



FOOD SAFETY PROCEDURE

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1 PURPOSE

- 1.1 The purpose of this procedure is to ensure high standards of food safety are implemented in the Diocese of North West Australia (“The Diocese”).

2 SCOPE

- 2.1 This procedure applies to all ministry centres and relates to all programs and activities taking place on Diocesan property or on behalf of the Diocese. This particularly applies when food is prepared for sale or where food is prepared to be given away. However, the principles contained in this document apply to all food handling.

3 PROCEDURE

3.1 Hand Washing

- All persons handling food must wash their hands using warm water and soap and dry using disposable paper towels before handling any food.
- Hands should also be washed after visiting the toilet, using a mobile phone, going outside and any other activity where contamination of food could occur.

3.2 Sanitising

- All bench surfaces used for food preparation should be sanitised before and after use. Use of Rinse free sanitisers is a good idea.
- All utensils, cookware, cutting boards, crockery, glassware and cutlery should be checked for cleanliness before use and washed using appropriate detergents and hot water.
- Clothing should be clean, hair should be tied back or enclosed in a hair net or a cap. Disposable gloves must be worn by any person handling, cooking or serving food and changed whenever changing tasks, or after handling any foreign object not associated with the food service (eg a mobile phone, car keys, money etc).

3.3 Preparing Food

- Use separate utensils, including cutting boards and knives for raw food particularly meat and cooked food. If this is not possible, thoroughly wash equipment between uses.
- Wash all fruit and vegetables in clean water before using them.

- Don't use food which has had its packaging damaged or has been stored in a way where contamination could occur.
- Prevent raw food having any contact with cooked food, to avoid cross contamination and always store cooked food above raw food.
- Limit the time that high-risk food is in the temperature danger zone (5 to 60°C) and return to the refrigerator during delays.
- If food is kept within the temperature danger zone for a total time of 4 hours or more, throw it out
- Use disposable cleaning cloths rather than ones that need laundry to ensure that no contamination occurs.

3.4 Handling Food

- Cooked or ready to eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or disposable gloves.
- Raw food to be cooked can be handled with bare (washed) hands.
- Change disposable gloves every hour &/or when they tear &/or when a task is changed.

3.5 Cooking and Heating

- Thaw frozen food before cooking, in microwave or at the bottom of the refrigerator unless the manufacturer advises otherwise. Check the internal temperature of cooked frozen food to ensure it has reached at least 75°C before serving.
- Never put thawed food back in the freezer.
- Cook thawed food immediately after thawing.
- Cook all foods completely, especially red meat, fish and chicken. Check the internal temperature of cooked food to ensure it has reached at least 75°C before serving.
- Reheating: bring to boil and simmer for a minimum of 5 minutes before serving (or microwave using the manufacturer's guidelines). Check the internal temperature of food to ensure it has reached at least 75°C before serving.
- Ministry Centres must have a suitable food thermometer to monitor the temperatures of raw and cooked food and it should be thoroughly cleaned between uses.

3.6 Cooling food

- High-risk food must cool from 60°C to 21°C in the first 2 hours, and then to 4°C or lower in the next 4 hours.
- Once food has cooled to 21°C put it in the refrigerator or freezer.
 - Large portions of food take longer to cool. Divide large portions into smaller batches before cooling.

3.7 Storing Food

- Temperature: meat, dairy or fish not already processed by heat are high risk foods. Store at the correct temperature, frozen (hard) at -18°C or cooler or refrigerated at 5°C or cooler.
- Time: Don't keep food in storage for too long. Record dates. Apply the "first in – first out" rule. Food should not be out of refrigeration for very long – 4 hours maximum.
- Temperature logs of fridges and freezers should be kept.

3.8 Displaying Food

- Wrap or cover food on display. Tag or label food trays, not the food.
- Refrigerated displays 5°C or cooler and hot displays 60°C or hotter.
- Don't use hot display equipment to reheat food.

3.9 Transporting Food

- Keep cold by using insulated containers like an Esky™ with ice or cold blocks.
- Food which is to be served hot should be transported cold and heated at the event.

3.10 Food for Public Consumption

- If food is prepared for public consumption, a Food Safety Coordinator should be appointed. See https://www.health.wa.gov.au/Articles/F_I/Food-safety-management-tools-for-food-businesses
- Where food is to be sold, the food safety coordinator is to obtain the necessary local government licences and permissions.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 Ministry centre governing groups are responsible for ensuring compliance of this procedure.

Reporting

4.2 Ministry centre compliance with this procedure is reported in the quarterly and annual return/report to the Diocese.

Records management

4.3 The Registry maintains all records relevant to administering this policy using its recordkeeping system. [or replace this standard statement with another if it conflicts with specific recordkeeping requirements]

5 DEFINITIONS

5.1 Terms not defined in this document may be in the Diocesan Glossary.

5.2 High-risk food –

- Raw and cooked meat - such as chicken and minced meat, and foods containing them, such as casseroles, curries and lasagne
- Dairy products - such as custard and dairy-based desserts like custard tarts and cheesecake
- Eggs and egg products - such as mousse
- Smallgoods - such as ham and salami
- Seafood - such as seafood salad, patties, fish balls, stews containing seafood and fish stock
- Cooked rice and pasta
- Prepared salads - such as coleslaws, pasta salads and rice salads
- Prepared fruit salads
- Ready-to-eat foods - such as sandwiches, rolls, and pizzas that contain any of the food above.

Temperature danger zone

- The temperatures between which bacteria can multiply rapidly. This is where food temperatures are between 5 and 60°C.

6 RELATED LEGISLATION AND DOCUMENTS

Food Act 2008 (WA)

Food Safety Rules – A4 Poster (Victorian Department of Health)

Food Safety Management Tools for Businesses:

https://www.health.wa.gov.au/Articles/F_I/Food-safety-management-tools-for-food-businesses

7 FEEDBACK

7.1 Church members may provide feedback about this document by emailing registrar@anglicandnwa.org.

8 APPROVAL AND REVIEW DETAILS

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Administrator	Diocesan Registrar
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