

Knowledge, Skill and Attitudes

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You are requested to rate your answers using the following scale

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HLTFS7A Follow basic food safety practices

Rating

1. Maintain food safety while carrying out food handling activities

1.1	Food handling is carried out according to the food safety program	①	②	③	④	⑤	NA
1.2	Processes or practices which are not consistent with the food safety program are identified and reported	①	②	③	④	⑤	NA
1.3	Corrective action is taken within the level of responsibility, according to the food safety program	①	②	③	④	⑤	NA
1.4	The workplace is maintained in a clean and tidy order to meet workplace standards	①	②	③	④	⑤	NA
2.1	Personal hygiene meets the requirements of the food safety program	①	②	③	④	⑤	NA
2.2	Health conditions and/or illness are reported as required by the food safety program	①	②	③	④	⑤	NA
1.1	Food handling is carried out according to the food safety program	①	②	③	④	⑤	NA
1.2	Processes or practices which are not consistent with the food safety program are identified and reported	①	②	③	④	⑤	NA
1.3	Corrective action is taken within the level of responsibility, according to the food safety program	①	②	③	④	⑤	NA
1.4	The workplace is maintained in a clean and tidy order to meet workplace standards	①	②	③	④	⑤	NA

2. Comply with personal hygiene standards

2.3	Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program	①	②	③	④	⑤	NA
2.1	Personal hygiene meets the requirements of the food safety program	①	②	③	④	⑤	NA
2.2	Health conditions and/or illness are reported as required by the food safety program	①	②	③	④	⑤	NA
2.3	Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program	①	②	③	④	⑤	NA

Signed:

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HLTFS9A

Oversee the day-to-day implementation of food safety in the workplace

Rating

	①	②	③	④	⑤	NA
<u>1. Monitor the implementation of the food safety program in the workplace</u>						
1.1 Food safety requirements and procedures are communicated to others in the workplace	①	②	③	④	⑤	NA
1.2 Food handling processes and procedures meet the requirements of the food safety program	①	②	③	④	⑤	NA
1.3 Personnel in the food area are supported to meet food safety requirements	①	②	③	④	⑤	NA
<u>2. Take corrective action when a food safety hazard is found not to be in control</u>						
2.1 Procedures for responding to non-conformance are promptly implemented	①	②	③	④	⑤	NA
2.2 Causes of non-conformance are identified	①	②	③	④	⑤	NA
2.3 Control measures are implemented to prevent recurrence	①	②	③	④	⑤	NA
2.4 Procedures are developed or revised to support effective control of food safety hazards	①	②	③	④	⑤	NA
<u>3. Maintain food safety in the workplace</u>						
3.1 Processes or conditions which could result in a breach of food safety procedures are identified and preventive or corrective action is taken	①	②	③	④	⑤	NA
3.2 Food safety records are complete and meet the food safety program and legal requirements	①	②	③	④	⑤	NA

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HLTFS10A Apply and monitor food safety requirements

Rating

1. Implement the food safety program

1.1 Food safety hazards are monitored and controlled as required by the food safety program	①	②	③	④	⑤	NA
1.2 Where food safety control requirements are not met, the non-conformance is promptly reported and corrective action is taken	①	②	③	④	⑤	NA
1.3 Food safety information is recorded to meet requirements of the food safety program	①	②	③	④	⑤	NA

2. Assist in the identification of breaches of food safety procedures

2.1 Processes or conditions which could result in a breach of food safety procedures are identified and reported	①	②	③	④	⑤	NA
2.2 Corrective action is taken in accordance with the food safety program	①	②	③	④	⑤	NA

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THHBCC11B Implement food safety procedures

Rating

1. Identify food safety critical control points and hazards

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1.1 Identify critical control points for food safety in the food production system and to reflect specific job role and workplace conditions. | ① | ② | ③ | ④ | ⑤ | NA |
| 1.2 Correctly identify the biological, physical and chemical hazards for food handling, production, storage and service which apply to the workplace. | ① | ② | ③ | ④ | ⑤ | NA |

