

Organic Foods & Farmers Markets

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SAFE FOOD MANUAL [for Market Stall Holders]

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FOOD SAFETY FOR MARKET STALLHOLDERS

COVID RESOURCES – During the pandemic you should make sure you review our COVID resources for stallholders:

<https://www.organicfoodmarkets.com.au/covid-traders-resources.php>

There are many government websites you will find helpful for food handling generally.. These are just two of the more important ones:

- the NSW Food Authority's pages on markets and temporary events:
<https://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>
- the Federal Food Standards Food Safety: Temperature control of potentially hazardous foods:
https://www.foodstandards.gov.au/consumer/safety/faqsafety/documents/FSTemp_control_Edition_for_printing.pdf

Eating food should be fun but handling food is a serious business. Treat it as such. Get these publications and read them.

You should note that it is YOUR responsibility as an employer:

- to ensure food handlers do not handle food while they are ill and could contaminate it;
- provide easy access to hand cleaning facilities and where relevant (food preparation and the like) supplies of warm running water, detergents, etc; and
- make sure your food handlers have the appropriate skills.

Failure to do so carries criminal sanctions!

All local councils offer free courses. Go on them and get your staff to do the same.

General Hygiene and Housekeeping Rules for all food stalls:

It is a legal requirement that all people on a market stall handling food must be trained in the food safety and food handling rules that operate on that stall.

- You must know where the toilets are
- You must provide or use garbage bins or provide somewhere to store rubbish
- It is illegal to work on a food stand if you are ill.
- Cuts and sores must be covered by a clean blue band-aid type strip or a disposable glove if you touch ready-to-eat food, drinks their packaging
- Your clothes, jewellery and hair must never contaminate the food. Minimise the amount of jewellery worn, so that it is less likely to contaminate
- You must wash your hands under warm running water using soap and dry them:
 - Whenever you go to the toilets

- Whenever you touch garbage, dirty equipment or the ground
- After eating, drinking or smoking [including water bottles and cups of coffee]
- After sneezing, coughing or blowing your nose
- After handling money, if you touch ready-to-eat food with the hand that you handled money
- After talking on a mobile phone
- A dipping bowl of water is insufficient to wash hands and is not legal
- Ensure that members of the public cannot touch food that they are not going to eat themselves. If giving samples, ensure the customer do not touch food they do not eat.
- Ensure customers do not put used toothpicks, spoons and tasting sticks back into the food, even if it is to take another sample.
- Ensure food with allergenic ingredients in them do not come into contact with those that don't have allergenic ingredients
- Be especially aware of utensils and spoons that might spread these ingredients
- Ensure all containers have lids, or that the food is covered by foil or plastic wrap
- Don't store food, food utensils and food preparation equipment directly on the ground.
- Don't allow dogs and pets on to the stall or in contact with food on display

When food is being cooked:

- Food must be cooked so that all parts of the food reach a temperature of 70 degrees for 2 minutes, or with all parts of the food thoroughly steaming hot.
- You must legally have a thermometer or similar device on your stall that can measure the temperature of the cooked food. This must legally be accurate and able to measure to +/- 1 degree.
- Food must legally be sold
 - If hot, above 60 degrees
 - If cold, below 5 degrees
 - If frozen, while still hard frozen
- If not sold at the correct temperature the food is illegal.
- Overstacking hot food in a Bain Marie, hot box or display cabinet will ensure hot food is not at the correct temperature
- Overstacking cold food in a ice box or display cabinet will ensure cold food is not at the correct temperature
- Make sure that raw product does not cross contaminate ready-to-eat product. Store them both in separately labelled containers

- Be aware of chopping board, food utensils, tea towels and the like. If they are used for raw and ready-to-eat purposes, then they potentially will lead to cross contamination.

