

# FOOD SAFETY SUPERVISOR



New food laws introduced in NSW require certain food businesses in the hospitality and retail food service sector to appoint at least one trained Food Safety Supervisor (FSS).

These new requirements are to help safeguard NSW consumers from foodborne illness.

Impacted businesses will need to appoint a FSS and notify Council of who their FSS is, using the notification form available on Council's website.

The FSS must be trained by a Registered Training Organisation (RTO) approved by the NSW Food Authority. A list of approved RTOs offering the course can be found on the NSW Food Authority website.

## Who does it apply to?

The Food Safety Supervisor (FSS) requirement applies to businesses processing and selling food at retail level which is :

- Ready-to-eat, and
- Potentially hazardous (requires temperature control), and
- NOT sold and served in the suppliers original package.

For example restaurants, cafes, takeaway shops, caterers, bakeries, pubs, clubs, hotels, motels, B & B's, mobile food vendors, temporary premises (e.g. food market stalls) entertainment venues and supermarkets with hot food sales.

## Exempt Businesses

At this stage the food safety supervisor requirement does not apply to:

- Businesses licensed by the NSW Food Authority
- Coffee vendors that only heat milk
- Not-for-profit community and charitable causes
- School canteens (primary or secondary)
- Boarding schools
- Children's services (childcare centres)
- Out of school hours care services
- Correctional centres
- Supermarkets (if heated food is not sold)
- Food business premises that only do one or more of the following activities only:
  - Slice fermented meats or smallgoods, or both
  - Slice or portion cheese or both
  - Process raw seafood

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Council's Environmental Health Officers can be contacted between the hours of 8.30am and 5.00pm Monday to Friday.



# FOOD SAFETY SUPERVISOR



## What is a Food Safety Supervisor?

A Food Safety Supervisor is a person who:

- Holds a FSS certificate that is no more than five years old, and
- Is not a FSS for any other food premises or any other mobile catering business, and
- Has the authority to supervise other people handling food and to ensure that the handling is done safely.

A person holding a FSS certificate will know how to recognise, prevent and alleviate the hazards associated with the handling of food.

**Note:** A FSS has 'authority' if they hold a position (e.g. shift supervisor, kitchen manager, head chef) that gives them the power to instruct and supervise others within the food business. For a small business it may be most appropriate for the business owner to be the FSS.

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## How many Food Safety Supervisors (FSS) do I need?

Businesses need to appoint at least one (1) FSS per premises. Businesses with several premises cannot use the same FSS for all premises. They must nominate a different FSS for each premises.

## Does the Food Safety Supervisor have to be at the business all the time?

No, although it is best practice that the FSS be on the premises at all times when food handling is being undertaken. If the FSS is away (e.g. not on shift, on leave, sick) the business must still maintain food safety. The FSS can facilitate this by:

- Sharing food safety knowledge with other staff
- Displaying signage and posters with key food safety messages
- Developing work instructions that staff can follow to continue handling food safely.

Larger businesses that operate longer hours may choose to nominate several people to be trained and appointed as a FSS, to help cover shift work and leave.

## When do I have to appoint my Food Safety Supervisor?

Businesses have until 1 October 2011 to appoint a trained FSS.

## Where can I get more information regarding the Food Safety Supervisor requirements?

The NSW Food Authority has produced a "Guideline to Food Safety Supervisor Requirements" this can be downloaded from the NSW Food Authority website: [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au).