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## **Level 1, Induction Food Safety Skills Summary**

Level 1, Stage I describes the food safety skills required of staff before they handle food in your premises. Even though your staff have had training at this stage, they will require supervision to ensure that they are demonstrating good food safety practices.

### Level 1, Stage 1

What employees need to know before starting to handle food in your premises.

The following is a list of the nine food safety skills that your employees should be able to demonstrate before starting to work in your food business:

1. Wear and maintain uniform/protective clothing hygienically
2. Maintain a high standard of hand-washing
3. Maintain a high standard of personal hygiene
4. Demonstrate correct hygiene practice if suffering from ailments/illnesses that may affect the safety of food
5. Avoid unhygienic practices in a food operation
6. Demonstrate safe food handling practice
7. Maintain staff facilities in a hygienic condition
8. Obey food safety signs
9. Keep work areas clean.

**Level 1, Stage 1 - Table of Food Safety Skills S**

<b>Food Safety Skills</b>	<b>How The Employee Demonstrates This</b>	<b>Employer's Supporting Activities</b>
<b>(1) Wear and maintain uniform/protective clothing hygienically</b>	<ul style="list-style-type: none"> <li>• Understand the reasons for wearing uniform/protective clothing</li> <li>• Refrain from wearing personal clothing over protective clothing</li> <li>• Wear a clean uniform/protective clothing as instructed</li> <li>• Change protective clothing at least daily and more frequently when required</li> <li>• Refrain from wearing protective clothing outside the premises or when travelling to/from work</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clean protective clothing and ensure laundry facilities are available</li> <li>• Provide staff with adequate changing facilities and lockers where appropriate</li> <li>• Ensure staff wear clean protective clothing/uniform</li> <li>• Instruct employees on correct wearing and cleaning of uniform/protective clothing</li> </ul>
<b>(2) Maintain a high standard of hand-washing</b>	<ul style="list-style-type: none"> <li>• Wash hands using the correct procedure</li> <li>• Wash hands as frequently as necessary and always:                             <ul style="list-style-type: none"> <li>- before starting or recommencing work</li> <li>- after using the toilet</li> <li>- before handling cooked or ready-to-eat foods</li> <li>- after handling or preparing raw food</li> <li>- after handling rubbish</li> <li>- after smoking</li> <li>- after coughing, sneezing, using a handkerchief, blowing the nose, touching the skin, hair or face</li> <li>- after cleaning duties</li> <li>- after shaking hands</li> <li>- after handling money</li> </ul> </li> <li>• Take appropriate action if hot water, soap etc. are not available</li> </ul>	<ul style="list-style-type: none"> <li>• Provide hand-washing facilities with adequate requisites (minimum requirement - soap, hot water and paper towels)</li> <li>• Instruct personnel on hand-washing procedure as per relevant standard</li> <li>• Display signs to remind employees to wash their hands. Ideally these signs should have recognisable symbols and be in several languages as appropriate</li> </ul>

**Level 1, Stage 1 - Table of Food Safety Skills (continued)**

<b>Food Safety Skills</b>	<b>How The Employee Demonstrates This</b>	<b>Employer's Supporting Activities</b>
<b>(3) Maintain a high standard of personal hygiene</b>	<ul style="list-style-type: none"> <li>• Keep hair neat and tidy and covered in the presence of food</li> <li>• Wear suitable clean protective clothing</li> <li>• Keep fingernails short and clean, and free of nail varnish</li> <li>• Refrain from wearing inappropriate jewellery</li> <li>• Refrain from wearing excessive perfume, deodorant, after-shave and make-up</li> <li>• Keep cuts, sores and grazes covered with clean conspicuously coloured waterproof dressing</li> <li>• When using gloves, use in a hygienic manner as per relevant standard</li> </ul>	<ul style="list-style-type: none"> <li>• Provide new employees with established rules referring to good personal hygiene practice</li> <li>• Provide an adequately stocked first aid cabinet that is checked regularly</li> <li>• Contents of first aid cabinet should include coloured waterproof dressings (These dressings should also be metal detectable for the manufacturing sector)</li> <li>• Provide gloves and guidelines for their use</li> </ul>
<b>(4) Demonstrate correct hygienic practice if suffering from ailments and illnesses that may affect food safety</b>	<ul style="list-style-type: none"> <li>• Report to their supervisor:                             <ul style="list-style-type: none"> <li>- if suffering from any ailments/illness, (in particular, diarrhoea or vomiting) which may affect the safety of food</li> <li>- if they are absent from work due to any ailments / illnesses which may affect the safety of food</li> <li>- if they suffered diarrhoea or vomiting while on holidays, especially overseas</li> <li>- if anybody living with them is suffering from ailments /illness that may affect the safety of food</li> </ul> </li> <li>• Avoid working near open food if suffering from any ailment or illnesses that may affect the safety of food, in particular, diarrhoea or vomiting</li> </ul>	<ul style="list-style-type: none"> <li>• Inform staff of the importance of reporting ailments and illness that may affect the safety of food, in particular diarrhoea or vomiting</li> <li>• Inform staff of the reporting procedure in place</li> <li>• Ensure staff returning to work after suffering from diarrhoea or vomiting, do not work near food until 48 hours after the symptoms have cleared</li> </ul>
<b>(5) Avoid unhygienic practices in a food operation</b>	<ul style="list-style-type: none"> <li>• Never chew gum or consume food in a food operation</li> <li>• Never spit or pick nose in a food operation</li> <li>• Never cough or sneeze over food</li> <li>• Never taste food with fingers</li> <li>• Never handle food after touching face, nose or head</li> </ul>	<ul style="list-style-type: none"> <li>• Provide designated staff eating area</li> </ul>

