

# **FOOD PREMISES GUIDELINE**

**‘A guide to the, design, construction and operation of food premises in the City of Canning.’**

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## 1.0 ABOUT THIS GUIDE

This information is provided as a general guide for owners, proprietors, architects and/or builders that intend to design, construct/fit-out and operate a fixed location food premises or mobile food premises (vehicle) within the City of Canning.

This information has been compiled to assist you in making decisions on the design of your food premises and the construction material proposed for use. This Guide also details the process for approval and registration of a food business within the City of Canning.

## 2.0 FOOD LEGISLATION

### Primary - Statewide Legislation

It is a legal requirement that the construction, fit-out and operation of a food premises within the City of Canning complies with:

#### *Food Act 2008 and Food Regulations 2009*

- Available from State Law Publishers, 10 William Street Perth WA 6000 or at [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

#### *Food Safety Australia New Zealand (FSANZ) Food Safety Standards (FSS)*

- Available at [www.foodstandards.gov.au](http://www.foodstandards.gov.au).

### Secondary - Local Requirements

The *City of Canning Health Local-Laws 1998* and *Consolidated Local Laws* -available at the City's website: [www.canning.wa.gov.au](http://www.canning.wa.gov.au)

Sound knowledge and understanding of the content of the above requirements is essential to properly design, construct and operate a food premises.

*Principles of Australian Standard 4674:2004 - Design, construction and fit-out of food premises* - available from Standards Australia

## **3.0 COUNCIL APPROVAL REQUIREMENTS**

### **3.1 Planning Services**

You will need to enquire with Planning Services whether the premises you propose to operate has the correct Planning Approval. Planning will determine the suitability of your proposed business in your chosen location, with regard to zoning, parking availability and other details related to the proposed 'use' of the site. You will be required to submit a planning application if you wish to construct a new premises, and may be required to submit a planning application if you wish to convert an existing non-related food premises to a food business (for example; convert an office into a food premises).

Further information relating to planning requirements can be obtained by contacting a Planning Services on 9231 0606 or via email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au).

### **3.2 Building Services**

Following Receipt of Planning Approval, you will be required to submit a Building Permit application for:

- Newly constructed premises;

**OR** premises where;

- An exhaust canopy or cool room is installed; or
- Alterations affecting the structural integrity of the building are proposed.

An assessment will be based on structural integrity of the building, and advice will be provided on any special requirements as required by the Building Code of Australia (BCA). A Building Permit must be obtained prior to the commencement of construction or fit out of a food premises. Further information regarding building requirements can be obtained by contacting a Building Surveyor at the City on 9231 0606 or via email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au).

### **3.3 Health Services**

Before the commencement of any development or the alteration or extension of a food premises, Health Services must be advised, so that an assessment of the proposal can be undertaken in accordance with requirements detailed in Section 2.0. Any changes to an existing food premises must be submitted to Health Services for approval, even if a planning or building permit application is not required.

To obtain approval for the construction and/or fit-out of a food premises (where a building permit is **not** required), you must;

Complete an 'Application for Food Premises Alterations/Shop Fit-Out Form'(contact the City's Environmental Health Services to request a copy of the Application Form).

- The form must be submitted along with;
  - The applicable assessment fee (subject to annual variations)
  - Plans and relevant specifications.
    - Plans must detail all fixtures, fittings, finishes and equipment within the food premises in accordance with the requirements of Section 12.0 - 'Requirements of the Food Safety Standards'.

Further information can be obtained by contacting an Environmental Health Officer on 9231 0503 or via email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au).

## **4.0 TYPES OF PLANS REQUIRED**

You must submit two copies of each of the following types of plans for your premises. Your architect, draftsman, or shopfitter should be able to assist you with providing these.

