

**Accreditation** : This Module is a Nationally Accredited Course  
**Title** : **SIRRFSA001A – APPLY RETAIL FOOD SAFETY PRACTICES**  
**Field Of Study** : **General Food Selling Stream: Food Safety**

### What is this course all about?

This unit involves the skills and knowledge required to implement safe food storage handling processes in a retail food environment according to a food safety program.

### When you have finished this course you should be able to demonstrate your ability to:

#### Apply personal hygiene and sanitation – SIRRFSA001A/01

- ❑ Personal hygiene practices identified and practised.
- ❑ Protective clothing and equipment identified, maintained and used.
- ❑ Personal movement within and outside workplace conforms to work area requirements;
- ❑ Personal presentation maintained according to store procedures.

#### Identify food safety plan/program – SIRRFSA001/02

- ❑ Store food safety plan/program accurately identified and interpreted.
- ❑ Food safety plan/program implemented.

#### Store and handle food product hygienically – SIRRFSA001A/03

- ❑ Transport packaged food supplies to the appropriate storage area promptly, safely and without damage
- ❑ Correct food storage requirements are identified and practised
- ❑ Correct product handling practices identified and practised.
- ❑ Avoid cross contamination by changing food handling implements between handling different products and appropriate hand washing

## Clean work area and equipment – SIRRFSA001A/04

- ❑ Cleaning requirements for work areas identified and practiced according to store and legislative requirements.
- ❑ External and internal cleaning requirements for equipment identified and practised.
- ❑ Cleaning tools, consumables and equipment for a variety of applications identified and used;
- ❑ Routine maintenance requirements for work areas and equipment identified and practised;
- ❑ Maintenance requirements/problems reported to appropriate personnel without delay;
- ❑ Handling and storage requirements for cleaning chemicals identified and observed;
- ❑ Waste disposal and pest control procedures identified and performed according to legislative requirements.

## Monitor food safety – SIRRFSA001A/05

- ❑ Critical control points monitored to control food safety risk.
- ❑ Identify potentially unsafe food safety processes or situations and take corrective action
- ❑ Food safety information, including equipment breakdowns, accurately recorded according to critical control points and work area standards;

## Contribute to continuous improvement – SIRRFSA001A/06

- ❑ Hygiene and sanitation problems/situations, including potential sources of food contamination, identified promptly and rectified or reported to relevant personnel.
- ❑ Conditions which promote microbial growth, identified promptly and rectified or reported to relevant personnel.

## Some examples of individuals that will benefit from these courses are: -

- ❑ Managers /Supervisors / Team leaders
- ❑ Sales / Customer Services Staff / Operations Staff

## You will have better skills & knowledge and familiarise yourself more in the following areas –

*Competency in this unit requires evidence that, you the candidate: -*

- ❑ Competency in this unit requires evidence that the candidate.
- ❑ Consistently applies store policies and procedures which comply with consumer law and legislative requirements in regard to hygiene and sanitation practices;
- ❑ Consistently follows and applies relevant legislation and statutory requirements including consumer law, occupational health and safety, hygiene and sanitation, environmental

issues and store policies and procedures especially in regard to safe handling and storage of product;

- ❑ Consistently applies industry codes of practice;
  - ❑ Consistently and accurately identifies, interprets, applies and implements the store food safety plan/program, according to health and hygiene requirements and store procedures;
  - ❑ Consistently follows and applies store policies and procedures with regard to use of cleaning equipment and safe handling and disposal of waste;
  - ❑ Consistently inspects own work area and identifies common food safety hazards and possible causes;
  - ❑ Consistently follows and applies store policies and procedures with regard to removal and isolation of suspect product and/or taking other corrective action;
  - ❑ Consistently maintains personal conduct to minimise risk to food safety;
  - ❑ Consistently monitors critical control points to identify food safety risks in own work area. This may include carrying out checks, inspections and tests;
  - ❑ Consistently investigates contamination/cross-contamination events and takes action to prevent contamination from occurring/recurring;
  - ❑ Consistently records food safety information according to store policies and procedures;
  - ❑ Consistently contributes to continuous improvement in own work area.
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- ❑ Consistently follows store policies and procedures with regard to personal hygiene practices including:-
    - ❑ personal cleanliness, reporting of personal illness/infections;
    - ❑ store personal presentation requirements for hair, clothes, footwear, jewellery;
    - ❑ hand washing procedures;
    - ❑ use and maintain clothing/footwear and related apparatus to meet hygiene requirements;
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- ❑ Store policies and procedures, in regard to:
    - ❑ personal hygiene practices;
    - ❑ Correct protective clothing;
    - ❑ Safety requirements to protect self and others;
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- ❑ Food handling and hygiene principles including:
    - ❑ awareness of the store food safety plan/program, its purpose and implications for own work
    - ❑ own roles and responsibilities and those of food safety personnel for food handling requirements from raw material to finished product;
    - ❑ methods/techniques for minimising contamination and spoilage;
    - ❑ common sources and types of contamination/food safety hazards, including conditions conducive to microbial growth and known allergens associated with food handling and processing;
    - ❑ common types of physical, chemical and micro-biological agents which can

- contaminate food;
- ❑ conditions which can cause physical, chemical and micro-biological contamination;
- ❑ correct storage of food including hot/cold, raw/cooked and relevant critical control points;
- ❑ causes of deterioration of food, contamination, cross contamination;
- ❑ store procedures for identifying and reporting potential or actual sources of contamination
- ❑ food handling implements e.g. gloves, tongs;
- ❑ need for change of implements between products;
- ❑ need for frequent change of storage medium for serving implements;
- ❑ shelf life of products;
- ❑ Hazards Analysis and Critical Control Points (HACCP).
  
- ❑ Skills in:-
- ❑ Handling of chemicals;
- ❑ Maintaining work area;
- ❑ Product handling;
- ❑ Use of personal protective equipment;
- ❑ Reading and understanding store procedures.

You will have better knowledge and familiarise yourself more in relevant legislation, codes, regulations and standards which include:

- ❑ occupational health and safety.
- ❑ environmental protection legislation;
- ❑ waste disposal
- ❑ hazardous substances and dangerous goods;
- ❑ manual handling;
- ❑ food safety regulations;

### What Recognition will you achieve?

Where demonstrated competencies have been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

### How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

### Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for **Recognition of Current Competencies (RCC)**. An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on [www.matrixtraininggroup.com/downloads.php](http://www.matrixtraininggroup.com/downloads.php) In order to download this application.

### What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is [www.matrixtraininggroup.com](http://www.matrixtraininggroup.com)
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support.