**Level 1, Stage 1 - Table of Food Safety Skills (continued)**

<b>Food Safety Skills</b>	<b>How The Employee Demonstrates This</b>	<b>Employer's Supporting Activities</b>
<b>(6) Demonstrate safe food handling practice</b>	<ul style="list-style-type: none"> <li>• Handle food/utensils as little as possible</li> <li>• Store raw and ready-to-eat products separately/avoid direct contact between raw and ready-to-eat products</li> <li>• Correct use of colour coding system where provided</li> <li>• Store hot food as per relevant standard</li> <li>• Store cold food as per relevant standard</li> <li>• Store frozen food as per relevant standard</li> <li>• Where appropriate to the job, package food as per relevant standard</li> </ul>	<ul style="list-style-type: none"> <li>• Provide colour coding system in the food operation where appropriate</li> <li>• Increase awareness of correct storage practices using food safety signs</li> </ul>
<b>(7) Maintain staff facilities in a hygienic condition</b>	<ul style="list-style-type: none"> <li>• Keep locker rooms and other staff areas in a clean condition</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure facilities such as toilets/locker rooms are maintained to a good structural hygiene standard</li> </ul>
<b>(8) Obey food safety signs</b>	<ul style="list-style-type: none"> <li>• Be aware of the food safety signs that exist in the workplace</li> <li>• Adhere to the instruction of the food safety signs</li> </ul>	<ul style="list-style-type: none"> <li>• Display food safety signs in the food preparation area as appropriate</li> <li>• Ensure food safety signs are visible</li> </ul>
<b>(9) Keep work area clean</b>	<ul style="list-style-type: none"> <li>• Clean as you go</li> <li>• Follow cleaning programme as instructed</li> <li>• Ensure that the food contact surface is clean before commencing work</li> <li>• Use cleaning agents and cleaning equipment as instructed</li> <li>• Change water used for cleaning when it becomes cool or dirty</li> <li>• Ensure food does not come in contact with cleaning agents</li> <li>• Store cleaning agents in designated storage area</li> </ul>	<ul style="list-style-type: none"> <li>• Have a cleaning programme in place</li> <li>• Provide adequate supplies of cleaning agents, materials and equipment</li> <li>• Provide separate storage area for cleaning chemicals, materials and equipment</li> <li>• Ensure chemicals used are food grade and suitable for the industry</li> <li>• Ensure employees know which chemicals to use and how to use them</li> </ul>

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## **Level 1, Stage II Food Safety Skills Summary**

Having been trained to Stage 1 before starting work, Stage II provides information on what your employees need to know after they have been working in your premises for a month. Even though your staff have had training at this stage they will require supervision to ensure that they are demonstrating good food safety practices.

### Level 1 Stage II

What employees need to know within the first month of employment. Note for employees involved in a low-risk activity in your premises that this training may be delivered within 3-6 months of employment.

The following is a list of the 11 food safety skills to be demonstrated by your employees at this stage:

1. Demonstrate their legal responsibility in ensuring safe food for the consumer
2. Recognise how food can be put at risk by chemical, physical and biological hazards
3. Demonstrate an understanding of cross contamination and the hygiene practice necessary to prevent it
4. Explain the difference between high and low-risk activities
5. Avoid unnecessary handling of food, food utensils and surfaces
6. Where applicable to the job, record the temperature of food as required
7. Keep appropriate food safety records
8. Keep pests out of the food operation and operate a satisfactory waste disposal system
9. Take action when aware of unhygienic practices that may put the safety of food at risk
10. Co-operate with authorised enforcement officers
11. Where applicable to the job, check deliveries appropriately.

