



Fraser Coast
REGIONAL COUNCIL

**Specifications for:
Food Establishments**

Environmental Health & Regulation

77 Tavistock Street, Torquay

431-433 Kent Street, Maryborough

Phone: 1300 79 49 29

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1.0 Introduction

It is essential for Australian consumers that our food is safe to eat and is free from contaminants. Maintaining a clean premises and use of essential services and equipment for the preparation and holding of food will enable food businesses to both meet their legal obligations and to handle food safely.

1.1 General Requirements of these Specifications

These requirements aim to ensure food premises:

- a) are easy to clean and maintain
- b) have sufficient space, facilities and suitable equipment to produce safe foods
- c) are provided with services essential to food handling operations such as potable water, adequate ventilation etc.
- d) provide facilities for staff to maintain standards of personal hygiene and equipment cleanliness to prevent contamination of foods;
- e) are proofed against entry and harbourage of pests.

These requirements apply to all food establishments and have been developed as a **guide** to the *Food Safety Standards 2001*, which are incorporated and regulated under the *Food Act 2006*.

1.2 Council Departments Involved

Any enquires regarding these requirements can be made by contacting Fraser Coast Regional Council:

Environmental Health & Regulation section:

77 Tavistock Street, Torquay

431-433 Kent Street, Maryborough

Telephone No: 1300 79 49 29

In addition, these council departments may also need to be contacted:

- City Development
- Wide Bay Building Consultants
- Plumbing Section
- Wide Bay Water – Trade Waste (Phone – 1300 808 888)

Please access the above sections by calling 1300 794 929.

1.3 Other statutory bodies that may need to be notified include:

- Fire Department
- Ergon/Energex
- Gas Examiner
- Liquor Licensing
- Workplace Health and Safety

2.0 Plans and Application

Two copies of plans drawn to a scale of no greater than 1:100 are to be submitted to the Environmental Health & Regulation section of Fraser Coast Regional Council for approval **BEFORE** any work on the construction, renovation, or alteration on premises is carried out.

Plans are to include details of:

- Ventilation
- Finishes to walls, floors and ceilings
- Proposed layout and specification of all equipment, benches, refrigerators etc.
- A minimum of 2 cross sectional details of the proposal

- It is suggested that prior to submitting plans for approval, an appointment be made with a council Environmental Health Officer to discuss the proposal.
- Note the submission of plans described above is in addition to the submission of plans that may be required by Planning Services and/or the Building and Plumbing Services.

2.1 Application

Application for license is to be made in the prescribed form and submitted with the appropriate fees, when the plans are submitted to Council.

Design and Construction of Food Premises

3.0 General Requirements

- a) be appropriate for the purposes for which they are used;
- b) provide adequate space for food production and equipment;
- c) facilitate cleaning, sanitising and maintenance;
- d) prevent access by and harbourage of pests; and
- e) keep out dust, dirt, fumes, smoke and other contaminants.

4.0 Floors, Walls and Ceilings

The requirements for floors, walls and ceilings apply to areas used for food handling, cleaning, sanitising and personal hygiene except:

- a) drinking and dining areas; and
- b) other areas to which the general public have access.

4.1 Floors

Floors must be designed and constructed in a way that they:

- a) are able to be effectively cleaned;

- b) are unable to absorb grease, food particles or water;
- c) are laid so that there is no ponding of water; and
- d) to the extent that is practicable, to be unable to provide harbourage for pests.

Examples of acceptable floor surfaces:

- a) sheet vinyl
- b) epoxy resin
- c) glazed tiles with flush epoxy grouting

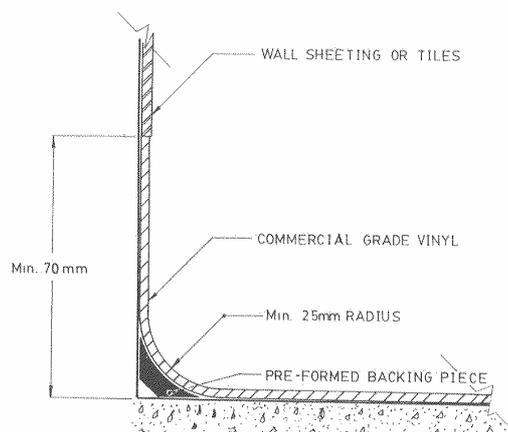
4.2 Use of Carpets

Use of carpets, mats and other absorbent material should not be used in food preparation, storage or wet areas.

