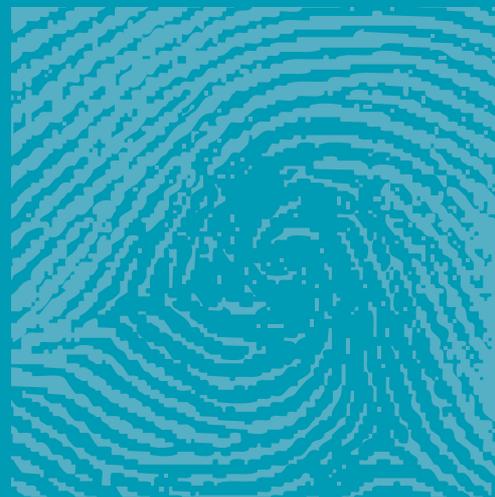


Food safety in action



How to develop, implement and monitor a food safety plan in a shared home for people with a disability

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Acknowledgements

Food safety in action was developed by the Disability Services Division of the Department of Human Services.

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Thank you to the Food Safety Unit, Public Health Branch, Department of Human Services, for contribution to the content development of this book.

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How to use the *Food safety in action* guide

Food safety in action builds on the information provided in *Food safety for all*.

Whereas *Food safety for all* provides information about the general principles of food safety, *Food safety in action* takes this one step further to demonstrate how good food safety practice can be achieved in a shared home for people with a disability.

Food safety in action guides you through the process of developing, implementing and monitoring a 'Food Safety Plan'. A food safety plan is a document that demonstrates how the household intends to apply, monitor and improve food safety in the shared home.

Food safety in action consists of ten sections. Each section shows how to develop a Food safety plan for different food handling activities. For example, section 5 shows how to develop a Food Safety Plan for preparing texture modified meals and section 10 shows how to develop a Food Safety Plan for keeping the kitchen clean and sanitized.

Not all of the ten sections of *Food safety in action* will be relevant to every house. For example, not all households have a need for Section 5: Food safety and texture modified meals.

The food handling checklist on page 7 is designed to help staff identify which sections are required to develop a Food safety plan for the shared home.

Once the relevant sections of *Food safety in action* have been identified, residents and staff should work through these sections to make a Food Safety Plan for the shared home. When these sections have been completed, the Food Safety Plan is ready to be put into practice.

Introduction

Food poisoning is a common reason for illness in shared homes for people with a disability. It is caused by bacteria, viruses or chemicals in food, which are usually present as a result of mishandling – such as keeping food at the wrong temperature, cross contamination or inadequate reheating. It is often not possible to tell if a food contains bacteria, viruses or chemicals by the food's appearance, smell or taste.

Unit assessment

Food safety in action covers the information needed to meet the following elements of the Disability Services Individual Learning Plan:

Unit elements

Unit HLTF9A *Oversee the day-to-day implementation of food safety in the workplace*

On completion of this unit, you should be able to demonstrate that you can:

1. monitor the implementation of the food safety plan in the workplace,
2. take corrective action when a food safety hazard is found not to be in control, and
3. maintain food safety in the workplace.

Unit HLTF10A *Apply and monitor food safety requirements*

On completion of this unit, you should be able to demonstrate that you can:

1. implement the food safety plan, and
2. assist in the identification of breaches of food safety procedures.

Assessment of this unit requires you to complete a series of charts from this document. These charts will be used as an assignment and consequently will be marked.

To complete the charts you will need to examine the food safety issues of a household. If you are presently working in a shared home for people with a disability, you may choose to use this household as a basis for the assignment. If you are not presently working in a shared home for people with a disability, it is recommended that you examine the food safety issues of your own home to complete the charts.

Completion of the charts within this document forms the assessment for units HLTF9A and HLTF10A.

Recommended readings

Internet site for the Food Safety Unit, Department of Human Services

www.foodsafety.vic.gov.au

Internet site for Safe Food

www.safefood.net.au

Hygienic Food Preparation and Handling. Food Safety Unit, Department of Human Services, 2000.

Personal Hygiene. Food Safety Unit, Department of Human Services, 2000.

Sure Protection Against Infection. Department of Human Services, May 2001.

Best Practice Guidelines for Tube Feeding: A Nurse's Pocket Manual, Abbott Australia, June, 2001.

