- Clean, sanitise and dry the thermometer before using it.
- Sanitise the probe of the thermometer by:
  - running the metal tip under hot water (80°C) for 6 seconds;
  - washing in a sanitising solution; or
  - using alcohol swabs.

Before taking temperature readings of food:

- Clean and sanitise the probe between checking each food, to prevent the food becoming contaminated.
- Sanitise the probe between taking the temperature of raw and cooked products.

When checking temperatures:

- Check the core temperature of food by inserting the probe into the centre of the food, or the thickest point. Measure liquids at their thickest point.
- Take the reading at least 10 seconds after insertion, when the temperature reading has stabilised.
- Place the thermometer probe between two packages of packed or frozen food items, to take a surface temperature measurement.
- Do not damage packaging when checking the temperature, as this may lead to contamination.
- Mix or stir liquids for example, soups and sauces, before checking their temperature.

## What Do I Do with this Page?

Photocopy and distribute to anyone who will need to measure temperatures.

Photocopy this page and use it as part of your Food Safety Program.

## Phần L

### Kiểm Tra Nhiệt Độ

Giữ thực phẩm ở đúng nhiệt độ yêu cầu là điều rất quan trọng nhằm chặn đứng sự sinh sản của vi sinh vật. Cần nhớ:

- Thực phẩm đông lạnh cần được đông lạnh ở nhiệt độ  $-15^{\circ}\text{C}$  hoặc lạnh hơn.
- Thực phẩm lạnh phải luôn được giữ ở nhiệt độ  $5^{\circ}\text{C}$  hoặc lạnh hơn.
- Thực phẩm nóng phải luôn được giữ ở nhiệt độ  $60^{\circ}\text{C}$  hoặc nóng hơn.
- Tránh không để các loại thực phẩm có nguy cơ cao ở Khoảng Nhiệt Độ Nguy Hiểm (Temperature DangerZone) ( $5^{\circ}\text{C}$  to  $60^{\circ}\text{C}$ ) trong thời gian lâu hơn 4 giờ. Áp dụng nguyên tắc hai giờ (Xem Phần J).
- Dùng que thử nhiệt độ (nhiệt kế xuyên vào tâm thực phẩm) là phương pháp tốt nhất để kiểm tra thực phẩm không nằm trong Khoảng Nhiệt Độ Nguy Hiểm.
- Khi tổ chức một sự kiện, cần đoan chắc thực phẩm được tiêu thụ trong thời gian 4 giờ tính từ lúc thực phẩm được lấy ra khỏi phòng lạnh đến lúc tiêu thụ.
- Dùng thùng lạnh cách nhiệt và đủ lượng đá cục để giữ cho nhiệt độ thực phẩm ở mức thấp nhất.
- Dùng que thăm nhiệt độ để kiểm tra nhiệt độ trong thùng lạnh cách nhiệt.

#### Nguyên Tắc 'Hai giờ/bốn giờ':

Nếu có bất kỳ loại thực phẩm nguy cơ cao, sẵn sàng để ăn nào đã được để trong môi trường nhiệt độ ở khoảng  $5^{\circ}\text{C}$  và  $60^{\circ}\text{C}$ :

- Trong khoảng thời gian tổng cộng ít hơn 2 giờ, phải để trong tủ lạnh hoặc dùng ngay.
  - Trong khoảng thời gian tổng cộng lâu hơn 2 giờ nhưng ít hơn 4 giờ, phải dùng ngay.
- hoặc
- Trong khoảng thời gian tổng cộng 4 giờ hoặc lâu hơn, phải vất bỏ đi.

#### Cần Làm Gì?

- Kiểm tra và ghi nhận nhiệt độ thiết bị chứa đồ ăn như quây trưng bày đồ ăn nóng (bain-marie), tủ lạnh và tủ đá vào trong Danh Sách Kiểm Tra Sự Kiện.
- Kiểm tra và ghi nhận nhiệt độ thực phẩm lúc nhận hàng vào Danh Sách Nhà Cung Cấp Thực Phẩm.
- Kiểm tra và ghi nhận nhiệt độ các quây trưng bày thực phẩm nóng và lạnh trong thời gian tổ chức sự kiện vào trong Danh Sách Kiểm Tra Sự kiện.
- Kiểm tra nguyên tắc hai giờ/bốn giờ đối với những loại thực phẩm sẵn sàng để ăn.
- *Nếu không chắc chắn, hãy vất bỏ!*

