1. **Definitions**

   "**Food Service Facility**" means any permanent or semi permanent facility that stores, prepares or handles food.

   "**Mobile/Temporary Premises**" means: any hand drawn trolley or cart (including BBQs); Trailer based stands; any temporarily positioned portable table or stall.

2. **Exclusions**

   Nil

3. **Policy**

   All food service facilities shall strictly adhere to the Food Hygiene Regulations, WA, 1993.

   The maintenance of good food hygiene shall be achieved through ensuring that:

   (i) Food preparation, handling and storage areas are kept **clean** and food handlers maintain good standards of personal hygiene at all times.

   (ii) All foods are **cooked** properly, especially meat.

   (iii) Foods are kept at the right temperature with **chilled** foods maintained cold and hot foods cooled as quickly as possible and then chilled.

   (iv) Raw foods are prevented from **cross-contaminating** ready-to-eat foods.

   Mobile food service facilities shall be subject to licensing provisions (detailed in the procedure below) through the Student Guild or Venues Office and abide by the Food Service Guidelines contained in Attachment One.
4. **Objectives**
The objectives of this policy and procedure are to ensure:
1. compliance with the relevant provisions of the Safety and Health Act WA 1984, Health Act WA 1911 and the Food Hygiene Regulations, WA, 1993; and
2. the risk of injury/illness arising out of food preparation, handling, storage and transportation is reduced.

5. **Procedure and Actions**

5.1 Staff and other food handlers
5.1.1 Personal Hygiene
All food handlers should:
(a) Thoroughly wash (using warm water and liquid soap) and dry (using disposable towels or air, not apron) their hands regularly when handling food, in particular:
- Before handling food
- Immediately after handling raw food, especially raw meat or poultry
- After going to the toilet
- After handling money
- After blowing their nose
- After breaks
(b) Wear clean clothes, apron and, where practicable, protective food handling gloves
(c) Tie hair back and use a hair net or cap
(d) Cover cuts or sores with clean waterproof dressings
(e) Avoid wearing jewellery, false nails or other items that might fall into food
(f) Avoid touching their face or hair
(g) Not cough or sneeze over food
(h) Not smoke

5.1.2 Training and Supervision
Food business owners and license holders are responsible for ensuring that all food handlers receive adequate supervision, instruction and training in food hygiene.

5.1.3 Illness
Food handlers with symptoms of food poisoning, such as diarrhoea, vomiting or stomach pains, must not handle food and must leave food preparation areas immediately. All other illnesses and skin conditions must be reported to a manager or the license holder to determine suitability for handling food.

5.2 Safe Food Handling
5.2.1 Ingredients
Food service facilities shall ensure that they purchase ingredients from reputable suppliers, which have adequate systems to prevent cross contamination, and supply foods that are kept at the correct temperature.
5.2.2 Storing Food
Stored foods must clearly display ‘Use by’ or ‘Best Before’ dates with:
- Chilled food kept at below 8°C Celsius
- Hot food kept above 63°C Celsius
- Raw food kept away from ready to eat foods, ideally in separate fridges
- Raw meat in sealable containers at the bottom of the fridge
- Fridges that are not overloaded
- Dried foods off the floor, ideally in suitable containers, to protect them from pests

5.2.3 Food Preparation
Food should be handled so as to prevent contamination and hence handlers should:
- Observe good personal hygiene (refer Section 4.1)
- Use different chopping boards/work surfaces, equipment and utensils for raw and ready-to-eat food
- Clean equipment and surfaces thoroughly before and after use
- Avoid unnecessary handling of food
- Minimise the time chilled food remains out of the fridge

5.2.4 Cooking
All poultry, pork, minced/chopped meat (including burgers and sausages) and rolled joints should be cooked thoroughly with the centre of the meat maintained at:
- 60°C Celsius for at least 45 minutes; or
- 65°C Celsius for at least 10 minutes; or
- 70°C Celsius for at least 2 minutes; or
- 75°C Celsius for at least 30 seconds; or
- 80°C Celsius for at least 6 Seconds

Whole cuts or joints traditionally served pink or rare are exempt where they have not been pierced or on the bone.

Where cooked food is not being kept hot until serving, it should be cooled as quickly as possible.

Reheated food should be piping hot all the way through and should not be reheated more than once.

All probes, skewers and thermometers should be maintained clean and disinfected between foods.

5.2.5 Transporting Food
Contamination of foods during transportation shall be controlled through ensuring that:
- All food is transported in packaging or containers
- Chilled or hot foods are maintained at the correct temperature (refer Section 4.2.2)
- Raw foods and ready-to-eat foods are kept apart

Vehicles used to transport foods should be maintained in good repair and clean with separate storage for food and non-food products.
5.3 Food Handling Areas

5.3.1 Design
Food handling areas should be designed to permit food handlers to work hygienically and maintain the premises clean. All areas should be adequately protected from pests.