- Site plan
  - Scale of 1:100;
  - Must include details of car parking, refuse area, adjacent land uses and sanitary facilities;
- Floor plan
  - Scale of 1:50;
- Sectional elevations;
  - Scale of 1:50 (e.g. of walls, benchtops etc);
- Hydraulic plans (fresh water and wastewater/drainage services);
  - Scale of 1:50;
- Mechanical exhaust ventilation plans; and
  - Scale of 1:50

## **5.0 DETAIL REQUIRED ON PLANS**

You need to ensure the following details are included on the plans for your premises:

- Finishes to floors, walls and ceilings;
- Layout and spacing of all equipment, benches, fittings and fixtures, mechanical ventilation;
- Door and window openings:
  - Where seating is provided for diners, the number of square metres of floor space available for dining and the number of persons to be catered for in this area;
- Customer and staff toilet details:
  - If detached from the premises, provide the distance to the facilities and the number available for use; and
- Mechanical exhaust ventilation.

**NB. Plans that are submitted must be of a standard that clearly shows all of the above details. This will help our officers to assess the plans and expedite the approval process, which is beneficial to both you and to the City.**

Further information regarding health requirements can be obtained by contacting an Environmental Health Officer on 9231 0503 or via email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au).

## **6.0 GENERAL INFORMATION REQUIRED**

The following further information should be provided when you submit your plans:

- Name, address and contact details of architect, draftsman or shopfitter;
- Drawing scale of the plans;
- The date the plans were drafted;
- Correct property description and address of the premises;
- Proposed name of the premises; and
- Intended nature of the food business operation:
  - This includes a description of foods for sale and detail of mode of operation (e.g. takeaway, table service, food vehicle).

New premises will only be permitted to operate when legislative requirements have been fully complied with, and appropriate forms and payments have been received. Once registered with the City, you will be permitted to operate without the need to renew the registration; however, you will be charged an annual inspection assessment fee to operate – you will be invoiced prior to 1<sup>st</sup> July each year.

## **7.0 STATE GOVERNMENT DEPARTMENTS**

### **7.1 Department of Racing, Gaming and Liquor (Liquor Licensing Division)**

Any premises wishing to sell alcohol (Including small bars, liquor stores, restaurants, pubs, taverns and hotels), must obtain a licence from the Liquor Licensing Division of the Department of Racing, Gaming and Liquor.

The Liquor Licensing Division will require the submission of certificates of approval from City of Canning Health Services (Section 39 Certificate), and often approval of the City's Planning Services (Section 40 Certificate). You must apply to the City in writing for a Section 39 and Section 40 Certificate, and will be required to submit the appropriate assessment fees. An inspection will also be undertaken to determine compliance with relevant legislation and following a successful inspection, a Section 39 and Section 40 Certificate will be issued.

For further information, the Department Racing, Gaming and Liquor's, Liquor Licensing Division can be contacted on 9425 1888 or [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

## **7.2 Water Corporation**

All plumbing work for the food premises is required to be carried out by a licensed plumber in accordance with the *Metropolitan Water Supply, Sewerage, and Drainage Board By-laws*. You must consult with the Industrial Waste Section of the Water Corporation regarding the provision and location of a **grease trap** for the food premises. Most premises where extensive food preparation occurs will require a grease trap.

The City's input in relation to the provision of grease traps is purely limited to ensuring that grease traps are not located within the internal confines of a building. Where this is unavoidable, the applicant will be required to demonstrate means of ensuring that no risk to health will be presented due to an internally located system, and that ventilation complies with AS 1668.2-2012.

For further information the Water Corporation can be contacted on 13 13 95.

## **7.3 Department of Environment Regulation**

The Department of Environment Regulation deals with pollution issues including noise, waste, water and air pollution. Noise problems may arise due to the operation of refrigeration motors and exhaust hood outlets. Neighbouring premises should be considered when installing such equipment, as sound levels created during the operation of the business should not exceed the provisions of the *Environmental Protection (Noise) Regulations 1997* – this is particularly important in mixed-use developments.

## **STATE GOVERNMENT DEPARTMENTS (continued)**

Adequate drainage must be provided within the premises, and within bin enclosures. Waste such as fats and oils must be collected and removed by appropriate and approved waste disposal companies.

Ideally **oil disposal drums** (used to dispose of used oil from deep frying), shall be stored within an area that is bunded and connected to sewer via a greasetrap. Oil drums should also be provided with a roof to prevent water entry to the oil drums and associated waste water run-off from occurring.

All food businesses are required to comply with the *Environmental Protection (Unauthorised Discharge) Regulations 2004*. The City's authorised officers have the power to issue infringement notices should it be found that a food business is causing discharge of liquids (including chemicals, oils and fats) into the environment (e.g. stormwater drains).