How to develop, implement and monitor a Food Safety Plan

Like all things worth doing, developing, implementing and monitoring a Food Safety Plan will require some time. In the setting of a shared home for people with a disability, one way to 'make' this time may be to allocate a portion of each staff meeting to a discussion of the Food Safety Plan.

Making time for food safety in a shared home for people with a disability

The amount of time required to develop, implement and monitor a Food Safety Plan will vary from house to house and may also vary over time. One example of how a household may decide to manage this would be to allocate 30 minutes of four consecutive staff meetings to *develop* the food safety plan (that is, it may take two hours, spread over a period of four months to complete the food safety charts). After this, a household may decide to allocate ten minutes of each staff meeting for the *implementation* and *monitoring* of the Food Safety Plan.

The following steps outline the process of developing, implementing and monitoring a Food Safety Plan:

1. Refer to the food handling checklist on page 7 to identify which sections of *Food safety in action* are relevant to the shared home.
2. *Developing the Food Safety Plan.* Complete the charts in each of the sections that have identified as being relevant, using the example provided in each section as a guide. These charts form the Food Safety Plan.
3. *Implementing and monitoring the Food Safety Plan.* Implementing and monitoring the Food Safety Plan involves addressing all of the areas identified in the food safety charts. All residents and staff should be involved in putting the charts into action.
4. The Food Safety Plan should be updated whenever a new resident or staff member joins the household or whenever it seems that the food safety charts do not address the key food safety issues of the household.

Involving residents in the Food Safety Plan

Residents must be involved in planning and implementing the Food Safety Plan. Staff should communicate with residents about what cleaning tasks each resident would like to be involved in. Where possible, residents should be encouraged to be involved in at least one task. Different residents will be able to participate to different extents. While some residents may be capable of accomplishing complete tasks (for example washing the kitchen bench or washing the dishes), others may be capable of assisting with tasks (for example wiping the crumbs off the bench or putting the cups away after they have been washed and dried).

Encouraging residents to be involved in planning and implementing the Food Safety Plan offers residents the following:

- a sense of choice and participation
- a chance to develop new skills and knowledge
- a source of pleasure and past time
- a boost to self esteem
- an opportunity to promote and improve communication and co-operation between residents and staff
- a chance to have more control over their life.

Food handling checklist

Use this checklist to identify which sections to complete to make a Food Safety Plan.

Question	No	Yes	Use
General contact with food			
Do staff have contact with food that is to be served to residents?			Section 1
Food Shopping			
Do staff buy food from food outlets (e.g. supermarket)?			Section 2
Do staff transport food to the shared home?			Section 2
Food Storage			
Do staff store food in the pantry?			Section 3
Do staff store food in the refrigerator?			Section 3
Do staff store food in the freezer?			Section 3
Food preparation			
Do staff thaw food to be served to residents?			Section 4
Do staff prepare or cook food to be served to residents?			Section 4
Are food leftovers kept for future use?			Section 4
Do staff reheat food to be served to residents?			Section 4
Do any residents require texture modified meals (e.g. mashed or blended diet)?			Section 5
Do any residents require nutritional supplements (e.g. nourishing drinks)?			Section 6
Do any residents require enteral (tube) feeds?			Section 7
Food eaten away from the shared home			
Do any residents take a packed lunch to be eaten elsewhere (e.g. workplace, day placement)?			Section 8
Do staff organise picnics for residents?			Section 8
Do staff prepare barbeque meals for residents?			Section 8
Are casual staff employed?			Section 9
Do staff have responsibility for maintaining a clean kitchen?			Section 10

Food Safety Plans

How to develop, implement and monitor a food safety plan in a shared house for people with a disability

Section 1: Personal hygiene

It is vital that all residents and staff involved in the preparation of food for residents follow the basic principles of food hygiene while they are working in the kitchen. The following is an example of how the food safety and personal hygiene charts may be completed. Read the example and then complete the blank food safety and personal hygiene charts on the following page.

Identify aspects of personal hygiene that residents and staff do well and deserve recognition for.

1. All residents and staff wear clean aprons while handling food.
2. All residents and staff wash hands regularly when handling food.
3. All residents and staff have any cuts or wounds covered appropriately while handling food.

Identify aspects of personal hygiene that residents and staff need to improve on.

1. Some staff wear too many rings on hands while cooking.
2. Some residents and staff have long hair, which they do not tie back while handling food.
3. One resident has a problem with control of saliva and this saliva may contaminate food.