## Level 1, Stage II - Table of Food Safety Skills

Food Safety Skills	How The Employee Demonstrates This	Employer's Supporting Activities
<b>(1) Demonstrate their legal responsibility in ensuring safe food for the consumer</b>	<ul style="list-style-type: none"> <li>• Follow the food safety instructions from their supervisor/manager</li> <li>• Use correct hygienic procedures when working in a food operation</li> <li>• Act in accordance with legal requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of relevant legislation</li> <li>• Instruct staff in their legal responsibilities in ensuring food safety</li> <li>• Ensure hygiene practices of the staff are supervised</li> </ul>
<b>(2) Recognise how food can be put at risk by chemical, physical and biological hazards</b>	<ul style="list-style-type: none"> <li>• Define a food safety hazard</li> <li>• List possible sources of physical and chemical contaminants</li> <li>• List possible sources of bacteria</li> <li>• State the conditions required for bacterial growth</li> <li>• Demonstrate how hazards are controlled through following correct hygienic practices</li> </ul>	<ul style="list-style-type: none"> <li>• Instruct staff on the food safety hazards relevant to their workplace</li> <li>• Ensure controls are in place to prevent, eliminate or reduce any food safety hazard in the food operation to an acceptable level</li> <li>• Instruct staff on the correct hygiene practices required to control food safety hazards relevant to their workplace</li> </ul>
<b>(3) Demonstrate an understanding of cross contamination and the hygiene practice necessary to prevent it</b>	<ul style="list-style-type: none"> <li>• Explain what cross contamination is and how it can occur</li> <li>• Give examples of what steps are taken to avoid cross contamination during their work activity</li> <li>• Ensure raw and ready-to-eat/cooked products do not come in direct contact with each other during any stage of the food operation</li> <li>• Use separate storage, preparation surfaces and equipment for raw and ready-to-eat cooked foods</li> <li>• Correct use of colour coding system to avoid cross contamination</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight areas where cross contamination can occur</li> <li>• Ensure segregation of raw and ready-to-eat/cooked foods in each storage area</li> <li>• Use colour coding in the food operation as per relevant standard</li> </ul>
<b>(4) Explain the difference between high and low-risk activities</b>	<ul style="list-style-type: none"> <li>• State whether they are involved in a high or low-risk activity</li> <li>• Explain why their activity is high or low-risk</li> </ul>	<p><b>Tips for Best Practice</b></p> <ul style="list-style-type: none"> <li>• Provide methods to clearly identify and segregate high and low-risk activities e.g. by the use of separate utensils, colour coding equipment, different staff clothing</li> </ul>

**Level 1, Stage II - Table of Food Safety Skills (Continued)**

<b>Food Safety Skills</b>	<b>How The Employee Demonstrates This</b>	<b>Employer's Supporting Activities</b>
<b>(5) Avoid unnecessary handling of food, food utensils and surfaces</b>	<ul style="list-style-type: none"> <li>• Handle food as little as possible</li> <li>• Use appropriate utensils when handling food</li> <li>• Refrain from unnecessary handling of surfaces with which food comes in contact</li> </ul>	<ul style="list-style-type: none"> <li>• Provide adequate utensils and preparation areas for food handling</li> </ul>
<b>(6) <i>Where applicable to the job:</i> Record the temperature of foods as required</b>	<ul style="list-style-type: none"> <li>• Use a temperature probe correctly</li> <li>• Know when to probe food products</li> <li>• Know the temperature limits as per relevant standard/current legislation</li> <li>• Record the temperature of foods probed</li> <li>• Contact supervisor if food is outside the required temperature specification</li> </ul>	<ul style="list-style-type: none"> <li>• Where appropriate, provide relevant time–temperature recording sheets and include target temperatures on recording sheets as appropriate</li> <li>• Provide appropriate types of temperature probes and maintain and calibrate as required</li> <li>• Provide an appropriate method of cleaning temperature probe</li> </ul> <p><b>Tips for Best Practice</b></p> <ul style="list-style-type: none"> <li>• Increase awareness of time-temperature control in the food operation using food safety signs</li> </ul>
<b>(7) Keep appropriate food safety records</b>	<ul style="list-style-type: none"> <li>• Complete food safety records as appropriate to their work area</li> <li>• Contact supervisor if food is outside its specification</li> <li>• Return food safety records to storage area</li> </ul>	<ul style="list-style-type: none"> <li>• Provide food safety recording sheets as appropriate to each stage of the food preparation chain</li> <li>• Ensure records are up to date, signed and dated</li> <li>• Provide specifications for food products</li> </ul> <p><b>Tips for Best Practice</b></p> <ul style="list-style-type: none"> <li>• Designate a storage area for various food safety records</li> </ul>