2. Implement procedures for food safety

- | | | | | | | |
|---|---|---|---|---|---|----|
| 2.1 Identify food safety policies and procedures correctly in relation to critical control points and hazards. | ① | ② | ③ | ④ | ⑤ | NA |
| 2.2 Follow all food safety policies and procedures correctly and consistently in accordance with enterprise and legislative requirements. | ① | ② | ③ | ④ | ⑤ | NA |

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THHGHS01B Follow workplace hygiene procedures

Rating

1. Follow hygiene procedures

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1.1 Follow workplace hygiene procedures in accordance with enterprise standards and legal requirements. | ① | ② | ③ | ④ | ⑤ | NA |
| 1.2 Handle and store all items according to enterprise requirements and legal obligations. | ① | ② | ③ | ④ | ⑤ | NA |

2. Identify and prevent hygiene risks

- | | | | | | | |
|--|---|---|---|---|---|----|
| 2.1 Identify potential hygiene risks promptly. | ① | ② | ③ | ④ | ⑤ | NA |
| 2.2 Take action to minimise or remove the risk within the scope of individual responsibility and in accordance with enterprise and legal requirements. | ① | ② | ③ | ④ | ⑤ | NA |
| 2.3 Report hygiene risks beyond the control of individual staff members immediately to the appropriate person for follow up. | ① | ② | ③ | ④ | ⑤ | NA |

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THHGLE02B Implement workplace health, safety and security procedures

Rating

1. Provide information on health, safety and security

- | | | | | | | |
|---|---|---|---|---|---|----|
| 1.1 Explain relevant Occupational Health and Safety (OH&S) information, including enterprise specific details, accurately and clearly to staff. | ① | ② | ③ | ④ | ⑤ | NA |
| 1.2 Make all OH&S information readily accessible to staff in a timely and regular manner. | ① | ② | ③ | ④ | ⑤ | NA |

2. Co-ordinate staff participation in health, safety and security issues

- | | | | | | | |
|--|---|---|---|---|---|----|
| 2.1 Provide the opportunity for all staff members to contribute to the management of health, safety and security in the workplace. | ① | ② | ③ | ④ | ⑤ | NA |
| 2.2 Action, resolve or refer to the appropriate person issues raised through consultation on OH&S. | ① | ② | ③ | ④ | ⑤ | NA |
| 2.3 Provide timely feedback on OH&S management systems to the designated person in accordance with enterprise procedures. | ① | ② | ③ | ④ | ⑤ | NA |

3. Implement and monitor procedures for controlling hazards and risks

- | | | | | | | |
|--|---|---|---|---|---|----|
| 3.1 Identify and report workplace hazards and risks promptly through maintenance of close contact with day-to-day operations in the workplace. | ① | ② | ③ | ④ | ⑤ | NA |
| 3.2 Implement and monitor control procedures in accordance with enterprise and legislative requirements. | ① | ② | ③ | ④ | ⑤ | NA |
| 3.3 Identify inadequacies in control measures promptly and resolve or report them to the appropriate person. | ① | ② | ③ | ④ | ⑤ | NA |

4. Implement and monitor health, safety and security training

- | | | | | | | |
|--|---|---|---|---|---|----|
| 4.1 Identify OH&S training needs accurately based on regular workplace monitoring. | ① | ② | ③ | ④ | ⑤ | NA |
| 4.2 Make timely arrangements for fulfilling training needs in consultation with appropriate management and in accordance with enterprise policy. | ① | ② | ③ | ④ | ⑤ | NA |
| 4.3 Monitor effectiveness of training in the workplace and make adjustments as required. | ① | ② | ③ | ④ | ⑤ | NA |

5. Maintain health, safety and security records

- | | | | | | | |
|---|---|---|---|---|---|----|
| 5.1 Complete records accurately and legibly and store in accordance with enterprise and legal requirements. | ① | ② | ③ | ④ | ⑤ | NA |
|---|---|---|---|---|---|----|