## **Dùng Que Thăm Nhiệt Độ (Probe Type Thermometer)**

**(Que Thăm Nhiệt Độ là nhiệt kế cắm xuyên vào bề mặt thực phẩm để lấy nhiệt độ ở tâm thực phẩm)**

- Cất nhiệt kế ở nơi sạch sẽ, hợp vệ sinh. Huấn luyện người làm việc cho sự kiện biết sử dụng đúng cách loại nhiệt kế này.
- Lau rửa, làm vệ sinh và lau khô nhiệt kế trước khi sử dụng.
- Làm vệ sinh đầu cảm ứng nhiệt độ của nhiệt kế bằng cách:
  - để đầu kim loại dưới vòi nước nóng (80°C) trong thời gian 6 giây;
  - rửa trong dung dịch khử trùng; hoặc
  - dùng các miếng gạc thấm cồn

Trước khi lấy nhiệt độ thực phẩm:

- Lau rửa và làm vệ sinh que thăm nhiệt độ giữa những lần kiểm tra nhiệt độ mỗi loại thực phẩm nhằm ngăn ngừa thực phẩm bị ô nhiễm.
- Làm vệ sinh que thăm nhiệt độ giữa những lần lấy nhiệt độ thực phẩm sống và đã nấu chín.

Khi kiểm tra nhiệt độ:

- Kiểm tra nhiệt độ tâm thực phẩm bằng cách cắm que thăm nhiệt độ vào tâm thực phẩm hoặc điểm dày nhất. Đo nhiệt độ chất lỏng ở điểm dày nhất.
- Lấy nhiệt độ sau khi đã cắm que nhiệt độ vào thực phẩm ít nhất 10 giây, khi nhiệt độ đã ổn định.
- Đặt que thăm nhiệt kế giữa 2 gói thực phẩm đã đóng gói hoặc đông đá để đo nhiệt độ bề mặt.
- Tránh gây thiệt hại bao bì khi kiểm tra nhiệt độ vì điều này có thể khiến cho thực phẩm bị ô nhiễm.
- Trộn hoặc khuấy chất lỏng, ví dụ như súp hoặc nước sốt, trước khi kiểm tra nhiệt độ.

### **Tôi phải làm gì với trang này?**

Sao chụp và phân phát cho bất kỳ người nào cần đo nhiệt độ.

Sao lại trang này và dùng như một phần của Chương Trình An Toàn Thực Phẩm.





## Event Checklist

### Action Required:

- The Event Coordinator must use this checklist and keep it as a record:
  - Answer all questions.
  - Record at least two product temperatures where designated.
  - Describe what needs to be done or fixed in the 'Observations' column.
  - Action Required: what action was taken to overcome the problem?

Event \_\_\_\_\_

Date \_\_\_\_\_

Completed by \_\_\_\_\_

Part 1

Set Up Check	Yes	No	Observations
Are all equipment and utensils clean and ready for use?			
Are the premises free from pest activity?			
Are all suppliers used written down on your Food Providers List?			
Are temperatures of chilled and hot foods checked on arrival?			
Are products checked on arrival for contamination?			
Are all products labelled correctly?			
Are all products coded?			
Is all food protected from contamination?			
Are products in appropriate packaging?			
Do volunteers know what to be aware of when inspecting food?			
Are insulated coolers used for transport and storage stocked with sufficient ice blocks or cool packs?			
Are cooked and raw foods separated in storage?			
Are all foods stored off the ground?			
Are there adequate hand washing and drying facilities?			
Are food handlers familiar with safe food handling practices?			
Have all volunteers received information on safe food handling from your Food Safety Program?			
Do you have a calibrated probe type thermometer (a thermometer that penetrates the surface of food to take the core temperature)? (If applicable)			

## Event Checklist

Event \_\_\_\_\_

Date \_\_\_\_\_

Completed by \_\_\_\_\_

Part 2

Operations Check	Yes	No	N/A	Observations
What time did the event start?				
Are all high risk foods which require refrigeration in chilled storage? If 'No', record the temperature of the food and the time the temperature was recorded				Name of food  °C
Write down the temperature of a sample of foods in Chilled/Frozen Food Storage.	Name of food			°C
	Name of food			°C
	Name of food			°C
Are they in the correct temperature range? (Yes/No)				
Are all cooked foods free from the risk of cross-contamination from raw foods?				
Are all ready-to-eat foods free from the risk of cross-contamination from raw foods?				
Are separate utensils being used for different foods?				
Are volunteers checking cooked foods to make sure they are fully cooked?				
Are all foods on display protected from contamination?				
Are cooked hot foods displayed in hot holding equipment?				
Write down the temperature of a sample of hot foods.	Name of food			°C
	Name of food			°C
	Name of food			°C
Are staff following good hygiene practices?				
Is food waste disposed of appropriately?				
What time did the event finish?				
Has all equipment been cleaned and sanitised after use?				
Has food waste been removed from the site of the event?				
<b>Action Required:</b>				