4.3 Coving

Coving at the junction of the wall and the floor should be provided in new premises where floors are intended to be, or are likely to be cleaned by flushing with water. Coving also helps in the cleaning process where the floor has to be frequently swept, as well as cleaning behind stoves, food preparation benches and hard to reach places.

This is an example of acceptable coving.



4.4 Walls and Ceilings

Walls and ceilings must be provided where they are necessary to protect food from contamination and must be:

- a) sealed to prevent the entry of dirt, dust and pests;
- b) unable to absorb grease, food particles or water;
- c) able to be easily and effectively cleaned; and
- d) to the extent that is practicable, be unable to provide harbourage for pests.

Examples of acceptable wall surfaces:

- a) ceramic tiles
- b) stainless steel
- c) vinyl sheeting
- d) smooth cement render, coated or sealed to be impervious

Ceilings should be of continuous construction so that there are no joints or spaces. Access panels to the space above the ceiling

should be located outside of the processing area, or the access panel should fit very tightly to its surround.

5.0 Water Supply

Food premises must have an adequate supply of potable water if the water is to be used in food preparation.

If the water supply is from an alternative source to the town water supply, then the food premises will need to demonstrate that this supply is of a potable standard.

Food businesses must provide a supply of warm water through the use of a hot water system for washing equipment and hands.

6.0 Sewage and Waste Water Disposal

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

- a) will effectively dispose of all sewage and waste water;
- b) is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

7.0 Storage of Garbage and Recyclable Matter

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

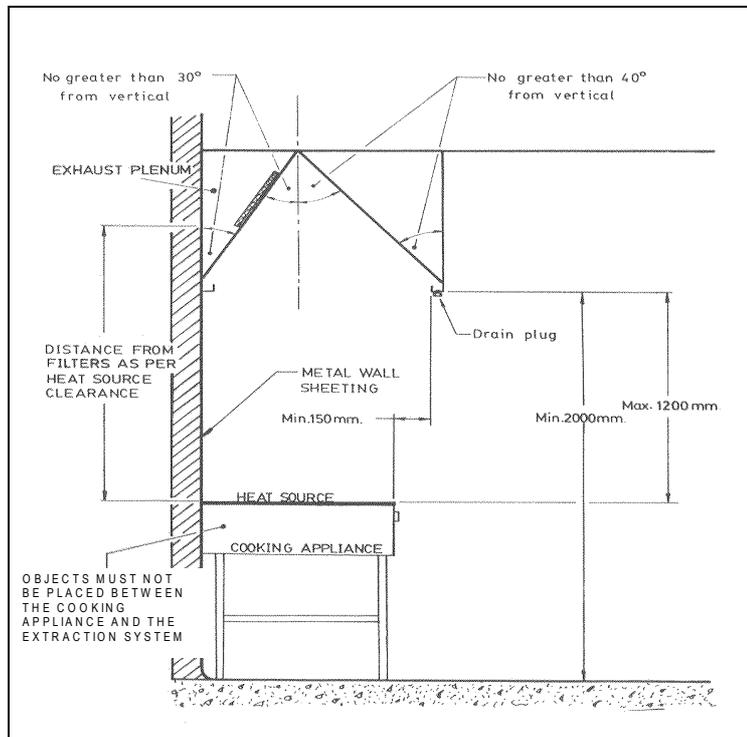
- a) adequately contains the volume and type of garbage and recyclable matter on the food premises;
- b) encloses the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- c) are designed and constructed so that they may be easily and effectively cleaned.
- d) Any garbage storage rooms must comply with floor wall and ceiling requirements in section 4 as well as ventilation and lighting requirements in sections 8 and 9.

8.0 Ventilation

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

Natural or mechanical ventilation must meet the requirements made by the Building Code of Australia (BCA). An exhaust hood that complies with Australian Standard 1668 Parts 1 and 2 will satisfy the BCA requirements.

Generally where the cooking of food takes place a mechanical exhaust will be needed.



This is an example of an acceptable exhaust canopy system.

9.0 Lighting

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

The Australian Standard 1680 Part 1 1990 *Interior lighting: General Principles and recommendations* and AS/NZ 1680.2.4 1997: *Industrial tasks and processes* provide comprehensive information on interior lighting.

