

## TABLE OF CONTENTS

<b>1.</b>	<b>Setting up a new food premises.....</b>	<b>3</b>
	1.1. Floor Plan .....	3
	1.2. Inspection of the Proposed Site .....	3
	1.3. Final Inspection .....	3
	1.4. Registration .....	3
<b>2.</b>	<b>Buying an Existing Food Premises.....</b>	<b>5</b>
<b>3.</b>	<b>Government Departments and Other Authorities.....</b>	<b>6</b>
	3.1. SHIRE OF CAMPASPE .....	6
<b>4.</b>	<b>Food Safety Programs .....</b>	<b>7</b>
	4.1. Food Premises Classification .....	7
	4.2. Exemptions.....	7
	4.3. Types of Food Safety Programs.....	8
<b>5.</b>	<b>Design and Construction of Food Premises .....</b>	<b>11</b>
	5.1. General Requirements .....	11
<b>6.</b>	<b>Floors, Walls and Ceilings .....</b>	<b>14</b>
	6.1. Floors .....	14
	6.2. Walls and Ceilings.....	15
<b>7.</b>	<b>Fixtures, Fittings and Equipment.....</b>	<b>17</b>
	7.1. General Requirements .....	17
	7.2. Materials.....	18
<b>8.</b>	<b>Miscellaneous .....</b>	<b>21</b>
	8.1. Storage Facilities.....	21
	8.2. Toilet Facilities.....	21
	8.3. Food Transport Vehicles .....	21

## **INTRODUCTION**

This document has been designed to provide information that is required by the Shire of Campaspe's Environmental Health Officers to approve the registration of your proposed food business under the provisions of the Food Act 1984.

## 1. SETTING UP A NEW FOOD PREMISES

The Food Act 1984 requires that all businesses that sell, handle, store or prepare food must be registered with the local Council. In order to obtain registration for your proposed food business the following process must be followed:

### 1.1. Floor Plan

- It is recommended that plans of the proposed food premise be submitted to a scale of not less than 1:100 showing all parts of the premises. The plan must include:
  - The location of all fittings, fixtures & equipment.
  - Specifications of all fittings, fixtures & equipment.
  - Specifications of the types of materials used.
  - Any other information to ensure the premise plans comply with Chapter 3 of the Australian New Zealand Food Standards Code, Standard 3.2.3 Food Premises and Equipment.

Prior to the commencement of any works the floor and mechanical ventilations plans must be seen and approved by an Environmental Health Officer. Submitted plans will be assessed by the Officer and deficiencies noted. A list of these deficiencies will be forwarded onto the business owner so that construction can begin.

See **Section 5** for *Design and Construction of Food Premises* which outlines a summary of the requirements for the fit out of a food premise.

### 1.2. Inspection of the Proposed Site

Upon receipt of the plans, a site inspection will be conducted at the proposed premises by an Environmental Health Officer.

Any potential problems identified on-site will be addressed in a report following the inspection.

Council's Environmental Health Officers are available for consultation before and during the construction phase.

### 1.3. Final Inspection

Another inspection of the premise, once construction has been completed will be conducted by Council's Environmental Health Officers and any areas that require additional work or finishing will be noted. A copy of this will then be provided in a report.

### 1.4. Registration

Once the Environmental Health Officer has approved the building works an application for registration under the Food Act 1984 will be provided and must be completed and submitted to Council with the prescribed fee.

## TRADING AS A FOOD PREMISES

**A Registration Renewal of your business will be required annually and the registration period is 1 January to 31 December each year.**

Upon granting registration, the business will be issued with a "Certificate of Registration". This certification must remain on the premises at all times.

The proprietor of the business must ensure that his/her or its name is prominently displayed on any premises used in connection with that business. For most premises this will be on or above the main door.

An application for registration form can be obtained by contacting the Shire of Campaspe's Environmental Health Unit on 5481 2200.

