



HUME CITY COUNCIL

Hume Food News

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Introducing Standard 3.2.2a: Food Safety Management Tools

Affected food businesses in Australia need to meet a new Food Safety Standard in the Australia New Zealand Food Standards Code from 8 December 2023.

Standard 3.2.2A is a new food safety standard for food service and retail businesses that aims to improve food safety and support consumer confidence.

There are three food safety management tools in the Standard:

- Tool 1: Food handler training
- Tool 2: Food safety supervisor (FSS)
- Tool 3: Substantiation of critical food safety controls

Watch the video introducing the standard at www.youtube.com/watch?v=BJoeovZnPWM

To read Standard 3.2.2A, go to www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx

Affected businesses

The Standard applies to food business who are defined as a category one or category two business in the Code. Victorian food businesses are not classified into categories but classes (classes 1, 2, 3A, 3 and 4). The guidance below on Standard 3.2.2A interprets the Standard for Victorian food businesses.

Type of food business and class	Requirements for meeting Standard 3.2.2A in Victoria
Class 1 – with a food safety program (FSP)	Required to implement Tool 1 and Tool 2. Exempt from Tool 2 for five years, if their FSS is certified prior to 8 December 2023. Exempt from Tool 3 due to their FSP.
Class 2 – food service, food retail premises & caterers with an FSP	Required to implement Tool 1 and Tool 2. Exempt from Tool 2 for five years, if their FSS is certified prior to 8 December 2023. Exempt from Tool 3 due to their FSP.
Class 2 – food service, food retail premises and caterers without an FSP	Required to implement Tool 1, Tool 2 and Tool 3. Exempt from Tool 2 for five years, if their FSS is certified prior to 8 December 2023.
Class 3 – food service, food retail and caterers	Exempt from the Standard. Proprietors must ensure that people handling food know how to do so safely.
Class 3A – home-based businesses and accommodation getaway premises	Required to implement Tool 2 Exempt from Tool 2 for five years if their FSS is certified prior to 8 December 2023 Exempt from Tool 1 and Tool 3. Proprietors must also ensure that people handling food know how to do so safely.
Class 4 – food service, food retail, and caterers	Exempt from the Standard. Proprietors must ensure that people handling food know how to do so safely.
Manufacturers – all classes	Not captured by the standard.
One-off fundraising activity solely for a community not-for-profit or charitable cause – such as a sausage sizzle, market stall, fete	Exempt from the standard. Organisers must ensure that people handling food know how to do so safely. Encouraged to use the free food handling training program, www.dofoodsafely.health.vic.gov.au

If you require details on the 8 high-risk activities which require a Class 2 food business to have a FSP, you can go to: **'Frequently asked questions about the food classification and regulatory changes'** at www.health.vic.gov.au

You can also visit the health departments' website for a new brochure on the standard and food safety management tools. Search **'Standard 3.2.2A'** at www.health.vic.gov.au

Council's EHO's will undertake an education program in 2024 to discuss these changes with you during our Food Act renewal inspections.

You can also contact Council's Public Health Unit by email at healthadmin@hume.vic.gov.au or on 9205 2599, should you require further information.

Standard 3.2.2a - Tool 1: Food Handler Training

The Standard requires that food handlers in Class 1 and Class 2 food businesses who handle high-risk foods complete a food safety training course; or be able to display they understand safe handling of food, food contamination, cleaning and sanitising equipment, and personal hygiene.

Food businesses must make sure their food handlers have adequate skills and knowledge before they start working with high-risk foods.

Under Standard 3.2.2 all food handlers, regardless of their food handling activities, need to have food safety skills and knowledge in line with the work that they do.

The Standard states that food safety training of food handlers teach the following food safety topics:

- **Safe food handling** including temperature control measures for potentially hazardous food and the temperature danger zone.
- **Food contamination** including ways to keep food from becoming contaminated, and food allergen management.
- **Cleaning and sanitising food contact surfaces and equipment** including correct procedures, using food-grade chemicals, and sanitising using heat.
- **Personal hygiene** including obligations for sick employees, handwashing, uniforms and grooming of hair, nails, and skin.

All food handlers, including volunteers, who handle unpackaged potentially hazardous foods must complete a food safety training course, or be able to show appropriate food safety skills and knowledge. If food handlers can demonstrate to the food business and authorised officers that they understand and apply safe food handling practices, a training course may not be required.

