

# A Guide to Working Safely With Food



FOOD SAFETY



**HOROWHENUA  
DISTRICT  
COUNCIL**



# Contents

---

---

	<b>Page</b>
<b>Food Safety</b> .....	<b>3</b>
<b>Education</b> .....	<b>3</b>
<b>Education</b> .....	<b>4</b>
<b>Food Poisoning</b> .....	<b>4</b>
The Ten Main Reasons for Food Poisoning .....	5
<b>High Risk Foods</b> .....	<b>5</b>
<b>Food Spoilage</b> .....	<b>5</b>
<b>Prevention of Food Poisoning</b> .....	<b>6</b>
Delivery .....	6
Cleanliness.....	6
Chilling .....	9
Defrosting.....	10
Preparation.....	10
Cooking .....	10
Display .....	10
Storage.....	10
<b>Food Safety Requirements</b> .....	<b>11</b>
<b>Food Safety Programmes</b> .....	<b>12</b>
<b>Who Does What?</b> .....	<b>12</b>
Your Local Authority: .....	12
Public Health Service .....	13
Occupational Health and Safety (OSH).....	13
<b>Contact Details</b> .....	<b>14</b>

# Food Safety

---

The intention of food safety is to prevent food poisoning, (the transmission of disease through food) and to maintain the wholesomeness of the food product through all stages of processing, until it is finally eaten.

Food safety involves more than just cleanliness; it includes all practices involved with -

- Protecting food from the risk of contamination, including harmful bacteria, poisons and foreign objects.
- Preventing any bacteria present in the food multiplying to a level that would result in food poisoning, or the early spoilage of the food.
- Destroying any harmful bacteria in the food by thorough cooking or processing.



# Education

---

---

A good knowledge of safe food handling practices is essential for all those involved in food processing, storage, distribution and sale.

The Horowhenua District Council Bylaw states that a person may hold a Certificate of Registration for a food premise provided either:

- a) That person holds a certificate in food hygiene approved by the Council; or
- b) There is a manager, or senior staff member with specific responsibility for staff training who has been issued with a certificate in food hygiene approved by Council.

Training that would meet this requirement includes:

- NZQA Certificate in Food Hygiene
- Open Polytechnic Basic Food Hygiene Certificate

Current Training Providers:

- \* **Open Polytechnic**  
Private Bag 31-914, Lower Hutt  
Tel: 0800 650 200  
*Food Hygiene Correspondence Course*
  
- \* **Innovative Educators**  
7-11 Prouse Street, Levin  
Tel: 0800 929 8646  
*NZQA Food Safety Methods*

# Food Poisoning

---

---

Food poisoning is a general name given to illnesses contracted by consuming contaminated food or water.

The micro-organisms responsible for illness are bacteria, viruses and fungi. But illness can also be caused by chemical contaminants (such as heavy metals), toxins produced by the growth of some micro-organisms (eg Staphylococci bacteria) and by a variety of organic substances that may be present naturally in foods (such as certain mushrooms and some seafood).

Generally food poisoning results from contamination of food and the subsequent growth of food poisoning micro-organisms.



## The Ten Main Reasons for Food Poisoning

1. Inadequate cooling/refrigeration, food left at room temperature.
2. Too long between preparation and consumption.
3. Inadequate reheating.
4. Inadequate cooking.
5. Cross-contamination from raw foods to high risk/ready to eat foods.
6. Infected food handlers.
7. Inadequate hot holding temperatures.
8. Inadequate hand washing.
9. Contaminated raw food and ingredients.
10. Improper cleaning of equipment and utensils.

## High Risk Foods

---

High Risk Foods are those perishable foods which can support the growth of harmful bacteria and are intended to be eaten without further treatment such as cooking, which would destroy such organisms. They include:

- All cooked meat and poultry.
- Cooked meat products including gravy, stock, and roll/sandwich fillings.
- Milk, cream, artificial cream, custards and dairy products.
- Cooked eggs and products made with eggs, eg Mayonnaise.
- Shellfish and other seafood.
- Cooked rice.

## Food Spoilage

---

Food decays, or goes off, due to the micro-organisms that always exist in food - these are not necessarily the bacteria that cause food poisoning.