**NOTE:** Class 1 & 2 Food Premises must have a Food Safety Program which is complete and deemed adequate by Council before the premise may be registered and operate. Council has the power to grant conditional registration in certain circumstances.

See *Section 4* for information on *Food Safety Programs*.

**NOTE:** Operating a food business without registration is an offence under the Food Act 1984.

## 2. BUYING AN EXISTING FOOD PREMISES

All businesses that sell food are required to hold registration with the Council under the provisions of the Food Act 1984.

This registration must be transferred from the name of the existing licensee to the name of the proposed purchaser before beginning operation.

Before you purchase a food business you should:

- Check with Council's Environmental Health Officers to determine if the business has current registration with Council.
- Send a formal request in writing to the Shire detailing the business name, address, prospective purchaser, date of settlement and that you request a transfer inspection of the property to ensure the premises complies with the requirements of the Food Act 1984. We recommend this correspondence be done through your solicitor and should be received by the Shire at least two weeks prior to settlement.
- A disclosure document must be signed by the vendor and returned to Council before Council may release details of the transfer inspection to the purchaser.

An inspection will then be conducted with the current proprietors of the business. This inspection is a requirement for all Food Premises under the Food Act 1984 and it is a great benefit to the purchaser as it will identify any outstanding orders of work that are required on the premises. Following the inspection, a report will be issued to both parties detailing any issues that need addressing on the premises under the provisions of the Food Act 1984. An application for Transfer of Registration will also be sent at this stage to the solicitor of the prospective purchaser. This form must be completed by both the proposed purchaser and existing licensee and returned to Council with the prescribed fee. This should be within 14 days of settlement.

It is then up to both parties to discuss who will complete the outstanding works on the premises. Any works to be carried out by the current proprietor should be completed before the date of settlement. Once these matters have been attended to and the application form and fee received, a new Certificate of Registration in the name of the purchaser will be sent to the new proprietors.

If the transfer fails to proceed for some reason, the fee for the transfer inspection will still need to be paid.

The proprietor of the business must ensure that their or its name is prominently displayed on any premises used in connection with that business. For most premises this will be on or above the main door.

A new food safety program will need to be prepared by the new proprietor. See Section 4 for more information.

## 3. GOVERNMENT DEPARTMENTS AND OTHER AUTHORITIES

### 3.1. SHIRE OF CAMPASPE

#### ***Building Department***

Further information and consultation can be provided in relation to:

**Building Permits:** A building permit is required when constructing a building and may be required when renovating/altering an existing building. Contact the building Department to see what is needed for your situation.

**Toilets:** Details on the number of hand wash basins, toilets and urinals.

**Fire Safety:** Details on emergency lighting, emergency exits, number, type and location of fire extinguishers/fire fighting equipment.

**Contact:** Building Surveyor.

☎ (03) 5481 2200

#### ***Local Law Department***

A permit is required for the following:

Placing an A-frame sign / tables / chairs / barriers / windbreaks / displays / waste skips on the footpath.

For further information and an application form, please contact:

**Contact:** Local Law Officer.

☎ (03)5481 2200

#### ***Planning Department***

Further information and consultation can be obtained in regard to:

- Obtaining a permit for any proposed building works.
- Obtaining a permit for a proposed use of a building/area.
- Premises wishing to increase their seating capacity.
- Signage (apart from A-frame signs on the footpath).
- If you wish to sell liquor.

**Contact:** Department Planning Officer

☎ (03)5481 2200

## 4. FOOD SAFETY PROGRAMS

A food safety program is a written document that outlines what steps you and your food business are taking to ensure that all food being sold is safe.

Under the Food Act 1984 it is a requirement for all Class 1 & 2 businesses to have a food safety program on site at all times for all staff to access and it must be approved by Council prior to registration being granted. Requirements to have a Food Safety Program for food businesses are set out below:

### 4.1. Food Premises Classification

Food premises (new and existing) will now be classified into one of the following four classes:

**Class 1 Premises:** Hospitals, child care centres and aged care services which serve high risk food.

**Class 2 Premises:** Other premises that handle high risk unpackaged food, such as restaurants, cafes, supermarkets and fast food outlets.

