

Food Safety in Puna Whiti, Puna Taunaki and Ward 41

Guideline Responsibilities and Authorisation

Department Responsible for Guideline	Mental Health and Addictions
Document Facilitator Name	Kylie Balzer
Document Facilitator Title	Operations Manager
Document Owner Name	Rees Tapsell
Document Owner Title	Clinical Services Director
Target Audience	Staff in Puna Whiti, Puna Taunaki and Ward 41
Disclaimer: This document has been developed by Waikato District Health Board specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at their own risk and Waikato District Health Board assumes no responsibility whatsoever.	

Guideline Review History

Version	Updated by	Date Updated	Summary of Changes
04	Kylie Balzer	09 November 2021	Updated into current guideline format and changed from action / rationale format Now includes Ward 41 Change to statement on restriction to food preparation due to illness Feedback from the Manager of Food and Nutrition Services incorporated
03	Amanda Lewis Wilson	17 July 2017	Updated into new guideline format Action 3 Food preparation added Action 4 Food storage added

Food Safety in Puna Whiti, Puna Taunaki and Ward 41

Contents

1	Overview	3
1.1	Purpose.....	3
1.2	Scope.....	3
1.3	Patient / client group	3
1.4	Exceptions / contraindications	3
1.5	Definitions and acronyms	3
2	Clinical management	3
2.1	Roles and responsibilities	3
2.2	Competency required	3
2.3	Equipment.....	4
2.4	Guideline.....	4
3	Patient information	5
4	Audit.....	6
4.1	Indicators	6
5	Evidence base	6
5.1	Bibliography	6
5.2	Associated Waikato DHB Documents	6
5.3	External Standards	6

Food Safety in Puna Whiti, Puna Taunaki and Ward 41

1.1 Purpose

To offer guidance to those who prepare food in order to decrease the likelihood of contaminating food and maintain health and safety for all.

Staff to role model and educate whilst supervising or supporting residents preparing and cooking food.

Note: Anybody suffering from vomiting or diarrhoea, raised temperature or acute respiratory symptoms must not prepare food for others until they have been symptom free for 48 hours.

1.2 Scope

This document applies to the preparation of food in Puna Whiti, Puna Taunaki and Ward 41.

1.3 Patient / client group

Residents of Puna Whiti, Puna Taunaki and Ward 41.

1.4 Exceptions / contraindications

This document does not apply to food prepared by Nutrition and Food Services under their own procedures.

1.5 Definitions and acronyms

Nil

2 Clinical management

2.1 Roles and responsibilities

All Staff

Have a responsibility to ensure the food and beverages that are consumed by residents are safe for consumption.

Managers

Have a responsibility to ensure equipment required for safe food preparation is available and that monitoring of food preparation areas occurs.

2.2 Competency required

All staff must be aware of likely causes of contamination of food and be able to guide the residents in safe food preparation.

Doc ID:	2602	Version:	04	Issue Date:	24 Dec 2021	Review Date:	24 Dec 2024
Facilitator Title:		Operations Manager			Department:	Mental Health and Addictions	
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 3 of 6

Food Safety in Puna Whiti, Puna Taunaki and Ward 41

- General household equipment
- Dishwasher
- Refrigerator and freezer

Personal Hygiene

An important way to reduce food contamination is to maintain a high standard of personal hygiene and cleanliness. Hands must be washed using soap, water and paper towels before and after handling food (especially raw meat), before handling clean crockery and cutlery, after handling chemicals, before putting on and after removing gloves, after touching nose, ears, mouth or other parts of the body or soiled clothing, after contact with rubbish bin and dish cloths.

To decrease the likelihood of contamination:

- All cuts and sores must be covered with clean waterproof dressing and gloves must be worn. Anyone with infected sores on hands should not be involved in the preparation of food.
- All long hair must be tied back while preparing food
- Should any food preparation, surface or utensil become contaminated with body fluids staff must decontaminate the area as per infection control procedures before food preparation can continue.