The Signs that food is spoiling are:

### Odour

'Off odours' are smells (sometimes like rotten eggs) that are produced when bacteria break down the protein in food, (usually fatty foods). This process is called putrefaction. Taints due to flavour change may also occur.

### Sliminess

Food becomes slimy as the bacterial population grows. Moulds may also form slimy whiskers.



### **Discolouration**

Foods can become discoloured by microbial growth. Some moulds have coloured spores that give the food a distinctive colour, for example, black pin mould on bread, or blue and green mould on citrus fruit and cheese.

### **Souring**

Food can go sour when certain bacteria produce acids. A common example is when milk sours from the production of lactic acid.

### **Gas**

Bacteria and yeasts often produce gaseous by-products that can affect food. You may have noticed meat becoming spongy, or packages and cans swelling or having a popping or fizzing sound on opening.

## **Prevention of Food Poisoning**

---

### **Delivery**

You assume responsibility for the quality of the product you use when it reaches your premises. If it's unsafe and you accept it - it becomes your problem. So watch for damaged and inappropriate packaging, such as multi-use cartons that cannot be cleaned between uses.

Frozen, chilled and easily perishable food should be delivered when you are open. If you're not open you need to make arrangements for the food to be put straight into a refrigerator or freezer.

**Food temperature should be measured and recorded upon delivery.**

### **Cleanliness**

#### Personal Hygiene:

Wash hands, preferably with antibacterial liquid soap, a nail brush and warm water and then dry with disposable paper towels. Remember to wash your hands:

- After using the toilet
- Upon entering the kitchen
- Before handling food
- When they are dirty or soiled
- After using a handkerchief
- After handling raw food
- After smoking
- After a break
- After coughing, or touching hair, nose or mouth



## Your Premises Name

### WEEKLY CLEANING PLAN

WEEK ENDING:

ITEM TO BE CLEANED	CLEANING PRODUCT	CLEANING METHOD	FREQUENCY AND PERSON RESPONSIBLE	COMPLETED
<b>Floors</b>	Handy Andy in Hot Water	Bucket and mop sweep where necessary first	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday
<b>Kitchen Walls</b>	Spray n' Wipe Or Combined Cleanser/Sanitiser	Spray and wipe over with cloth rinsed in hot water	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday
<b>Preparation Benches</b>	Hot Water and Detergent; Pine O'Clean Antibacterial Kitchen Sanitiser Or Combined Cleanser/Sanitiser	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday
<b>Food Display Units</b>	As per preparation benches	As per preparation benches	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday
<b>Frying Area</b>	Hot Water and Detergent; Pine O'Clean Antibacterial Kitchen Sanitiser Or Clear Meths Or Combined Cleanser/Sanitiser	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday
<b>Cutting Boards</b>	Hot Water and Detergent Domestos (Bleach)	Scrub down with brush, hot water and detergent. Soak in diluted solution of Domestos (Bleach). Rinse off and stand to dry.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday



ITEM TO BE CLEANED	CLEANING PRODUCT	CLEANING METHOD	FREQUENCY AND PERSON RESPONSIBLE	COMPLETED
<b>Bacon Slicer</b>	Hot Water and Detergent; Pine O'Clean Antibacterial Kitchen Sanitiser Or Clear Meths	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water to remove residue.	After use, between raw and cooked food and end of day.	Monday Tuesday Wednesday Thursday Friday Saturday
<b>Cooler and Fridges</b>	Hot Water and Detergent Pine O'Clean Antibacterial	Wash down with water and detergent and sanitise with antibacterial spray. Wipe off with clean towel.	Monthly or as required.	
<b>Walls &amp; Ceilings (non-prep areas)</b>	Spray n' Wipe Cleanser Or Combined Cleanser/ Sanitiser	Spray and wipe over with cloth rinsed in hot water.	Monthly or as required.	
<b>Shelves and Cupboards</b>	As above	As above	As above	
<b>Dry Goods Store</b>	As above	As above	As above	
<b>Yard Area</b>	Hot Water and Degreaser on Paved Surfaces	Sweep and wash down	As required	
<b>Refuse Bins</b>	Hot Water and Detergent Domestos (Bleach)	Scrub down with brush, hot water and detergent. Soak in diluted solution of Domestos (Bleach). Rinse off and stand to dry.	As required.	

