

Development Guide – Food premises

Introduction

The City of Whittlesea's Health Services Department welcomes your interest in developing a food premises in the municipality and we hope that you will find this guide useful. It is intended to help you design your food premises efficiently and effectively to meet current Victorian Food Hygiene Standards and we encourage you to read this guide and the associated information carefully before contacting Council's Environmental Health Officer (EHO) to discuss your particular proposal.

This guide is to be used by:

- Developers of new food premises.
- Operators of existing food premises who propose to make alterations or renovations.

The guide should be read in conjunction with the **Australia New Zealand Food Standards Code:**

- **Standard 3.2.2 Food Safety Practices and General Requirements** which set out the required hygiene outcomes that must be achieved; and
- **Standard 3.2.3 Food Premises and Equipment** sets out requirements for food premises fixtures, fittings, equipment and food transport vehicles.

These guidelines will give advice on complying with Standards 3.2.2 & 3.2.3.

The Australian standard for design, construction and fit-out of food premises (AS 4674-2004) may also provide valuable information for many proprietors. However compliance with this Australian Standard is not mandatory.

Council Offices
25 Ferres Boulevard
South Morang VIC 3752

Locked Bag 1
Bundoora MDC VIC 3083

Tel 03 9217 2170
Fax 03 9217 2111
TTY 133 677 (ask for 9217 2170)
Email info@whittlesea.vic.gov.au
www.whittlesea.vic.gov.au

 Free Telephone Interpreter Service

عربي	9679 9871	Hrvatski	9679 9872
廣東話	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Việt-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879

Health Services Contact Details

Phone 9217 2277

Fax 9409 9863

Email: publichealth@whittlesea.vic.gov.au

Website: www.whittlesea.vic.gov.au

Address: 25 Ferres Boulevard, South Morang, 3752

Postal Address: City of Whittlesea, Locked Bag 1, Bundoora MDC 3083

What is a Food Premises?

Food premises means any premises including land (whether or not vacant), a vehicle, the whole or any part of a building, tents, stalls (whether a permanent or temporary structure), pontoons and any other place declared by the relevant authority to be premises under the Food Act 1984; kept or used for the handling of food for sale, regardless if whether those premises are owned by the proprietor. Including premises used principally as a private dwelling, but does not mean food vending machine or vehicles used to only transport food.

Which Food Businesses are Registered with Council?

Under the Food 1984 all businesses, which either sell or handle food must be registered with the appropriate registration authority. Majority of food businesses are registered with the council from where their business is located or where their food vehicle is garaged.

Businesses which predominantly process meat or seafood (e.g. butchers, boning rooms, fish mongers, etc) must be registered with PrimeSafe under the *Meat Industry Act 1993* and *Seafood Safety Act 2003*. Businesses such as fish and chip shops, or supermarkets that have a butcher department, are required to be registered with their local council.

PrimeSafe

PO Box 2057, South Melbourne VIC 3205

Phone: 9685 7333

Businesses that are predominantly involved in dairy processing (e.g. cheese manufacturers, any dairies manufacturing etc) are required to be registered with Dairy Food Safety Victoria under the Dairy Act 2000.

Dairy Food Safety Victoria

PO Box 8221, Camberwell North, VIC 3124

Phone: 9810 5900

Note: A food business can only be registered or licensed with one registering authority.

Setting up a New Food Premises

Step 1. Check with Council's Building and Town Planning service departments

Prior to contacting Health Services to set up a new food premises you should check with Council's Town Planning and Building Departments; to see if you need to obtain permits under building or town planning laws for the proposed works.

Building Services Department

Phone: 9217 2259

Planning Services Department

Phone: 9217 2236

Note: A Food Act registration will not be issued if your premises does not comply with building or town planning laws.

Step 2. Contact Council's Health Services

Before undertaking any works, prospective operators must contact Health Services to discuss their proposal to ensure it complies with the current Food Standards Code.

Where practical a site inspection of the food premises should be arranged with the responsible EHO. Plans of the proposed premises or alterations to existing premises, should be available for the EHO to provide you with the appropriate advice.

It is strongly recommended that you utilise our Plan Approval Service to avoid costly alterations if your premises doesn't comply with Food Standards Code.

Step 3. Health Services plan approval service

It is recommended that before undertaking any works you should submit plans of your premises for approval.

The application form for the plan approval service can be requested from Health Services or can be downloaded from our website. (refer to contact details page 3).