For further information the Department Environment Regulation can be contacted on 6467 5000.

#### **7.4 Western Power and Alinta Gas**

All electrical and gas fitting equipment within a food premises is to be approved by Western Power and Alinta Gas and installed in accordance with the relevant regulations.

For further information or enquiries, Western Power can be contacted on 9326 4911 and Alinta Gas on 13 13 59.

## **8.0 FOOD PREMISES RISK CLASSIFICATION**

The application of the *FSANZ Food Safety Standards* is principally determined by risk. Stricter requirements are applied to high risk food businesses. Risk classification of a food business is determined by the type of food that is prepared and also the people to whom the food is prepared for (i.e. elderly).

The following are examples of High, Medium, Low and Very Low risk food premises:

- **High** – Nursing Homes, Child Care Centres, Schools, Caterers.
- **Medium** – Cafes, Restaurants, Canteens, Takeaway, Hotels, Bakeries, Butchers, Delis, Supermarkets, Manufacturers.
- **Low** – Fruit and Vegetable Shops, Liquor stores, Newsagencies selling confectionary.

## **9.0 FOOD VEHICLES**

Vehicles used solely for the **transport** of food must be designed and constructed to protect the food being transported.

Vehicles used for **preparing and/or selling** food are defined as "Food Premises" in the *Food Safety Standards* and must comply with the requirements for a food premises. Certain exemptions for particular requirements exist. These are detailed in the following

section.

## 10.0 RESIDENTIAL FOOD PREMISES

Only Low Risk food handling activities will be permitted to operate from a residential food premises within the City. This includes activities such as cake decorating and the making of jams and pickles.

In the same manner as any commercial food premises, proprietors are required to seek Health, Planning and/or Building approval **prior** to commencing operation as a residential food premises. In addition to this, residential food premises are expected to comply with the requirements of the *Food Standards Code*, and may be subject to regular inspection.

## 11.0 HOW TO USE THIS GUIDE

Each of the *Australia New Zealand Food Standards Code* 'Standards' relating to design and fit-out of food premises are specified in this guide. In addition to this, relevant performance criteria for the Standards and several acceptable solutions for meeting the requirements are detailed.

**"Performance Criteria"** specifies prescriptive design requirements as set out in the *Australia New Zealand Food Standards Code* 'Standards'.

**"Acceptable Solutions"** list minimum requirements to meet food safety outcomes of the *Food Standards Code*, by referencing specifications of the *Australian Standard 4674 – 2004 for the 'Design, Construction and Fit-Out of Food Premises'*.

**NB:** Any proposals which are not listed within the "Acceptable Solutions" must be accompanied with documented proof that the design and construction will not adversely affect the production and/or sale of safe food.



## 12.0 REQUIREMENTS OF THE FOOD SAFETY STANDARDS

### 12.1 WALLS

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p><i>Walls must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Provided to protect food from contamination;</i></li> <li>○ <i>Constructed appropriately for the activities being carried out within the premises;</i></li> <li>○ <i>Sealed to prevent entry of dirt, dust, pests and vermin;</i></li> <li>○ <i>Unable to provide harbourage for pests;</i></li> <li>○ <i>Impervious; and</i></li> <li>○ <i>Easily and effectively cleaned.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Ceramic tiles</li> <li>○ Gloss Painted FC Sheeting</li> <li>○ Impervious rust resistant panelling</li> <li>○ Smooth finish provided</li> <li>○ Splashbacks provided to sinks and benches</li> <li>○ Heat Resistance Material behind Cooking Equipment</li> <li>○ Light Coloured Paint</li> </ul>

### 12.2 FLOORS

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	<p><i>Floors must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Constructed appropriately for the activities being carried out within the premises;</i></li> <li>○ <i>Impervious and easily and effectively cleaned;</i></li> <li>○ <i>Laid in a manner so that pooling or ponding of water cannot occur; and</i></li> <li>○ <i>Unable to provide harbourage for pests.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Ceramic tiles</li> <li>○ Coving provided</li> <li>○ Concrete and epoxy layer</li> <li>○ Commercial grade continuous vinyl</li> <li>○ Treated concrete</li> <li>○ Flooring materials must be light in colour</li> </ul>

