

NSW Meals on Wheels Sample Food Safety Program Document

COOLING PROCEDURES	
SCOPE This relates to the cooking and cooling of products, excluding cook-chill processes.	
HAZARD(S)	<ul style="list-style-type: none"> ◆ Presence and growth of food poisoning bacteria and/or its spores caused by high risk products not being cooled to the correct temperature; ◆ Re-contamination of cooked food items with unclean surfaces, equipment, utensils, bare hands or other food items; ◆ Contamination with physical objects or foreign matter such as dust or insects.
CONTROL STANDARDS	<p>Critical Limits</p> <ul style="list-style-type: none"> ◆ All high risk food items must be cooled to 21°C within 2 hours and 5°C within a further four hours. This means that the food items should be cooled rapidly using a blast chiller, an ice bath or placed in a shallow container in the refrigerator/ cool room. ◆ Only clean and sanitised equipment, utensils and containers must be used for cooling food items. <p>General Cooling Procedures</p> <ul style="list-style-type: none"> ◆ Products should be loosely covered with plastic wrap while being cooled to prevent contamination from dust and other foreign objects
MONITORING	<ol style="list-style-type: none"> 1. Visually check that the hot food item being cooled is placed in the refrigerator or cool room within one hour of the completion of cooking; 2. Visually check that items being cooled reach 21°C within 2 hours and 5°C within a further four hours; 3. Check and record the temperature of products being cooled once a day and record the time and temperature on the <i>Food Safety Log</i> ; 4. Visually check that equipment is clean before use; 5. Visually check that personal hygiene procedures are followed at all times; 6. Cooking equipment must be regularly inspected to ensure that it is in good condition
CORRECTIVE ACTIONS	<p>Immediate Corrective Actions (actions to be taken immediately to control the risk)</p> <ul style="list-style-type: none"> - If hot food item has not cooled to 21°C within two hours it must be discarded - If hot food item has not cooled to 5°C within a further four hours it must be discarded - If hot food item has become contaminated it must be discarded <p>Preventative Actions (to ensure that the problem doesn't reoccur)</p> <ul style="list-style-type: none"> - Retrain staff/ volunteers if they are not consistently following or monitoring cooling procedures - Review procedures.
RECORDS	<i>Food Safety Log (Form 6)</i>
WORK INSTRUCTIONS	<i>Cooling Work Instructions (Verbal/ written)</i>