The process for plan approval service is as follows:

1. Provide Health Services with two copies of detailed plans and elevations for review, drawn to a scale of not less than 1:100. The plans and elevations must clearly indicate the positioning of all fixtures and equipment; so that an approved copy can be returned.
2. The plan is to include details of proposed fixtures, fittings and equipment within the premises such as:
 - Floor, wall and ceiling finishes, including types of coving

- Location and cross sectional details of all fixtures & fittings including construction materials, and details of lighting
 - Plumbing design including grease traps
 - Freezers, chillers & cool rooms (if required)
 - Position of mechanical exhaust system
 - Refuse/garbage storage areas
 - Store rooms, toilets and change rooms (if required).
3. If applicable, separate plans and details of the mechanical exhaust system to be installed over cooking equipment will be required. Include dimensions, details of the duct work, height of the end of duct work above the roof, height of the ventilation system above the equipment, fan capacity and the exhaust velocity.
 4. Plans will be processed and approved within 14 working days from the date of submission. This is assuming that all relevant information is provided and that plans comply with current regulations. A copy of the approved plan and a plan approval letter will be mailed to the applicant. It is recommended that these documents be on site during the construction phase of the premises.

Step 4. Construction and final inspection of a proposed food premises

During the construction of the premises the responsible EHO will conduct progress building inspections to ensure the works comply with the Food Standards Code, as well as any Council approved plans. Should any building works not comply with the Food Standards Code you will be directed to make the appropriate alterations or even remove non-compliant items.

To avoid costly mistakes you should use the plans approval service and ensure all works comply with the approved plan. Any alterations to the approved plan should be notified to Council to ensure it meets the requirements and can be recorded on the Council retained plan.

A final inspection of the premises must be completed by an EHO to confirm compliance with the Food Standards Code before approval is given. At the final inspection it is expected that any refrigeration equipment, hot and cold holding units, exhaust systems are operational, and that there is a supply of hot and cold water to all plumbing fixtures.

Note: A food business cannot open until the Food Act registration has been granted.

Food Act Registration

Prior to the food premises opening you must make application on the prescribed form which will be provided after the satisfactory completion of the final inspection. The registration application form will need to be completed, signed and submitted with the appropriate fee. The EHO will advise you of the food premises classification which applies to your business.

Please refer to the table below for a brief summary of classifications. More information can be read on the DH website <http://www.health.vic.gov.au/foodsafety/bus/foodbus.htm>

Food Premises Classification

Class 1	Class 2	Class 3
Handles, processes or serves ready to eat potentially hazardous food to groups, most vulnerable to food related illness (e.g. hospital patients, nursing home residents, children in long day care)	Supplies potentially hazardous unpackaged foods which need correct temperature control throughout the food handling process, including cooking and storage, to keep food safe (e.g. restaurants, take away foods)	Supplies or handles unpackaged low risk foods or pre-packaged potentially hazardous foods which simply need refrigeration to keep them safe (eg milk bars, bread baking) and some community events

Class 1 and 2 premises are also required by legislation to operate under a Food Safety Program as well as having a qualified Food Safety Supervisor to ensure that food handling is done safely. (refer to Food Safety Program page 6 and Food Safety Supervisor page 7)

Registration of your business is renewed annually, with the registration period being from 1 January to the 31 December each year. Application for renewal of registration is sent out at the end of each year subject to satisfactory compliance with routine inspections conducted by Council's EHOs. Upon approval of registration, the business is provided with a renewal certificate of registration. This certificate must remain at the premises at all times.

Note: Operating an unregistered food business is an offence under the Food Act 1984.

Food Safety Program

A Food Safety Program (FSP) is a written plan that describes how a food business will control, monitor and manage food safely. There are two types of FSP:

- A Standard Food Safety Program
- Non-Standard Food Safety Program

A standard FSP is only available for Class 2 premises and is a template that has been created by a specific food industry or the Department of Health (DH) for retail and food service businesses.

On the DH website (www.health.vic.gov.au/foodsafety) you can see a list of all the approved templates as well as being able to download the DH template.

A non-standard FSP is a program that is written specifically for a food business, this is a requirement for all Class 1 and some Class 2 premises (e.g. large food manufacturers) where the standard FSP is not appropriate for their food operations.

Note: Food businesses that operate auditor certified Quality Assurance systems will be recognised as a non-standard FSP.

Food Safety Supervisor

All food businesses that have a Food Safety Program must also have a qualified Food Safety Supervisor. This person must have a statement of attainment with the required competencies, from a Registered Training Organisation.

On the DH website (www.health.vic.gov.au/foodsafety) you can see a list of all the current competencies and registered training providers.

Buying an Existing Food Premises

Before you purchase a food premises you should:

- check with Health Services to determine if the business has a current Food Act Registration.
- consider requesting a pre transfer inspection of the business to ensure it complies with the requirements of the Food Act 1984.

If intending to operate an existing food business, the current Food Act Registration must be transferred from the name of the current proprietor, into the name of the proposed purchaser.

Note: In the instance of taking over a food business which has already closed with Health Services (thus has no current registration under the Food Act 1984); a simple transfer of ownership cannot take place; the business will be required to register as a new business.

Step 1. Pre transfer inspection

A pre transfer inspection of an existing food premises will ensure that the premises complies with the requirements of the Food Act 1984. This can be arranged by contacting Health Services.

