

Eat Safe

BRISBANE



FOOD SAFETY MADE EASY GUIDE



Dedicated to a better Brisbane



EAT SAFE BRISBANE – FOOD SAFETY MADE EASY GUIDE

Food safety is important for our city to protect the health and well-being of residents and visitors. Council is committed to ensuring and supporting ‘best practice’ safety standards within the food industry.

In 2010, Council is introducing a new food safety rating scheme called **Eat Safe Brisbane**. The scheme has been developed in partnership with food industry and will ensure Brisbane’s food continues to be among the world’s best in safety standards. **Eat Safe Brisbane** will promote a vibrant, healthy and world-class food sector as part of our shared vision for the city – *Living in Brisbane 2026*.

All licensed food businesses within Brisbane will be issued with a **food safety star ‘rating’** based on an assessment conducted by Council under the *Food Act 2006* and good management practices.

This *Eat Safe Brisbane Food Safety Made Easy* guide was developed to help food businesses in Brisbane comply with the *Food Act 2006*, *Food Safety Standards* and good food safety management practices in general. By following the food safety principles outlined in this guide, businesses will be able to enhance and maintain their food safety management processes. In doing so, you will put your business in a better position to achieve a high **Eat Safe Brisbane** star rating.

The guide contains two sections.

Section A – Compliance Details contains the food safety requirements outlined in

the *Food Act 2006* and the *Food Safety Standards*. It is the food business’s legal responsibility to comply with these. Any infringements of these provisions are noted and subsequently tallied to give an overall representation of the compliance against the *Food Act 2006*.

Section B – Good Management Practices contains a list of management documents that help identify and control food safety hazards in the handling of food in a food business. These documents are seen as effective tools in managing food safety risks associated with any food operation. If a business can provide examples of these documents, Council will maintain confidence that the food business can operate at a higher level of compliance and reward the business through higher overall ratings. The points associated with each management document kept are totalled to give the Section B rating. These documents must be maintained on a frequent basis and kept on site at all times.

Scores from both **Section A** and **Section B** are added together to calculate the overall **Eat Safe Brisbane** star rating.

For more information about the **Eat Safe Brisbane** food safety rating scheme, how it works, and what the star ratings mean please visit www.brisbane.qld.gov.au/EatSafeBrisbane

A range of food safety checklists that you can use to better manage risks accompany this guide.



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FOOD SAFETY – GENERAL REQUIREMENTS



FOOD BUSINESS LICENCE

DOES MY LICENCE NEED TO BE DISPLAYED?

Yes, your current copy of your food business licence and its prescribed details and conditions must be displayed in a prominent position, so it is easily visible to the public.

WHAT ARE SITE SPECIFIC CONDITIONS?

If applicable, your food licence may have specific conditions relating to food handling activities associated with your business. It may restrict or prevent certain processes to be conducted under particular circumstances. These conditions must be complied with as part of the licence approval process.

WHAT SHOULD I DO ABOUT ANY PREVIOUS OUTSTANDING ISSUES FROM THE LAST AUDIT?

Any outstanding non-compliance issues raised during a previous inspection need to be rectified in the time frames noted by Council officers.



FOOD BUSINESS STRUCTURAL DESIGNS

HOW DO I GET MY PREMISES STRUCTURALLY APPROVED?

When designing, building or fitting out new premises or making changes to an existing one, your first step will be developing

new or obtaining existing plans. The plan allows Council to assess the proposed food premises before building commences. Before building or renovating, copies of all plans, drawn to scale must be lodged with Council for approval.

WHAT DETAILS ARE REQUIRED ON MY PLAN?

The following details should be included on the plans for your premises:

- finishes to floors, walls and ceilings
- layout of all equipment, benches, fittings and fixtures and mechanical ventilation
- door and window openings
- where seating is provided for diners, the number of square metres of floor space available for dining and the number of persons to be catered for in this area



FOOD SAFETY SUPERVISORS

WHO IS A FOOD SAFETY SUPERVISOR?

All licensable food businesses must have a Food Safety Supervisor. Anyone including the business owner, licence holder, employee or an external contractor can be a Food Safety Supervisor for a business, provided they meet the required competencies and are reasonably available at all times during business operating hours.

A Food Safety Supervisor is someone who knows how to recognise, prevent and fix food safety hazards at the business. They add an onsite level of protection for day-to-day food safety as they have the experience or expertise relevant to your food businesses. A Food Safety Supervisor is required to take a lead role in supervising food safety in your food business. They must hold the required competencies as well as:

- have the ability to supervise food handling practices in the food business
- be reasonably available at all times the food business is operating
- have the authority to supervise and give instructions to food handlers.

- mechanical exhaust ventilation details
- process flow, from product received through to end-product delivered.

WHAT IS REASONABLY AVAILABLE?

The availability of the Food Safety Supervisor is critical. Reasonably available means the Food Safety Supervisor is to be located on the premises whenever food handling is being undertaken. However, in the event he or she is absent, there must be documented mechanisms for the Food Safety Supervisor to ensure directions about matters relating to food safety are available to people who handle food. A supervisor is not required to be reasonably available when the business is operating but not handling food.

DO I NEED TO NOTIFY BRISBANE CITY COUNCIL ABOUT MY FOOD SAFETY SUPERVISOR?

You must notify Council the details of your Food Safety Supervisor within 30 days of your licence being issued. You must also notify Council of any changes to your Food Safety Supervisors or their contact details within 14 days of the change.

WHERE CAN I GET MORE INFORMATION REGARDING FOOD SAFETY SUPERVISORS?

If you require more information on Food Safety Supervisors and the relevant competencies, you can visit the Queensland Health website at www.health.qld.gov.au/foodsafety. You can also contact Council on (07) 3403 8888 during business hours.