## 12.3 CEILINGS

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p><i>Ceilings must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Provided to protect food from contamination;</i></li> <li>○ <i>Constructed appropriately for the activities being carried out within the premises;</i></li> <li>○ <i>Sealed to prevent entry of dirt, dust, pests and vermin;</i></li> <li>○ <i>Unable to provide harbourage for pests;</i></li> <li>○ <i>Impervious and easy to clean</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Gloss Painted FC Sheeting</li> <li>○ Impervious Panelling</li> <li>○ Smooth Finish Provided</li> <li>○ Solid, continuous construction</li> </ul> <p><b>NOTE:</b> Drop-in Panel ceilings will not be approved in food handling areas where food processing and/or cooking occurs.</p>

## 12.4 FOOD TRANSPORT VEHICLES

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 17	<p><i>Food Transport Vehicles must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Designed and constructed to protect food if there is a likelihood of contamination during transport; and</i></li> <li>○ <i>Designed and constructed to be easily and effectively cleaned and if necessary, sanitised.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Smooth impervious surfaces to the storage compartment</li> <li>○ Food is to be transported in such a way as to prevent contamination (e.g. packaged in food grade storage containers).</li> </ul>

## 12.5 WATER SUPPLY

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	<p><i>The water supply must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Provided in an adequate quantity;</i></li> <li>○ <i>Potable; and</i></li> <li>○ <i>Of an appropriate temperature.</i></li> </ul> <p><i>The water supply for food transport vehicles must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Of a minimum 25Litres (used solely for cleaning purposes).</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Hot water system installed in adequate capacity for the activities occurring at the premises</li> <li>○ Water Corporation supply</li> <li>○ Tank and Bore water (Laboratory Certification stating compliance with NHMRC Guidelines must be provided)</li> </ul>

## 12.6 SEWERAGE AND WASTEWATER

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5	<p><i>The premises must have a sewage and waste water disposal system which:</i></p> <ul style="list-style-type: none"> <li>○ <i>Effectively disposes of all sewage and wastewater; and</i></li> <li>○ <i>Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.</i></li> </ul> <p><u><i>Food transport vehicles:</i></u></p> <ul style="list-style-type: none"> <li>○ <i>Where there is no connection to mains sewer, temporary holding tanks must be installed at 50Litres capacity.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Connection to deep sewer</li> <li>○ Trade waste agreement required</li> </ul>

## 12.7 GARBAGE AND WASTE STORAGE

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	<p><i>The premises must have waste facilities that:</i></p> <ul style="list-style-type: none"> <li>○ <i>Adequately contain the quantity and type of waste and recyclable matter;</i></li> <li>○ <i>Are enclosed, as to not allow access to pests and animals; and</i></li> <li>○ <i>Are designed and constructed to be easily and effectively cleaned.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Wheeled refuse container</li> <li>○ Commercial (Bulk) refuse container</li> <li>○ Approved storage area for refuse</li> <li>○ Refuse containers serviced by appropriate contractor</li> <li>○ Lidded containers within premises</li> <li>○ Containers constructed of plastic or similar material.</li> </ul>

## 12.8 LIGHTING

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	<p><i>The premises must:</i></p> <ul style="list-style-type: none"> <li>○ <i>Be sufficiently provided with light; and</i></li> <li>○ <i>Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Natural light</li> <li>○ Artificial—recessed and diffuser</li> <li>○ Artificial—ceiling mounted and diffuser</li> </ul>