To request a pre transfer inspection an application form must be completed, together with a signed consent disclosure form from the current business owner prior to the inspection and returned to Health Services with the prescribed fee. Forms can be obtained from Health Services or Council's website.

Once an EHO has conducted the inspection, a report will be issued to the applicant who will identify any works required to ensure that the business complies with the current food standards code and any other applicable regulations.

The current proprietor and purchaser can negotiate who will take responsibility for undertaking any necessary works.

Step 2. Transfer of Registration

Once the business has been purchased, a transfer application form must be completed and returned with the appropriate fee to Health Services. An application to Transfer the Registration can be downloaded from Council's website.

If the food activities of the business have been classified by Council as class 1 or class 2 the new proprietor must ensure that an appropriate Food Safety Program is used for the business and a Food Safety Supervisor with the appropriate accredited training is employed to oversee safe food handling practices. (refer to Food Safety Program page 6 and Food Safety Supervisor page 7)

A Transfer Certificate of Registration will be issued in the name of the purchaser once all requirements have been met to the satisfaction of Council's EHO.

Undertaking Alterations to an Existing Food Premises

Prior to undertaking alterations to an existing food premises, the following should be addressed:

- contact Health Services and discuss the proposal with an EHO,
- consult with Council's Building Department and discuss the proposal to determine whether a new building permit is required,
- obtain approval from Health Services prior to works beginning,
- request a final inspection from Health Services once works are completed.

Development Guide

1. General Requirements

1.1 The design and construction of food premises must:

- be appropriate for the activities for which the premises is being used,
- provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities,
- permit the food premises to be effectively cleaned and sanitised,

- exclude dirt, dust, fumes, smoke and other contaminants (to the extent practicable). If dust and dirt are likely to be blown through doorways and windows then they must be capable of being closed.
- not permit the entry of pests; and not provide harbourage for pests.

2. Water Supply

2.1 Food premises must have an adequate supply of potable water. Where hot water is being used there must be an adequate hot water service to meet all the needs of the premises.

3. Sewage and Waste Water Disposal

3.1 The food premises **must** have a sewage and waste water disposal system that:

- effectively disposes of all sewage and waste water,
- is constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food, and
- the sewerage system must comply with all relevant plumbing regulations and requirements.

3.2 Grease Traps: The requirements for grease traps are set out in the Yarra Valley Water Trade Waste Schedule; contact 131 721 or e-mail enquiry@yvw.com.au.

4. Storage of Garbage and Recyclable Matter

4.1 Food premises must have facilities for the storage of garbage and recyclable matter that:

- adequately contain the volume and type of garbage and recyclable matter on the food premises,
- enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it,
- are designed and constructed so that they may be easily and effectively cleaned.

4.2 For garbage storage and bin wash areas, it is recommended that this area be:

- paved and large enough to store the number and type of receptacles needed.
- graded and drained to a silt trap connected to the sewer.
- provided with a barrier to prevent the escape of waste water.
- provided with a supply of water for the washing down of bins.

5. Ventilation

Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the premises, to minimise the likelihood of airborne contamination of food.

5.1 Mechanical Exhaust canopy

- Any mechanical exhaust canopy installed over cooking equipment and above commercial dish washing machines must comply with Australian Standard 1668.
- A mechanical exhaust canopy is required above any type of equipment with a power rating of 8Kw (electricity) and/or 29 mega joules/hour (gas) or above.
- A mechanical exhaust canopy must be supplied over any deep fryer appliance (regardless of its power rating).

Note: It is recommended a separate plan which includes the design and specifications of the exhaust system to be installed, should be submitted for endorsement prior to installation of the system.

- A mechanical exhaust system is to be constructed of stainless steel or other approved or impervious and fire proof material in a smooth, permanent and tradesman like manner. Surfaces are to be smooth and free from obstruction and capable of being easily cleaned. All joints must be joined, seamed and/or riveted so as to be grease tight.
- Mechanical exhaust systems above cooking equipment must have removable grease filters, condensate gutter and drain plug.
- The capture velocity is to be 0.5m/s across the face of the hood, to effectively remove fumes, vapors and smoke. Where lights are installed in the hood, they shall be recessed and enclosed in a vapor proof housing with a shatter proof lens or guard.
- All cooking equipment must be designed and installed so that they are located beneath and within the perimeter of the mechanical exhaust system; (i.e. designed to extend not less than 150mm beyond the perimeter of all appliances to be ventilated).