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5.2 Use data to provide reliable and timely input to the management of workplace health, safety and security. ① ② ③ ④ ⑤ NA

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SIRRFSA001A Apply retail food safety practices

Rating

1. Apply personal hygiene and sanitation.

1.1 Identify and demonstrate good personal hygiene practices.	①	②	③	④	⑤	NA
1.2 Identify, maintain and use protective clothing and equipment.	①	②	③	④	⑤	NA
1.3 Ensure personal movement within and outside workplace complies with work area requirements.	①	②	③	④	⑤	NA
1.4 Maintain personal presentation according to store procedures and legislative requirements.	①	②	③	④	⑤	NA

2. Identify food safety program.

2.1 Identify and interpret store food safety program.	①	②	③	④	⑤	NA
2.2 Implement food safety program.	①	②	③	④	⑤	NA

3. Store and handle food products hygienically.

3.1 Transport packaged food supplies to the appropriate storage area promptly, safely and without damage	①	②	③	④	⑤	NA
3.2 Identify and practise food storage requirements according to store procedures and legislative requirements.	①	②	③	④	⑤	NA
3.3 Identify and use food handling implements for handling products according to legislative requirements.	①	②	③	④	⑤	NA
3.4 Avoid cross-contamination by changing food handling implements between handling different products and appropriate hand washing.	①	②	③	④	⑤	NA

4. Clean work area and equipment.

4.1 Identify and practise cleaning requirements for work areas according to store procedure the food safety program and legislative requirements.	①	②	③	④	⑤	NA
4.2 Identify and practise external and internal cleaning requirements for equipment according store procedures and the food safety program legislative requirements.	①	②	③	④	⑤	NA
4.3 Identify and use appropriate and safe cleaning tools, consumables and equipment for a variety of applications.	①	②	③	④	⑤	NA
4.4 Identify and practise appropriate and safe routine maintenance requirements for food storage and work areas and equipment according to store procedures and the food safety program.	①	②	③	④	⑤	NA

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- | | | | | | | |
|--|---|---|---|---|---|----|
| 4.5 Report maintenance requirements and problems to relevant personnel without delay. | ① | ② | ③ | ④ | ⑤ | NA |
| 4.6 Identify and observe handling and storage requirements for cleaning chemicals according to manufacturer safety data sheets and store procedures and the food safety program. | ① | ② | ③ | ④ | ⑤ | NA |
| 4.7 Identify and perform waste disposal and pest control procedures according to store procedures, food safety program and legislative requirements. | ① | ② | ③ | ④ | ⑤ | NA |

5. Monitor food safety

- | | | | | | | |
|---|---|---|---|---|---|----|
| 5.1 Monitor food safety hazards to control food safety risk. | ① | ② | ③ | ④ | ⑤ | NA |
| 5.2 Identify potentially unsafe food safety processes or situations and take corrective action. | ① | ② | ③ | ④ | ⑤ | NA |
| 5.3 Record food safety information, including equipment breakdowns, according to the food safety program. | ① | ② | ③ | ④ | ⑤ | NA |

6. Contribute to continuous improvement

- | | | | | | | |
|--|---|---|---|---|---|----|
| 6.1 Promptly identify hygiene and sanitation problems or situations, including potential sources of food contamination, and rectify or report to relevant personnel. | ① | ② | ③ | ④ | ⑤ | NA |
| 6.2 Promptly identify conditions that promote microbial growth, and rectify or report to relevant personnel. | ① | ② | ③ | ④ | ⑤ | NA |

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SIRRFSA002A Monitor food safety program