## 12.9 FIXTURES AND FITTINGS

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	<p><i>Fixtures and fittings are to be adequate for the production of safe food and fit for the intended use.</i></p> <p><i>Fixtures and fittings should be designed and constructed so that:</i></p> <ul style="list-style-type: none"> <li>○ <i>There is no likelihood of causing food contamination;</i></li> <li>○ <i>The fixtures and fittings and adjacent floors, walls and ceilings are able to be easily and effectively cleaned; and</i></li> <li>○ <i>They are unable to provide harbourage for pests.</i></li> </ul> <p><i>Food contact surfaces must be:</i></p> <ul style="list-style-type: none"> <li>○ <i>Able to be easily and effectively cleaned and sanitized;</i></li> <li>○ <i>Impervious; and</i></li> <li>○ <i>Made of material that will not contaminate the food.</i></li> </ul>	<p>Fixtures, fittings, shelving and equipment should:</p> <ul style="list-style-type: none"> <li>○ Be able to be easily moved</li> <li>○ Have castors fitted and flexible connections</li> <li>○ Have 150mm legs and clear of walls</li> <li>○ Be sealed to plinth, surfaces, floor and adjacent surfaces</li> <li>○ Have 75mm above bench and clear of the wall</li> <li>○ Not have false backs or bottoms</li> </ul> <p>Food Contact Surfaces should be:</p> <ul style="list-style-type: none"> <li>○ Stainless steel and underside sealed; or</li> <li>○ Fully laminated; or</li> <li>○ Laminated top and underside sealed.</li> </ul> <p>All service pipes conduits and electrical wiring to be either concealed within floors, plinths, walls or ceilings or at least 25mm clear or adjacent vertical surfaces and 100mm from horizontal surfaces</p> <p>For washing of fruit and vegetables – provide a <b>single wash bowl</b> separate to the handwash basin and double bowl cleaning sink.</p>

## 12.10 VENTILATION

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	<p><i>Ventilation throughout the premises must:</i></p> <ul style="list-style-type: none"> <li>○ <i>Be sufficient and easily and effectively cleaned; and</i></li> <li>○ <i>Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance.</i></li> </ul> <p><i>Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002). Intake and exhaust vents for food transport vehicles must be screened to prevent entry of vermin</i></p>	<p>Mechanical ventilation to be installed for:</p> <ul style="list-style-type: none"> <li>○ Cooking equipment where electrical input exceeds 8kW;</li> <li>○ Cooking equipment where gas input exceeds 29MJ/h; and</li> <li>○ All deep fryers.</li> </ul> <p>(Written certification is required to verify that system meets performance criteria)</p>

## 12.11 WASHING FACILITIES

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	<p><i>Cooking Equipment and eating/drinking utensils must be able to be easily and effectively cleaned and sanitised</i></p>	<ul style="list-style-type: none"> <li>○ Double bowl sink</li> <li>○ Single bowl sink and dishwasher</li> <li>○ Glass washer provided</li> <li>○ NOTE: Separate sink for fruit and vegetables is required</li> </ul> <p>Please refer to <b>15.0 – Figure 4.2: Typical Wash up Area.</b></p> <p>Food transport vehicles with sinks and basins</p> <ul style="list-style-type: none"> <li>○ Must be connected to waste water tank or sewer; and</li> <li>○ May require a trade waste permit</li> </ul>

## 12.12 STORAGE FACILITIES

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 15	<p><i>Adequate storage facilities must be provided for items that are likely to contaminate food, including;</i></p> <ul style="list-style-type: none"> <li>○ <i>Chemicals;</i></li> <li>○ <i>Clothing; and</i></li> <li>○ <i>Personal belongings.</i></li> </ul> <p><i>Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surfaces</i></p>	<ul style="list-style-type: none"> <li>○ Separated staff room</li> <li>○ Clearly designated room, shelf or cupboard for staff items</li> <li>○ Clearly designated chemical/cleaning items storage room, shelf or cupboard.</li> </ul>

## 12.13 TOILET FACILITIES

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 16	<p><i>An appropriate number of toilets must be available for the use of food handlers.</i></p>	<p>Designated internal staff toilet containing:</p> <ul style="list-style-type: none"> <li>○ Double air lock and self closers; or</li> <li>○ Single door, mechanical ventilation and self closer.</li> <li>○ External Staff Toilet</li> <li>○ External Common Room</li> </ul>

## 12.14 TEMPERATURE MEASURING

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 6 Clause 22	<p><i>A food premises must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1 °C.</i></p>	<ul style="list-style-type: none"> <li>○ Thermostat and gauge provided on all units; <b>AND</b></li> <li>○ Single mobile device per premises (i.e. Probe thermometer)</li> </ul>