5.3.2 Cleanliness
Food service facilities, equipment and surfaces shall be maintained clean and where necessary disinfected according to an established cleaning schedule. Waste shall:
- Not be permitted to build up in food areas
- Be stored in a clean area
- Be removed frequently

5.3.3 Facilities
Suitable facilities (including hot and cold water supply) for staff to wash their hands, food and equipment shall be provided in the form of:
- Separate basin stocked with liquid soap and running hot and cold water for washing hands in food areas
- Separate sink for washing food
- Sink for cleaning premises, equipment, utensils, etc
- Hot air dryer or disposable towel facility

5.4 Mobile/Temporary Premises

5.4.1 General
Mobile and Temporary premises for storing, preparing and handling food are, as far as is practicable, subject to the same provisions as other food service facilities. In particular these premises must ensure that:
- There are adequate facilities to store, prepare and serve food safely in accordance with the provisions of this policy
- Adequate washing facilities are accessible

5.4.2 Licensing Provisions
All mobile/temporary premises shall be required to obtain a license from the Student Guild or Venues Office in order to operate on University premises. License holders shall be required to:
- Sign acknowledging that they have received, read, understood and will abide by the provisions of the University’s procedures on Food Hygiene including specific requirements detailed in Attachment One
- Obtain and prominently display at all times a license number at their mobile/temporary premises
6. **Penalties**

The Venues Office and the Student Guild shall be responsible for monitoring compliance with the University Food Hygiene procedures. All breaches shall be reported in accordance with the University’s Incident/Hazard Reporting procedure.

Food service proprietors and/or mobile/temporary premises license holders shall be required to immediately rectify any breaches. A verbal warning shall be issued to first offenders with repeated breaches reported to the General Manager, University Properties for further action.

A person who contravenes the provisions of this policy and procedure will be subject to:

- Penalties applicable for breaches of the Occupational Safety and Health Act WA 1984 Health Act WA 1911 and the Food Hygiene Regulations, WA, 1993;
- Staff misconduct rules as set out in the applicable Enterprise Bargaining Agreement or contract of employment;
- Student misconduct rules under the relevant University Statutes and by-laws; and/or,
- Any relevant University Statutes and by-laws applicable to visitors of the University.
APPENDIX A

FOOD SERVICE GUIDELINES
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MOBILE FOOD SERVICE FACILITY GUIDELINES FOR USE ON CURTIN UNIVERSITY OF TECHNOLOGY CAMPUSES
to be read in conjunction with the Health (Food Hygiene Regulations) 1993

**Definition:** A Mobile Food Service Facility is defined as equipment used for the resale of food to the public (University Staff, Students and Visitors) and is:
1. A hand drawn trolley or cart;
2. Trailer based stand (that is towed); and
3. Temporarily positioned (portable table or stall)

but does not include a food van.

**Equipment requirements for product types.**
The standard of equipment will depend on the type of products sold.

**Category 1**
*Pre packaged foods – such as soft drinks, ice cream, nuts, potato chips and confectionary*

The mobile facility must be clean smooth surface; ice cream may be maintained by freezer OR crushed ice. All foods must be stored at least 60cm off the ground at all times and preferably on a table.

**Category 2**
*Products sold such as hotdogs, popcorn, hot chips/potatoes, doughnuts, and similar foods*

1. All food items must be stored at a temperature under 5 degrees until cooked and must be then stored at a temperature not below 60 degrees. All food storage containers must be able to be sealed and NOT stored in open type boxes, crates or similar. A supply of clean hand washing water to be available within 50 metres, alternatively a 20 litre bucket or container to be provided withy washbowl and soap.
2. All foods must be stored at least 60cm off the ground at all times and preferably on a table.
3. All food handers to wear protective food handling gloves that are changed regularly along with the appropriate serving utensils.
Category 3

*Barbecue type facility – including satay cooking*

1. Barbecue should be well maintained and cleaned to a high standard.
2. All meat, chicken, fish, pork and any other perishable items to be kept in a sealed insulated container on ice or mobile fridge to maintain a maximum temperature of 5 degrees and kept at least 60cm off the ground.
3. Food handlers to use protective food handling gloves where practicable, along with the appropriate utensils and protective clothing (apron and hat/cap).
4. All food should be cooked and served immediately - at no time should the food be undercooked and stored for any period of time.

Category 4

*Prepared foods – such as curries and other wet type dishes, rice, noodles, pasta and other cereal based products including sushi, sandwiches, rolls and similar*

1. All prepared foods to be sold should be prepared in approved or licensed premises.
2. All food to be sold is in protected sealed containers including while in transit and at the point of dispensing to avoid contamination from dust, flies and other airborne contaminants.
3. The public is NOT allowed to serve themselves.
4. All food is always maintained at below 5 degrees or above 60 degrees for hot food.
5. Suitable single serve containers must be provided for the service of bulk items.
6. All food is stored OFF the floor on a table.

**Food Handlers**

All food handlers are:

1. To be free from infectious diseases including colds and flu.
2. To use disposable food handling gloves.
3. To wear clean adequate protective clothing and have long hair tied back and head adequately covered.
4. To have access to approved toilet facilities.