



## Food safety supervisor

### Do I need to have a food safety supervisor?

Under the *Food Act 2006* (the Act), all licensable food businesses in Queensland are required to have a food safety supervisor. There are some food businesses that sell food which are not required to be licensed under the Act, including the majority of community non-profit organisations such as sausage sizzles and cake stalls and other food businesses only selling low risk foods such as soft drinks or not potentially hazardous biscuits or cakes.

New food businesses are required to notify their local government within 30 days of the issue of their licence of the contact details of their food safety supervisor.

### Why is a food safety supervisor important for my food business?

A food safety supervisor adds an on-site level of protection for day-to-day food safety, as they are required to have experience and expertise relevant to the licensable food business and be able to supervise and give directions about food safety to persons in the food business. Additionally, the presence of a food safety supervisor at the food business is important for being contactable by both local government and persons who handle food in the food business.

### Who can be a food safety supervisor for my food business?

The food safety supervisor for a food business may be the business owner, licence holder, an employee or an external contractor provided they meet the requirements prescribed in the Act.

A food safety supervisor is required to take a lead role in supervising food safety in your food business. They must be 'reasonably available' at all times the business is operating and:

- (a) know how to recognise, prevent and alleviate food safety hazards of the food business;
- (b) have skills and knowledge in matters relating to food safety relevant to the food business; and
- (c) have the authority to supervise and give directions about matters relating to food safety to persons who handle food in the food business.

### What training does a food safety supervisor need?

To demonstrate appropriate knowledge relating to food safety, a food safety supervisor should have a Statement of Attainment issued by a Registered Training Organisation (RTO) for the competencies identified in Table 1, or have demonstrated to an RTO that they have the prior skills, experience or training to meet these competencies.

Food sector	National competency code	Competency title
Food processing	FDFCORFSY2A	Implement food safety program and procedures
Retail and hospitality	SITXOHS002A and	Follow workplace hygiene procedures
	SITXFSA001A	Implement food safety procedures
	or SIRRFSA001A	Apply retail food safety practices
Health and community services	HLTFS207B	Follow basic food safety practice
	HLTFS309B	Oversee the day-to-day implementation of food safety in the workplace
	HLTFS310B	Apply and monitor food safety requirements
Transport and distribution	SITXOHS002A	Follow workplace hygiene procedures
	SITXFSA001A	Implement food safety procedures

**Table 1 - Minimum competency standards for food safety supervisors**

Note: Competency codes and titles are set by the National Quality Council and may change from time to time. The website [www.training.gov.au](http://www.training.gov.au) contains a national database of RTOs who can offer the competencies along with up to date details of course codes and titles.

## How do I determine which food sector my food business falls into?

When determining which food sector your food business falls into, consideration should be given to the predominant activity of the food business, prior to undertaking the required food safety supervisor competencies.

Businesses that generally fall into the '*food processing*' sector are those businesses considered to be a manufacturer as defined in the Act. It should be noted that in relation to food, 'manufacture' does not include preparing food at a particular food business for retail sale at that food business, including for immediate consumption. This includes food prepared at a restaurant kitchen for consumption by a patron in the restaurant or a bakery shop handling and selling food at that bakery shop. These food businesses would fall under the '*retail & hospitality*' sector for the purposes of acquiring the required competencies.

The '*health & community services*' sector includes food businesses preparing or selling food for vulnerable populations, including nursing homes, hospitals and child care centres.

The '*transport & distribution*' sector includes those food businesses that are not preparing food, but handling food by way of storing food in warehouses or transporting food. This sector includes distribution centres and water carriers.

Table 2 below provides examples of the types of food businesses that fall into the food sectors.

Food processing	Retail and hospitality	Health and community services	Transport and distribution
Airline caterers.	Caterers for private functions.	Catering for hospitals, nursing homes etc.	Bulk food distribution centres.
Bakers.	Convenience stores.	Childcare centres.	Bulk water carriers.
Breweries.	Delicatessens.	Hospitals.	Warehouses.
Canneries.	Grocers.	Hostels.	
Flour mills.	Hotels.	Meals on Wheels.	
Ice manufacturers.	Retail markets and stalls.	Nursing homes.	
Packers.	Restaurants.		
Pre-prepared meals.	Supermarkets.		
Wine production.	Takeaways and cafes.		