Finally: If in any doubt, throw it out

HANDWASHING INFORMATION

Handwashing Rules:

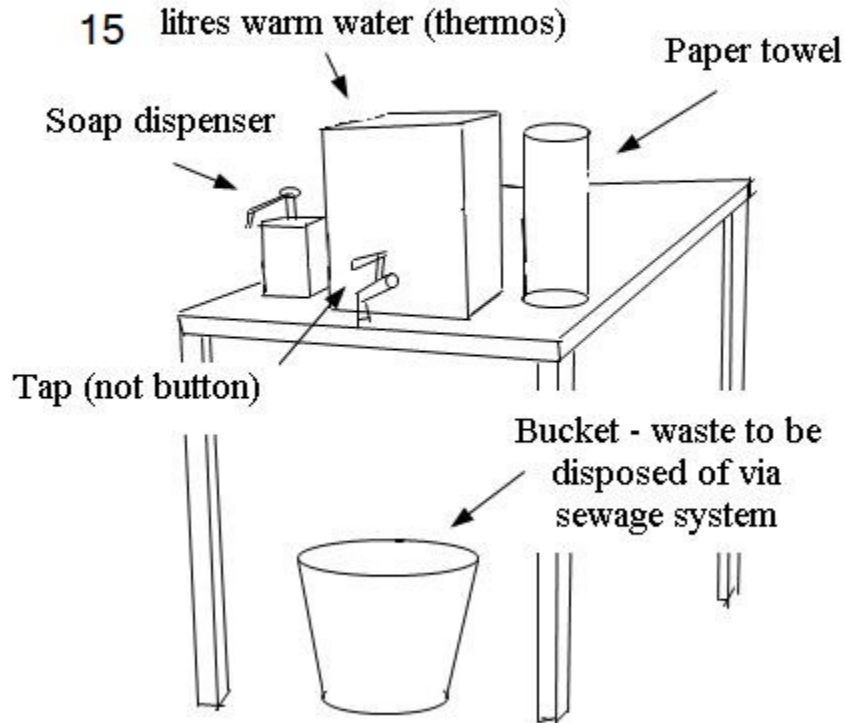
You must wash your hands under warm running water using soap and dry them:

- Whenever you go to the toilets
- Whenever you touch garbage, dirty equipment or the ground
- After eating, drinking or smoking
- After sneezing, coughing or blowing your nose
- After handling money, if you touch ready-to-eat food with the hand that you handled money
- After talking on a mobile phone
- After handling a pet or animal
- After shaking hands with someone who has unwashed hands
- A dipping bowl of water is insufficient to wash hands and is not legal

- There are alternate ways to have clean hands
 - Wear disposable gloves and change them regularly, including all examples listed above
 - Install or carry a portable handwashing station. An ideal source of warm water is the Coleman's Hot Water On Demand which is available at many camping shops. However, at a minimum stalls that require hand washing can use the sort of setup shown above. A drinks 'esky' with a tap under it (or other insulated container) containing warm water can be used to provide warm running water. Catch the water in a bucket.
 - Alcohol based sanitizing gels may be okay when your hands are not covered in dirt but need washing.
 - Use the toilets of the facility for thorough handwashing, but ensure your hands are not recontaminated on your way back to the stall.

MINIMUM HAND WASHING SET UP

Set up must deliver warm running water
to wash both hands at the same time



GOOD MARKET PRACTICES

Before the day of the Market

Check that:

- You have **all** necessary equipment
- Any electrical equipment is working
- Your thermometer is working

Setting Up on Site

Set up table upon confirming location

Make sure the area is clean and tidy. Report any issues (such as the area being dirty, or the presence of pests) to the market manager

Don't use product that is thawed if it is meant to be frozen, or product that is warm if it is meant to be chilled or frozen.

Wash your hands prior to starting

Confirm where the toilets and facilities to wash your hands are before handling food.

Record on your Daily Report before you start to trade:

- The area is clean
- The area is free from pests
- Your equipment is working
- You've followed the housekeeping and hygiene rules so far
- The temperature of the first item cooked
- The temperature of the cold food
- All frozen food is hard frozen

You may wish to taste the product to ensure its quality. Do not demonstrate any product of which the food safety or food quality may be suspect.

During the Market

A. Temperature Monitoring

If any product is dropped on the ground, do not use it. Pick it up using a gloved hand and dispose of the food. Clean up the area. Make sure the area is not slippery after you've cleaned it. Throw away the glove before preparing or demonstrating any more food.

If handling **perishable [high risk] hot food**, make sure the centre temperature of the food you cook is above 70 degrees Celsius. Minced foods such as patties need to be cooked the whole way through. Record the temperature of the first batch you cook on the Daily Report.

Half way through the day, it is best to again record the temperature of the hot food to ensure it is above 60 degrees. This is especially true of hot food stored in items such as pie warmers, soup tureens, Bain Maries and the like. Record the temperature of an item stored hot on the Daily Report.