Rating

1. Monitor implementation of the food safety program.

1.1 Communicate food safety requirements and procedures to relevant staff members as required.	①	②	③	④	⑤	NA
1.2 Monitor implementation of the food safety program according to food safety requirements.	①	②	③	④	⑤	NA
1.3 Provide mentoring and coaching support to support individuals or groups to implement the food safety program.	①	②	③	④	⑤	NA
1.4 Monitor individual and team performance to ensure compliance with legislative and statutory requirements and store procedures.	①	②	③	④	⑤	NA
1.5 Develop and maintain regular schedule or roster for store or department cleaning tasks and inspections according to the food safety program and legislative requirements.	①	②	③	④	⑤	NA
1.6 Inform team members of individual responsibilities for cleaning tasks.	①	②	③	④	⑤	NA
1.7 Implement procedures for prompt waste removal, especially spillage on floors, according to store procedures, the food safety program and legislative requirements.	①	②	③	④	⑤	NA
1.8 Implement procedures for prompt eradication of insects, pests and vermin according to store procedures, the food safety program and legislative requirements.	①	②	③	④	⑤	NA
1.9 Coordinate store procedures for safe storage of cleaning chemicals, insecticides and pesticides according to legislative requirements.	①	②	③	④	⑤	NA

2. Respond to occurrences of non-compliance.

2.1 Identify food safety problems and take corrective action promptly to minimise impact of contamination and spoilage.	①	②	③	④	⑤	NA
2.2 Implement store procedures for product recall identification, and promptly withdraw products from public sale as required.	①	②	③	④	⑤	NA
2.3 Promptly implement procedures for dealing with non-compliance according to the food safety program.	①	②	③	④	⑤	NA
2.4 Identify causes of non-compliance.	①	②	③	④	⑤	NA
2.5 Implement control measures to prevent recurrence.	①	②	③	④	⑤	NA
2.6 Report non-compliance according to store procedures and the food safety program.	①	②	③	④	⑤	NA

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3. Contribute to continuous improvement.

3.1 Identify and report potential food safety hazards.	①	②	③	④	⑤	NA
3.2 Review existing control measures to take account of changes and updated technical knowledge.	①	②	③	④	⑤	NA
3.3 Report to those responsible for the maintenance of the food safety program the need for changes required to adequately cover identified hazards.	①	②	③	④	⑤	NA
3.4 Identify opportunities to remove or minimise food safety risks.	①	②	③	④	⑤	NA
3.5 Record food safety information and performance according to store procedures and the food safety program.	①	②	③	④	⑤	NA

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WRRLP6C Apply Retail Food Safety Practices

Rating

1. Apply personal hygiene and sanitation

1.1 Personal hygiene practices identified and practised.	①	②	③	④	⑤	NA
1.2 Protective clothing and equipment identified, maintained and used.	①	②	③	④	⑤	NA
1.3 Personal movement within and outside workplace conforms to work area requirements.	①	②	③	④	⑤	NA
1.4 Personal presentation maintained according to store procedures.	①	②	③	④	⑤	NA

2. Identify food safety plan/program

2.1 Store food safety plan/program accurately identified and interpreted.	①	②	③	④	⑤	NA
2.2 Food safety plan/program implemented.	①	②	③	④	⑤	NA

3. Handle product hygienically

3.1 Correct product handling practices identified and practised.	①	②	③	④	⑤	NA
3.2 Procedures to ensure that products are protected from contamination identified and practised.	①	②	③	④	⑤	NA
3.3 Implements for handling products identified and used.	①	②	③	④	⑤	NA
3.4 Food handling implements changed between handling different products.	①	②	③	④	⑤	NA

4. Clean work area and equipment

4.1 Cleaning requirements for work areas identified and practised according to work area standards.	①	②	③	④	⑤	NA
4.2 External and internal cleaning requirements for equipment identified and practised.	①	②	③	④	⑤	NA
4.3 Cleaning tools, consumables and equipment for a variety of applications identified and used.	①	②	③	④	⑤	NA
4.4 Routine maintenance requirements for work areas and equipment identified and practised.	①	②	③	④	⑤	NA
4.5 Maintenance requirements/problems reported to appropriate personnel without delay.	①	②	③	④	⑤	NA
4.6 Handling and storage requirements for cleaning chemicals identified and observed.	①	②	③	④	⑤	NA

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