10.0 Fixtures, Fitting and Equipment

10.1 General Requirements

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

- there is no likelihood that they will cause food contamination; some examples:
 - Equipment containing bearings and gears is designed so that lubricant does not drip from the equipment.
 - Parts in machinery are designed to avoid trapping and holding food particle especially in accessible areas.
- they are able to be easily and effectively cleaned; some examples:
 - Smooth surfaces with rounded edges and no open joints or other rough surfaces which can trap dirt.
 - Fitting wheels or castors to equipment to enable it to be easily moved, preferably by one person.

- Either butting equipment so close together that debris cannot fall between or leaving enough space to reach to clean the sides.
- adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
- to the extent that is practicable, they do not provide harbourage for pests.

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

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

Examples of acceptable food contact surfaces includes:

- a) stainless steel; and
- b) laminate

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

10.2 Connections for Specific fixtures, fittings and equipment

- a) fixtures, fittings and equipment that use water for food handling and other activities and are designed to be connected to a water supply must be connected to an adequate supply of water.
- b) fixtures, fittings and equipment that are designed to be connected to a sewage and waste water disposal system and discharge sewage or waste water must be connected to a sewage and waste water disposal system.
- c) automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise (77°C) the utensils or equipment.

10.3 Hand Washing Facilities

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

- a) it is suggested that a food handler should not have to travel more than 5m to the nearest basin;
- b) within areas where food handlers work if their hands are likely to be a source of contamination; and
- c) if there are toilets on the food premises – immediately adjacent to the toilets or toilet cubicles.

Hand washing facilities must be:

- a) permanent fixtures;

- b) of a size that allows easy and effective hand washing (the capacity should be at least 11 litres);
- c) clearly designated for the sole purpose of washing hands, arms and face. For example a sign stating "For hand washing only";
- d) supplied with soap, or other items that may be used to thoroughly clean the hands and forearms; and
- e) supplied with single use towels or other means of effectively drying hands that is not likely to transfer pathogenic micro-organisms to the hands;
- f) be a single outlet that supplies warm water for hand washing.

It is recommended that hand washing facilities:

- a) have soap that is supplied in a liquid soap dispenser;
- b) are not obstructed by equipment, benches, doors etc. that may inhibit the access by food handlers;
- c) have a flick-mixer tap, or an arm/wrist/knee or foot operated tap to prevent cross contamination of bacteria from a 'dirty' tap to clean hands.

11.0 Miscellaneous

11.1 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.

Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

11.2 Toilet Facilities

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

11.3 Food Transport Vehicles

- a) vehicles used to transport food must be designed and constructed:
 - to protect food if there is a likelihood of food being contaminated during transport;
 - so that they are able to be effectively cleaned.
- b) food contact surfaces in vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised.

12.0 Exclusion of Pests

A food business must take all practical measures to:

- a) prevent pests entering the food premises; and
- b) eradicate and prevent the harbourage of pests on the food premises and those parts of vehicles that are used to transport food.

Recommended measures to prevent the entering and harbourage of pests include:

- a) providing screen to doors and openings and repairing screens if they become damaged;
- b) providing self-closing doors, double doors or air curtains at door entries;
- c) ensuring that there are no holes or gaps in ceilings, walls and floors – note holes that may have been made to provide service pipes; wires etc. to the premises should be sealed.
- d) hiring a professional pest controller;
- e) using chemicals (sprays or baits) or physical means (traps) to kill or remove pests from the food premises, however keeping the spray well away from food and food contact surfaces;
- f) keeping the premises clean; and
- g) not storing food and other items on the floor to assist in cleaning and avoid providing areas for pests to harbour.

13.0 Maintenance

A food business must maintain food premises, equipment, fixtures, fittings and those parts of vehicles used to transport food, in a good state of repair and working order, having regard to their use.

A food business must not use any chipped, cracked or broken eating or drinking utensils for handling or serving food.

14.0 Cleaning

A food business must maintain food premises to a standard of cleanliness where there is no accumulation of:

- a) garbage and recyclable matter, except in garbage containers;
- b) food waste; and
- c) grease, dirt or other visible matter.

A food business must ensure the equipment is in a clean and sanitary condition in the circumstances below:

- a) eating and drinking utensils – immediately before use; and
- b) food contact surfaces of equipment – whenever food that will come into contact with the surface is likely to be contaminated.

A food business must use a cleaning process that ensures the utensil or food contact surface looks clean, feels clean and smells clean. This can be achieved by:

- a) pre-scraping the utensil or surface to remove most of the food residue;
- b) using warm to hot water (recommended to be between 54°C and 60°C), detergent and agitation to remove food residue; and
- c) rinsing the detergent and residue away.