Table 5.2.1 Capture Velocity requirement 1

Type of equipment	Capture velocity m/min	Capture velocity m/sec
Boiling pans, steamers	18	0.3
Charcoal Griller	36	0.6
Dishwashers	18	0.3
Ranges, pastry ovens, roasting ovens, rotisseries, pizza ovens	18	0.3

Source: Food Safety Standard Guidelines pg

5.2 Canopy Type Hoods

- a. Canopy hoods are to be provided with capture velocities sufficient for the conveying of all heat, fumes and other aerosols to the hood and exhaust opening, but in any case, capture velocity is to be not less than 30m/minute measured parallel to and at the face of the hood or;
- b. Where grease vapours are present, kitchen hoods shall be provided with washable metal grease filters and provided with a condensate gutter drained to a suitable outlet, filters shall be even spaced along the length of the canopy.
- c. The distance between the lowest edge of the canopy and the exposed cooking flame type must not be less than 600mm.
- d. Where lights are installed in the hood, they shall be recessed and enclosed in a vapour proof housing with a shatter proof lens or guard.

5.3 Exhaust Openings in Hoods

Connections of exhaust duct work to hoods or canopies must be constructed so that access is available to carry out maintenance and cleaning.

5.4 Enclosures

Enclosure of canopy type hoods has the advantage of reducing time needed to clean the exterior side of the canopy. An approved material for enclosures includes galvanised iron or stainless steel.

5.5 Ducts

- a. Ducts shall be constructed of galvanised sheet iron or other approved non-combustible material in a permanent and tradesman like manner, smooth and free from obstructions on internal surfaces.
- b. Vertical sections of ducting should only be installed outside the building. If it is essential that they be located inside and the building is in excess of one storey in height, it may be necessary for the ducting to be enclosed in material (contact Council's Building Department for approval or comment).

- c. It is recommended that grease tight inspection openings be provided in ducts at intervals of not more than three meters and also at every change of direction. These inspection openings should be large enough to allow easy access to the duct for cleaning purposes. Grease sumps should be provided at the bottom of every vertical length of duct, other than a section connecting with a hood or canopy.
- d. It is recommended that horizontal ducts be fixed with a minimum fall of 1:100 towards the hood or canopy.
- e. It is recommended that flexible connections in ducts and between ducts and motors be provided so as to prevent noise and vibration in the system.
- f. Duct work must terminate in a position which will ensure dispersion of exhaust and fumes without fouling of any roof or building structure and be fitted with an approved bird proof, weather proof cowl. The cowl should allow ready dispersion of discharged vapours without creation of a nuisance.
- g. All openings in walls, floors, ceilings or roofs, through which the duct passes should be made vermin proof.

5.6 Noise Emission

Mechanical exhaust systems should be designed and operate at a level so as to not cause a noise or vibration nuisance.

5.7 Safety

Thorough cleaning of filters must be carried out regularly. A second set of clean filters will allow continuation of operations during cleaning.

Fat fryers should be installed in accordance with the manufacturer's guidelines.

5.8 Make Up Air

Make up air shall be supplied to the areas where mechanical ventilation is installed by means of an approved induct ventilating system. (contact Council's Building Services Department for comment).

5.9 General

All mechanical exhaust ventilation systems shall be installed to current engineering and building practices so as not to inhibit the safety and/or structural soundness of buildings, or the personal safety of the occupants of any building.

In some instances, a building permit may be required for the installation of mechanical exhaust ventilation systems. It is therefore recommended that contact be made with Council's Building Services Department to ascertain if approval is necessary.

6. Lighting

Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

In areas where exposed food is handled or stored, light fixtures shall be provided with wrap around shatter proof covers, dust proof diffusers or recessed into the ceiling.

Australian Standard 1680 contains recommended maintenance illuminances for various types of tasks. Below is the minimum level of lighting that is permitted in a food premises.

Table 6.9 Minimum level of lighting 1

Activity	Levels of illuminance (lux)
Kitchens	
General	160
Food preparation, cooking, washing up areas	240
Staff canteens, dining rooms, cafeteria	
General	160
Counters	240

Source: Australian Standard 1680.2.1:2008

7. Floors, Walls and Ceilings

7.1 Floors

7.1.1.1 Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.

7.1.1.2 Floors in exposed food areas must:

- a) be able to be effectively cleaned;

Floors should be smooth (within occupational guidelines), durable, free from cracks and crevices and resistant to hot water, steam and/or chemicals.

Examples of floors that meet the criteria include glazed tiles with flush epoxy grouting, sheet vinyl (industrial grade) and epoxy resin.

- b) be unable to absorb grease, food particles or water;

The floor surface must be impervious to grease, food particles and water to enable these substances to be removed by cleaning.

Carpet and other absorbent matting are not capable of being effectively cleaned and are therefore unsuitable in any food preparation, storage or wet area.

- c) be laid so that there is no ponding of water; and

The floor surface should be either even and horizontal or even and graded to a floor waste (or other drainage point). There must be no dips or hollows

where water can collect and, if the floor is graded, it must be sufficiently graded towards the floor waste (or other point) to allow water to drain away.

Floors flushed with water or hosed down must be graded and a floor waste (drain or gully) installed so that the water drains to a drainage system.

d) to the extent that is practicable, be unable to provide harbourage for pests.