**Both Class 1 and Class 2 Premises require a Food Safety Supervisor and Food Safety Program.**

**Class 3 Premises:** Premises that handle unpackaged low risk food or high risk pre-packaged food, such as warehouses and distributors, milk bars, convenience stores and businesses selling cut fruit and vegetables.

**Class 4 Premises:** This includes premises that only undertake the following:

- Sale of shelf stable pre-packaged low risk (confectionery, frozen ice-cream, milk)
- Sale of packaged alcohol
- Sale of uncut fruit and vegetables
- Wine tasting
- Sale of packaged cakes (excluding cream)
- Supply of low risk food at sessional kindergarten
- Simple sausage sizzle where sausages are cooked and served immediately (sausages, onion, bread and sauce)

### 4.2. Exemptions

Exemptions from the requirement to have a Food Safety Program include:

Class 3 and Class 4 food premises do not require Food Safety Programs however Class 3 food premises are required to keep minimum records.

## 4.3. Types of Food Safety Programs

There are two different types of Food Safety Programs approved for use:

- Independent Food Safety Program, or
- State Registered Template (Standard Food Safety Program)

### 4.3.1. Class 1 Businesses

**Must** write/develop their own Independent Food Safety Program

### 4.3.2. Class 2 Businesses

- Can buy/use a State Registered Template, available online, or
- Write/develop their own Independent Food Safety Program

### 4.3.3. The Independent Food Safety Program

- Compulsory for all Class 1 businesses
- Optional for Class 2 businesses
- Must be third party audited (the costs of third party Auditors varies greatly)

### 4.3.4. The State Registered Template

- Open to all Class 2 businesses
- Food Safety Program must be checked and approved by an Environmental Health Officer.

For more information on templates visit the Department of Health website – [Food Safety Programs](http://www.health.vic.gov.au/foodsafety/bus/programs.htm) at <http://www.health.vic.gov.au/foodsafety/bus/programs.htm>

**NOTE:** A Food Safety Program is a requirement of the Food Act 1984 Section 19F, and failure to provide an adequate plan is grounds for refusal or revocation of registration.

### 4.3.5. Food Safety Supervisors

All food businesses that are required to have a Food Safety Program must also nominate a Food Safety Supervisor. This person is required to complete a relevant training course at a Registered Training Organisation. They are then responsible for overseeing the Food Safety Program and ensuring that it is being implemented and followed.

The FSS should inquire from a *Registered Training Organisation* as to what training they need to acquire.



## 4.3.6. Registered training organisations

The following organisations are *Registered Training Organisations*, listed as delivering a *Food Safety Supervisor* course in the Campaspe district and surrounding areas:

### Brit – Echuca

113-122 Hare Street, Echuca

Tel: 5480 2675

### Brit – Bendigo

McCrae Street, Bendigo

Tel: 5434 1444

### Campaspe Adult Education

Hare Street, Echuca

Tel: 5482 4601

### Kyabram & Community Learning Centre

Lake Road, Kyabram

Tel: 5852 0000

### Goulburn Ovens Tafe

Fryers Street, Shepparton

Tel: 5833 2555

### City of Melbourne – Online Training

[www.melbourne.vic.gov.au/foodsafetytraining](http://www.melbourne.vic.gov.au/foodsafetytraining)

Tel: 9658 78817

## 4.3.7. Current courses

The following table lists the current unit codes (as of 2011) suitable for food safety supervisor training requirements (taken from the DHS website).