## 12.15 FOOD STORAGE AND DISPLAY

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 6 & 8	<p><i>During storage and display, food must be;</i></p> <ul style="list-style-type: none"> <li>○ <i>Protected from the likelihood of contamination; and</i></li> <li>○ <i>Under appropriate temperature control.</i></li> </ul> <p><i>Storage and Display areas and containers must be capable of being easily and effectively cleaned.</i></p>	<p>Hot display unit</p> <ul style="list-style-type: none"> <li>○ Minimum of 60°C</li> </ul> <p>Cold display Unit/Cool Room</p> <ul style="list-style-type: none"> <li>○ Maximum of 5°C</li> </ul> <p>Freezer Units</p> <ul style="list-style-type: none"> <li>○ Food must remain frozen</li> </ul> <p>Sneeze Barriers</p>

## 12.16 HAND WASHING FACILITIES

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	<p><i>A food premises must have a designated hand wash basin that is;</i></p> <ul style="list-style-type: none"> <li>○ <i>A permanent fixture;</i></li> <li>○ <i>Located in an easily accessible location for all food handlers;</i></li> <li>○ <i>Within the immediate area and <b>within 5 metres</b> travel distance of where food handlers work Adjacent to the toilets or toilet cubicles at the food premises (if any);</i></li> <li>○ <i>Connected to or provided with a supply of warm running potable water (between 22°C and 48°C);</i></li> <li>○ <i>Supplied with warm and cold water through a common spout;</i></li> <li>○ <i>Of a size which allows easy and effective hand washing;</i></li> <li>○ <i>Supplied with paper towels, soap and a waste container; and</i></li> <li>○ <i>Connected to approved effluent disposal system.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Hand wash basin provided in area where food handlers are working</li> <li>○ Hand wash basin provided adjacent to toilet facilities (if any)</li> <li>○ Each hand basin must be supplied with soap, paper towels and a waste container</li> <li>○ Hand wash basins connected to sewer</li> <li>○ Hand wash basins connected to a supply of warm running water</li> </ul>

## 12.17 CLEANING AND SANITISING

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 5 Clause 20	<p><i>All equipment and utensils must be kept in a clean and sanitary state.</i></p> <p><i>Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that;</i></p> <ul style="list-style-type: none"> <li>○ <i>Does not compromise the safety of the food which it may come in contact with; and</i></li> <li>○ <i>Does not permit the transmission of infectious disease.</i></li> </ul>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>○ Sink (Water at 54 °C and detergent);</li> <li>○ Dishwasher (Water at 75 °C or water at 54 °C and detergent);</li> <li>○ Glass Washer (Water at 54 °C and detergent).</li> </ul> <p><u>Sanitising</u></p> <ul style="list-style-type: none"> <li>○ Chemical sanitizer</li> <li>○ Water at 77 °C for hot water sanitizing at the sink</li> <li>○ Rinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77 °C.</li> </ul>

## 12.18 GENERAL PROVISIONS

Relevant Food Safety Standard (FSS)	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 3	<p><i>A Food Premises should;</i></p> <ul style="list-style-type: none"> <li>○ <i>Be appropriate for the activities undertaken;</i></li> <li>○ <i>Adequately sized;</i></li> <li>○ <i>Permit effective cleaning and sanitising;</i></li> <li>○ <i>Exclude dirt, dust, fumes, smoke and other contaminants; and</i></li> <li>○ <i>Not permit entry or harbourage of pests and vermin.</i></li> </ul>	<ul style="list-style-type: none"> <li>○ Appropriate location in relation to other activities</li> <li>○ Adequate floor and working space</li> <li>○ No cracks or crevices</li> <li>○ Vermin proof construction</li> <li>○ Vermin proof strip to external doors</li> <li>○ Insect screening to windows and doors</li> <li>○ Ceiling entries and conduits vermin proof</li> </ul>



Food premises must be adequately equipped to keep food safe and suitable during all food handling operations, that the premises are kept clean and free of pests, and that staff can comply with the requirements for personal hygiene. Examples of general operations and the equipment or facilities needed are listed in the following table.