Food Preparation

To decrease the likelihood of contamination work surfaces must be cleaned with a suitable cleaning agent and a clean disposable cloth or paper towel prior to the commencement of food preparation.

To prevent / decrease the likelihood of food borne illnesses staff are to ensure that meat that needs to be thawed is taken out of the freezer and put into a dish that will collect blood as it thaws, and put in the bottom shelf of the fridge to thaw. This means removing meat from the freezer and transferring to the fridge 48-24 hours before using.

To reduce the risk of cross contamination:

- Two chopping boards are provided one for raw meat, including raw chicken, and one for other food items. Ensure the appropriate board is used (as designated) and cleaned thoroughly after use. The raw meat / chicken chopping board is to be cleaned down with a brush and hot soapy water and dried with paper towels between use and it must be cleaned in the dishwasher. The chopping board must not be used for other food preparation.
- Hands must be washed thoroughly each time after handling raw meat. Raw meat and raw chicken must be kept away from all other food on the bench. All raw meat juice

Doc ID:	2602	Version:	04	Issue Date:	24 Dec 2021	Review Date:	24 Dec 2024
Facilitator Title:		Operations Manager			Department:	Mental Health and Addictions	
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 4 of 6

must be cleaned up with a paper towel and then the area cleaned with a suitable cleaning agent and a paper towel.

- Separate knives must be used when preparing meat and vegetables and must be washed thoroughly in hot soapy water between use if using the same knife for meat and vegetable preparation.

To reduce the risk of cross contamination, prevent / decrease the likelihood of food borne illnesses and store food appropriately and safely:

- All left over food must be refrigerated within one hour of being prepared. Food must be covered and dated before being placed into the refrigerator and must only be kept for 24 hours. After 24 hours all food must be discarded. A daily check of the fridge will occur to ensure all food over 24 hours old is discarded.
- Read and follow all food storage instructions on all packaging. Check all expiry dates and dispose of all expired foods.
- The fridge temperature must be monitored daily and recorded and all food stored in the fridge must be according to fridge storage information available on fridge and in the food safety folder.
- Staff are to complete a check of pantry and benches once dinner has been cooked to ensure that food is refrigerated within an hour. Ensure food that is boiling hot is not refrigerated.

To prevent / decrease the likelihood of food borne illnesses and to prevent transmission of illness between clients:

- All crockery, cutlery, plastic chopping boards must be rinsed clean and washed in the dishwasher
- All work surfaces and the sink must be cleaned with a suitable cleaning agent and a clean disposable cloth or paper towel after preparation of food.

Information on the fridge about safe storage of food in Puna Whiti. A food safety folder is available in the kitchens for Puna Taunaki, Puna Whiti and Ward 41.

Doc ID:	2602	Version:	04	Issue Date:	24 Dec 2021	Review Date:	24 Dec 2024
Facilitator Title:		Operations Manager			Department:	Mental Health and Addictions	
IF THIS DOCUMENT IS PRINTED, IT IS VALID ONLY FOR THE DAY OF PRINTING							Page 5 of 6

Food Safety in Puna Whiti, Puna Taunaki and Ward 41

4 Audit

4.1 Indicators

- Food is covered and dated in the refrigerator and leftover food is not older than 24 hours
- The fridge temperature is recorded daily and corrective action taken if not within recommended levels.
- All staff are trained in this guideline
- Cleaning schedule is completed.

5 Evidence base

5.1 Bibliography

- <https://www.mpi.govt.nz/food-safety-for-consumers/>

5.2 Associated Waikato DHB Documents

- Lippincott [Hand Hygiene NZ Clinical Procedures](#)
- Lippincott [Infection Control Clinical Procedures](#)
- Waikato DHB [Linen – Imprest Stock Levels and Pre-Laundry Process](#) Procedure (2454)

5.3 External Standards

- Health and Disability Services Standards 8134: 2008 until the 28 February 2022 and following this Health and Disability Services Standards 8134:2021