

**Key Control Data Sheet**

Procedure Number: RSK-PRO-KCD-186

Scope of Application: Ok Tedi Mining Limited

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Document Owner: Manager – OHS & Training

**Why is the Control Important** –

Food poisoning, also called foodborne illness, can be caused by eating contaminated food. Infectious organisms, including bacteria, viruses and parasites or their toxins are the most common causes of food poisoning. Infectious organisms or their toxins can contaminate food at any point if food is incorrectly handled or cooked.

Food poisoning symptoms, which can start within hours of eating contaminated food, often include nausea, vomiting or diarrhea. People exposed to infectious diseases might have the potential to result in a fatality through severe illness. Handling methods, avoiding cross contamination, right temperatures to keep or cooked food and having trained and competent staff are key to prevent any food poisoning.

**Exemption** – This KCDS is not applicable to employees who supply their own food.

**Operational Requirements**

## Performance Metrics

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| Monthly hygiene inspections of kitchen, food storage, preparation and mess hall are carried out. Non-conformances are corrected according to the due date. Serious non-conformances are corrected immediately. | Chefs and kitchen staff are trained and assessed competent in food handling, storage, preparation and service.  |
| Food storage, preparation and segregation of raw and cooked foodstuffs Work Instructions are in place and followed.  | Kitchen and food preparation cleaning Work Instructions are in place and followed.  |
| Separate utensils and cutting boards are used for raw foods (e.g. meats, fish, poultry, vegetables) cooked foods.  | Chefs and kitchen staff wear required PPE (e.g. hair nets, disposable face masks, gloves).  |
| Chilled or frozen food delivery vehicles are operating at the correct temperatures (below 8°C for chilled and –18°C for frozen) before unloading food at the canteen.  | Chilled food is kept at 5° C or colder and Hot food is kept at 60° C or hotter, temperature is monitored and recorded hourly.  |
| Temperature of cooked food reaches at least 75°C; this is checked by monitoring the temperature display or measuring the temperature.  | Personnel wash hands with soap between handling raw and cooked food.  |
| Only potable water is used to prepare, rinse and cook food, also to wash dishes and hands.  | Additional measures are in place to control food use (including stopping use of specific foods) where contamination by infectious organisms (e.g. cholera bacteria) may be present.  |
| Personnel wash hands with soap after using the toilette or non-food related activities (e.g. handling garbage).  |  |

## Utilisation

Used for on-site canteens or kitchens where food is handled, prepared and/or served.

## Safety Critical Defeat Requirements

No defeats permitted.

## Testing & Verification

Supervisor on weekly basis reviews if non-conformances found during monthly hygiene inspections have been corrected.

Supervisor on daily basis inspects canteen to ensure housekeeping standard maintained.

Records of inspection and maintenance of canteen equipment must be audited as part of the annual HSE auditing cycle.

## Maintenance

All kitchen and food service equipment (e.g. Ovens, freezers, refrigerators, steam tables) must be inspected, cleaned and maintain and are part of the Maintenance Program.

Cutting boards are replaced when worn or damage.

## Training & Competency

Personnel handling or preparing or serving food must be trained and assessed competent in:

* Food handling, preparation, storage and serving .
* Food safety practices including food allergens and labelling requirements.
* The correct use of the kitchen and food service equipment (e.g. refrigerator).
* Housekeeping and the use of correct chemical materials to clean equipment.
* Hygiene and housekeeping.
* Legal requirements (Operating certificate, Health Inspection).

**Task Requirements**

The following are the key day to day requirements operators/maintainers and supervisors must follow to ensure the control is being used correctly.