Type of operation	Equipment/facilities likely to be needed
Cooking/processing	Equipment that can ensure the process reaches the temperature or other parameter required to destroy pathogens or otherwise achieve the microbiological safety of the food.
Cooling and refrigerated storage	Equipment that can keep potentially hazardous food at 5°C or below (or other appropriate temperature control), and where appropriate, cool food quickly as per Standard 3.2.2 clause 7.  Adequate refrigerated space for the volume of food that needs to be refrigerated or cooled.
Displaying potentially hazardous foods	Refrigerated or hot-display units that can hold all displayed food under temperature control (as per 3.2.2 clause 8) and protect it from contamination.
Storing food — see 3.2.3 clause 15	Shelving, cupboards, storerooms, etc. so that food is protected from contamination.
Transporting chilled potentially hazardous foods	Refrigeration equipment, insulated containers or other appropriate equipment that can ensure transported food is kept under temperature control and is protected from contamination.
Washing food — see 'Sinks' below	A food preparation sink(s) should be installed if frequently washing food such as fruit and vegetables.
Utensil and equipment washing and sanitising	Double bowl sink, triple bowl sink, or single bowl sink plus dishwasher — see 'Sinks' below.
Personal washing	Equipment that ensures all staff have easy access to hand washing facilities as per clause 14.
Floor and general cleaning requirements	Single bowl sink, cleaner's sink, hose connections, curbed drain connected to the sewer or other waste-collection facility for cleaning the equipment used for cleaning the premises and for disposing of dirty water.

The number and size of sinks that the food premises needs depends on factors such as:

- the type of operations on the premises that need a sink (e.g. washing food, washing/sanitising equipment, waste disposal, personal hygiene)
- the scale of operations, including the:
  - volume of food or equipment that needs to be washed
  - number of staff on site that need to wash hands
  - frequency of various washing tasks (e.g. multiple times a day, at end of day only)
  - amount of adjacent space needed to hold equipment or food for washing or draining
- the size of objects to be washed (e.g. large pots and pans)
- whether objects need to be immersed in water (e.g. sanitising utensils in hot water) or held under running water (e.g. washing foods)
- whether sanitation processes require a rinsing step
- whether the premises has a dishwasher and whether it can sanitise.

The intention is that the number and size of sinks are sufficient to allow the business to easily conduct all of its washing and cleaning activities without interference or obstruction, and without posing a food safety risk.

It is good practice to separate the following activities:

- food washing
- hand washing
- equipment/utensil /dish washing and sanitising
- liquid waste disposal (e.g. mop buckets, fish tank waste).

## **13.0 FOOD SERVICE TO VULNERABLE PERSONS**

Standard 3.3.1 of the *Food Standards Code* details requirements for premises which regularly provide food service to vulnerable persons. According to the Code, a 'vulnerable person' includes children less than 4 years of age and individuals which are ill, immuno-compromised and/or elderly.

Standard 3.3.1 therefore captures several food premises including:

- Nursing homes;
- Respite centres;
- Hospitals; and
- Childcare Centres (where there are greater than 6 children in attendance).

The Standard prescribes that these food premises must have a 'Food Safety Program' in place that details how the food business will control food safety hazards associated with food handling activities at the premises. The Program must be documented in a **Food Safety Plan** and the Plan will be regularly audited by Food Safety Auditor under the *Food Act 2008*.

List of approved regulatory food safety auditors in Western Australia can be found at the following website: [https://ww2.health.wa.gov.au/Articles/J\\_M/List-of-approved-regulatory-food-safety-auditors-in-WA](https://ww2.health.wa.gov.au/Articles/J_M/List-of-approved-regulatory-food-safety-auditors-in-WA)

The requirement to implement a Food Safety Program is in addition to the other Requirements of the Standard (i.e. those that relate to premises construction and staff hygiene practices). For further advice on the development and implementation of a Food Safety Plan the City's Health Services can be contacted on 9231 0503 or via email: [customer@canning.wa.gov.au](mailto:customer@canning.wa.gov.au).

## 14.0 FOOD SAFETY TRAINING

It is a requirement of the Food Standards Code that all persons involved in the handling and preparation of food have an appropriate level of knowledge, training and task specific skills to ensure that food produced is of a standard expected by the consumer (and the employer), and that the product is safe and free from contamination.

The City of Canning considers food safety training to be of utmost importance. It is a fundamental requirement that all persons involved in commercial food handling, have the skills and knowledge necessary to produce food that is safe and suitable to eat.