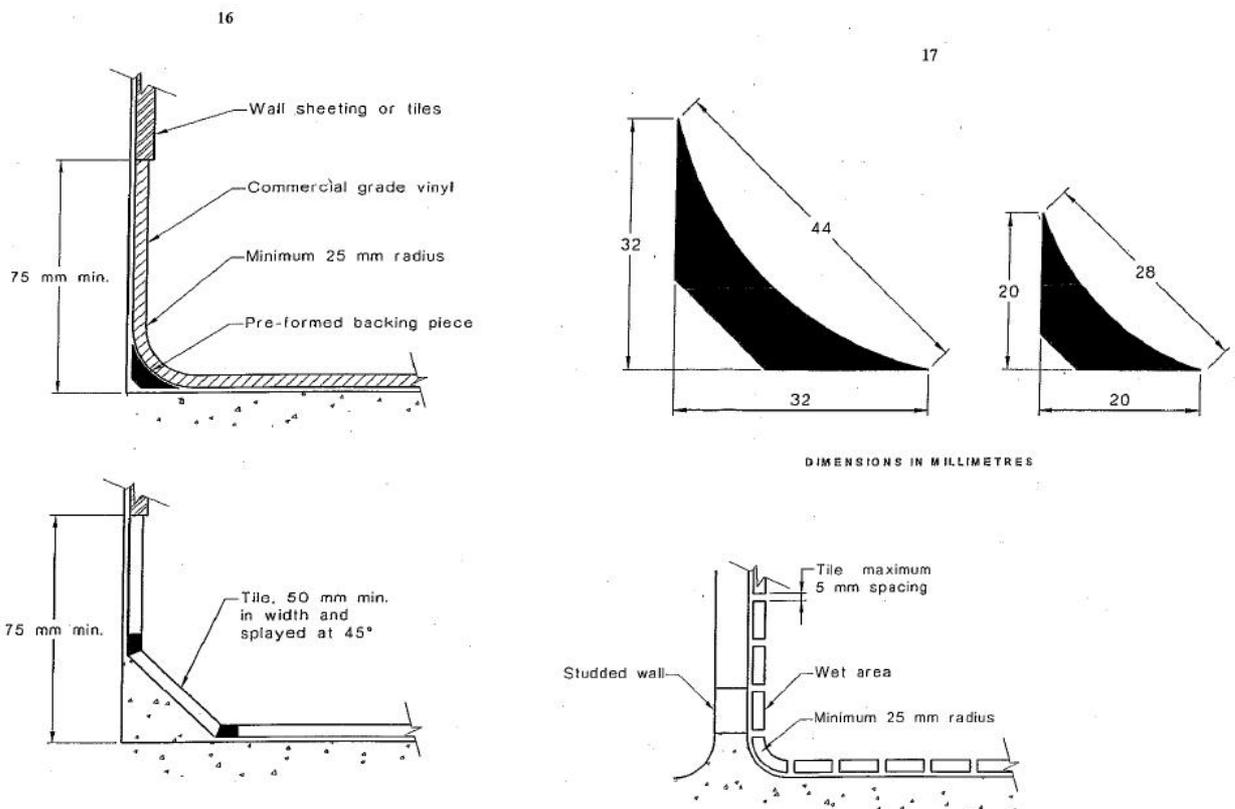
The must be installed so that there are no places where pests such as cockroaches could harbour and breed. For example, tiles and vinyl sheeting must be firmly attached to the surface beneath to prevent pests harbouring under the tiles or vinyl sheeting.

Suitability of floor finished for food premises areas

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezes	Bin store	Eating areas	Comments
Stainless steel non-slip profile	X	X	X	X	X	X	X	X	Welded joints
Ceramic tiles	X	X	X	X	X	X	X	X	Epoxy grout
Quarry tiles	X	X	X	X	X	X	X	X	Sealed
Steel trowel case hardened concrete			X		X	X	X	X	Smooth-sealed finish, no joints
Carpet/carpet tiles								X	
Wooden flooring								X	Sealed
Polyvinyl sheet	X	X	X	X	X	X	X	X	Heat-welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	X	X	X	X	X	X	X	X	Heat-welded joints (not suitable adjacent hot fat appliances)
Vinyl tiles					X			X	
Plastic matting				X				X	Should be used for safety reasons only It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								X	Sealed

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezes	Bin store	Eating areas	Comments
Epoxy resins	X	X	X	X	X	X	X	X	Complying with AS3554

7.2 Coving



Coving is to be provided in new premises in areas where floors are intended to be or likely to be cleaned by flushing with water. It will also help cleaning where the floor has to be frequently swept. Installing coving at floor-wall junctions behind stoves and preparation benches may make these difficult-to-access areas easier to keep clean.

7.3 Storage areas

Floors in these areas should be smooth and free of cracks and crevices in order to be capable of effective cleaning.

8. Walls and Ceilings

- Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- Walls and ceilings must be provided where they are necessary to protect food from contamination.