It is recommended that if a food business does not use a commercial dishwasher for the washing and sanitising of eating and drinking utensils, then the food business should provide a double sink for the purpose of washing and sanitising the utensils.

Appendices

Appendix 1 - Definitions

Adequate Supply of Water means potable water that is available at a volume, pressure and temperature that is adequate for the purposes for which the water is used.

Clean means clean to touch and free of extraneous visible matter and objectionable odour.

Contaminant is any biological or chemical agent, foreign matter, or other substances that may compromise food safety or suitability.

Contamination means the introduction or occurrence of a contaminant in food.

Equipment a machine, instrument, apparatus, utensil or appliance, other than a single-use item, used or intended to be used in or in connection with food handling and includes any equipment used, or intended to be used, for the cleaning of a food premises or equipment.

Food Business is a business, enterprise or activity (other than primary food production) that involves:

- a) the handling of food intended for sale; or
- b) the sale of food;

regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

Food handler is a person who directly engages in the handling of food, or who handles surfaces likely to come into contact with food, for a food business.

Food Premises is any premise including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons and any other place declared by the relevant authority to be premises under the *Food Act* or used for the handling of food for sale, regardless of whether those premises are owned by the proprietor, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food.

Pests include, but are not limited to, birds, rodents, insects and arachnids.

Potable Water means water that is acceptable for human consumption.

Sanitise means to apply heat and/or use chemicals, or other processes, to a surface so that the number of micro-organisms on the surface is reduced to a level that:

- a) does not compromise the safety of food with which it may come into contact; and
- b) does not permit the transmission of infectious disease.

Sewage includes the discharge from toilets, urinals, basins, showers, sinks and dishwashers, whether discharged through sewers or by other means.

Appendix 2 - Tips to Prevent Food Poisoning

Temperature

- Keep all food outside the temperature danger zone ie. keep cold foods below 5°C and hot foods above 60°C.
- If possible, always cook food to order. If this is not possible then ensure food is rapidly chilled to 5°C, or maintained above 60°C.
- Ensure you store has a probe thermometer which can measure inside food temperatures.
- Check daily (using the temperature probe) and keep record of all fridge, freezer and bain-marie/pie warmer temperatures.
- Check all goods entering the store and maintain records of the temperature of any refrigerated or hot foods.

Defrosting

- Ensure correct procedures for the defrosting of foods are followed. The correct procedure being:
 - a) NEVER defrost food at room temperature;
 - b) ALWAYS thaw food on the bottom shelf of your cool room making sure you do not place it above cooked foods;
 - c) ALWAYS place food in a container to catch excess liquid as it defrosts; and
 - d) If in a hurry defrost food in the microwave on a low to medium power setting, remembering to cover the thinner portions of the food to avoid it drying out or being cooked.

Reheating

- Ensure correct procedures for the reheating of foods are followed. The correct procedure being:
 - a) The reheating of food should be carried out as quickly as possible to avoid the temperature danger zone;
 - b) When reheating food, heat to at least 70°C to stop bacteria from breeding; and
 - c) NEVER heat cooked products, (e.g. pies) in a hot display cabinet; they are to keep food warm only.

Handling Food

- Avoid cross contamination from raw to cooked foods. Ensure raw meat products are always stored away from, and below cooked or ready-to-eat foods.
- Ensure that all food handlers are aware of their responsibilities and are adequately trained to carry out their tasks.
- Maintain good personal hygiene habits at all times.

Other

- Prepare and implement a **cleaning schedule** for the kitchen area.
- **Date code** all food prepared by yourselves, set a date by when it should be used and then dispose of it when it has gone outside the date.

Example of Temperature Log sheet

Month (e.g. April)	Fridge 1 (5°C or below) #	Fridge 2 (5°C or below) #	Cold Room (5°C or below) #	Freezer 1 (-15°C or below)	Freezer 2 (-15°C or below)	Hot Food (60°C or above)	
						* Item	Temp
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
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*This section is for when you have a variety of hot foods (eg. Bain marie set up, or deep fry warmer) and should be testing a different type of food each day.

Note that the temperatures here are what the food should be at, therefore the temperatures that you record from your fridge thermometer should be below this for example around 2-3°C.

Note: A probe thermometer should be used to probe food items in the fridge a couple of times a week. This is to ensure food is at the correct temperature of 5°C or below.