Staff in the business who do not handle unpackaged potentially hazardous foods, such as people working at the checkout or loading dock at a supermarket, or bar staff who only serve drinks, are not required to complete a food safety training course. However, under the existing requirements of the Standard staff must still have food safety skills and knowledge in line with the work they do, so completion of a food safety training course is still recommended.

Note: Class 3, 3A and class 4 food businesses are exempt from the Standard, although they still must ensure that food handlers have the relevant skills for work that they do in a food business.

Where can staff access, or how can businesses provide food safety training courses?

Visit www.dofoodsafely.health.vic.gov.au for a free, online food handler training platform provided by the Department of Health Victoria. It covers the Standard's required course content and is available in eight community languages. Once completed, the food handler will receive a certificate.

Food safety training courses can also be accessed through other online platforms, and registered training providers. Training can also be developed and delivered by the food business, or training from another food business where an employee worked previously may be acceptable. Training can be delivered in-house, externally, online or in person.

How often is food safety training required?

There is no set timeframe for food handler training refreshers. Businesses must make sure that their food handlers have up-to-date food safety skills and knowledge.

Do businesses need to keep a record of staff training?

It is recommended that businesses keep staff training records to easily demonstrate to authorised officers they have met the requirements of the food handler training.

Standard 3.2.2a – Tool 2: Food Safety Supervisors

The supervision of food handlers requires businesses to appoint a qualified Food Safety Supervisor (FSS) who is available to oversee the day-to-day food handling operations, help food handlers to handle food safely, and make sure food safety risks are managed.

The Standard requires that the FSS has achieved certification within the previous five years.

In Victoria, an exemption will apply for FSS's who have completed their training and received their certificate prior to 8 December 2023 and this will then give the FSS five years from 8 December 2023 to redo their training. Hence, they must redo their a FSS training before the 8 December 2028.

For a FSS first completing their training after the 8 December 2023, their qualification is valid for five years.

Note:

- Class 1, 2 and 3A food business need to ensure they have a qualified FSS.
- Class 3 and class 4 food businesses are exempt from the Standard, although they still must ensure that food handlers have the relevant skills for work that they do in a food business.

For more information on the requirements for food safety supervisors, go to www.health.vic.gov.au/food-safety/food-safety-supervisors

Standard 3.2.2a - Tool 3: Substantiation of critical food safety controls

Class 1 and class 2 food businesses with a standard or non-standard food safety program (FSP) are exempted from this requirement. This is because the controls required under the Standard are covered by their FSP.

For class 2 businesses without an FSP, you will need to be able to show you are managing your critical food safety controls to your local council authorised officer.

What is meant by 'substantiation'?

Substantiation of critical food safety controls means businesses must show they are meeting all the temperature control, food processing, and cleaning & sanitising provisions of the code.

Food businesses must show that they are meeting the prescribed provisions by keeping a record or by demonstrating compliance to the authorised officer.

What does this mean for my business?

Class 2 food businesses that are not required to have an FSP can show how they manage key food safety controls by keeping written or electronic records, making a note on invoices, having written standard operating procedures and/or demonstrating their compliance by walking and talking through their critical food safety control processes with their local council authorised officer.

Note:

- Class 1 and class 2 food business with an FSP are exempt from Tool 3 as they already keep records to demonstrate compliance.
- Class 3, 3A and class 4 food businesses are exempt from the Standard, although they still must ensure that food handlers have the relevant skills for work that they do in a food business.

Substantiation resources

The Department has developed a guide for food businesses on substantiation called A recipe for food safety: A food safety management tool for food businesses.

The guidance document and videos have been designed to assist class 2 food service and food retailers who are exempt from having an FSP with the substantiation of their critical food safety controls.

The four videos outline the three simple steps to substantiation, can be found at www.health.vic.gov.au/food-safety/introducing-standard-322a-food-safety-management-tools#tool-3-substantiation-of-critical-food-safety-controls

Are you involved in the local food system?

In March 2024, Hume City Council is facilitating a local food system forum. The intent of the forum is to understand issues impacting access to quality, nutritious and healthy food in the Hume community. As a local government, we are particularly interested in how healthy and nutritious food can be more accessible for residents.

When planning this forum, we want to learn from business owners, schools, community groups and local residents about issues impacting our local food system. If you have particular insights or thoughts about enhancing access to nutritious food or issues faced as business owners, we are eager to hear from you.

To provide your thoughts and insights, please contact Ben Norden: benn@hume.vic.gov.au



Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-William-Balluk clan, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to Elders past, present and future.

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