Walls & ceilings in exposed food areas

- Walls and ceilings in exposed food areas must be:

- a) sealed to prevent the entry of dirt, dust and pests;

The junction between walls and between walls and the ceiling must be tightly joined to provide a seal to prevent dust, dirt and pests such as cockroaches accessing the food area.

- b) unable to absorb grease, food particles or water; and

The walls **must** be impervious to grease, food particles and water. Wall surfaces in kitchens and other processing areas must be finished with materials such as ceramic tiling, vinyl sheeting or stainless steel.

Plasterboard and similar absorbent wall surfaces are not suitable unless protected by ceramic tiles or other impervious materials in areas that are likely to be splashed by water or be in contact with food. This is particularly important for walls which have to withstand frequent cleaning.

- c) able to be easily and effectively cleaned.

Rough plaster ceilings, acoustic tiles etc. are unsuitable for food preparation areas because they are difficult to clean.

Table 3.2 Suitability of wall finishes for food premises areas (see also Clause 3.2.4)

Finish									Comments
	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezers	Bin store	Eating areas	
Stainless steel non-slip profile	X	X	X	X	X	X	X	X	Welded joints
Ceramic tiles	X	X	X	X	X	X	X	X	Epoxy grout
Quarry tiles	X	X	X	X	X	X	X	X	Sealed
Steel trowel case hardened concrete			X		X	X	X	X	Smooth-sealed finish, no joints
Carpet/carpet tiles								X	
Wooden flooring								X	Sealed
Polyvinyl sheet	X	X	X	X	X	X	X	X	Heat-welded joints (not suitable adjacent hot fat appliances)
Laminated thermosetting plastic sheet	X	X	X	X	X	X	X	X	Heat-welded joints (not suitable adjacent hot fat appliances)
Vinyl tiles					X			X	
Plastic matting				X				X	Should be used for safety reasons only It shall be easily cleaned and laid in sections that can be removable for cleaning
Cork tiles								X	Sealed
Epoxy resins	X	X	X	X	X	X	X	X	Complying with AS3554

Requirements for all walls and ceilings

Walls and ceilings **must**:

- a) be able to be effectively cleaned
- b) to the extent that is practicable, be unable to provide harbourage for pests.

Table 3.3 Suitability of ceiling finishes for food premises areas

Finish	Wet washed areas	Food preparation	Vegetable preparation	Servery	Store room	Chillers/freezers	Bin store	Eating areas	Comments
Painted plaster	X	X	X	X	X		X	X	Smooth finish
Steel sheet	X	X	X	X	X		X	X	
Trowelled cement	X	X	X	X	X		X	X	Polished surface
Wood panelling								X	Sealed surfaces
Concrete	X	X	X	X	X		X	X	Sealed smooth finish
Pre-formed panels	X	X	X	X	X	X	X	X	
Acoustic panels								X	Suspended T-bars
Decorative panels								X	

9. Fixtures, Fittings and Equipment

9.1 General requirements

- Fixtures, fittings and equipment are to be adequate for the production of safe and suitable foods and fit for their intended use.
- They must be designed, constructed, located and installed so that they will not contaminate food, can be easily and effectively cleaned and do not provide harbourage for pests.
- Adjacent surfaces must be able to be easily and effectively cleaned.
- Food contact surfaces must be made of material that will not contaminate food, can be easily and effectively cleaned and, where necessary, sanitised, and are impervious to grease, food particles or water.
- Fixtures, fittings and equipment must be:

- a) Adequate for the production of safe and suitable food.

This is so that the premises is adequately equipped to receive, store, process, package and sell safe and suitable food. Also to keep the premises free from pests and that staff can comply with the requirements for personal hygiene.

- b) Fit for their intended use.

This covers the design features, construction materials, and method of construction and mode of operation.

- Fixtures and fittings must be designed, constructed, located and installed, and equipment must be designed, constructed, located and, if necessary, installed, so that there is no likelihood that they will cause food contamination. Equipment containing bearings and gears are designed so that lubricant does not drip from equipment.
- Lines carrying liquid waste from equipment, lines carrying detergent to dishwashers or drains carrying waste from appliances are not directly above food handling areas or across food and food containers.
- Glass thermometers are only to be used when other types are not appropriate.
- Light fittings are designed so that if a globe breaks, the glass will not fall into food.
- Electronic insect killing devices are designed and constructed so that dead insects are caught by the device and do not fall onto food or equipment.
- Clean in place equipment is designed and constructed so that it is either self-draining or can be effectively drained, so that cleaning and sanitisation solutions do not remain in the equipment.
- Equipment openings, covers and lids are designed to protect stored or prepared food from contaminants and other foreign matter that could fall into food.
- The drip gutter on kitchen exhaust hoods catches the grease and condensation to prevent drips on food or equipment.
- Parts of machinery are designed to avoid trapping and holding food particles, especially in inaccessible parts of the machine.
- Equipment must be designed, constructed and located so that it can be kept clean. This includes the use of smooth surfaces with rounded edges, no open joints or rough edges. Equipment needs to be able to be dismantled if necessary for cleaning, and kitchen grease filters need to be removable. Safety shields need to be removable and service wires, pipes or hoses enable disconnection of equipment so that it can be cleaned.
- Adjacent floors, walls, ceilings and other surfaces are able to be easily and effectively cleaned. Installing equipment on castors, rollers or legs enables it to be moved. Fixed equipment can be installed on plinths or legs so that it is raised above the floor. This enables hosing underneath the equipment and minimises harbourage for pests.