## Task Requirements

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| No. | Supervisor | Operator/Maintainer |
| 1 | Verify that chilled or frozen delivery vehicles are operating at the correct temperature (below 8°C for chilled and –18°C for frozen) before unloading food at the canteen. | Follow Kitchen Food Preparation and Cleaning Work Instructions, including the use of approved and designated utensils, cutting boards and cleaning tools.  |
| 2 | Verify raw meat is kept in the refrigerator separate or below any other foodstuffs, like dairy produce and fresh products.  | Follow First in- First out method to store and use products. Food is stored in original containers or new containers are labelled (including date of transfer and best before date).  |
| 3 | Verify frozen foods are kept in food groups (Fish, Meat, Vegetables).  | Stop using any food with abnormal characteristic (e.g. odour, colour) and report to Supervisor/Chef.  |
| 4 | Verify that clean uniforms and required PPE are being worn and personnel hygiene standards (e.g. hand washing, clean nails).  | Wear clean uniforms and required PPE (e.g. dispensable mask, hair net, gloves) when handling or preparing food.  |
| 5 | Confirm daily temperature checks are made for refrigerators and freezers and a complete record is kept for inspection.  | Clean ovens, refrigerators, freezers, counters, floors daily according to the canteen practises established in the Work Instructions.  |
| 6 | Verify hot foods on display are kept above 60°C, and cold foods are kept below 5°C.  | Inform to Supervisor/chef when suffering of any infectious disease.  |
| 7 | Verify when reheating takes place, the food must be heated to +83°C for a minimum of 3 minutes to ensure any bacteria are killed.  | Maintain canteen housekeeping at all times and according to the Work Instructions/Procedure.  |
| 8 | Verify canteen housekeeping is maintained.  | Wash hands with soap between handling raw and cooked food.  |
| 9 | Verify inspections, cleaning and maintenance of canteen equipment is carried out according to the Maintenance Program.  | Wash hands with soap after using the toilette or non-food related activities (e.g. handling garbage).  |

## Skills Requirements

No additional requirement.

## Permits

Not applicable.

## Task Specific PPE Requirements

Dish gloves to protect hands when washing dishes and dispensable masks and gloves must be used when serving food.

PPE must be used when using chemical products to clean ovens, floors, walls, etc., as recommended in the SDS.

## Special Task Related Tooling

Scrub brush for pots and pans, sponges for dishes and surfaces, rags, microfiber cloths, bottle brushes, mops, etc., are used to clean the canteen.

**Design Requirements**

## Design Standard

Food Standards Australia New Zealand Act 1991

Food Standards Australia New Zealand Regulations 1994

Food Standards Australia New Zealand (FSANZ):

* Standard 3.1.1 – Interpretation and Application
* Standard 3.2.1 – Food Safety Programs
* Standard 3.2.2 – Food Safety Practices and General Requirements
* Standard 3.2.3 – Food Premises and Equipment

##  Safety Parameters

Personnel having any infectious disease (e.g. cholera, diarrhea) must not be allowed to work in the canteen handling or preparing food.

Products/food must be used before the best before (e.g. dairy, mayonnaise).

Food must be thawed in the refrigerator, in cold water, or in the microwave.

Never on the dishwasher or plastic garbage bag; out on the kitchen counter, these methods, can leave foods unsafe to eat.

Cutting boards must scrub with soap and hot water to get out anything in the scratches or grooves on the board’s surface. Then cutting boards must be sanitized (use different sanitizers for wood cutting boards than for plastic ones) according to the Work Instructions.

Kitchen sponge/rag/brush must also be sanitized after use it, to avoid any cross contamination.

Cleaner supply for counters, sinks, refrigerator and ovens must be approved (e.g. chlorine, degreasers).

## Design Life

Scrub brush for pots and pans, sponges for dishes and surfaces, rags, microfiber cloths, bottle brushes, mops, etc., must be changed weekly.

## Safe Separation

Food must be washed in a designated sink, different from the sink used to wash the dishes, utensils and pots.

Rags or mops used to clean the canteen floor must be washed out in a separate sink, different from the sink used to wash food or the dishes.

Raw food must be kept in a designated refrigerator, different from the cooked food.

Daily or more frequent (if necessary) rubbish bags must be taken to the outside waste container.

## Special Requirements

Disinfection, rat and insect control must be done according to the local regulation and must be carried out when the canteen is not operating.

Dishes must be washed with hot water and dry on air, the use of cloths to dry the dishes is not recommendable because they easily transport bacteria.

Potable water must be used to wash dishes.