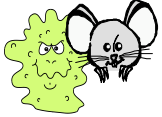


Section 4: Hazard Analysis and Control Processes

What could go wrong and how will/do we deal with it?

There are three categories of things that could cause illness or injury (hazards). These are:



- **Biological** – this includes pests such as mice, rats, insects as well as micro-organisms. A list of food poisoning micro-organisms, the foods they inhabit and their results can be found in the Other Resources section of this folder.



- **Chemical** – this category includes any inedible chemical that is in the food. This could be anything from paint to cleaning chemicals to disinfectants wrongly used as sanitisers. Other chemical hazards include pesticides from poorly washed fruit/vegetables and natural toxins in some damaged vegetables.



- **Physical** – this includes all solids that should not be in food. Examples include Band-Aids, jewellery, insects, broken glass and machinery parts. Physical hazards may enter food through poor housekeeping or carelessness during preparation.

There are two parts in this section:

1. FLOWCHARTS -

These describe the steps we go through to handle and prepare foods in our various church activities which involve food.

2. CONTROL and MONITORING PROCESSES

These describe the steps we will undertake to control and monitor the hazards identified in the flowchart steps. Many of these processes relate directly to our Standard Procedures (Section 5) so we will refer to them where appropriate.

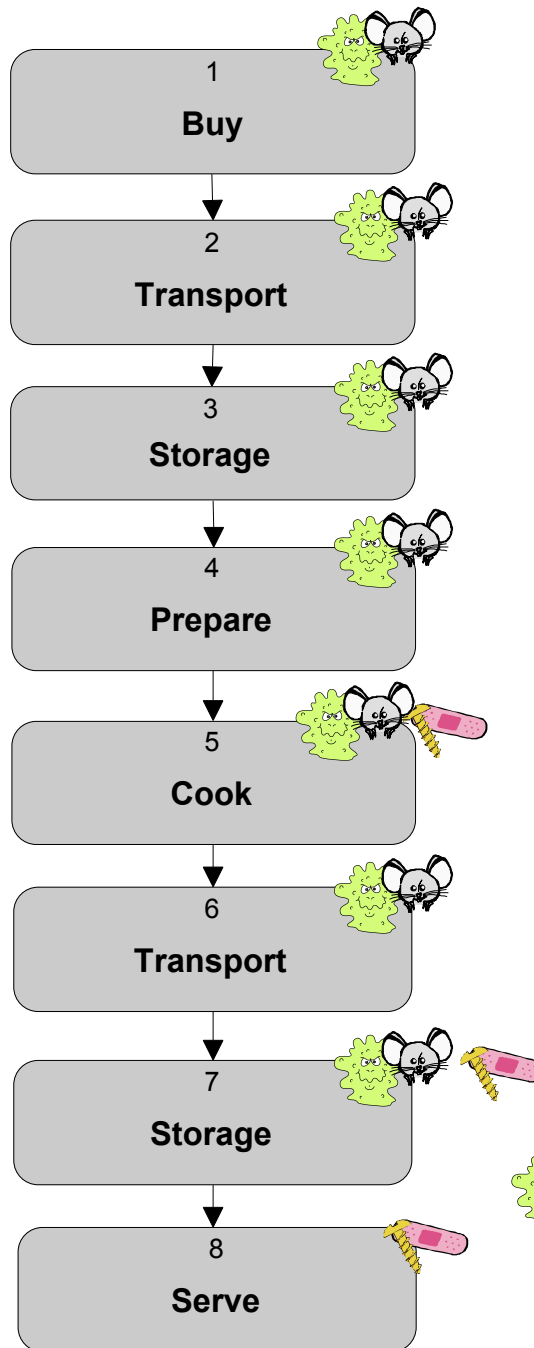
See Glossary of Terms at the end of Section 5, if needed.

Bought ingredients prepared offsite




Ingredients are bought and the food is prepared at home or at some place other than our kitchen or at a stall on our premises. This is what happens when we make a cake or a casserole at home and bring it to share or sell. This is the most common method of providing food in many community organizations.

What does this mean?

- We buy our ingredients from the shop
- We take them home in the car
- We keep them in the cupboard/fridge/freezer at home until we are ready to make the food
- We get things ready to cook (mixing, weighing etc.)
- We cook the food
- We take the food to the food event in the car
- We keep in the kitchen or stall until it is ready to be served or sold
- Food may be re-heated. We serve the food on plates or sell it in its packaging.



