



BOROUGH OF QUEENSCLIFFE

Information for New Premises & Guidelines For Food Premises Design And Equipment

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INTRODUCTION

What is a Food Premises?

A food premises is any premises kept or used for the sale of food or the preparing, packing, storing, handling, serving or supplying for sale of any food. All food premises are required to be registered under the Food Act 1984.

Before you begin food operations the premises must be registered with the Borough of Queenscliffe. A food business cannot operate without Food Act Registration.

As a condition of being registered all food businesses (except for retail businesses selling low-risk pre-packaged food) must have a Food Safety Program and a nominated Food Safety Supervisor. A Food Safety Program is a simple plan that you can use to make sure your food is as safe as possible. The Food Safety Supervisor is someone that has completed the appropriate training course and needs to know about food safety, have the ability to supervise food handlers and the authority to give directions if unsafe food practices are observed. As well you need to make sure that food handlers within your business have the skills and the knowledge of food safety and food hygiene for the work they do.

The Food Act 1984 requires all food premises to comply with the Food Safety Standards. Standard 3.2.3 Food Premises and Equipment sets clear requirements for food premises fixtures, fittings and equipment to reduce the risk of food contamination. For existing premises it is recommended that you check your premises and equipment against the Standard to see if your business meets with the requirements. The Borough of Queenscliffe's Environmental Health Officer will also check to make sure that you meet with the standard. The Food Safety Standards are enforceable under the Food Act 1984 and all food premises must comply with these Standards. If you do not meet the requirements of this Standard you will not be able to be registered and therefore will not be able to operate as a food business.

Contact should also be made with Council's Town Planning and Building Departments to ensure that no additional permits are required. For information on outside seating and signs/boards, contact must be made with Council's Laws Department on 5258 1377.

For further enquires contact the Environmental Health Officer on 5258 1377.

PLANS & SPECIFICATIONS

Prior to undertaking any works on a proposed food premises or on an existing food premises, **approval must be obtained** from Council's Health Department by submitting two copies of plans as follows:-

The plans must be drawn accurately to a scale of not less than 1:100 and must include:-

- (i) Details of the proposed layout of the premises showing the position of all benches, appliances, equipment, counter and other fixtures.
- (ii) Specifications which list all materials to be used, finishes to floors, walls, ceiling, cupboards and work benches and details/descriptions of all equipment to be used including the manufacturer's name and model number where applicable.
- (iii) Information relating to the types of food involved, the nature of work to be carried out in each area and the number of proposed employees.
- (iv) Details relating to the capacity of the hot water service including the service rating.
- (v) Where mechanical ventilation is required additional plans must be submitted which include:-
 - (a) a fully dimensional drawing showing end and front elevation
 - (b) details relating to the filter capacity, rated motor power and provision for make up air

Plans must be submitted along with the appropriate application form (attached) and fee.

REGISTRATION

Prior to the business becoming operative, the proprietor must make application on the prescribed form to register the premises as a food premises and receive the approval of Council's Environmental Health Officer.

FOOD SAFETY PROGRAMS

A Food Safety Program (FSP) is a written document that shows how a business is managing the safety of the food prepared, served, manufactured or sold.

It systematically identifies all hazards associated with relevant food processes and outlines how these hazards can be controlled by monitoring the activity, nominating corrective actions and recording the outcomes. The document steps through each food process, (i.e. in-coming goods, food storage, food preparation, cooking and display), and will detail how to minimise all dangers associated with that process.

The FSP also contains accompanying programs such as Cleaning Schedules, Pest Control, Skills and Knowledge Requirements, Personal Hygiene and Food Recall procedures.

Lodging an FSP

If you apply for registration of new premises or are taking over an existing food business, you will be required to lodge a Food Safety Program prior to commencement of trade.

Types of food safety programs

Generic food safety programs (templates)

To assist you with the preparation of your FSP, the following generic programs (templates) are available:

- A written version, in bound folder, is available from Information Victoria. Information Victoria is located at 356 Collins Street Melbourne and their telephone number is 1300 366 356.
- An electronic version is also available for customising to your needs. Find it at www.foodsmart.vic.gov.au website.
- Some industry associations or large food chains may have developed their own specific FSP's. If you belong to an Industry Association or you are a franchisee, ask your association or franchiser whether they have an approved FSP template.