To assist you with this, the City offers free online training through FoodSafe® which can be accessed on the City's website <https://www.ehawa.org.au/products/foodsafety-products/foodsafety-online>

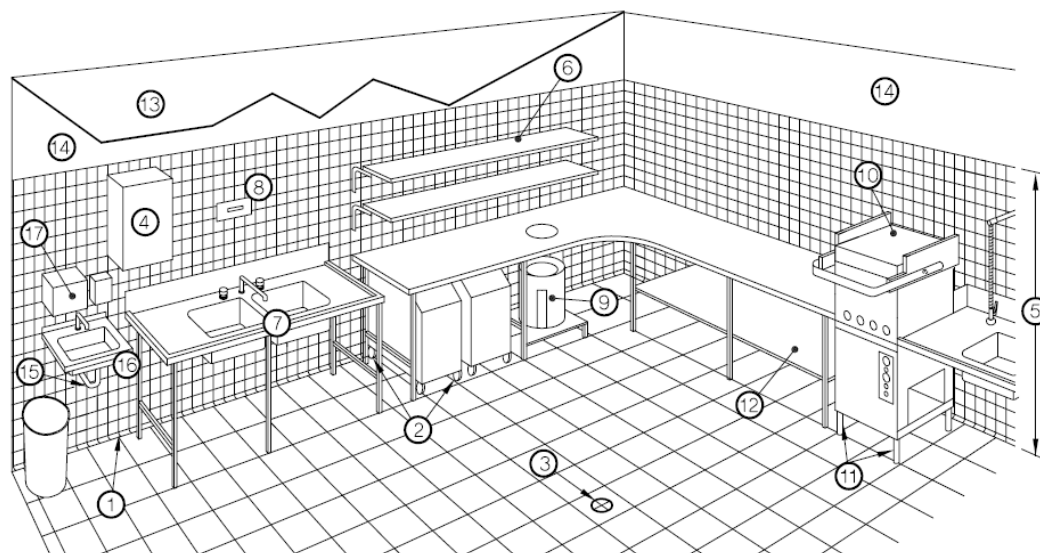
Add the training to your cart and on the payment details page, use the unique code **"FSCANNI350"** and it will apply the discount so you can access the training for FREE.

You will need to complete the transaction and follow the downloadable instructions to register and start the course. A printable certificate is available for residents, once they have successfully completed the course.

Food safety training is the best way of ensuring that food business proprietors and staff have up to date knowledge of health and hygiene requirements. Employing knowledgeable staff who adopt good food safety practices can decrease the risk of food-borne illnesses occurring, whilst improving your business and ensuring reputation remains intact.

**If the FoodSafe® online training is not suitable for the needs of you or your business, search the web under 'Food Handler Training Perth' to find a more suitable program.**

## 15.0 TYPICAL DESIGN



LEGEND:

- |   |  |
|---|--|
| ① = Floor/wall coving                   | ⑩ = Dishwasher with temperature indicating device                    |
| ② = Castors to under bench storage      | ⑪ = Legs 150 mm min.   |
| ③ = Impervious floor graded and drained | ⑫ = Underside of support bracket 150mm to the finished floor surface |
| ④ = Hot water heater sealed to wall     | ⑬ = Painted plasterboard ceiling                                     |
| ⑤ = Walls tiled                         | ⑭ = Smooth cement rendering  |
| ⑥ = Shelving 25 mm clear of wall        | ⑮ = Water drainage pipes concealed into walls                        |
| ⑦ = Sink unit on metal frame            | ⑯ = Hand basin, hot and cold water mixing set                        |
| ⑧ = Thermometer                         | ⑰ = Soap and towel dispenser   |
| ⑨ = Garbage receptacle                  |  |

FIGURE 4.2 TYPICAL WASH-UP AREA

### FOOTNOTE

*It should be noted that this document is only to be used as a guide to assist in the establishment of food premises within the City, and is based on current legislation and standards at the time of production.*

*The City's Environmental Health Services should be contacted for more specific details, and it is strongly recommended that you liaise closely with an Environmental Health Officer throughout the application and fit-out stages of the process.*