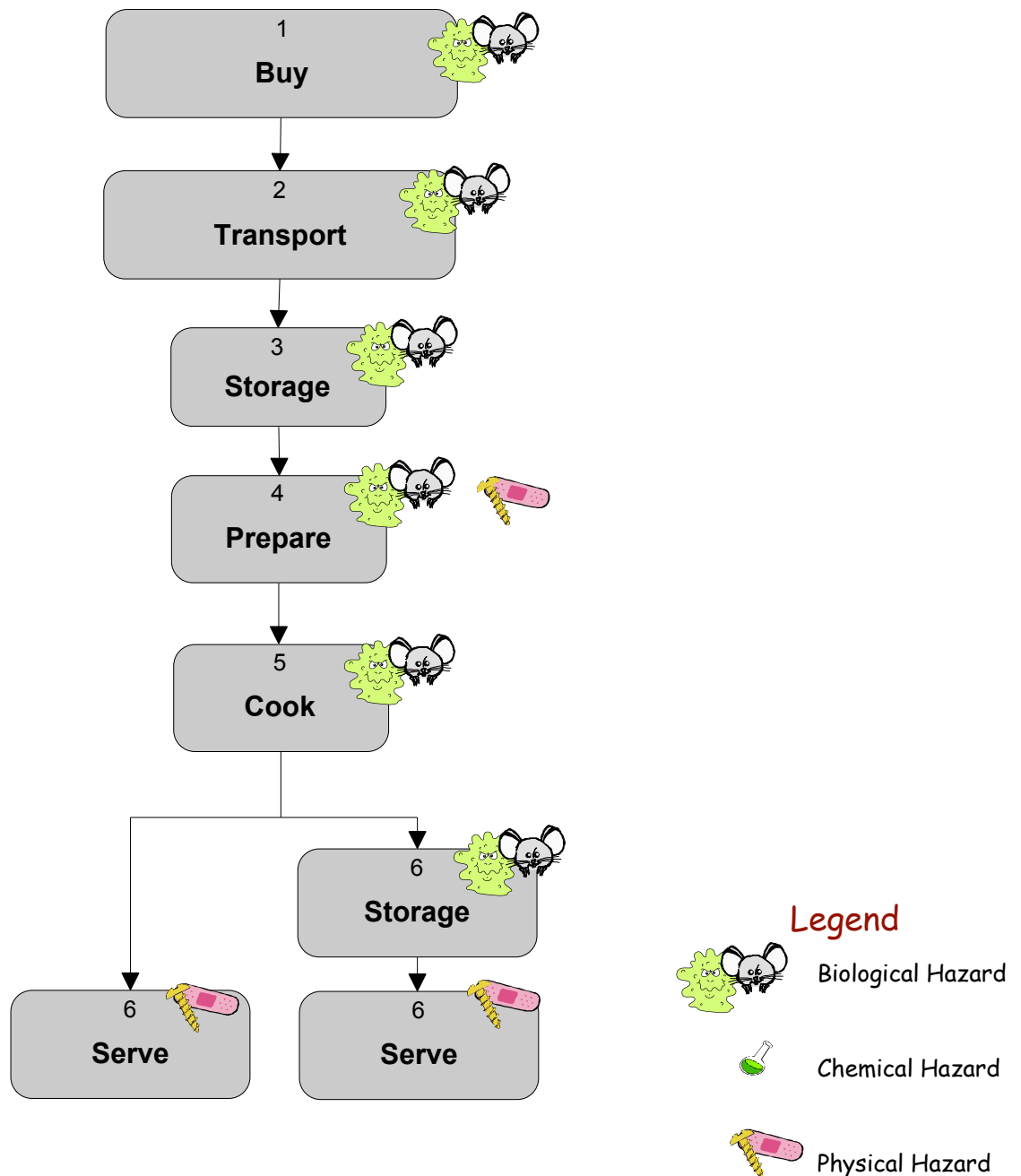
Legend

-  Biological Hazard
-  Chemical Hazard
-  Physical Hazard

All critical control points are shaded

Bought ingredients prepared onsite -

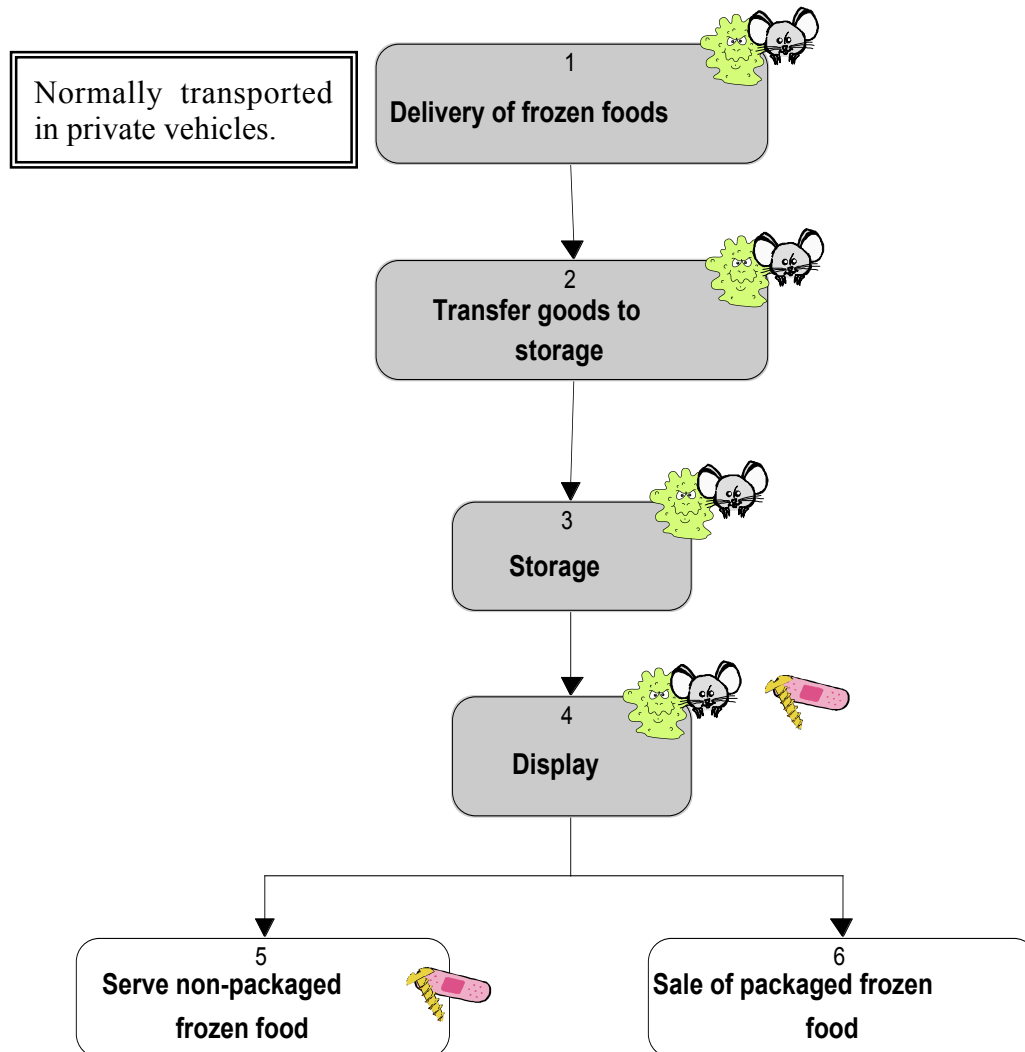
People buy ingredients and make the food in the organisation's kitchen or at a stall. This would include cooking sausages, preparing sandwiches, cooking vegetables and making biscuits for supper.



All critical control points are shaded

Frozen Food Ready to Eat or Direct Sale

This is food which is frozen and which will be eaten or sold without further preparation. It includes ice cream and other frozen confectionery.