	<i>Food Processing</i>	<i>Retail and Hospitality</i>	<i>Health and Community Services</i>	<i>Transport and Distribution</i>
<b>Current unit codes meeting food safety supervisor training requirements</b>	<b>FDFCORFSY2A:</b> Implement the food safety program and procedures <b>OR</b>	<b>SIRRFSA001A:</b> Apply retail food safety practices <b>OR</b> <b>SITXOHS002A:</b> Follow workplace hygiene procedures <b>AND</b> <b>SITXFSA001A:</b> Implement food safety procedures	<b>HLTFS207B:</b> Follow basic food safety practices <b>AND</b> <b>HLTFS310B:</b> Apply and monitor food safety requirements <b>AND</b> <b>HLTFS309B:</b> Oversee the day-to-day implementation of food safety in the workplace	Use relevant units from other sectors
<b>Previous unit codes meeting food safety supervisor training requirements</b>	<b>FDFCORFS2A:</b> Implement the food safety plan	<b>WRRLP6B/C:</b> Apply retail food safety practices <b>OR</b> <b>THHGHS01A/B:</b> Follow workplace hygiene procedures <b>AND</b> <b>THHBCC11A/B:</b> Implement food safety procedures	<b>HLTFS7A:</b> Follow basic food safety practices <b>AND</b> <b>HLTFS10A:</b> Apply and monitor food safety requirements <b>AND</b> <b>HLTFS9A:</b> Oversee the day-to-day implementation of food safety in the workplace	

### 4.3.8. Further information

Further detail can be obtained by contacting any of the following:

- Council's Environmental Health Officers – (03) 54812200
- DHS Food Safety Units Hotline – 1300 366 356
- DHS Food Safety Unit's website – <http://www.health.vic.gov.au/foodsafety/>
- Commercial consultants

### 5. DESIGN AND CONSTRUCTION OF FOOD PREMISES

This is a summary only – for the full requirements see Chapter 3 of the Australian New Zealand Food Standards Code  
<http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm>

#### 5.1. General Requirements

The design and construction of food premises must:

- Be appropriate for the activities for which the premises are used;
- Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;
- Permit the food premises to be effectively cleaned and if necessary sanitised; and
- To the extent that is practicable:
  - exclude dirt, dust, fumes, smoke and other contaminants;
  - not permit the entry of pests; and
  - not provide harbourage for pests.

Food contamination can be minimised by separating the areas where raw products are handled from the areas where the final product is ready for dispatch or service, as well as separating wash up areas and staff amenity areas from areas where food is prepared.

##### 5.1.1. Water Supply

Food premises must have an adequate supply of potable water that is available at a volume, pressure and temperature that is adequate for the purposes for which the water is used by the individual business.

##### *Mobile and Temporary premises*

Businesses using vehicles that do not connect to reticulated supplies must ensure that the vehicles are fitted with water storage tanks with a capacity adequate for the period of trading between opportunities for refilling.

Stalls at markets and similar places will have to be provided with tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system.

##### 5.1.2. Sewage and Wastewater Disposal

Food premises must have a sewage and waste water disposal system that:

- will effectively dispose of all sewage and waste water; and

- is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

Many businesses will require a grease trap. You should contact Coliban Water on 1300 363 200 or Goulburn Valley Water on 5832 0400 in regards to this.

### ***Mobile and Temporary premises***

Where there is no connection to a mains system businesses will have to ensure that temporary holding tanks and any associated pipes are properly constructed, do not leak and do not allow pests to have access to the vehicle or stall.

Arrangements for emptying will have to ensure that there is no risk of contamination during the emptying process.

Buckets or open containers placed under sink or basin outlets must be emptied regularly to avoid overflow and contamination problems.

### **5.1.3. Storage of Garbage and Recyclable Matter**

Food premises must have facilities for the storage of garbage and recyclable matter that:

- Adequately contain the volume and type of garbage and recyclable matter on the food premises;
- Enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- Are designed and constructed so that they may be easily and effectively cleaned.