How will residents and staff be encouraged to improve their personal hygiene while working in a food preparation area?

1. At next staff meeting, staff to discuss the reasons why minimal rings should be worn and hair tied back while preparing food.
2. At next staff meeting, staff to discuss strategies for enabling the resident to be involved in a way that will eliminate the risk of his saliva contaminating food, for example, the resident can get vegetables out of the fridge ready for someone else to prepare them. The resident may then be best to have a task after the meal, such as clearing the dirty dishes from the table and stacking them on the sink ready to be washed.

How will improvement in these areas be monitored?

1. Discussion of the issues at the next staff meeting.

Food Safety Plan: Food safety and personal hygiene

Complete this chart to make a food safety plan for food safety and personal hygiene.

Refer to *Food safety for all*, page 10 for information about the basic principles of personal hygiene.

Identify aspects of personal hygiene that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of personal hygiene that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their personal hygiene while working in a food preparation area?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 2: Food safety while food shopping

While shopping for food, care must be taken to ensure that packaging is free from damage and that the contents is fresh and free from harmful bacteria. The following is an example of how this can be done. Read this and then complete the blank food safety and shopping charts on the following page.

Identify aspects of food shopping that residents and staff do well and deserve recognition for.

1. Residents and staff avoid buying self-serve salads.
2. Meat is bought from butcher at the end of shopping so it does not sit in car for too long.

Identify aspects of food shopping that residents and staff need to improve on.

1. Some staff buy foods (e.g. yoghurt) close to the use-by-date because they are 'on special' – these may not be eaten within use-by-date and may accidentally get eaten when past use-by-date.

How will residents and staff be encouraged to improve their food shopping behaviours?

1. Discuss at staff meeting- remind staff they are not saving money if food needs to be thrown out when it is past the use-by-date.

How will improvement in these areas be monitored?

1. Staff to routinely check fridge to see if any foods are past their use-by-date.

Food Safety Plan: Food safety and shopping

Complete these charts to make a food safety plan for food shopping. Refer to *Food safety for all*, page 13 for information about food safety while food shopping.

Identify aspects of food shopping that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of food shopping that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their food shopping behaviours?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 3: Food storage

Careful storage of food will reduce the chance of food products becoming contaminated with harmful bacteria. It will also help to retain the food's nutritional value. Refer to the following example of a food safety program for food storage and then complete the blank food safety and food storage charts on the following page.

Identify aspects of food storage that residents and staff do well and deserve recognition for.

1. Residents and staff keep pantry and refrigerator clean.
2. All meat that is not to be eaten on the same day as shopping is frozen.

Identify aspects of food shopping that residents and staff need to improve on.

1. Sometimes food is stored on the floor of the pantry (e.g. bags of potatoes and large boxes).
2. Raw meat is sometimes placed on the top shelf of the fridge.

How will residents and staff be encouraged to improve their food shopping behaviours?

1. Staff to discuss at staff meeting the reasons why not to store food on floor of pantry- e.g. because of rodents.
2. Staff to find an alternative storage place for big items.
3. A person to be nominated to place a tray labeled 'raw meat' on the bottom shelf of the fridge to remind people that this is where to store raw meat.

How will improvement in these areas be monitored?

1. Staff to check floor of pantry to see if it is kept clear.
2. Staff to check fridge to see if labeled tray is being used for the storage of raw meat.

Food Safety Plan: Food safety and food storage

Complete the following charts to make a Food Safety Plan for food storage. Refer to page 15 *Food safety for all* for more information about food safety and food storage.

Identify aspects of food storage that residents and staff do well and deserve recognition for.

- 1.
- 2.

Identify aspects of food storage that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their food storage behaviours?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 4: Food safety during food preparation

Food preparation includes the thawing, cooking, reheating and processing of foods. It is the responsibility of all staff to ensure that all food preparation activities are performed according to food safety principles. The following is an example of how this can be done. Read this and then complete the blank food safety and food preparation charts on the following page.

Identify aspects of food preparation that residents and staff do well and deserve recognition for.

1. Residents and staff use separate chopping boards for raw meats and cooked meats.
2. Staff check that meats are cooked adequately by checking if the juice runs clear after cooking.
3. Staff and residents wash all fruits and vegetables well prior to serving.