- Boxed in hot water services and other equipment should not be used. This requirement is to be adhered to only when it is practicable.
- The food contact surfaces of fixtures, fittings and equipment must be:
 - a. Able to be easily and effectively cleaned and, if necessary, sanitised if there is a likelihood that they will cause food contamination. Food surfaces must be smooth, free of cracks, chips, crevices, ridges or grooves that could harbour bacteria and impair the surface ability to be easily and effectively cleaned.
 - b. Unable to absorb grease, food particles and water if there is a likelihood that they will cause food contamination. The surfaces must be impervious to grease, food particles and water, if there is a likelihood that they would contaminate food.
 - c. Made of material that will not contaminate food. The materials used for food contact surfaces must not contaminate food. For example lead in ceramic, china and crystal utensils, and galvanised metal in contact with acidic foods.
- Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised. Eating and drinking utensils may transfer pathogens that cause infectious disease to people using them. These utensils need to be able to withstand cleaning and sanitising processes including the use of chemicals and hot water.

10.2 Connections for specific fixtures, fittings and equipment

- Fixtures, fittings and equipment that use water for food handling or other activities and are designed to be connected to a water supply, must be connected to an adequate supply of water. This means that sinks, basins, dishwashers, glass washers, hose connections, ice making machines and other water using equipment must be connected so that it is plumbed in.

This is to prevent contamination from the use of non potable water, and to ensure a constant supply at appropriate temperature and pressure.
- Fixtures, fittings and equipment that are designed to be connected to a sewage and waste water disposal system and discharge sewage or waste water must be connected to a sewage and waste water disposal system.

The fixtures, fittings and equipment must both discharge waste water and be designed to be connected to drainage for the requirement to apply. Some equipment may discharge waste water but not be intended to be connected to the draining system. Example: Some food processing equipment.

- Automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

Automatic sanitising equipment that uses hot water to sanitise must only operate when the water is at sanitising temperature. This prevents the practice of operating machines shortly after they are switched on either before the water has time to heat up, or the water that is supplied to the machine is not at a sanitising temperature.

9.3 Hand washing facilities

- 1) Food premises must have hand washing facilities that are located where they can be easily accessed by food handlers. Easily accessible hand washing facilities encourages food handlers to use them. Basin and sinks located in places too hard to be accessible do not comply with the standard.

Hand washing facilities should be placed:

- a) within areas where food handlers work if their hands are likely to be a source of contamination of food. This requires that there are hand washing facilities in areas where unprotected food is handled such as food preparation areas. A food handler should not have to travel more than 5 meters to the nearest hand washing basin, except for in large production factories.

Table 9.3.1 Hand washing Facilities 1

Type of food business	Hand washing facilities
<p>Handling unprotected foods Commercial kitchens in restaurants, hotels Hospital, and other health care facilities, takeaways, coffee shops and bars Catering kitchens, airline meals assembly Manufacturing ready to eat foods including baked goods, dairy products, meat products, ready to eat fruit and vegetable products. Preparing ready to eat raw meat and fish Butchers Raw fruit and vegetables Handling clean equipment and eating and drinking utensils</p>	<p>There must be hand washing facilities where the food handlers work</p>
<p>Handling packaged food Warehouse, cash and carry premises, chemists newsagents, display areas of supermarkets</p>	<p>Hand washing facilities are not required under this clause</p>

Source: Food Safety Standard Guidelines pg 170.

If food is handled in more than one area, then a hand washing sink is required in each area.

- b) If there are toilets on the food premises a hand wash basin needs to be immediately adjacent to the toilets or toilet cubicles. This is because food handlers are required to wash their hands immediately after going to the toilet.

Note: There are no specific obligations under the standards on businesses to ensure that hand basins are available at public facilities such as shared staff and public toilets located in shopping centres, etc. Other laws such as Building may require the presence of the hand basin in this instance.

2) Subject to the following subclauses, hand washing facilities must be:

- a) permanent fixtures
- b) connected to, or otherwise provided with, a supply of warm running potable water
- c) In permanent premises the basin must be connected to a piped supply of warm running potable water. If a separate hot and cold water supply is provided a mixer tap or common outlet is required.
- c) The basin should be of a size that allows easy and effective hand washing.
- d) The basin needs to be clearly designated for the sole purpose of washing hands, arms and face.