### **5.1.4. Ventilation**

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

#### ***Ventilation in new premises***

Premises that are undergoing fit out or are recently completed have to meet natural and/or mechanical ventilation requirements in the Building Code of Australia (BCA). Under the BCA, premises must be provided with means of ventilation with outdoor air which will maintain adequate air quality. If the air is provided through a mechanical air handling system, the system must control the circulation of objectionable odours and the accumulation of harmful contamination by micro-organisms, pathogens and toxins.

In a commercial kitchen, an exhaust hood that complies with Australian Standard 1668 Parts 1 and 2 will satisfy the BCA requirements.

### **5.1.5. Lighting**

Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

## TRADING AS A FOOD PREMISES

### *Examples of minimum maintenance levels:*

<b>Activity</b>	<b>Level of Illuminance (lux)</b>
Food and equipment storage areas	110-150
Retail, dishwashing, handwashing, toilet areas	200-300
At food preparation surfaces	500
For reading inspection and monitoring equipment (by provision of local lighting)	600-1200

For new work or alterations subject to BCA requirements, artificial lighting systems must comply with the relevant parts of Australian Standard 1680.

## 6. FLOORS, WALLS AND CEILINGS

The requirements for floors, walls and ceilings specified in this section apply to the floors, walls and ceilings of all areas used for food handling, cleaning, sanitising and personal hygiene except the following areas:

- Dining areas;
- Drinking areas; and
- Other areas to which members of the public usually have access.

### 6.1. Floors

Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises. Floors must:

- Be able to be effectively cleaned;
- Be unable to absorb grease, food particles or water;
- Be laid so that there is no ponding of water; and
- To the extent that is practicable, be unable to provide harbourage for pests.

#### 6.1.1. Kitchens and other areas where food is prepared or cooked

Floors should be smooth (within occupational health and safety guidelines), free from cracks and crevices and resistant to hot water, steam and/or chemicals. It is also important in permanent premises that the floor is durable otherwise the business will be faced with replacement costs and associated disruption. Examples of floors that meet the criteria include:

- Glazed tiles with flush epoxy grouting
- Sheet vinyl, and
- Epoxy resin.

The same criteria applies to floors in wash up areas.

#### 6.1.2. Staff amenity areas, including wash rooms

The type of floors will depend on the extent to which food residues are carried into these areas and the method of cleaning necessary to keep the floors clean. Floors that would be suitable include:

- Glazed tiles
- Sheet vinyl, and

- Epoxy resin.

There is no requirement that the floor be capable of being sanitised (withstanding chemical sanitisers or the high temperatures of hot water or steam sanitising) because food should not be in direct contact with the floor and walking on the floor negates the sanitiser's effect. Cleaning methods should be adequate to remove soil as well as reduce micro-organisms to a safe level.

### 6.1.3. Coving

Coving should be provided in new premises in areas where floors are intended to be or likely to be cleaned by flushing with water. It may also help cleaning where the floor has to be frequently swept. Installing coving at floor-wall junctions may make difficult-to-access areas easier to keep clean.

In existing premises it is not necessary to install coving unless there are problems with cleanliness as it is likely to create ridges or ledges that can trap dirt and it may be difficult to ensure that the coving adheres strongly to the surface beneath.

### 6.1.4. Storage areas

Floors should be smooth and free of cracks and crevices in order to be capable of effective cleaning. Floors that would be suitable include:

- Glazed tiles
- Sheet vinyl
- Epoxy resin
- Concrete trowelled to a smooth finish (provided dense mixes are used and it is properly cured and has a steel or machine-float finish).

An exception to the above would be coolrooms if they are frequently entered from food preparation areas and grease from floors is walked in.

### 6.1.5. Exemptions

- Floors of temporary food premises, including ground surfaces that are unlikely to pose any risk of contamination of food handled at the food premises, and
- Floors of food premises that are unlikely to pose any risk of contamination of food handled at the premises provided the food business has obtained the approval in writing of the appropriate enforcement agency for their use.