Identify aspects of food preparation that residents and staff need to improve on.

1. Some staff do not re-heat foods to an adequate temperature.
2. Some staff do not stir foods while cooking with the microwave.
3. Some residents and staff do not ensure that food is completely defrosted prior to cooking.

How will residents and staff be encouraged to improve their food preparation behaviours?

1. At the next staff meeting, staff to discuss why it is important to re-heat foods until they boil or produce a lot of steam, to stir foods while re-heating in the microwave and to ensure food is completely defrosted prior to cooking.

How will improvement in these areas be monitored?

1. Staff to agenda a discussion of food safety during food preparation at a future staff meeting.

Food Safety Plan: Food safety during food preparation

Complete the following charts to make a Food Safety Plan. Refer to *Food safety for all*, page 18, for more information about food safety during food preparation.

Identify aspects of food preparation that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of food preparation that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their food preparation behaviours?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 5: Texture modified meals

Texture modified meals are meals that have been minced, mashed or blended so that they are suitable for residents with chewing and/or swallowing problems. The process of modifying meals can introduce harmful bacteria unless correct procedures are followed, as discussed in *Food safety for all*, page 25. The following is an example of how to develop a Food Safety Plan for texture modified meals. Read this and then complete the Food Safety Plan for texture modified meals on the following page.

Identify steps of handling texture modified food that residents and staff do well and deserve recognition for.

1. Residents and staff keep all equipment used for preparing texture modified foods clean by placing them in the dishwasher after each use and by storing them in a clean place.
2. Residents and staff wash hands well before preparing texture modified meals.
3. Extra care is taken with texture modified foods- leftovers are always thrown away instead of being kept for later use.

Identify steps of handling texture modified foods that residents and staff need to improve on.

1. One resident takes a long time to eat his blended meals and he sometimes only eats a small amount at a time. Sometimes staff take the remains of his meal, store it in the fridge for a couple of hours and then return the meal to him after a quick reheat. If he is eating very slowly, this may happen a few times. Sometimes the meal may be kept at room temperature for more than four hours by the time it is finished. As the meal is only reheated to a comfortable eating temperature, the meal may develop dangerous levels of bacteria.

How will residents and staff be encouraged to improve their method of handling texture modified meals?

1. Staff to develop a strategy to address the identified problem, for example it may be decided that only small amounts be served the first time and the rest stored in the fridge, to be served later.

How will improvement in these areas be monitored?

1. A discussion of food safety and texture modified meals to be placed on the agenda for a future staff meeting.

Food Safety Plan: Food safety and texture modification

Complete the following charts to make a Food Safety Plan for texture modification. Refer to *Food safety for all* for more information about food safety and texture modification.

Identify steps of handling texture modified food that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify steps of handling texture modified foods that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their method of handling texture modified foods?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 6: Nutritional supplements

Nourishing drinks are drinks that are high in kilojoules (energy) and/or nutrients. These drinks are high-risk foods in terms of food safety and they must be handled according to the recommendations in *Food safety for all*.

The following is an example of how to make a food safety plan for the preparation of nutritional supplements. Read this and then complete the blank food safety and nutritional supplements charts on the following page.

Identify aspects of handling nutritional supplements that residents and staff do well and deserve recognition for.

1. Residents and staff ensure that all cups and equipment used for making nutritional supplements are kept clean.

Identify aspects of handling nutritional supplements that residents and staff need to improve on.

1. Some staff members allow one of the residents to take a glass of high protein chocolate milk to her room so that she can sip on it during the night if she wakes up. This means that some of the drink may be consumed after it has been left out of the refrigerator for over four hours.

How will residents and staff be encouraged to improve their handling of nutritional supplements?

1. Encourage staff to give the resident a glass of water before she goes to bed, instead of the high protein chocolate milk.

How will improvement in these areas be monitored?

1. Ask staff if they are managing to avoid giving the resident a glass of milk to take to bed.

Food Safety Plan: Food safety and nutritional supplements

Complete the following charts to make a Food Safety Plan for nutritional supplements. Refer to *Food safety for all* for more information about food safety and nutritional supplements.

Identify aspects of handling nutritional supplements that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of handling nutritional supplements that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their method of handling nutritional supplements?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 7: Enteral (tube) feeds

Enteral or tube feeding is the delivery of a liquid nutritional formula directly into the gut (stomach or intestine) via a feeding tube. The following is an example of how a Food Safety Plan can be made for enteral feeding. Read this and then complete the blank food safety and enteral feeding charts on the following page.