## Mọi ghi nhận phải được hoàn tất bằng Anh Ngữ

**Hành Động Yêu Cầu:**

- Điều Hợp Viên Sự Kiện phải dùng danh sách kiểm tra này và lưu giữ như một tài liệu ghi nhận:
  - Trả lời mọi câu hỏi.
  - Ghi nhận ít nhất hai lần nhiệt độ sản phẩm vào nơi yêu cầu.
  - Mô tả những yêu cầu cần được thực hiện hoặc chỉnh sửa trong cột 'Nhận Xét'.
  - Hành Động Yêu Cầu: hành động nào đã được thực hiện để giải quyết vấn đề?

## Danh Sách Kiểm Tra Sự Kiện

Sự Kiện \_\_\_\_\_

Ngày \_\_\_\_\_

Hoàn tất vào \_\_\_\_\_

Phần 1

Kiểm Tra Sắp Xếp	Có	Không	Nhận Xét
Tất cả mọi thiết bị và dụng cụ nấu nướng có sạch sẽ và sẵn sàng để dùng không?			
Cơ sở không có sự hoạt động của sâu bọ, chuột gián, súc vật?			
Tất cả mọi nhà cung cấp có tên trong Danh Sách Nhà Cung Cấp Thực Phẩm không?			
Nhiệt độ thực phẩm nóng và lạnh có được kiểm tra khi hàng đến nơi không?			
Sản phẩm, khi đến nơi, có được kiểm tra ô nhiễm không?			
Tất cả mọi sản phẩm có được dán nhãn đúng không?			
Tất cả mọi sản phẩm có được ghi mã số không?			
Tất cả thực phẩm có được bảo vệ chống ô nhiễm không?			
Sản phẩm có được đóng bao bì phù hợp không?			
Những người thiện nguyện có biết những điều cần lưu ý khi kiểm tra thực phẩm không?			
Thùng lạnh cách nhiệt dùng để vận chuyển và chứa đựng có đủ đá cục hoặc túi giữ lạnh không?			
Thực phẩm còn sống và đã nấu chín có được cất riêng biệt không?			
Tất cả các loại thực phẩm có được cất giữ khỏi mặt đất không?			
Có đầy đủ tiện nghi rửa và sấy khô không?			
Người xử lý thực phẩm có quen thuộc với các thông lệ xử lý thực phẩm an toàn không?			
Tất cả những người tình nguyện có được thông tin về xử lý thực phẩm an toàn từ Chương Trình An Toàn Thực Phẩm của quý vị không?			
Quý vị có que thăm nhiệt độ đã hiệu chính (nhiệt kế cắm vào mặt thực phẩm để lấy nhiệt độ tâm) không? (Nếu có)			

