



Food Safety & Hygiene Procedure

Procedure Number

CHC-IC-0011

Version Nos:

6

1. Purpose

This Procedure outlines the process for the safe and hygienic management of food by West Coast District Health Board (WCDHB) staff members.

2. Application

This Procedure is to be followed by all clinical staff throughout West Coast District Health Board (WCDHB).

3. Definitions

There are no definitions associated this Procedure:

4. Responsibilities

For the purposes of this Procedure:

Clinical Nurse Specialist –Infection Control is required to:

- oversee all aspects of this Procedure
- monitor the performance of WCDHB staff members in relation to this Procedure;

Staff Members are required to:

- ensure they abide by the requirements of this Procedure;
- abide by all WCDHB Infection Control Policy and Procedures;
- abide by all WCDHB Health and Safety Policy and Procedure.

5. Resources Required

This Procedure requires:

- i) Soap and Water/Alcohol Gel
- ii) Colored Waterproof dressings
- iii) Rubbish bags
- iv) Refrigerators
- v) Containers for storing food
- vi) Disposable Gloves

6. Process

1.00 Introduction

- 1.01 Food safety is the care preparation and service of food, so that it is clean, wholesome and free from contamination. All uncooked or unprocessed food carries organisms that have the potential to transmit illness. All cooked food has the ability to support organisms. Safe food handling is an important way of preventing illness from food.
- 1.02 Clean tongs or utensils are to be used when handling food.
- 1.03 Minor cuts and lesions must be covered with waterproof dressings when on arms or the face.



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- 1.04 Cuts, lesions and dermatitis of the hands must be covered with a colored waterproof dressing and disposable gloves worn.
- 1.05 Hands are not to be washed in the kitchen sink or wiped on your work clothes or kitchen clothes. A hand basin and liquid soap is to be used.
- 1.06 If there is a problem with any food that is served for hospital patients contact Spotless Kitchen Supervisor, the Clinical Nurse Specialist (CNS) Infection Control or Occupational Health and Safety Advisor

2.00 Handwashing Guidelines

- 2.01 The WCDHB Handwashing Procedure is to be followed by all staff members preparing food.
- 2.02 Hands are to be washed:
 - i) Before handling food, storing food, serving food, assisting someone with feeding, after eating or smoking.
 - ii) between food preparations.
 - iii) after tending to personal hygiene needs, blowing nose, coughing or sneezing.
 - iv) after handling raw foods.
 - v) when hands are obviously dirty or soiled,
 - vi) after removing gloves.
- 2.03 Fingernails are kept short and clean. Nail polish is not to be worn.

3.00 Preparing Food

- 3.01 Clean equipment and clean surfaces are to be used when preparing food.
- 3.02 Raw and cooked food kept separate during preparation and not on the same surface Without cleaning.
- 3.03 Approved sanitizers are to be used for cleaning.
- 3.04 Equipment is to be washed between preparing food.
Clean and dry surfaces after task have been completed.

4.00 Serving Food

- 4.01 Hands are to be washed prior to food service.
- 4.02 Utensils or gloves are to be used to handle food.
- 4.03 Food is to be kept covered or in closed cabinets.
- 4.04 Food is to be stored at recommended temperatures for the recommended times. Discard any food that may exceed these times. Refer 5.97, 5.08
- 4.05 When assisting a patient with feeding staff are to ensure hands are washed and utensils are clean.



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- 4.06 Change gloves and wash hands if moving from food handling to any other task and back to food handling again.

5.00 Storing Food

- 5.01 Meat and prepared food is to be placed in the fridge immediately after delivery.
- 5.02 Hot food is to be placed into shallow containers to promote rapid cooling.
- 5.03 Raw meat and chicken are to be stored in a separate fridge or at the bottom of the fridge in case of a juice spill. Stacked food must be covered at all times.
- 5.03 Refrigerators are not to be overloaded.
- 5.04 Hot food must be stored at above 65 degrees Celsius.
- 5.05 Takeaway food brought in by visitors must be eaten immediately.
- 5.06 All sauces and gravies must be made daily.
- 5.07 Food is to be served within two hours of preparation and if not used, discarded
- 5.08 Readily perishable foods including food that contains milk or milk products, eggs, meat, poultry, fish and shellfish must not be stored for more than 24 hours before cooking.
- 5.09 Food brought in by patients must be stored covered or in a container and dated. It should be eaten as soon as possible or discarded.
- 5.10 There is no restriction on processed food being brought in for patients unless they are on special diets or in protective isolation

6.00 Reheating Food

- 6.01 Food should not be reheated. However if this is necessary, it is to be reheated to boiling point and then hold for a maximum of two hours then discard if not consumed.
- 6.02 Cold or non-perishable foods such as jellies, fruit, sandwiches etc may be kept in the ward fridge, space permitting.
- 6.03 Takeaways must not be reheated.

7.00 Disposal of Food

- 7.01 Food is to be disposed of into an approved receptacle for recycling to the pig farmer or into green/black rubbish bags for disposal.



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7. Precautions and Considerations

- ➔ The WCDHB Handwashing Procedure is to be followed by all staff members preparing food.
- ➔ Food should not be reheated. However if this is necessary, it is to be reheated to boiling point and then hold for a maximum of two hours then discard if not consumed.
- ➔ Food is to be disposed of into an approved receptacle for recycling to the pig farmer or into rubbish bags for disposal.

8. References

- New Zealand Standard – Infection Control (NZS 8142:2008)
- Australia New Zealand Food Authority (ANZFA) April 2011 *Food Safety Standards* Food Safety
- Program Australia New Zealand Food Authority Canberra

9. Related Documents

WCDHB Infection Control Procedure Manual

WCDHB Health and Safety Policy and Procedure Manual

Revision History	Version:	6
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