Identify aspects of the way staff handle enteral feeds that residents and staff do well and deserve recognition for.

1. Staff use a thorough technique when washing and rinsing feeding containers, giving sets and syringes.
2. Every time that staff open a tin of formula, they write the time and date of opening on the side of the tin before placing it in the refrigerator, so that it can be thrown out after twenty-four hours.

Identify aspects of handling enteral feeds residents and staff need to improve on.

1. Some staff members allow feeding containers to hang for too long before washing all equipment and replacing the feed.
2. Some staff add tap water to the feed container as a way of giving residents extra fluid when they complain of thirst or in hot weather.

How will staff be encouraged to improve the way they handle enteral feeds?

1. At the next staff meeting, a nominated staff member to explain to others why it is important to avoid allowing bags of feed to hang for too long and why it is important not to add tap water to the feed.
2. Staff to re-read the enteral feed section of *Food safety for all*.

How will improvement in these areas be monitored?

1. Staff to monitor each others behaviour in relation to the above.

Food Safety Plan: Food safety and enteral feeds

Complete the following charts to make a Food Safety Plan for enteral feeding. Refer to page 28 of *Food safety for all* for more information about food safety and enteral feeding.

Identify aspects of the way that staff handle enteral feeds that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of handling enteral feeds residents and staff need to improve on.

- 1.
- 2.
- 3.

How will staff be encouraged to improve the way they handle enteral feeds?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 8: Food eaten away from the shared home

8.1 Packed lunches

It is important to ensure compliance by residents and staff of the recommendations provided in *Food safety for all* about the handling of packed lunches. The following is an example of how this can be done. Read this and then complete the blank food safety and packed lunches charts on the following page.

Identify aspects of preparing and storing packed lunches that residents and staff do well and deserve recognition for.

1. Residents and staff avoid using high risk foods as ingredients in packed lunches.
2. Packed lunches are always made on the morning of the day they will be eaten.

Identify aspects of preparing and storing packed lunches that residents and staff need to improve on.

1. One resident attends a day placement that does not have a refrigerator accessible to participants. This resident keeps his lunch in his bag until lunch time.

How will residents and staff be encouraged to improve the way they prepare and store packed lunches?

1. Staff to purchase the relevant resident an insulated lunch box that contains a compartment for a frozen water bottle (used to the keep lunch cool).

How will improvement in these areas be monitored?

1. A nominated staff member to ask resident if he has been using his new lunch box.

Food Safety Plan: Food safety and eating away from the shared home

Food safety and packed lunches

Complete the following charts to make a Food Safety Plan for packed lunches. Refer to page 31 in *Food safety for all* for more information about food safety and packed lunches.

Identify aspects of preparing and storing packed lunches that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of preparing and storing packed lunches that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve the way they prepare and store packed lunches?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

8.2 Picnics and barbeques

All residents and staff should follow the recommendations provided on pages 32 and 33 of *Food safety for all* about the handling of food and beverages taken on picnics or eaten at barbeques. The following is an example of how this can be done. Read this and then complete the blank food safety and picnics and barbeques charts on the following page.

Identify aspects of food safety on picnics and at barbeques that residents and staff do well and deserve recognition for.

1. Residents and staff carry all perishable food to be taken on a picnic or BBQ in an insulated cooler box
2. Residents and staff take unopened packages of UHT milk. If there is any left at the end of the picnic or barbeque, they throw it out.
3. Disposable wipes are always packed so that people can clean their hands before eating.

Identify aspects of food safety on picnics and at barbeques that residents and staff need to improve on.

1. Some staff pack up unfinished food products (such as dips or left over meat) and take them home for later use.

How will residents and staff be encouraged to improve their food safety behaviour while at picnics and barbeques?

1. One staff member to read the relevant section of *Food safety for all* to all other staff at the next meeting.

How will improvement in these areas be monitored?

1. Staff to check that all other staff throw out left over high risk foods after picnics and barbeques.

Food safety and picnics and barbeques

Complete the following charts to make a Food Safety Plan for picnics and barbeques. Refer to *Food safety for all* for more information about food safety and picnics and barbeques.