Note: Add other duties as required. Above is a guideline example only. Substitute your own cleaning materials as required.

### TEMPERATURE CHECKS:

DATE MEASURED	APPLIANCE	TEMPERATURE	ACCEPTABLE RANGE
	Coolroom		(1°C – 4°C)
	Small Chest Freezer		(-18°C – -22°C)
	Larger Freezer		(-18°C – -22°C)
	Verticle Freezer		(-18°C – -22°C)
	Servery Freezer		(1°C – 4°C)
	Pie Warmer		(60°C+)

Note: Add equipment such as Bain Marie as required.



Food can easily be contaminated so:

DO'S	DO NOTS
Water clean work clothes everyday.	Sneeze or cough near food or dishes.
Use tongs whenever possible when handling food.	Touch hair, nose or mouth during food preparation.
Keep hair covered.	Wear rings and other jewellery.
Cover minor cuts and abrasions on hands with brightly coloured plasters and disposable gloves.	Wipe hands on work clothes, apron or kitchen clothes.
Advise supervisor if unwell.	Attend work when unwell with gastroenteritis and within 48 hours after the symptoms cease.
Sample cooking with a clean spoon each time.	Do not smoke while preparing food.

### Clean Equipment:

- Clean fridges, freezer and dishwashers regularly.
- Clean and sanitise all surfaces and cutlery used to prepare raw food.
- Use cleaning chemicals only for the purpose that they were designed for and in the concentrations indicated by the manufacturer.
- Clean storage containers every time you fill them.
- Dishwasher cycles must reach 60°C (wash) and 77°C (rinse).

Regularly servicing your dishwasher will ensure dishes and cutlery are sanitised and squeaky clean.

To keep your premises clean; clean at each production step. To remind you when to do this - create a cleaning schedule listing the area and equipment to be cleaned and how often. The cleaning schedule should include how to clean the equipment, what products to use and the person responsible (see insert for example).

### **Chilling**

- Chill all food (including vegetables) that is not served straight away.
- Chill all perishable food in the fridge and place frozen food in the freezer, as soon as it is delivered to you.
- Chill all cooked food within 30 minutes of cooking.
- Chill all raw meats in the bottom of the fridge, so they don't drip onto other food.
- Chill all cooked food and raw food in separate covered containers.
- Separate unwashed vegetables from all prepared food.
- Ensure good stock rotation.

Bacteria can cause food poisoning, and thrive at room temperature - between 4°C and 60°C. Keeping food well chilled will help to keep it safe.

Regularly checking that fridges and freezers are working properly will help protect food from bacteria. The best temperature for fridges is 4°C; freezers should be kept at -18°C.



## Defrosting

Frozen food can be defrosted:

- In the fridge overnight.
- Under running cold water.
- In the microwave.

Defrost food in a container large enough to collect all liquid.

**Remember:** Defrosted food shouldn't be refrozen.

**Remember:** Do not defrost food at room temperature.

## Preparation

Raw and cooked food should be prepared separately.

If possible use separate cutting boards and utensils for raw red meat, raw chicken, cooked meat and vegetables. Colour coding of equipment helps to ensure this separate occurs.

Otherwise, clean all equipment thoroughly before preparing a different food product.

## Cooking

Cooking food at high heat kills bacteria.

- Cook meat until the juices run clear; or until it has reached 80°C in the centre.
- After cooking food in the microwave, leave it to stand for two to three minutes to ensure it is cooked through.
- If cooked product is to be chilled/frozen, separate into small batches so it will cool faster - ensuring food spends less time in the danger zone.

## Display

- Food on display should be kept hot in a pie warmer or Bain Marie, or kept cold in a chilled display cabinet.
- Food on display that is not kept chilled or hot, must not be out for longer than a total of two hours.
- Recording the time the food is displayed will ensure food is not left out longer than is safe.
- Protect counter food from customers, dust and flies with plastic or mesh covers.
- Display cabinets need proper covers or windows that can be closed when not in use.