## Where can I get the required training?

Food safety supervisor training is conducted by RTOs across Australia. An RTO is an organisation registered by a State or Territory authority to deliver training and/or conduct assessments to issue nationally recognised qualifications in accordance with the Australian Quality Training Framework. RTOs may include TAFE colleges, adult and community education providers, private providers, community organisations, schools, higher education institutions, industry bodies or other organisations meeting the registration requirements.

RTOs across Australia can be located at: [www.training.gov.au](http://www.training.gov.au). Simply search using the competencies identified in Table 1 limiting your search to RTOs in Queensland.

Alternatively, use an internet search engine and enter any of the descriptions below to provide a detailed list of RTOs who offer the required competencies in Queensland:

- food safety supervisor online training
- food safety supervisor training Queensland
- any of the individual competency codes (e.g. HLTF207B)
- any of the individual competency codes with your area/town location (e.g. HLTF207B Brisbane).

Food businesses are encouraged to seek the training most suited to their food business and individual requirements, ensuring that the training provider is an RTO and will provide a Statement of Attainment on successful completion of the required competencies.

## Is my work experience and previous training taken into consideration?

Yes, you may apply to have a 'recognition of prior learning' assessment undertaken by an RTO that offers the required competencies. The RTO will assess any previous training or education you have done, whether formal or informal, along with any relevant work or general life experience to determine if you meet the required outcomes of the competencies.

The RTO may issue you with a Statement of Attainment for the specified competencies or provide a partial credit advising of any gap training which will be required to obtain the required competencies as a food safety supervisor.

## Who is eligible for automatic accreditation as a food safety supervisor?

If a person has completed an appropriate food industry trade qualification or a Bachelor degree or higher qualification from a recognised institution that includes food safety and hygiene subjects, then the person shall be eligible for automatic accreditation as a food safety supervisor.

Qualifications which are suitable for automatic accreditation as a food safety supervisor include:

- Qualified chefs who can demonstrate they have completed the relevant units of competency for the food sector they are working in; or
- Bachelor or higher level degree in:
  - Food technology or equivalent
  - Food microbiology or equivalent
  - Nutrition and dietetics or equivalent
  - Environmental Health Australia (EHA) accredited environmental health tertiary degree or equivalent.

Automatic accreditation does not require the applicant to obtain a Statement of Attainment via recognition of prior learning assessment from an RTO. The submission of a copy of the qualification to the relevant local government will be sufficient. However, in the instance of a qualified chef, a copy of the Statement of Attainment for the relevant units of competency must also be provided.

## When is a food safety supervisor considered to be 'reasonably available'?

The availability of the food safety supervisor is critical. The Act requires a food safety supervisor to be 'reasonably available' at all times the business is operating.

A food safety supervisor is to be located on the premises whenever food handling is being undertaken. However, in the event the food safety supervisor is absent, there must be a documented mechanism for the food safety supervisor to ensure directions about matters relating to food safety are available to persons who handle food. The food safety supervisor must be able to be contacted by the local government or food handlers when food handling activities are being undertaken. Determining whether the food safety supervisor is reasonably available in the circumstance is at the discretion of the relevant local government.

A food safety supervisor is not required to be reasonably available when the business is operating but no food handling is being undertaken. For example, a sporting club kitchen closes at 9pm but the club remains open until 11pm for entertainment activities. A food safety supervisor is not required for the period after 9pm even though the business is open.

There is no specific requirement to have one food safety supervisor for every store location, but they must be reasonably available as described above. If in doubt, discuss the situation with your local government.

## Are other food handlers in the food business responsible for food safety?

Yes. A food business owner must ensure that their food handlers have the skills and knowledge of food safety and hygiene appropriate to the work they do. For example, a chef will need skills and knowledge in food safety and food hygiene that are quite different from those needed by a waiter or shop assistant in the food business.

## For further information

If you have any questions regarding food safety supervisors, contact the local government that issues the licence for your food business.

Further information for food industry can also be obtained from the Queensland Health website at [www.health.qld.gov.au/foodsafety](http://www.health.qld.gov.au/foodsafety).