

FOOD SAFETY SUPERVISOR REQUIREMENTS

All food business owners in Victoria must ensure their staff members have the skills and knowledge required to safely handle food in their roles. If your food business is classified by Council as a Class 1 or Class 2 business in terms of food safety risk, then you **must** nominate and train a Food Safety Supervisor (FSS).

For more information on food classifications see: <http://www.health.vic.gov.au/foodsafety/bus/class.htm>

A Food Safety Supervisor (FSS) is someone who:

- knows how to **recognise, prevent** and **alleviate** food handling hazards at your premises;
- has a **Statement of Attainment** that shows the required food safety competencies from a Registered Training Organisation (RTO);
- has the **ability** and **authority to supervise** other people handling food at the premises and ensure that food handling is done safely.

The food sector your business falls into will guide which training courses or course units your FSS needs to complete to ensure the training is relevant to your business. Check table below, and if unsure of which sector your food business falls into contact Council to confirm on 5272 4411.

Some changes have been made to the course code number/s and the table includes those previously known course codes. This will assist in ensuring any previously trained staff are compliant.

Food sectors and minimum competency standards

FOOD SECTOR	MINIMUM COMPETENCY STANDARD	PREVIOUS COURSE CODE
Food Processing Businesses such as food product manufacturers including flour mills, canneries, packers, bakers, breweries and wineries.	FDFFS2001A 'Implement the food safety program and procedures'	FDFCORFSY2A 'Implement the food safety program and procedures'
Retail Businesses such as supermarkets, convenience stores, grocers, and delicatessens. Take away and fast food businesses can be considered either retail or hospitality food businesses.	SIRRFSA001A 'Apply retail food safety practices' OR Use both units from the Hospitality Sector below	WRRLP6C 'Apply retail food safety practices'
Hospitality Businesses such as restaurants, cafes and hotels. Take away and fast food businesses can be considered either retail or hospitality food businesses.	SITXFSA101 'Use hygienic practices for food safety' SITXFSA201 'Participate in safe food handling' OR Use unit from the Retail Sector above	SITXOHS002A 'Follow workplace hygiene procedures' SITXFSA001A 'Implement food safety procedures' OR THHGH01B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures'
Health / Community Services Health businesses such as hospitals. Community Services businesses such as childcare centres, nursing homes, hostels, and Meals on Wheels services. For both sectors, all three units must be completed.	HLTFS207C 'Follow basic food safety practices' HLTFS310C 'Apply and monitor food safety requirements' HLTFS309C 'Oversee the day-to-day implementation of food safety in the workplace' OR HLTFS207B 'Follow basic food safety practices' HLTFS310B 'Apply and monitor food safety requirements' HLTFS309B 'Oversee the day-to-day implementation of food safety in the workplace'	HLTFS7A 'Follow basic food safety practices' HLTFS10A 'Apply and monitor food safety requirements' HLTFS9A 'Oversee the day-to-day implementation of food safety in the workplace'
Transport and Distribution Businesses such as warehouses.	Use relevant units from other sectors.	<div style="border: 2px solid black; padding: 5px;"> <i>The A, B or C on the end of the unit code indicates the version of the unit of competency that has been completed. The training is considered equivalent if the code is the same but the last letter is different.</i> </div>

REGISTERED TRAINING ORGANISATIONS (RTO)

THE FOLLOWING TRAINING ORGANISATIONS WITHIN THE GEELONG REGION ARE REGISTERED TO DELIVER THE 'FOOD SAFETY SUPERVISOR' COURSE-

FSS training can be completed either online or in face to face sessions. Some training organisations may also be able to provide training onsite for staff. We recommend that those doing training undertake face to face training, where possible, so that they can ask questions more readily when unsure of anything in the course material. This is particularly recommended for those who do not have previous experience in a food business.

If you are unsure if the course you are looking at is suitable for you or your staff, then please contact Health Services on ☎ 5272 4411 to discuss the requirements further.

GORDON INSTITUTE OF TAFE ☎ 5225 0680 (specialist course dept) www.thegordon.edu.au	HOSPITALITY TRAINING AUSTRALIA - Level 6, 250 Collins Street Melbourne ☎ 1300 659 557 www.hosptrain.vic.edu.au/
HERON ASSESS ☎ 5221 1537 http://www.heronassess.com.au	THE CLEAN FOOD TRAINING COMPANY course on line at www.cft.com.au or ☎ 5966 9977
INFOCUS MANAGEMENT GROUP (will also negotiate on-site training) ☎ 1300 818 408 www.infocusmg.com.au	AGB HUMAN RESOURCES ☎ 1300 002 515 ☎ 5222 8960 ☎ 0488 257 711 www.agbhr.com.au
TIMOTHY DIGBY ☎ 9913 3000 www.franklyn scholar.com.au	ECLIPSE EDUCATION ☎ 03 9005 5981 (Geelong) www.eclipseeducation.com.au
Please note: this is not an exhaustive list	

More information can be found at http://www.health.vic.gov.au/foodsafety/skills_knowledge/index.htm

Information for Class 1 & Class 2 food businesses:

- Enrol into the course as soon as possible to avoid delays – places are often limited
- Choose the course and RTO that best suits your training requirements
- Make sure your nominated FSS has a supervisory role in the business, is frequently onsite and will be able to train other staff in food safety matters
- Ensure that any pre-requisite training such as a Food Handlers course is completed and ask if there is any recognition for prior learning that you can apply for
- Contact Health Services on 5272 4411 if you are uncertain about the requirements for your business

Information for Class 3 & Class 4 food businesses:

- Class 3 & Class 4 food premises are not required to have a nominated FSS.
- All food businesses however must ensure that staff members have the skills and knowledge they need to safely handle food in their work roles.
- For some basic information on food safety, see the following website <http://dofoodsafely.health.vic.gov.au/>. This is not accredited training, however can be useful for new staff members or for those in Class 3 and 4 premises.