If handling **perishable [high risk] chilled foods**, it is important that the food always be kept below 5 degrees Celsius (the legal upper limit). Chilled food needs to be kept cold. Small amounts of chilled foods should only be out on display at a time. Stock should either be kept in a chiller nearby, or in an "Esky" type food container. Freezer bricks inside the container are a good idea to maintain the cold temperature. The

lid should be kept on the container whenever possible to keep the cold in. Record the temperature of the cold food at start of day on the Daily Report.

Half way through the day, it is best to again record the temperature of the chilled food to ensure it is below 5 degrees. This is especially true of cold food stored in items such as eskys or on ice beds. Record the temperature of an item stored cold on the Daily Report.

If handling **perishable [high risk] frozen foods**, it is important that the food always be kept hard frozen (the legal criteria). Frozen food needs to be kept frozen. Small amounts of frozen foods should only be out on display at a time. Stock should either be kept in a freezer nearby, or in an “Esky” type food container. Freezer bricks inside the container are a good idea to maintain the cold temperature. The lid should be kept on the container whenever possible to keep the cold in. Record that the frozen food is hard frozen at start of day on the Daily Report.

Half way through the day, it is best to again record that the frozen food is still hard frozen. This is especially true of frozen food stored in items such as eskys or on ice beds. Record the temperature of an item stored frozen on the Daily Report.

High risk foods are foods that meet both of these criteria:

- they might contain the types of foods that need to multiply to large numbers to cause food poisoning, and
- the food will allow the food-poisoning bacteria to multiply.

These are some examples:

- raw and cooked meat (including poultry and game) or foods containing raw or cooked meat such as casseroles, curries and lasagne;
- smallgoods such as Strasbourg, ham and chicken loaf;
- dairy products, for example: milk, custard and dairy-based desserts such as cheesecake and custard tarts;
- seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock;
- processing fruits and vegetables for example salads and cut melons;
- cooked rice and pasta;
- foods containing eggs, beans, nuts or other protein-rich foods such as quiche, fresh pasta and soy bean products; and
- foods that contain these foods, for example sandwiches, rolls and cooked and uncooked pizza.

Sometimes these foods may have been processed in a way such that bacteria is not present and cannot grow on them. Examples include: canned and bottled food, dried fruit, salted dried meats, fermented dried meats, yoghurts, hard cheeses, spread, sauses, dried pasta, breads and dried foods.

Food Not Under Temperature Control

Sometimes you will have food that is not under temperature control. The Food Safety Authority provides guidance on how long food can be at room temparture and remain safe. This is called the **2 hour/4 hour guide**. Note that the times that food is at room temperature during preperation, storage, display and transportation must be added together to give the total time:

- If you hold food without temperature control for less than two hours, you must then either return it to a chilled environment (under 5 degrees celcius) or ensure it is used up within the four-hour limit.
- After two hours food cannot be re-chilled!
- After four hours you **MUST** discard it.

During the Market

B. Housekeeping and Hygiene

You must wash your hands if you sneeze, cough or blow your nose during the market.

Don't use the same utensils, gloves, tongs, plates, cutlery, toothpicks or any other equipment to handle both raw (uncooked) and ready-to-eat foods.

If you drop or break your thermometer, you need to get it replaced.

If you suspect that a customer has handled the food while you were busy with another customer, then dispose of any exposed food they may have handled, and prepare new product for demonstration.

You must wash your hands before restarting the demonstration if you leave the area to go to the toilet, eat, drink or smoke.

Always ensure that all preparation equipment (knives, ingredients, etc) are kept out of reach of the customers when not being used.

Food and/or utensils **MUST NEVER** be left unattended at any time. If you are moving around the store with your samples, do not leave further samples of prepared food on the table. Always make sure that all appliances are turned off when you are not near the cooking area. Put all electrical equipment under your table or cover it if it is to be unattended.

C. Allergens, warning statements and the like

A customer can legally ask a stall worker if there are any allergens in the product and other information. This may include:

- Presence of genetically modified organisms
- Substantiation of organic claims

- Presence of allergens [milk, soy, egg, peanuts, sesame, nuts, fish [seafood generally], crustacea, gluten [wheat, rye, oats, barley, triticale, spelt], sulphites.
- Storage, handling or preparation instructions [refrigeration instructions, cooking instructions, shelf life, etc]
- Warning statements for potentially dangerous ingredients.
- Nutrition information if a claim is made on the pack or on display material.

