

Food Safety Supervisor Requirements for Business

New legislation commenced from **1st October 2011** that requires certain food businesses to elect and train a Food Safety Supervisor for their business.

The new legislation has been implemented in order to promote and ensure safe food handling practices across the state. People who complete the Food Safety Supervisor training will hold a nationally recognised qualification stating they have the skills and knowledge to handle food safely.

- **Does my food business require a Food Safety Supervisor?**

The Food Safety Supervisor legislation applies to businesses processing and selling food at a retail level that is: -

Ready to eat, and

Potentially hazardous (i.e requires temperature control)

NOT sold and served in the supplier's original package

Examples of businesses include:

Restaurants and café's

Pubs, clubs and hotels

Takeaway shops

Caterers and mobile caterers

Bakeries

Temporary food stalls (e.g market stalls)

Supermarket hot food sales (e.g hot chicken)

Unsure if *your* business requires a Food Safety Supervisor?

Contact Council's Sustainability Dept on telephone 80 80 3340 or the NSW Food Authority Helpline on 1300 552 406.

- **What do you need to do?**

1.) Businesses need to elect at least ONE Food Safety Supervisor PER PREMISES.

Businesses with several premises cannot use the same Food Safety Supervisor for each premises. They must nominate a different Food Safety Supervisor for each premises. If you own multiple premises, you will be required to ensure you nominate a Food Safety Supervisor for each location.

(Note: Businesses can have more than one Food Safety Supervisor at each premises if they wish, however this is not mandatory).

2.) The nominated Food Safety Supervisor must complete specific units of competency from a Food Safety Supervisor course offered by a Registered Training Organisation as approved by the NSW Food Authority.

(A list of approved training organisations is available from the NSW Food Authority’s website at www.foodauthority.nsw.gov.au and follow the link to Food Safety Supervisor initiative or alternatively by contacting Council).

The Food Safety Supervisor must complete two hospitality units, or one retail unit as detailed below:

National Competency Codes and Titles:
SITXOHS002A – Follow workplace hygiene procedures
AND
SITXFSA001A- Implement food safety procedures
<i>OR ALTERNATIVELY ONE RETAIL UNIT:</i>
SIRRFSA001A – Apply retail food safety practices

3.) Upon completion of the course, businesses have the option of notifying the NSW Food Authority online via their website at www.foodauthority.nsw.gov.au, or alternatively bring your ORIGINAL Food Safety Supervisor certificate to Council and complete a FSS notification form.

4.) A copy of the Food Safety Supervisor certificate must be kept on the premises at all times, and must be able to be produced on request by Council’s Environmental Health Officers.

DON'T RISK A FINE:

Penalties apply to businesses that fail to comply with the new Food Safety Supervisor legislation, pursuant to the NSW Food Act, 2003.

Penalty notices are up to \$330 for an individual (e.g sole trader) and \$660 for a registered company.

- **What if your Food Safety Supervisor leaves?**

The business owner must appoint a new Food Safety Supervisor **within 30 operational days** for the Food Safety Supervisor leaving, or ceasing to act in that role.

The business owner must then notify Council of the new Food Safety Supervisor details within **7 days** of their appointment.

- **Need more information?**

For further information and for a list of approved Registered Training Organisations offering the Food Safety Supervisor training, visit the NSW Food Authority's website at:

www.foodauthority.nsw.gov.au and follow the link to Food Safety Supervisor initiative.

Council's Environmental Services Department is contactable on telephone 6368 9618 during normal office hours.

Downloads

[Guidelins to Food Safety Supervisor Requirements](#) (PDF - 551.16KB)

[Food Safety Supervisor Notification Form](#) (PDF - 89.76KB)