**Level 1, Stage II - Table of Food Safety Skills (Continued)**

<b>Food Safety Skills</b>	<b>How The Employee Demonstrates This</b>	<b>Employer's Supporting Activities</b>
<b>(8) Keep pests out of the food operation and operate a satisfactory waste disposal system</b>	<ul style="list-style-type: none"> <li>• Report signs of infestation to supervisor/manager</li> <li>• Place waste into designated containers</li> <li>• Keep waste bins clean</li> <li>• Remove waste daily/more frequently if required</li> <li>• Keep doors and windows closed/screened</li> <li>• Keep waste which is outside the premises covered</li> <li>• Maintain waste storage areas in a hygienic condition</li> <li>• Apply hygiene practices in the storage of food</li> </ul>	<ul style="list-style-type: none"> <li>• Implement a pest control system</li> <li>• Provide sufficient number of suitable waste containers</li> <li>• Implement a procedure for the removal of waste</li> <li>• Allocate designated areas for waste containers and ensure they are separate from food storage and preparation areas</li> <li>• Ensure waste storage areas are kept clean</li> </ul> <p><b>Tips for Best Practice</b></p> <ul style="list-style-type: none"> <li>• Implement a waste segregation policy</li> </ul>
<b>(9) Take action when aware of unhygienic practices that may put the safety of food at risk</b>	<ul style="list-style-type: none"> <li>• Report to their supervisor when they become aware of practices, signs and conditions that may put the safety of food at risk</li> </ul>	<p><b>Tips for Best Practice</b></p> <ul style="list-style-type: none"> <li>• Implement a method of informing staff of dates and problems encountered and the follow up action taken to prevent a reoccurrence of the problem(s)</li> </ul>
<b>(10) Co-operate with authorised enforcement officers</b>	<ul style="list-style-type: none"> <li>• Provide enforcement officers with all reasonable assistance</li> <li>• Provide enforcement officers with the information they may reasonably require</li> </ul>	<ul style="list-style-type: none"> <li>• Brief employees of the role of enforcement officers</li> <li>• Ensure employees are aware of their legal responsibilities in relation to enforcement officers</li> <li>• Ensure employees keep legible records</li> </ul>

**Level 1, Stage II - Table of Food Safety Skills (Continued)**

<b>Food Safety Skills</b>	<b>How The Employee Demonstrates This</b>	<b>Employer's Supporting Activities</b>
<p><b>(11)</b> <i>Where applicable to the job:</i> <b>Check deliveries appropriately</b></p>	<ul style="list-style-type: none"> <li>• When food is delivered ensure that:                             <ul style="list-style-type: none"> <li>- food and non-food items are segregated</li> <li>- it is at the correct temperature</li> <li>- it is free from pest infestation and obvious contamination and is in a good condition</li> <li>- raw and ready-to-eat/cooked foods are segregated</li> <li>- packaging of delivered goods is intact and that there is no evidence of tampering</li> <li>- canned food being delivered is not blown, rusty or dented</li> <li>- it is still within the 'use-by' or 'best-before' dates</li> <li>- the delivery personnel behave in a hygienic manner and are hygienically dressed</li> <li>- the delivery vehicle is maintained in a hygienic condition</li> </ul> </li> <li>• Follow procedure when food being delivered does not meet the hygienic requirements of the establishment</li> <li>• Transfer accepted deliveries to the correct storage area</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the delivery area is maintained in a hygienic condition</li> <li>• Provide a delivery checklist which also indicates the temperature requirements of the various food categories being delivered</li> <li>• Have a procedure in place to deal with unhygienic practice at the delivery stage</li> <li>• Have a method/procedure in place to ensure rapid transfer of food into storage. This may include personnel cover for early/late deliveries outside working hours</li> <li>• Provide adequate refrigeration capacity</li> <li>• Allocate a quarantine area for unsafe food</li> <li>• Have a procedure in place for reporting non-conformances</li> </ul>

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