Legend



Biological Hazard



Chemical Hazard

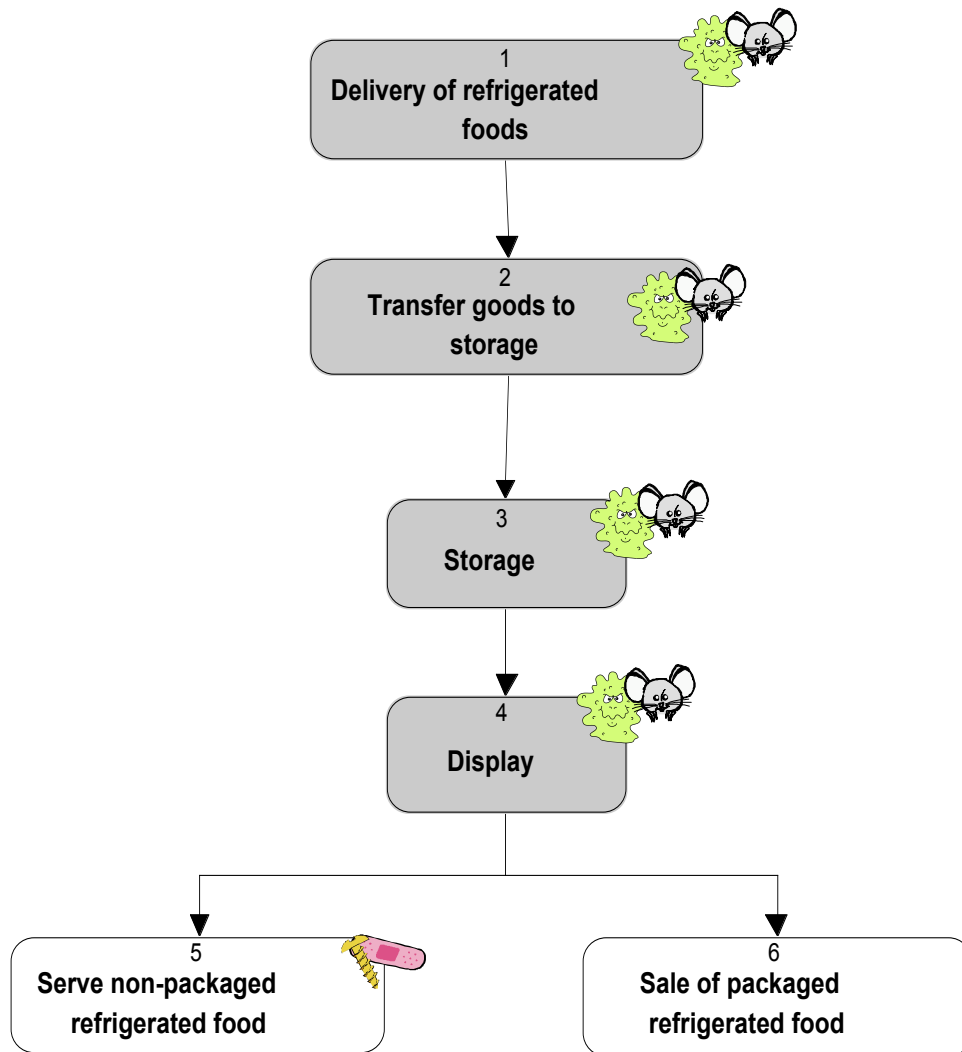


Physical Hazard

All critical control points are shaded

Refrigerated Food Ready to Eat or Direct Sale

This is food that is refrigerated and will not be prepared further before eating or sale. Examples of this category could be custard tarts, quiches, cheesecakes and cold meats.



