

Central Districts Softball Association

Food Safety Policy

* Rationale

Food-borne illness (or food poisoning) is mainly caused by pathogenic (harmful) bacteria, viruses or chemical toxins in food or water (either naturally occurring or introduced). Some of these microbes (germs) infect our bodies and grow, while others produce a toxin in food. The end result is illness, and in very severe cases food poisoning may even cause death.

Food does not need to be spoiled to cause food poisoning. Food that looks, smells and tastes fine can cause food poisoning if it has not been handled correctly, kept under temperature control or has been contaminated in some way.

- A great proportion of food poisoning is due to:
- * an ill food handler preparing food for others to eat.
 - * allowing food to be held for an extended period at a temperature that allows bacteria to grow (between 5°C and 60°C).
 - * cross contamination in the kitchen. *For instance foods such as raw meat and poultry can have harmful bacteria on the surface. If hands, utensils or the preparation area are not thoroughly cleaned after being in contact with these products, other foods can be contaminated and make people ill.*
 - * eating food that is not cooked thoroughly
 - * a food handler preparing food without washing their hands properly

Cases of food poisoning can occur with a wide range of foods whether it is manufactured, prepared at home, or at the local supermarket, take-away or restaurant. **The risk of food poisoning can be virtually eliminated if the food is properly handled, protected from contamination, stored correctly, and cooked or reheated to the correct temperature.** You can help to prevent food poisoning by following the guidelines in the Food Safety Information Kit.

What is classified as a Food Business?

A food business is any business or activity that **sells** food or **handles** any type of **food for sale**, with the exception of some primary food production activities. The definition of **sell** is quite broad and includes schools, charitable or community groups and businesses that may not think of themselves as food businesses such as the local football club that sells pies and pasties, the church group's annual food stall and chemists, cinemas, or petrol stations if they sell packaged or any other type of food. It also includes food provided under 'a contract of service' such as supper served at a dinner dance or food at a staff canteen.

What Food Safety Standards apply?

There are three standards that set down the rules for how food must be handled and how premises and equipment must be appropriate for maintaining food safety. These are:

- * Standard 3.1.1 - Interpretation and Application
- * Standard 3.2.2 - Food Safety Practices and General Requirements
- * Standard 3.2.3 - Premises and Equipment
(as found in the 'Food Safety Information Kit supplied to each club)

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* Objectives

- * Improve the community health (by decreasing the incidence of food poisoning)
- * Increase community confidence in, and awareness of, food safety.
- * Ensure that Central Districts Softball Association meets national standards for food safety.

* Implementation

SKILLS AND KNOWLEDGE REQUIREMENTS

The owners of food businesses are responsible for making sure that staff who handle food or who supervise this work have the skills and knowledge they need to handle food safely - the fact sheet titled *"Food handling skills and knowledge"* should be referred to for further details and examples. Formal training is not required and businesses can choose the approach that best suits their needs (e.g. in-house training, providing appropriate reading material etc.) A booklet titled *"Food Safety: Skills and Knowledge for food businesses"* is also available.

FOOD HANDLING/PERSONAL HYGIENE

Bacteria and viruses that can cause illness if transferred to food can be found in people's bowels, noses, and in sores and infected wounds. Some germs can transfer to food through coughing or sneezing over food and via handler's hands if they have not been effectively washed.

- * Before handling any food, hands should be thoroughly washed using soap under warm running water and then dried. Also wash hands after using the toilet.
- * If food handlers are unwell, in particular with gastroenteritis, they should not handle or serve food. This is because they would be shedding large numbers of germs from their bodies. *Food handlers in South Australia are required to advise their supervisor if they are suffering from symptoms of a food-borne illness.*
- * Minimise touching of cooked and ready to eat food - use utensils such as spoons and tongs to handle foods.

TEMPERATURE CONTROL

Storing food at incorrect temperatures can allow multiplication of food poisoning bacteria. These bacteria generally grow between temperatures of 5°C and 60°C.

- * Hot food should be kept hot, above 60°C, and cold food should be kept cold, 5°C or lower.
- * Reheated foods should be quickly reheated until all parts of the food reach 75°C.
- * Cook chicken, sausages, hamburgers and stuffed meats until juices run clear - steaks can be cooked to preference.
- * Store cooked food by placing it into shallow containers (so that the food cools quickly) and refrigerate as soon as possible - the longer you leave food out at room temperature the more bacteria can multiply.
- * Do not hold cooked foods at warm (bacterial growing) temperatures for long periods of time - monitor and minimise the time the food is kept warm and dispose of left over warmed foods after 4 hours.
- * Ensure the temperature inside refrigerators is not higher than 5°C, with adequate airflow around food ensuring an even temperature distribution.
- * If you prepare food several hours before serving keep it under temperature control; 5°C or cooler or 60°C or hotter.

