

Get to know Keeping it Cool

In Australia every year, more than 7,000,000 people get sick from the food they eat, which makes food safety one of the most important issues for any establishment.

The number of outbreaks of food poisoning is increasing each year despite apparently higher living standards and improvements in food technology.

It is important for everyone, especially those in the food industry, to understand the basic principles of hygiene and food poisoning to prevent themselves from actively contributing to food poisoning both in the workplace and at home.

A Food Safety Program is a document which shows what steps you and your business are taking to make sure that all the food you sell is safe, it is more than just a legal requirement, it actually helps make your business better.

This Food Safety Program will help you to:

- ⦿ Identify when food might be unsafe
- ⦿ Teach you steps to avoid food becoming unsafe
- ⦿ Follow best practices to keep food safe
- ⦿ Keep records to monitor food safety
- ⦿ Demonstrate your business follows good food safety practices.
- ⦿ Ensure staff have the knowledge and skills to handle food safely.

Setting up your Keeping It Cool Food Safety Program

This program is in the form of a template. This means that not all aspects of the program will be relevant to your business. You can take the parts which apply to your business and the activities that go on in your business, and disregard the rest.

There are five easy steps for you to follow to create your Keeping it Cool Program:

1. Begin by filling in the questions about your business, its name, address etc.
2. Select 'yes' or 'no' to the questions about the

type of activities that go on in your business. These questions are very simple, but will identify which parts of the template you will need to use.

3. The sections you selected 'yes' to will now become your Keeping it Cool Program, the sections you selected 'no' will not be included in your program.
4. Read all the practices and the support programs. You will need to make sure that you understand the processes and that these processes are followed by everyone in your business to ensure your food stays safe.
5. Print out the report at the end of your program set up and keep it on premise at all time, in case it needs to be referred to. This is a legal requirement.
6. You are ready to start using your new Keeping it Cool Food Safety Program





Where can I get help?

There are a number of places that can help you with your Food Safety Template:

- Speak with an environmental Health Officers at your local Council
- Visit the Food Safety Website <http://www.health.vic.gov.au/foodsafety/>
- Contact us at Keeping it Cool www.keepingitcool.com.au

Using your Keeping it Cool Food Safety Program

There is no point having a Food Safety program unless it is used. It is important that everyone reads the instructions on how to use the program and completes the records when required.

You will need to follow all the instructions in the Hazard, Support Programs and Record Sheets to ensure you are meeting the legal requirements for the Safe Handling of Food.

Reviewing your Keeping it Cool Food Safety Program

There is a chance that your business requirements will change. For this reason every year Keeping it Cool will ask you to answer all the set up questions for your Keeping it Cool Food Safety Program to ensure that it still reflects all the activities and processes of your business. If there is a change that you are aware of before your annual review please let us know and we will schedule your review earlier.

If there are any changes in your business processes that change your Keeping it Cool Program you will need to tell your local Council.

Helpful Links

Everyone can benefit from keeping updated about Australia's Food Safety Standards. You can find updates and download publications like Safe Food Australia from the FSANZ's website; www.foodstandards.gov.au

If your business sells, transports or prepares meat or seafood (eg. A butcher) then you should contact Primesafe <http://www.primesafe.vic.gov.au/>

PART 1 BUSINESS PLAN

About your business

What activities happen at the business?

I _____ (proprietor) declare that my business will adhere to this Food Safety Program and all its components by implementing all the instructions listed in each selected section, and completing all records required.

Signed:

Date: