



**BEYONDLIMITS**  
CARE & SUPPORT SERVICES

## Food Safety Management Policy

Policy area	Food Safety
Document type	Policy
Applicable to	Beyondlimits Care & Support Services
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Related policies	Client Health and Wellbeing Policy Risk Management Policy Duty of Care Policy Mealtime Management Policy Safeguarding Against Violence, Abuse, Neglect, Exploitation and Discrimination Policy Waste Management Policy Incident Management Policy Support Planning Policy Service Access and Exit Policy Service Delivery Policy Privacy Policy Client Living Alone and Receiving Personal Care from a Sole Worker Policy
Authority	Australia New Zealand Food Safety Standards Safe Food Australia NDIS Act 2013 NDIS Practice Standards and Quality Indicators NDIS Code of Conduct Aged Care Act 1997 Aged Care Quality and Safety Standards Aged Care Code of Conduct

### PURPOSE

The purpose of this policy is to explain our organisation's commitment and approach to food safety management.

### SCOPE

This policy applies to all our workers (employees, contractors and volunteers).

### DEFINITIONS

Term	Definition
<b>Biological Hazards</b>	Microbial hazards in food include bacteria such as salmonella, viruses such as Norovirus, and parasites such as trematodes (flukes) and prions (e.g., mad cow disease).

<b>Cross-Contamination</b>	Cross-contamination is when bacteria or other microorganisms are unintentionally transferred from one substance or object to another, with harmful effects. Cross-contamination between raw and cooked food is the cause of most infections.
<b>Food Allergy</b>	When the immune system reacts to a food substance (allergen), producing allergy antibodies (proteins in the immune system) that identify and react with foreign substances. An allergic reaction happens when a participant develops symptoms following exposure to an allergen. Symptoms may include hives, swelling of the lips, eyes, or face, vomiting or a wheeze. The most common triggers are egg, cow's milk, peanut, tree nuts, sesame, soy, fish, shellfish, and wheat. Some food allergies can be severe, causing life-threatening reactions known as anaphylaxis. About two per cent of adults have food allergies.
<b>HACCP</b>	This stands for 'Hazards Analysis and Critical Control Point'. It refers to the management system where food safety is addressed through the analysis and control of biological, chemical and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

## CONTEXT

Our organisation is committed to implementing and maintaining best practice food safety management. We will plan, prepare and provide food to clients which:

- complies with food safety regulations and standards;
- is safe and suitable to eat;
- provides menu variety and supports good health and nutrition;
- prevents or minimises risk of contamination, infection and allergies; and
- best suits individual needs and preferences.

## POLICY STATEMENT

### 1. Compliance and Risk Management

- We will comply with requirements in the Australia New Zealand Food Standards Code and the Food Safety Standards Australia.
- We will identify and control food safety hazards using the HACCP system (see Definitions).
- We will systematically examine our food handling operations to identify potential hazards that may reasonably be expected to occur.
- If a hazard does occur, we will develop and implement a food safety program to control the hazards.
- We will identify and assess client-specific risks in relation to food and notify the manager and/or client's family/alternate decision/maker/advocate for immediate referral to a qualified health practitioner if required.

## **2. Infection Control**

- We will cook and store food in line with food safety regulatory requirements.
- We will exercise best practice hand and respiratory hygiene while preparing and handling food in accordance with the Infection Management Procedure.
- We will conduct routine and disinfectant cleaning to prevent or minimise the risk of cross-contamination and infection in accordance with the Routine and Disinfectant Cleaning Procedure.

## **3. Monitoring and Review**

- We will review our food safety program at least annually to ensure it is adequate and make changes as required.
- We will organise to have our food safety program audited by a food safety auditor, if applicable.

## **4. Incident Reporting**

- We will complete internal and external incident reporting in required timeframes and formats.
- We will escalate incidents to ensure the health, safety and wellbeing of the client.

## **5. Information and Record-keeping**

- We will document our food safety program and ensure it is accessible to authorised people.
- We will maintain up to date records of individual clients' mealtime management plans in accordance with the Mealtime Management Policy and Procedure.
- We will document client-specific food safety issues, concerns or incidents in other relevant documents (client file, Support Plan, Behaviour Support Plan).

## **6. Training and Development**

- We will maintain a skilled and trained workforce which is aware of food safety management requirements.

## **SUPPORTING DOCUMENTS**

Related procedures and forms include:

- Mealtime Management Plan
- Practice Guidelines — Choking
- Practice Guidelines — Food Preparation
- Nutrition and Swallowing Risk Checklist
- Incident Management Procedure

- Reportable Incident Management Procedure
- Safeguarding Against Violence, Abuse, Neglect, Exploitation and Discrimination Procedure
- Risk Management Procedure
- Mealtime Management Procedure
- Infection Management Procedure
- Routine and Disinfectant Cleaning Procedure

## **RESPONSIBILITIES**

Managing Director is responsible for:

- maintaining this policy, its related procedures and associated documents;
- ensuring the policy is effectively implemented across the service;
- monitoring worker compliance with the requirements of this policy; and
- ensuring training and information is provided to workers to carry out this policy.

All workers are responsible for complying with the requirements of this policy.

## **COMPLIANCE**

Deliberate breaches of this policy will be dealt with under our misconduct provisions, as stated in the Code of Conduct Agreement.