## 6.2. Walls and Ceilings

Walls and ceiling must be designed and constructed in a way that is appropriate for the activities conducted on the food premises and must be provided where they are necessary to protect food from contamination. They must be:

- sealed to prevent the entry of dirt, dust and pests;

- unable to absorb grease, food particles or water; and
- able to be easily and effectively cleaned.

Wall surfaces in kitchens and other processing areas must be finished with materials such as:

- ceramic tiling,
- vinyl sheeting,
- stainless steel, or
- Steel-trowelled concrete or cement render, coated or sealed to be impervious.

Plasterboard and similar absorbent wall surfaces are not suitable unless protected by ceramic tiles or other impervious material in areas that are likely to be splashed by water or be in contact with food.

Plasterboard ceilings painted with washable paint will provide a surface that is impervious enough to prevent it absorbing any steam etc. that is not removed by ventilation exhaust systems.



## 7. FIXTURES, FITTINGS AND EQUIPMENT

### 7.1. General Requirements

Fixtures, fittings and equipment must be:

- adequate for the production of sale and suitable food; and
- fit for their intended use.

Fixtures, fittings and equipment include all benches, shelves, sinks, washbasins, cupboards, light fittings, garbage chutes, conveyors, and ventilation ducts, equipment used in handling food and in cleaning such equipment, refrigeration motors and associated equipment and monitoring equipment. It also includes food vending machines, mobile insulated handcarts used for selling packaged ice-cream and bain-marie units on the pavement outside premises.

<i>Type of operation carried out by business</i>	<i>Criteria for judging adequacy</i>
Cooking/processing	Adequate equipment to ensure that the process reaches the temperature or other parameter required to destroy pathogens.
Cooling and refrigerated storage of potentially hazardous foods	Adequate equipment to cool food in accordance with the requirements of Standard 3.2.2 (Chapter 3. Australian New Zealand Food Standards Code) and hold food under temperature control.  Adequate refrigerated space to cater for large functions (if appropriate).
Displaying potentially hazardous foods	Adequate refrigerated or hot display counters to ensure that all displayed food is displayed in accordance with temperature requirements of Standard 3.2.2 (Chapter 3. Australian New Zealand Food Standards Code) and is protected from contamination.
Transporting chilled potentially hazardous food	Refrigeration equipment, insulated containers or other containers if this equipment is appropriate on the vehicle to ensure food is capable of being maintained at 5°C or below.
Washing fruit and vegetables	Where food handling involves frequent washing of fruit and vegetables a food preparation sink should be installed.
Utensil and equipment washing and sanitising	Double bowl or triple bowl sinks for sanitising and/or dishwashers that sanitise.
Personal washing	All staff have easy access to hand washing facilities
Floor and general cleaning requirements	Single bowl sink, cleaners sink, hose connections, curbed drain connected to the sewer or other facility for cleaning the equipment used for cleaning the premises and for disposing of dirty water.

**NOTE:** Temperature displays, alarms and data loggers fitted to equipment will assist with monitoring the temperature of potentially hazardous food.

Also note that the number of sinks for equipment washing and sanitising and for food preparation will depend on the food operations carried out by the business. In new premises it is advisable to separate food washing operations from equipment washing.

## 7.2. Materials

Timber is not a suitable type of material for the construction because of the difficulty in maintaining it to a sufficiently high standard of cleanliness. Instead, synthetic surfaces made specifically for food contact use are recommended because they are easier to clean and sanitise effectively.

Stainless steel must be of a grade that is sufficiently resistant to the corrosive properties of the food being processed.

### 7.2.1. Specific requirements for design, construction, location and installation

Fixtures, fittings and equipment must be designed, constructed, located and installed so that:

- there is no likelihood that they will cause food contamination;
- they are able to be easily and effectively cleaned;
- adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
- to the extent that is practicable, do not provide harbourage for pests.

Space should be allowed between equipment and walls to allow access, or equipment should be butted so close together that food debris etc. cannot get in between. (There is guidance on spacing equipment in the Australian Standard for food premises).