“Designated” means that the facilities must be identifiable in some way that indicates that they are for the sole purpose of washing hands, arms and face. This may be carried out by the following:

- installing conventional hand basin of a design that is easily recognisable as such and providing soap and drying facilities only at that basin (or basins).
- putting up a sign that states “For hand washing only”.
- an illustration of hands being washed.
- indicating that the facility is not to be used for food and utensil washing.
- if one compartment of a double bowl sink is designated for hand washing the sign must clearly indicate which part.

3. Paragraph (2a) does not apply to temporary food premises.

4. With the approval in writing of the appropriate enforcement agency, food premises that are specified in the approval do not have to comply with any requirement of this clause that is also specified in the approval.

Only food premises that are used principally as a private dwelling or are temporary food premises may be specified in an approval for the purposes of subsection (4).

Bed and Breakfast and Family Day Care organisations are examples of business that may seek approval to use a domestic kitchen that does not have a hand basin. The enforcement authority would have to be satisfied that there is a washbasin that is adjacent to the kitchen or is easily accessible to the kitchen. Alternatively if the kitchen has a double bowl sink; one compartment could be designated for washing hands only.

Hands free taps are required in the food preparation areas of a new premises.

NOTE: The Building Code of Australia (BCA) contains the requirements for the number of hands basins that must be installed as part of the provision of sanitary fittings.

10. Miscellaneous

10.1 Storage facilities

- a) Food premises must have adequate storage facilities for the storage of items that are likely to be the source of contamination of food, including chemicals, clothing and personal belongings.
- b) Storage facilities must be located where there is no likelihood of stored items contaminating food or food contact surfaces.

The storage facilities include a designated cupboard or locker, or separate room such as a change room to store personal belongings and clothing.

Dirty linen, tablecloths, aprons that are used must also have a designated area to be kept.

Cleaning products and chemicals such as pesticides must be stored in an appropriate designated area such as cupboards labelled cleaning products/chemicals.

Other items such as staplers, pins, pens, paperwork or tools, nails and paint must also be stored separately from any food items.

10.2 Toilet facilities

A food business must ensure that adequate toilets are available for the use of food handlers working for the food business.

There are a number of factors in deciding the adequacy of toilets.

- The toilets must always be accessible at all times that the business is operating. Toilets that are not on the premises must be accessible at all times when staff are working.

- The toilets must be clean and operating properly whether on or off the premises.
- A designated staff toilet may assist the proprietor in keeping the toilet clean.
- The toilets should not be entered directly off a food preparation area but through a ventilated lobby. There must be no likely hood that droplet borne contamination will affect the safety of the food.

The toilets should be located within a reasonable distance from the food handlers work area. (Maximum distance than an ordinary person would be expected to walk in the time available for breaks etc. and takes time needed to negotiate doors, stairs and corridors to reach toilets.

Access to customer toilets must not be through food preparation areas.

Toilets off site must also meet the requirements to be considered adequate.

Toilets must be adequately equipped to provide hand basin with a supply of warm running potable water for hand washing and suitable drying facilities.

Note: The Building Department provides information regarding the adequate numbers of toilets.

10.3 Food transport vehicles

- a) Vehicles used to transport food must be designed and constructed to protect food if there is a likelihood of food being contaminated during transport.

This applies to vehicles used to transport unpackaged food such as raw meat, bread and cakes, and produce intended for immediate consumption to protect it from dirt, dust rain and vehicle fumes.

Cooked and raw foods may be carried on the same vehicle provided they are adequately separated or packaged and there is no risk of spillage or contact. Raw, unwashed vegetables should be kept separate from cooked and ready-to-eat foods. Designing the vehicle to include partitions, separate compartments, shelves etc. can assist in segregating food to prevent cross contamination.

The food compartment must be separate from the driver's compartment or any passenger areas. This prevents personal items such as pens and cigarette butts being in the food compartment.

Vehicles used to transport food need to be properly maintained to:

- Prevent contamination of food from flaking plaster, paint, timber, broken glass, leaking pipes etc.
- Enable effective cleaning and if necessary, sanitising.

- Ensure pests do not gain access to the building or vehicle from holes in ceilings, walls etc.
- Ensure the equipment works as intended.
- b) Parts of vehicles used to transport food must be designed and constructed so that they are able to be effectively cleaned.

This requirement only applies to the area where the food is placed.

The interpretation of “effective” should have regard to the degree to which the food being transported would be affected by the ability of the interior surfaces to be cleaned.

- c) Food contact surfaces in parts of vehicles used to transport food must be designed and constructed to be effectively cleaned and, if necessary, sanitised.

This is for unpackaged food that comes into direct contact with the interior surfaces of the vehicle such as a milk tanker. The surfaces will have to be capable of withstanding sanitising steam, hot water or chemicals.

Note: For laws applicable to meat transport refer to the Australian Standard for Transportation of Meat for Human Consumption.