A stall holders needs to have this information available if asked.

When sampling, stallholders must be aware of the importance of cross contamination in contamination with allergenic ingredients. Further, items like crackers and condiments must also not compromise the safety of the food being sampled by introducing allergens.

End of the Market

Record the temperature of the last of the product you are demonstrating on the Daily Report, including:

- Last hot [high risk perishable] product cooked
- Temperature of a [high risk perishable] cold food at the end of day
- Whether all [high risk perishable] frozen food was hard frozen at the end of day

Pack remaining stock away and then clean up the surrounding area.

Dispose of any material that cannot be reused safely.

Record on the Demonstrator's Report that at the end of the demonstration:

- The area was clean throughout the whole demonstration
- There were no pests or vermin during the demonstration
- Your equipment has worked during the whole demonstration
- There were no hygiene issues

Cleaning (including sanitation)

Stall holders are required to set up using clean and sanitized utensils and a clean stall.

The following equipment must all be clean (if used)

- Table & Bench tops
- Rubbish Bin & Bin Liners
- Knives, tongs and other cutlery
- Plates, cups and containers
- Preparation utensils such as bowls, juicers, slicers and so on.
- Chopping boards
- Food thermometer
- Electrical extension lead
- Toothpicks & holder
- Esky" type portable cooler and freezer bricks (if required)

In addition, demonstrator may have to provide the following to be used for cleaning during the market.

- Paper towel
- Cleaning spray (food grade)

The stall must be clean and sanitized before starting trading.

Only food grade chemicals must be used for cleaning and sanitizing.

If during the market there is a spill or other issue which results in cleaning or sanitizing having to be undertaken, then the stall worker is responsible for cleaning and sanitizing before further product is prepared, displayed or sold.

At the end of the market the utensils and stand may be cleaned before leaving the stall, or may be packed away and cleaned and sanitized away from the site. Either way, all utensils and the like and must be clean and sanitary prior to the start of the next market.

Stall holders are required to check at the start and end of the day that they have set up and run the stall according to these rules. This is recorded on the Daily Report.

Pest Control

Stall holders are expected to ensure that prior to starting the market; there are no obvious signs of vermin or pests in the general location of the stall.

During the day, any pests that are seen must be dealt with.

Spraying for vermin during the demonstration is not allowed. Food should be covered where appropriate to avoid pest and vermin.

Stall holders are required to check at the start and end of the day that they have set up and run the stall according to these rules.

This is recorded on the Daily Report.

Maintenance (including Calibration)

Stall holders are expected to ensure that prior to starting trading, that all equipment they are about to use (coolrooms, frypans, thermometers, et cetera) are electrically safe (no frayed cords). **Remember OH&S requires your equipment to be tagged once every 12 months**

During the market, any equipment that fails to work needs to be noted on the Daily Report. Equipment that no longer is working must be repaired or replaced.

Any thermometer that is dropped must be replaced.

Stall holders are required to check at the start and end of the day that they have set up and run the stall according to these rules. Temperature checks on product are further checks that the cooking equipment is working.

This is recorded on the Daily Report.

Thermometers need to be checked annually to make sure they are calibrated and working, or replaced. Thermometers legally have to be accurate to +/- 1 degree.

Calibration can be done by putting the probes in ice water to make sure they work for testing chilled and / or frozen product, and in boiling water to make sure they work for testing hot food.

KEEP YOUR DAILY REPORT SO IT CAN BE INSPECTED AND KEEP PAST ONES FOR 28 DAYS.

DAILY REPORT

Stall Name:

Market Location:

Date:

Name of Item	Temperature Record
Start of Day	
Hot item:	Temperature:
Chilled Item:	Temperature:
Hard Frozen Item:	Hard Frozen: YES / NO
Middle of Day	
Hot item:	Temperature:
Chilled Item:	Temperature:
Hard Frozen Item:	Hard Frozen: YES / NO
End of Day	
Hot item:	Temperature:
Chilled Item:	Temperature:
Hard Frozen Item:	Hard Frozen: YES / NO

HOUSEKEEPING MONITORING	Start of Day	End of Day	Comments
Cleaning – Area and equipment clean			
Pests – No vermin or pests present			
Hygiene – No hygiene issues			
Maintenance – All equipment working			

STALL HOLDER COMMENTS:

STALL HOLDERS SIGNATURE: _____