## Mọi ghi nhận phải được hoàn tất bằng Anh Ngữ

### Danh Sách Kiểm Tra Sự Kiện

Sự Kiện \_\_\_\_\_

Ngày \_\_\_\_\_

Hoàn tất vào \_\_\_\_\_

Phần 2

Kiểm Tra Hoạt Động	Có	Không	Không áp dụng	Nhận Xét
Sự kiện bắt đầu vào lúc nào?				
Tất cả mọi thực phẩm có nguy cơ cao cần làm lạnh có được cất chứa trong tủ/phòng lạnh không? Nếu 'Không', ghi nhận nhiệt độ và thời gian ghi nhận nhiệt độ				Tên thực phẩm
Ghi nhận nhiệt độ một mẫu thực phẩm trong tủ lạnh/đông đá	Tên thực phẩm			°C
	Tên thực phẩm			°C
	Tên thực phẩm			°C
Nhiệt độ có nằm trong khoảng yêu cầu không? (Có/Không)				
Tất cả thực phẩm đã nấu chín có nguy cơ bị ô nhiễm bởi thực phẩm sống không?				
Tất cả thực phẩm sẵn sàng để ăn có nguy cơ bị ô nhiễm bởi thực phẩm sống không?				
Có xài dụng cụ nấu nướng riêng cho từng loại thực phẩm không?				
Người thiện nguyện có kiểm tra thực phẩm đã nấu chín để bảo đảm chúng đã được nấu chín không?				
Tất cả thực phẩm trưng bày có được bảo vệ chống ô nhiễm không?				
Thực phẩm nóng đã nấu có được trưng bày trong tủ giữ nóng không?				
Ghi nhận nhiệt độ một mẫu thực phẩm nóng.	Tên thực phẩm			°C
	Tên thực phẩm			°C
	Tên thực phẩm			°C
Nhân viên có tuân thủ các thông lệ hợp vệ sinh không?				
Thực phẩm dư thừa có được vất bỏ đúng cách không?				
Sự kiện chấm dứt vào lúc nào?				
Tất cả mọi thiết bị có được lau chùi và khử trùng sau khi sử dụng không?				
Thực phẩm dư thừa có được lấy khỏi nơi tổ chức sự kiện không?				
<b>Hành động yêu cầu:</b>				

### **What Do I Do with the previous four Pages?**

- Photocopy the previous four pages, containing the 'Food Providers List' and the 'Event Checklist', and use them as part of your Food Safety Program.
- Event Coordinator to complete the 'Food Providers List' and Part 1 of the 'Event Checklist' before the event. Part 2 of the 'Event Checklist' is to be completed during event

### **Tôi cần làm gì với bốn trang trước?**

- Sao lại bốn trang trước, bao gồm 'Danh Sách Các Nhà Cung Cấp Thực Phẩm' và 'Danh Sách Kiểm Tra Sự Kiện', và dùng chúng cho Chương Trình An Toàn Thực Phẩm của quý vị.
- Điều Hợp Viên Sự Kiện hoàn tất 'Danh Sách Các Nhà Cung Cấp Thực Phẩm' và Phần 1 của 'Danh Sách Kiểm Tra Sự Kiện' trước khi sự kiện được tổ chức. Phần 2 của 'Danh Sách Kiểm Tra Sự Kiện' được hoàn tất trong khi tổ chức sự kiện.

## Additional Information

### Checking the Accuracy of Thermometers (Calibration)

To make sure that food is at the correct temperature, you need to check temperatures regularly. To do this properly, you'll need an accurate thermometer.

You should check the accuracy of your thermometer *at least quarterly* using the following calibration procedure:

- Crush ice into a container.
- Add enough pre-cooled water to make an ice/water mixture or slurry.
- Insert thermometer into the mixture.
- Wait three minutes and record the temperature.

The temperature should read 0°C. If it varies by more than 1°C (up or down), it should be adjusted or, if that's not possible, replaced.

**Probe type thermometers** have a limited battery life, and the batteries should be replaced towards the end of their useful life if accuracy is to be maintained.

#### Hot Calibration

If you cook, your thermometer will also have to be calibrated at a high temperature. Place the thermometer into boiling water and allow a few minutes for the temperature to stabilise. The temperature should read 100°C when the thermometer is removed.

**Chill thermometers** (in refrigeration units) need to be calibrated regularly, as they can become damaged. You can do this by placing your portable thermometer near the chill thermometer and comparing the reading. If the chill thermometer reading does not match your calibrated thermometer you should contact your refrigeration service.

If you use temperature indicators, these should be checked against a calibrated thermometer prior to use. Replace the indicators if they are not accurate.

# Keep High Risk Food\*



out of the **Temperature Danger Zone**

\*HIGH RISK FOOD INCLUDES meat, seafood, poultry, eggs, dairy products, and smallgoods, and foods which contain these foods, for example: quiches, sandwiches and prepared salads.

Other foods become high risk food when they are cooked, like rice and pasta.

# Giữ Thực Phẩm Có Nguy Cơ Cao\*



## khỏi vùng Nhiệt Độ Nguy Hiểm

\*THỰC PHẨM CÓ NGUY CƠ CAO BAO GỒM thịt, đồ biển, thịt gà, trứng, các sản phẩm sữa, và lạp xường, xúc xích, và những loại thực phẩm có chứa những thực phẩm này. Ví dụ: các món nhậu, bánh mì sandwich và sà-lát đã trộn.

Các loại thực phẩm khác trở thành thực phẩm có nguy cơ cao khi chúng đã được nấu chín như cơm và mì ống pasta.

