

# LA TROBE UNIVERSITY

## FOOD SAFETY CHECKLIST

---

Amendments to the Victorian Food Act 1984 now require food premises registered in Victoria to implement Food Safety Programs. A food safety program requires that a food business look at its operations step by step from purchase of raw materials to the sale or service of food to the customer, identified all procedures with potential to cause harm to customers and ensure that sufficient controls are in place to minimize risks. For further information relating to designing a Food Safety Program please contact the OHS Section or a relevant Local Government Environment health Officer.

The checklist below is a guide to ensure that any Food Safety Program, which is implemented, is covering all required aspects.

---

### 1. PURCHASING / RECEIVING / DELIVERING STOCK

- 1.1 Food suppliers have been checked to be reputable and have policies on food safety
- 1.2 Raw foods are not transported with ready to eat foods.
- 1.3 Perishable cold foods are transported at 5° C or below
- 1.4 Hot food are transported at 60° C or above
- 1.5 Frozen foods are transported at –15°C or below

### 2. STORAGE

- 2.1 Cooked and raw foods are stored in different areas
- 2.2 Ready to eat food is stored wrapped.
- 2.3 Chemicals are not stored near food.
- 2.4 Dry goods are stored in close fitting lid containers.
- 2.5 Storage area is in a clean condition
- 2.6 Storage area is pest proofed.

### 3. PREPARATION

- 3.1 Equipment /utensils are clean and each piece of equipment has been designated to a particular food.
- 3.2 Staff have been trained in personal hygiene on a regular basis\*
- 3.3 Food thawed under refrigeration.
- 3.4 Food thawed in a microwave is cooked immediately
- 3.5 Fruit and vegetables are washed in clean water prior to use.
- 3.6 Exposure of food to room temperature is kept to a maximum of 1 hour.

**4. COOKING**

- 4.1 Internal temperature of food must reach 70° C before serving.
- 4.2 Meat and poultry products internal temperature of food must reach 80° C before serving.

**5. COOLING FOOD**

- 5.1 When cooling food it is not left out for more than 1 hour.
- 5.2 Large quantities of food in small proportions.

**6. DISPLAYING / SERVING FOOD.**

- 6.1 Screens are in place or food is packaged.
- 6.2 Perishable foods on display are kept at 5° C or below
- 6.3 Hot foods on display are stored at 60°C or above.
- 6.4 Price tags do not piece food.
- 6.5 Raw and ready to eat foods are displayed separately

**7. HOUSEKEEPING**

- 7.1 A program is in place to clean entire area on a regular basis.
- 7.2 All chemicals used for cleaning are safe to use around food.
- 7.3 Equipment / Utensils are cleaned after use.
- 7.4 Benchtops are wiped after use.

\* For further information relating to Food Handler training sessions contact the relevant Local Government Office.

*Please note that this checklist is to be used for an initial assessment only, if a more detailed inspection is required please contact the Occupational Health & Safety Section or the relevant Local Government.*

*The above checklist has been signed from A guide to Food Safety Programs for the Food Service Sector, Published by Victorian Government Department of Human Services.*

23 April 1998