Legend



Biological Hazard



Chemical Hazard

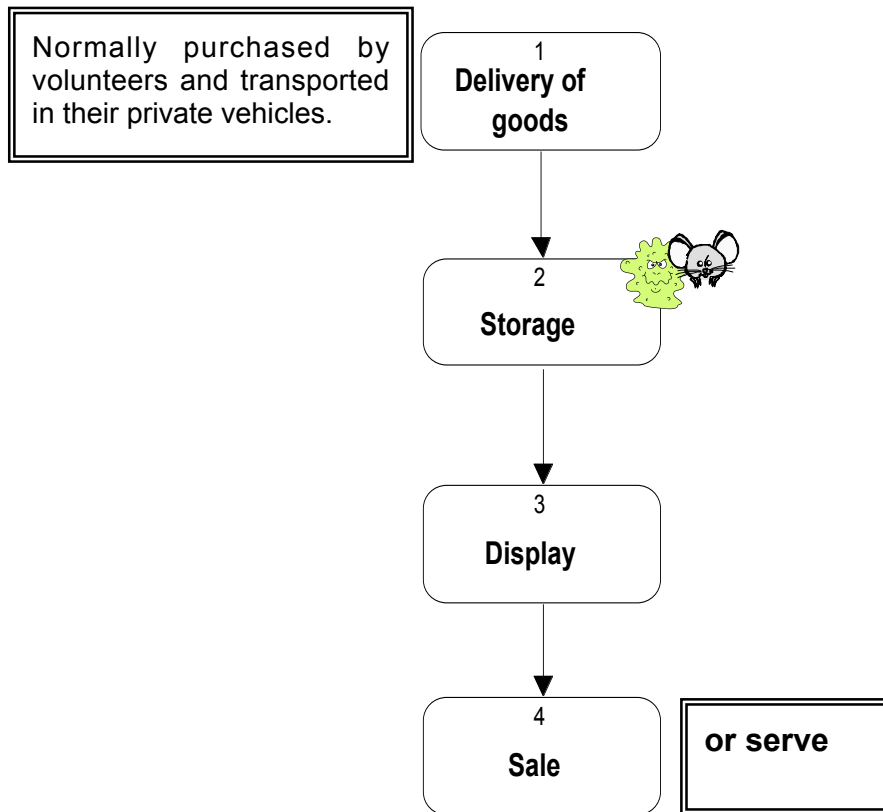


Physical Hazard

All critical control points are shaded

Packaged non-PHF Foods

This food type includes all food which does not readily go off and that is packaged. This could include potato chips, nuts, biscuits, honey, lollies, canned drinks and other confectionery.



Legend



Biological Hazard



Chemical Hazard

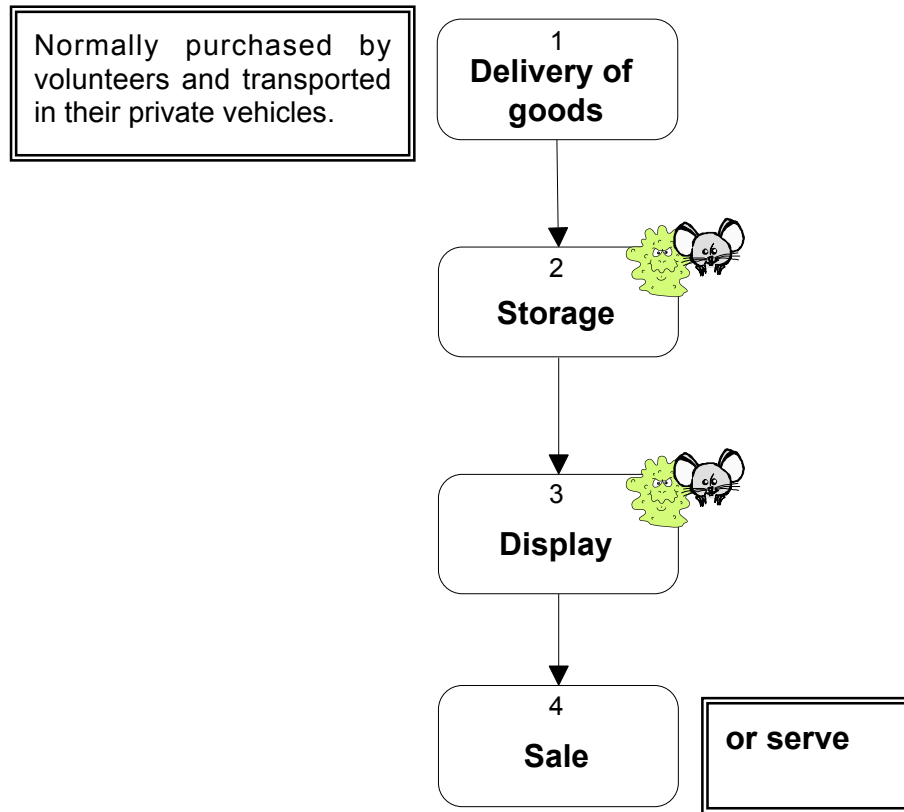


Physical Hazard

All critical control points are shaded

Unpackaged non-PHF Foods

This process covers loose foods which do not go off easily. Examples of this grouping would be individual lollies, fruit, vegetables



Legend



Biological Hazard



Chemical Hazard



Physical Hazard

All critical control points are shaded