Extra care needs to be taken with easily perishable food, ie milk products, meat, fish, chicken, egg or shellfish. These foods can be carriers of bacteria and poorly stored perishable foods are frequent causes of food borne illness.

## Storage

- Store food in covered containers or cling film when storing it in the fridge or freezer. (Damp tea-towels, bread bags and shopping bags are not suitable.)
- Separate hot product into small batches so it will cook quickly and spend less time in the danger zone.
- Store food (including dry goods) in clean containers, with lids.
- Store food that is not being eaten straight away in a refrigerator at 4°C or in a oven or warmer hotter than 60°C.



Fresh food is safe food - dating storage containers will help you to use food before its 'best-before' date.

Temperature Control:

# Food Safety Requirements

---

The following is a basic outline of the procedures that should be in place in your kitchen to ensure you produce safe food.

## Personal Hygiene Policy

- Jewellery Policy
- Uniform Procedures
- Personal Habit and Washing Rules

## Temperature Checklist

- Delivered Foods
- Refrigerated Foods
- Hot Foods

## Pest Control and Maintenance Programme

- Pest Control
- Equipment Checks
- Premises Structural Checks

## Cleaning Schedule

- Cleaning Instructions Displayed
- Cleaning and Sanitising Equipment Available
- Wash Hand Basin Maintenance

## Food Safety Procedures

- Cross Contamination Protection
- Stock Rotation System
- Food Preparation Procedures

## Accident and Illness Procedures

- Reports of Accidents or Illnesses ie Vomiting or Diarrhoea
- Reports of any Equipment Breakages

## Training Procedures

- For New Staff
- Basic Food Safety Certification
- HACCP Training



# Food Safety Programmes

---

---

Hazard Analysis Critical Control Point - (HACCP)

It is recommended that every food business adopt the HACCP approach to identify all potential hazards and control them before they result in problems.

Setting up a HACCP system will involve:

- **Set up a HACCP team** - of those people who fully understand the product.
- **Draw up flow charts** - that define all stages in the preparation process, from raw material through to consumption or sale.
- **Identify all potential hazards** - (eg physical, chemical, bacterial etc)
- **Identify the critical control points** - consider all preventative measure and decide which are needed to eliminate or reduce potential hazards to acceptable levels.
- **Determine target levels and tolerances for control points** - (eg time).
- Establish monitoring systems for critical control points - (eg work out who should act and when, where and what action should be taken).
- **Establish a recording and documentation system.**
- **Review the HACCP system** - annually and when changes are made to any process.

The following free booklets are available from the Environmental Protection Department to assist you develop a FSP:

- What does a Food Safety Programme Look Like?
- Introduction to HACCP

Once a Food Safety Programme (FSP) is registered your premises is automatically exempt from the Food Hygiene Regulations 1974.

## Who Does What?

---

---

### Your Local Authority:

- **Environmental Health**

Will provide advice regarding food hygiene and compliance with Food Hygiene Regulations 1974. Contact Council's Environmental Health Officer on 366 0999.

- **Building Control**

Will provide advice on construction requirements, building consents, access for disabled persons and project information memoranda. Contact our Building Control Office on 366 0999.



- **Resource Consents (Planning)**

If you intend to change the nature of your business. Resource Consents can provide information on zoning, parking requirements and advertising.  
Contact our Resource Consents Office on 366 0999

- **Liquor Licensing**

Will provide advice on the liquor licensing requirements under the Sale of Liquor Act 1989.  
Contact our Liquor Licensing Inspector on 366 0999

### **Public Health Service**

The Food Safety and Quality Team will provide advice on the correct labelling of food, additives etc. General assistance in implementing Food Safety Programmes.

### **Occupational Health and Safety (OSH)**

The Health and Safety Officer will provide advice on health and safety in the work place and compliance with the Health and Safety and Employment Act 1992.  
Contact Department of Labour (06) 359 1919.



# Contact Details

---

---

*Delivering quality services to our customers*

*If you require any further information please:*

**Telephone** for advice or an appointment: [366-0999](tel:366-0999)

**Visit us at:**

***Horowhenua District Council***

***126-148 Oxford Street***

***Levin***

**Write to:**

***Horowhenua District Council***

***Private Bag 4002***

***LEVIN***