FOOD SAFETY SUPERVISORS

Under the Food Act 1984 each class one and two food business is required to nominate one person as the Food Safety Supervisor (FSS). The business' FSS is a person who:

Knows how to recognise, prevent and alleviate the hazards associated with food handling at your premises

Has a Statement of Attainment that shows the required food safety competencies from a Registered Training Organisation (RTO)

Has the ability and authority to supervise other people handling food at your premises and ensure that food handling is done safely

The Unit of Competency required varies depending on the type of premises. See the table below for full course codes.

Food Sector	Minimum Competency Standard
<p>Food Processing Businesses such as food product manufacturers including flour mills, canneries, packers, bakers, breweries and wineries.</p>	<p>FDFCORFSY2A 'Implement the food safety program and procedures'</p>
<p>Retail Businesses such as supermarkets, convenience stores, grocers, and delicatessens. Take away and fast food businesses can be considered either retail or hospitality food businesses.</p>	<p>SIRRFSA001A 'Apply retail food safety practices'</p> <p>OR Use both units from the Hospitality Sector below</p> <p><u>Previous course code:</u> WRRLP6C 'Apply retail food safety practices'</p>
<p>Hospitality Businesses such as restaurants, cafes and hotels. Take away and fast food businesses can be considered either retail or hospitality food businesses.</p>	<p>SITXOHS002A 'Follow workplace hygiene procedures'</p> <p>SITXFSA001A 'Implement food safety procedures'</p> <p>OR Use unit from the Retail Sector above</p> <p><u>Previous course codes:</u> THHGHS01B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety'</p>

	procedures'
<p>Health</p> <p>Businesses such as hospitals There is a transition of training from the old Health units to the new units.Both are acceptable for the food safety supervisor.</p>	<p>HLTFS207B 'Follow basic food safety practices'</p> <p>HLTFS310B 'Apply and monitor food safety requirements'</p> <p>HLTFS309B 'Oversee the day-to-day implementation of food safety in the workplace'</p> <p><u>Previous course codes:</u></p> <p>HLTFS7A 'Follow basic food safety practices'</p> <p>HLTFS10A 'Apply and monitor food safety requirements'</p> <p>HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace'</p>
<p>Community Services</p> <p>Businesses such as childcare centres, nursing homes, hostels, and Meals on Wheels services.</p>	<p>Use all three units from the Health sector above.</p>
<p>Transport and distribution</p> <p>Businesses such as warehouses</p>	<p>Use relevant units from other sectors.</p>

GUIDELINES FOR FOOD PREMISES DESIGN AND EQUIPMENT.

GENERAL REQUIREMENTS

Section 3

The design and construction of food premises must –

- (a) be appropriate for the activities for which the premises are used;
- (b) provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;
- (c) permit the food premises to be effectively cleaned and, if necessary, sanitised; and

The premises must be structurally sound and in a good state of repair throughout.

All premises must be designated so as no area where food is manufactured, prepared or packed is so overcrowded with fixtures or equipment that it would prove difficult to keep properly clean.

FLOORS, WALLS & CEILINGS

The requirements for floors, walls and ceilings apply to areas used for food handling, cleaning, sanitising and personal hygiene except dining areas, drinking areas, and other areas to which members of the public usually have access.

Section 10

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

(2) Floors are to:-

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

FLOORS

Generally, to be effectively cleaned, floors in kitchens and wash up areas should be smooth, free from cracks and crevices, and resistant to hot water, steam and/or chemicals. The floor material used must be durable enough to resist damage due to the type of operation (eg. the floor beneath cooking appliances must be able to withstand high temperatures). Examples of floors that meet the criteria include glazed tiles with flush epoxy grouting, sheet vinyl and epoxy resin. (Timber floors are not permitted).

Carpets and other absorbent matting which are not capable of being effectively cleaned are not suitable in any food preparation, storage or wet areas.

Requirements for floors in food and equipment storage areas (eg. Dry goods stores) do not have to be as stringent as in food preparation areas. In addition to the floor surfaces above, concrete trowelled to a smooth finish is suitable, provided dense mixes are used and it is properly cured and 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.

FLOOR WASTES

Floors flushed with water or hosed down must be graded and a floor waste installed so that the water drains to a drainage system. Floor wastes are required:-

- (i) in large Food Manufacturing Premises,
- (ii) in premises where the large amounts of liquids are used, or
- (iii) in areas where significant wet cleaning is required.

In premises requiring floor wastes, there must be no dips or hollows where water can collect, and must be sufficiently graded towards the floor waste to allow water to drain away.