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How do I use the thermometer to measure the temperature of food?

You may find the following tips useful, when using your thermometer:

- * make sure that the thermometer is clean and dry;
- * place the probe into the food and wait until the temperature reading has stabilised before reading the temperature;
- * measure different parts of a food as the temperature may not be the same, for example, if food is being cooled in a refrigerator the top of the food may be cooler than the middle of the food;
- * clean and sanitise the thermometer after measuring the temperature of one food and before measuring the temperature of another food;
- * if using the thermometer to measure hot and cold food, wait for the thermometer to return to room temperature between measurements;
- * measure the temperature of different foods in a refrigerator or display unit as there will be colder and hotter spots within the refrigerator or unit; and
- * measure the temperature of packaged chilled food by placing the length of the thermometer between two packages - the temperature will be approximate but the package remains intact.

Alternative temperature control systems

The **2 hour/4 hour** guide. (see example in Appendix A)

- * if you hold the food at temperatures between 5° C and 60° C for a total of less than **two hours**, you must then either return it to the refrigerator for final use later or ensure it is used before the 4-hour limit is up.
- * if the food has been held for a total of longer than **two hours** but less than **four hours**, use it before the 4-hour limit is up but note that the food cannot be returned to the refrigerator or coolroom.
- * if the food has been held for a total of **four hours** (or longer), discard it—it may not be safe to eat.

FOOD CONTROL

Many foods, like raw meat (especially poultry) can contain bad bacteria on their surfaces. These raw foods can "cross contaminate" ready-to-eat food if they are not stored or handled carefully.

The following steps should be taken when handling and storing food:

- * Use different chopping boards, utensils and plates when preparing raw foods and ready-to-eat food or sanitise in a dishwasher or by washing and treating with a chemical sanitiser before re-use.
- * Ensure juices from raw meats and poultry cannot drip onto other foods and contaminate those foods (wrap or contain the raw meats in an appropriate manner).
Use clean and dry utensils for serving the food - never place cooked meat back on the trays that held the raw meat.
- * Hands should be washed thoroughly, (using soap and warm running water), and dried before handling cooked or ready-to-eat food and immediately after handling raw meat or poultry.
- * Cover food adequately to protect it from contamination.
- * Dishcloths should be regularly sanitised or replaced and food preparation surfaces kept clean/sanitised.
- * Food businesses must do all they practically can to make sure that people on their premises do not contaminate food. This includes food handlers but it also includes other people who visit the premises, such as members of the public.
- * In areas where food is exposed, such as the kitchen, practical steps the business can take include: restricting people who are not food handlers from food handling areas; and where other people have legitimate reasons for being in these areas, supervising these people to make sure that they do not

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handle, sneeze, blow, cough or eat over exposed food or surfaces likely to come into contact with food.

- * A food business must also take practical steps to stop people from smoking or spitting in food preparation areas or in areas where there is unprotected food.

* Evaluation

The Committee of the Central District Softball Association Incorporated will review the effectiveness of this policy each year. They will ensure:

All new Clubs and Canteen Co-ordinators have been briefed on the Food Safety Policy and are aware of their responsibilities and receipt of this policy is signed.

The Food Safety policy is included in the Association website and Association Information Pack given out to clubs each year.

Food Safety practices, are to be promoted throughout the softball season.

They will also:

Review the Food Safety behaviour of canteen workers, Co-ordinator and customers.

Assess the provision of suitable training.

Assess the use of and suitability of the canteen cleaning products and equipment.

Evaluate and update the Food Safety Policy in line with 'Food Standards Australia New Zealand' requirements.

Club Name	Club Representative	Signature	Date
Elizabeth Royals			
Golden Grove Giants			
Ingle Farm Falcons			
Phantoms			
Road Runners			
Tea Tree Gully Comanches			
Tigers			
Uni Softball			
Valley View Eagles			

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Appendix A

An example of the 2 hour/ 4 hour guide in use

Sandwiches are made at a café each morning for display at lunchtime to supplement the sandwiches that are made to order. They are not refrigerated. The business develops work instructions for staff based on the 2 hour/ 4 hour guide.

These work instructions indicate that the sandwiches must be prepared between 7.00 am and 8.00 am and placed in the coolroom. They must not be put on display before 11.00am and any sandwiches remaining unsold at 2.00 pm must be discarded. When the business is inspected, the enforcement officer is shown a copy of the work instructions and notes that at 10.30 am the sandwiches are in the coolroom as set out in the instructions.

Note as each club may or may not have sandwiches or foods that come under the guides for temperature control requirements your co-ordinator needs to develop instructions to cover these foods as to their particular requirements.