Identify aspects of food safety on picnics and at barbeques that residents and staff do well and deserve recognition for.

- 1.
- 2.
- 3.

Identify aspects of food safety on picnics and at barbeques that residents and staff need to improve on.

- 1.
- 2.
- 3.

How will residents and staff be encouraged to improve their food safety behaviour at picnics and barbeques?

- 1.
- 2.
- 3.

How will improvement in these areas be monitored?

- 1.
- 2.
- 3.

Section 9: Food safety and casual staff

It is the responsibility of permanent staff to ensure that all casual staff act in a way that is consistent with the guidelines of *Food safety for all*. Permanent staff should ask all casual staff to use the food handling checklist on page 7 of this book to determine which sections are relevant to the activities they will be responsible for during their work at the house. The casual staff should read and understand every section that they have identified as being relevant.

Food Safety Plan: Food safety and casual staff

Are all casual staff asked to read all sections of Food safety for all that are relevant their work at the house?

Circle appropriate response: Yes / No

If no, how will it be organized so that casual staff do this in the future?

Section 10: Maintaining a clean kitchen

The food preparation area must be kept clean and free of pests. The best way to do this is by encouraging residents and staff to follow a routine cleaning schedule and to regularly check the premises (especially the kitchen) for signs of pest infestation. The following is an example of how this can be done (the charts in the example **do** not represent the complete range of cleaning and sanitising tasks recommended in *Food safety for all*).

Read the example provided and then complete the blank charts that follow.

Daily cleaning and sanitising tasks

Equipment, utensil or surface to be cleaned	Procedure for cleaning	Product(s) used	Resident or staff member to do task
Chopping boards	Place in dishwasher	Dishwasher Regular dishwasher detergent	Janet (resident)
All kitchen benches	<ul style="list-style-type: none"> Wipe away food scraps use cloth, hot water and detergent to remove grease or dirt rinse cloth and wipe off loose dirt or detergent foam allow bench to air dry 	Clean cloth Regular dishwashing detergent mixed into hot water or a kitchen surface cleaner.	Harry (resident). Harry needs encouragement to do all benches- he tends to forget some.

Weekly cleaning tasks

Equipment, utensil or surface to be cleaned	Procedure for cleaning	Product(s) used	Resident or staff member to do task
Cupboard & drawer handles	<ul style="list-style-type: none"> Wipe handles with a cloth to remove loose food scraps use cloth, hot water and detergent to remove grease or dirt rinse cloth and wipe off loose dirt or detergent foam allow handles to air dry 	Clean cloth Kitchen surface cleaner or detergent	Peter (resident). Peter needs assistance with handles above head height.
Clean fridge	<ul style="list-style-type: none"> Remove all food from fridge Wipe all surfaces clean with a damp cloth Clean shelves and walls with hot, soapy water Wipe surfaces to remove dirt or detergent foam 	Clean cloth Kitchen surface cleaner or detergent	Neugen (staff) and Geoffery (resident).

Monthly cleaning and sanitising tasks

Equipment, utensil or surface to be cleaned	Procedure for cleaning	Product(s) used	Resident or staff member to do task
Pantry shelves	<ul style="list-style-type: none"> • Wipe away food scraps • use cloth, hot water and detergent to remove grease or dirt • rinse cloth and wipe off loose dirt or detergent foam • allow shelves to air dry 	Kitchen surface cleaner.	Rashmi (staff) and Paul (resident). Paul to help by taking some foods out of the pantry and placing on bench.

Assignment for units HLTF9A and HLTF10A

The assignment for units HLTF9A and HLTF10A requires you to complete the blank food safety charts in this document. To do this you will need to examine the food safety issues of a household.

If you are presently working in a shared home for people with a disability, you may choose to use this as a basis for the assignment. If you are not presently working in a shared home for people with a disability, it is recommended that you examine the food safety issues of your own home to complete the charts.

For this assignment, you only need to develop a Food Safety Plan (that is you only need to complete the food safety charts). It is not necessary for you put any of your Food Safety Plan into practice.

If you are completing the food safety charts for your own home, you will need to investigate your own food safety practices, and those of anyone else you are living with. *Remember that you do not need to implement or monitor your plan- so you will not need to discuss the food safety practices of your family or housemates with them, unless you want to!*

It is required that you submit the completed food handling checklist with the completed food safety charts for your assignment.