COVING

There is no specific requirement for coving at the junction of the floor and wall. However, coving should be provided in new premises in areas where floors are intended to be cleaned by flushing with water. It may also help cleaning where the floor has to be swept frequently. Installing coving at floor-wall junctions behind stoves and food preparation benches may make this difficult-to-access area easier to keep clean.

WALLS & CEILINGS

Section 11

- (1) Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- (2) Walls and ceilings are to be:-
 - (a) appropriate for the activities conducted on the food premises.
 - (b) provided where they will protect food from contamination.
 - (c) sealed to prevent the entry of dirt, dust and pests:
 - (d) unable to absorb grease, food particles or water;
 - (e) able to be easily and effectively cleaned
 - (f) unable to provide harbourage for pests.

WALLS

Walls must be impervious to grease, food particles and water. Wall surfaces in kitchens and other processing areas must be finished with materials such as ceramic tiling, vinyl sheeting or stainless steel. Other materials such as steel-trowelled concrete or cement render, coated or sealed to be impervious, may be appropriate.

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.

In dry goods store where food is packaged, block work and faced brickwork painted with unranked joints, are examples of materials that could be suitable.

CEILINGS

Plasterboard ceilings painted with washable paint will provide a surface that is impervious enough to prevent it absorbing any steam. Stippled ceilings, rough plaster ceilings, acoustic tiles, etc., are unsuitable for food preparation areas because they are difficult to clean.

The junction between walls and ceilings must be tightly joined to provide a seal. Ceilings should be continuous construction to that there are no spaces and joints. Drop-in panel ceilings are not to be installed in food preparation areas because they are very difficult to seal.

VENTILATION

Section 7

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

Mechanical exhausts systems are required for most cooking equipment (ie. stoves, deep fryers, ovens, rotisseries etc.).

These systems shall be installed in accordance with 'Australian Standard 1668.2 - *The use of mechanical ventilation and air-conditioning in buildings Part 2 Mechanical ventilation for acceptable indoor-air quality.*

Generally, as per AS1668, a kitchen exhaust hood is required where:

- Any cooking apparatus has - a total maximum electrical power input exceeding 8kW, or - a total gas power input exceeding 29 MJ/h; or
- The total maximum power input to more than one apparatus exceeds - 0.5 kW electrical power or - 1.8 MJ for 1 m² of floor area of the room or enclosure, or
- A dishwasher or other washing equipment that vents steam which is likely to cause condensation on walls and ceilings.

Provisions must also be made for adequate make-up air (replacement air for air drawn out by the exhaust system). In cases where inadequate make up air is provided the system will not operate correctly resulting in a vacuum affect which can cause either fume problems and/or doors being drawn in. This will lead to both pest and draft problems.

Food businesses should note that inappropriate siting of flues and vents may result in odour or other problems from extracted air that may cause a nuisance to adjoining premises or to public areas.

LIGHTING

Section 8

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

Lighting must be sufficient to enable food handlers to readily see whether areas and equipment are clean, to detect signs of pests and to clearly see the food and equipment they are handling.

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. These standards give recommendations for industrial tasks and processes including food processing.

Examples of minimum maintenance levels

Activity	Level of illuminance (lux)
Food and equipment storage areas	110-150
Retail, dishwashing, handwashing, toilet areas	200-300
At food preparation surfaces	500

Lights are to be enclosed in unbreakable diffusers. (alternatively, shatter-proof light globes may be used).

The fixtures are to be designed to prevent the accumulation of dust (ie. flush with the ceiling, completely recessed or designed with angled surfaces).

WATER SUPPLY

Section 4

Food premises must have an adequate supply of water if water is to be used at the food premises for any of the activities conducted on the food premises.

Note:

An '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.

A food business must use potable water for all activities that use water that are conducted on the food premises, unless the food business demonstrates that the use of non-potable water for a purpose will not adversely affect the safety of the food handled by the food business, the food business may use non-potable water for that purpose.

The premises must have an adequate supply of water under pressure to facilitate cleaning.

Warm water must be provided for washing equipment and hand washing. A hot water system will be needed to achieve temperatures.

Water in retail food premises is to comply with *AS/NZS 3500.4.2 – National Plumbing & Drainage – hot water supply systems – acceptable solutions* (not hotter than 50°C).

All water must be safe to drink and must not introduce contaminants into food. It must be safe to use for cleaning and sanitising processes. Potable water must be used for making ice.

SEWAGE & WASTE WATER DISPOSAL

Section 5

Food premises must have a sewage and wastewater disposal system that -

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

All sewage and waste water must be conveyed from all buildings on the site as as not to cause pending or backflow into the building.