Installing equipment on castors, rollers or legs enables it to be moved. Installing fixed equipment on plinths or legs raised above the floor enables floors to be hosed without soaking the underside of equipment.

**NOTE:** We recommend that any shelving, cupboards or equipment be raised off the floor at a minimum of 150mm to facilitate easy cleaning of the area. Any items that cannot be raised to this degree should be on wheels and be easy to move and clean under and behind.

Specific requirements for food contact surfaces

The food contact surfaces of fixtures, fittings and equipment must be:

- able to be easily and effectively cleaned and if necessary, sanitised if there is a likelihood that they will cause food contamination;
- unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination; and
- Made of material that will not contaminate food.

Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

## **7.2.2. Other issues**

Architraves around doorways and windows, window frames, window sills and other surrounds to openings in walls and ceilings are fittings attached to the wall or ceiling are also considered to be fittings as well as doors and curtains (such as plastic strip curtains).

Doors should be able to be easily and effectively cleaned, especially any handles, knobs or plates that come into contact with food handlers' hands and they must be constructed so that they do not allow insect infestation.

## **7.2.3. Connections for Specific Fixtures, Fittings and Equipment**

Fixtures, fittings and equipment that use water for food handling or other activities and are designed to be connected to a water supply must be connected to an adequate supply of water.

## **7.2.4. Hand Washing Facilities**

### ***Location of hand washing facilities***

Food premises must have hand washing facilities that are located where they can be easily accessed by food handlers:

- Within areas where food handlers work if their hands are likely to be a source of contamination of food; and
- If there are toilets on the food premises – immediately adjacent to the toilet or toilet cubicles.

Food businesses must provide hand washing facilities within areas where food handlers work and where the hands of the food handlers are likely to be a source of contamination of food. In the kitchen of a typical food service establishment a food handler should not have to travel more than 5 metres to the nearest basin. In large food production factories or where there are special circumstances and facilities that use water, are restricted longer distances may be appropriate.

The number of hand washing facilities will depend on the size, layout and use of the area, and staff numbers however kitchens and other areas where food for food service is prepared (restaurants, cafes, takeaways) must have at least one hand basin in the area.

It is good practice to provide a basin at the staff entrance to the food preparation area because it will enable staff to thoroughly wash their hands before resuming work and before there are opportunities to contaminate surfaces in this area.

### ***Specific requirements for hand washing facilities***

Hand washing facilities must be:

- Permanent fixtures
- Connected to, or otherwise provided with a supply of warm running potable water;
- Of a size that allows easy and effective hand washing; and
- Clearly designated for the sole purpose of washing hands, arms and face.

### **Exemptions**

- *Domestic premises* – Bed and breakfast and family day care organisations are examples of businesses that may seek approval in writing of the appropriate enforcement agency to operate in premises that are designed for domestic use and may not have hand basins in the kitchen.
- *Temporary premises* – Businesses such as market stalls and caterers on outback tours may obtain prior approval from the enforcement agency to use gels and other hand washing agents. This may be appropriate where water is either not available or supplies of water are limited.

### **Other issues relating to hand washing**

Hands-free taps (or single-lever mixer taps) should be installed at basins in food preparation areas and at toilet handbasins.

In existing premises that do not have a handbasin in food handling areas, one bowl of a two-compartment sink or a spare single bowl sink may be designated as the hand wash facility.

**NOTE:** Using one compartment of the sink for hand washing and also for other uses would not comply with the standard.

## 8. MISCELLANEOUS

### 8.1. Storage Facilities

Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings. These storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

A separate storage area designated for the purpose of storing chemicals and cleaning equipment should be provided, or if small amounts of chemicals are stored, a cupboard.

There should also be adequate space for other items as well such as office equipment and dirty linen.

### 8.2. Toilet Facilities

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business.

### 8.3. Food Transport Vehicles

Vehicles used to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport. They must be designed and constructed so that they are able to be effectively cleaned and if necessary sanitised.