

Fact Sheet



Food Safety

Under the Food Act 1984 it is a requirement for all businesses that sell, handle, package or manufacture foods have a Food Safety Program.

What is a Food Safety Program?

A Food Safety Program (FSP) is a written document that shows how a business manages food safely within their business. It describes how businesses should identify and control potential hazards in their business to ensure all food is prepared and handled safely.

A FSP provides businesses with guidelines of hazards and how these should be monitored within the business. It also provides training information for staff about handling food safely and what they should do if they believe there is a problem.

All new businesses are required to have a FSP prior to the registration for the premises being granted. This must be reviewed by the Environmental Health Officer to ensure it has been completed correctly.

A copy of the Food Safety Program must be kept on the premises at all times in order for staff to refer to if required. All appropriate record sheets should be kept up to date and will be checked by an Environmental Health Officer at the time of inspection.

If you have purchased an existing business it should already have a Food

Safety Program in place. It is the new proprietors' responsibility to ensure that this program is kept current and any changes made are forwarded to an Environmental Health Officer. It is recommended that all new proprietors prepare a new Food Safety Program for the business so they are fully aware of what is required and involved in the program; templates are available to assist.

What Food Safety Program should I use in my business?

The type of Food Safety Program you use will depend on the type of people you provide food to and the type of business you are.

There are two classes of food premises that are required to have a Food Safety Program, Class 1 premises and Class 2 premises.

A Class 1 premises is a food premises that handles or sells foods that are considered high risk and ready to eat and that are to be consumed predominantly by at risk or vulnerable populations. This includes premises such as Hospitals, Nursing Homes and Child Care Centre's.

A Class 2 premises includes all other

premises other than those that are selling prepackaged, low risk foods. This includes all Cafes, Restaurants and Take away food premises that are preparing or handling ready to eat or high risk foods.

Class 1 Premises

All Class 1 premises are required to have an Independent Food Safety Program. This means that all these businesses must develop their own Food Safety Program and have it third party audited each year. This third party audit must be conducted by a qualified auditor who is approved by Food Safety Victoria. Once the audit has been completed a copy of the Audit Certificate must be forwarded to Council within 14 days of your receipt of the certificate.

Class 2 Premises

Class 2 premises have the option of selecting a State Registered Template or developing their own Independent program. If the business elects to develop an Independent program they are required to follow the same procedure as a Class 1 premises and have the program third party audited each year.

State Registered Templates provide businesses with a document that already outlines the major processes

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and steps conducted in most premises. These Templates need to be adapted to suit the individual premises and are reviewed and audited by Councils Environmental Health Officers.

If you are unsure as to which Class your food business should be, please contact an Environmental Health Officer for assistance.

What Templates are available?

There are several Templates available for businesses to use, many of which are designed for specific types of businesses. A list of these Templates is available by contacting an Environmental Health Officer at Campaspe Shire Council or on the Food Safety Victoria Website.

Are there any other requirements involved with the Food Safety Program?

All food businesses that are required to have a Food Safety Program are also required to have a qualified Food Safety Supervisor. This person is responsible for the implementation and monitoring of the Food Safety Program within your business. Please refer to the Fact Sheet 'Food Safety Supervisor Requirements' for further details on this.

What's the next step?

Once you have completed your Food Safety Program you will need to submit a copy to Council for review and approval. If you require assistance in completing your FSP you can contact an Environmental Health Officer who will be able to assist.

Useful Websites:

Food Safety Victoria

www.health.vic.gov.au/foodsafety

Want more information?

If you require further information about any matters mentioned in this fact sheet please contact an Environmental Health Officer at Campaspe Shire Council toll free on 1300 666 535