GREASE INTERCEPTORS/ARRESTORS

When a grease interceptor is required by Barwon Water, they must be located where there is no risk of contamination. Locating grease interceptors in food preparation areas can result in contamination problems when the arresters are emptied, and must therefore be located outside the food preparation area and preferably outside the building.

One of the following facilities is to be provided for dispensing of mop water and similar liquid waste:-

- A cleaner's sink; or
- Floor waste; or
- Other similar facility connected to drainage that is not intended for use to prepare food, wash equipment or hand washing.

FIXTURES, FITTINGS AND EQUIPMENT

Section 12

Fixtures, fittings and equipment must be –

- (a) adequate for the production of safe and suitable food;
- (b) fit for their intended use; and
- (c) 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
 - they do not provide harbourage for pests.
- (d) 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.
- (e) Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

All equipment and surfaces in food preparation and food storage areas are to be constructed of approved impervious and durable materials.

FOOD CONTACT SURFACES

Food contact surfaces should be smooth, free of cracks, chips, crevices, and can be easily cleaned. Surfaces such as stainless steel and laminex are appropriate surfaces.

Timber is not usually suitable for contact with ready-to-eat food, however in some circumstances timber may be suitable (eg. Blocks manufactured specifically for and used for raw meat by butchers).

EQUIPMENT

It is important that equipment etc. can be kept clean. Equipment must be designed, constructed, located and installed so that it can be effectively cleaned.

Factors that make equipment easy to clean include:

- smooth surfaces with rounded edges and no open joints, embossing or other rough surfaces or joints which can trap dirt;
- nozzles or taps that are easy to dismantle;

- if dismantling is necessary for cleaning, it can be done without special tools;
- readily accessible access panels in ducts;
- readily removable grease filters in kitchen extraction hoods;
- mounting shelves 25 mm or more from the wall or other surface they are fixed to so that food cannot lodge at the wall-shelf junction;
- either butting equipment so close together that debris cannot fall between or leaving enough space to reach to clean the sides;
- ensuring safety shields are removable;
- fitting wheels or castors to equipment to enable it to be easily moved, preferably by one person;
- ensuring service wires, pipes or hoses can be connected (or are flexible and long enough to enable the equipment to be moved); and
- designing dust control mats (as used in customer areas of supermarkets) to be cleanable.

Some examples of operations and criteria for judging whether or not adequate equipment provision has been made are listed below:-

Type of operation carried out by business	Criteria for judging adequacy
Cooking/processing	Adequate equipment to ensure that the process reaches the temperature or other parameter required to destroy pathogens
Cooling & refrigerated storage of potentially hazardous foods	Adequate equipment to cool food in accordance with the requirements of FSANZ Standards 3.2.2 (60°C to 21°C in 2 hours and 21°C to 5°C in 4 hours), and hold food under temperature control. Adequate refrigerated space to cater for large functions.
Displaying potentially hazardous foods	Adequate refrigerated or hot display counters to ensure that all displayed food is displayed in accordance with temperature requirements of FSANZ Standard 3.2.2. (5°C or below and 60°C or above) 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 & vegetables	Where food handling involves frequent washing of fruit and vegetables a food preparation sink should be installed.
Utensil & equipment washing & sanitising	Double bowl or triple bowl sinks for sanitising and/or dishwashers that sanitise.
Personal washing	All staff has easy access to hand washing facilities.
Floor & general cleaning requirements	Single bowl sink, cleaner's 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.

COOLROOMS

In larger premises the installation of coolrooms may be necessary.

Coolrooms are to comply with all relevant construction requirements in this guide (eg. either effectively sealed to walls and ceilings or placed clear of walls and ceilings to enable easy cleaning, floors shall be covered up the walls etc.)

Coolrooms that are intended to house potentially hazardous food must be capable of maintaining a temperature of 4°C or below and freezer -18°C or below.

Temperature displays, alarms and data loggers fitted to coolrooms will assist with monitoring the temperature of food.

All condenser units in coolrooms and freezer rooms must be properly drained to sewer.

Storage racks must be corrosion resistant and easily cleaned. Timber frames or finishes should not be used. Shelving shall be designed to allow free movement of air around foods being stored.

DRY STORAGE

Dry food storage shall be of sufficient size to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition.

Many proprietors make the mistake of not allowing sufficient storage space and are then unable to take advantage of the economics of bulk buying.

CONNECTIONS FOR SPECIFIC FIXTURES, FITTINGS AND EQUIPMENT

Section 13

Fixtures, fittings and equipment that:-

- (a) 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;
- (b) 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 the utensils or equipment.

In premises where food is prepared or packed, an area must be set aside purely for the purpose of washing appliances, utensils and equipment.

Proper design is essential to ensure a smooth flow of dishwater that will separate "dirty" and "clean" items and allow a fast, efficient turnaround.

SINKS & DISHWASHERS

A double bowl or triple bowl sink is required to effectively sanitise utensils where potentially hazardous foods are handled. Where a mechanical dishwasher is supplied a single bowl sink will suffice, as long as all the food contact equipment will fit in the dishwasher.

Dishwashing arrangements using a double bowled sink shall be of sufficient size to handle the largest utensils being used. One sink shall be used for washing, the other shall be used for rinsing and sanitising. Where food handling involves frequent washing of fruit and vegetables, a separate food preparation sink should be installed.

Commercial dishwashers

Commercial dishwashers need to ensure that the dishwasher is able to thoroughly clean and sanitise so that infectious diseases are not transmitted. Dishwashers that meet the "US National Sanitation Foundation Standards NSF 26- 1980 & NSF 3-1996" are considered to meet this requirement.

Domestic dishwashers

Domestic dishwashers that meet the following criteria can be used:-

- (a) dishwashers should have properly functioning temperature-activated sanitising cycles that have to sense a temperature of 65.6°C or higher before the machine advances to the next step; or
- (b) dishwashers with either no sanitising cycle or a time-controlled sanitising cycle and forced airflow drying should only be operated with inlet water temperature above 68°C.

Domestic dishwashers that do not meet the above criteria may also be acceptable if the suppliers or manufacturers of the machines provide evidence as to their efficacy.

HANDWASHING FACILITIES IN FOOD AREAS

Section 14

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

- (a) within areas where food handlers work if their hands are likely to be a source of contamination of food; and
- (b) 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) connected to a supply of warm running potable water;
- (c) of a size that allows easy and effective hand washing; and
- (d) clearly designated for the sole purpose of washing hands, arms and face.

Separate Hand Washing Facilities are required in every area of the premises where exposed food is handled or prepared.

Hand basins are to be located and installed so that they are:

- not obstructed by equipment
- are at bench height permanently fixed to the wall, to a supporting frame or set in a bench top; and
- no further than 5 metres from any place where food handlers are handling food.

In a food business, where food is handled in the servery area in addition to the kitchen, a hand basin is to be installed in both areas. If food premises are divided into separate food handling areas as may occur in a supermarket with a delicatessen, butchery, seafood area and bakery, hand washing facilities must be available in each area.

Each hand basin (including the toilet handbasin) must have:-

- (a) supply of warm water via a common outlet
- (b) sufficient distance under the water spout for food handlers to have room under running water to move their hands about to be able to effectively wash them.

Wash hand basins must not be used for any purpose other than hand washing.

The business might do this by one of the following:

- installing a conventional handbasin of a design that is easily recognisable as such and providing soap and drying facilities only at the basin(s);
- putting up a sign that states 'For hand washing only';
- an illustration of hands being washed; or
- indicating that the facility is not to be used for food and utensil washing.

STORAGE FACILITIES

Section 15

1. 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.
2. Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

STORAGE OF PERSONAL ITEMS

A separate area or cupboard must be provided for the storage of street clothes, handbags and other personal items.

Maintenance equipment (ie. tools, nails etc) are often not clean and should not be in areas where food is manufactured - a separate area must be provided for these items as well.

STORAGE OF CLEANING EQUIPMENT

A room or a cupboard is to be provided for storing pesticides, detergents, sanitisers and cleaning equipment such as mops, brooms and buckets.

If chemicals are in unopened, sealed containers and do not emit odours then a part of a storage area for packaged dry goods can be used. Opened containers should be stored separately from food and food equipment.

STORAGE OF GARBAGE & RECYCABLE MATTER

Section 6

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

- (a) adequately contain the volume and type of garbage and recyclable matter on the food premises;
- (b) enclose 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.

All garbage and recyclable material must be contained in bins, hoppers, wire cages or other containers.

Containers that are in the open air storage areas must have tight fitting lids in order to keep flies and other pests away.

If the premises have a garbage area, it must be graded and drained to Barwon Water sewer. Barwon Water requires that a silt trap be installed in the drain. Hot and cold water with hose connection shall be provided inside or adjacent to the garbage storage area. This will enable the bins and the garbage storage areas to be maintained in a clean and sanitary condition and prevent garbage storage from becoming a nuisance.

VERMIN & INSECT PROTECTION

Section 3

The design and construction of food premises must:

- (d) to the extent that is practicable:
- (i) exclude dirt, dust, fumes, smoke and other contaminants;
 - (ii) not permit the entry of pests; and
 - (iii) not provide harbourage for pests.

All food premises shall be constructed and maintained to exclude and prevent the harbouring of flies, other insects, rodents, vermin and birds.

The types of pest-proofing measures include:-

- Installing flyscreen doors or self-closing doors
- Install mesh screens at opening windows
- Ensure drains, grease traps and ventilation pipes are sealed
- Seal openings where pipes pass through external walls
- Install appropriate flashing to the base of doors

Air curtains, if used, are to cover the whole of the face of the doorway or opening and should have a velocity of not less than 300 metres per minute measured at 1 metre from the floor.

Roller doors and automatic doors should be arranged so that air curtains come into operation immediately after the door begins to open.

Where electric insecticides are used, care should be taken to install them in a suitable area, not located directly over food preparation working areas and away from any exposed food.

Bi-fold or other types of doors that open up the dining area to the outdoors are only permissible if the kitchen and all other food preparation areas are adequately protected from outdoor contaminants such as insects and dust.

TOILET FACILITIES

Section 16

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

The following factors are suggested as a guide to the interpretation of 'adequate':

Factor in deciding whether facilities are adequate	Comment
Number of toilets	<p>The Building Code Australia (BCA) provides guidance on what would be considered to be adequate number of toilets. Reference can also be made to industry guides.</p> <p>Segregating toilets for male and female use is not a food safety issue.</p>
Shared toilets with customers	<p>Separate toilets for food handlers and customers are not required and 'combined' toilets should be considered adequate.</p> <p>A designated 'staff only' toilet may assist a proprietor with his responsibilities to keep the toilet available at all times and clean.</p>
Always accessible	<p>Toilets must be accessible at all times that the business is operating.</p> <p>Toilets that are not on the premises must be accessible at all times when staff is working.</p>
Clean toilets	<p>The toilets must be clean and operating properly whether on or off the premises.</p>
Suitably located	<p>Toilets should not be entered directly off a food preparation area but through a ventilated lobby. There must be no likelihood that droplet-borne contamination will affect the safety of food.</p> <p>The toilets should also be located within a reasonable distance from the food handlers' work area. A 'reasonable distance' is the maximum distance that an ordinary person would be expected to walk in the time available for breaks etc. and takes into account the time needed to negotiate doors, stairs and corridors to reach the toilets.</p> <p>To prevent customers from contaminating food, access to customer toilets should not be through food preparation areas.</p>
Suitable design and construction	<p>Toilets on the premises are part of the premises and must meet this standard.</p> <p>Toilets off-site must also meet the requirements to be considered adequate, for example they should be designed and constructed to be able to be kept clean and should be adequately lit and ventilated.</p>
Adequately equipped	<p>The facilities should be provided with handbasins with a supply of warm potable running water for hand washing, and suitable drying facilities.</p>

There are specific requirements outlined in the Building Code of Australia. Contact should be made with the Building Department phone: 5258 1377

FOOD TRANSPORT VEHICLES

Section 17

Vehicles used to transport food must be designed and constructed

- (a) to protect food if there is a likelihood of food being contaminated during transport;
- (b) so that they are able to be effectively cleaned; and
- (c) so that food contact surfaces can be effectively cleaned and, if necessary, sanitised.

Vehicles used to transport food must protect food from contamination if there is a risk that the food will be contaminated.

Vehicles used to transport food that is unpackaged, eg. bread & cakes must be designed and constructed to protect the food from airborne dust, dirt, vehicle fumes and rain.

The food compartment should be separate from the driver's compartment or any passenger areas.

Cooked and raw foods may be carried on the same vehicle provided they are adequately separated or packaged so there is no risk of contact.

As per ANZFA Standard 3.2.2

TEMPERATURE MEASURING DEVICES

Section 22

A food business must, at food premises where potentially hazardous food is handled, have a temperature measuring device that:

- (a) is readily accessible; and
- (b) can accurately measure the temperature of potentially hazardous food to +/-1°C.

All food businesses that handle potentially hazardous food must have a temperature measuring device (thermometer) at the premises where food is being handled.

Fixed thermometers that are included with equipment to monitor the temperature of the equipment do not satisfy this requirement.. A probe thermometer that is accurate to at least +/-1°C is appropriate.

