




Food Safety Program – Mueller College Outside of School Hours Care (OSHC)

OSHC
Outside School Hours Care

Business Details:

PLEASE NOTE, MUELLER COLLEGE OSHC IS NOT A LICENCED FOOD BUSINESS.

As the scope of our programs still requires some food handling, this has been developed as a precaution only, to ensure the highest quality practice.

Trading name	Mueller college Outside School Hours Care
Company name	Mueller Community Church
Address of business	75 Morris Rd, Rothwell Q 4022
Postal address	As above
Telephone	(07) 3897 2754
Email	r.rose@mueller.qld.edu.au
Name of local government	Moreton Bay
Name of licensee	N/A
Name of food safety supervisor	Various: Rachel Rose, OSHC Director
Number of children cared for	120 maximum license
Hours of operation	6am-6pm, 6:30-8:30 & 3:00-6:00pm school days
Meals provided	No
I Rachel Rose declare that the above premises will adhere to this food safety program and all its components.	
Signed: 	

Purchasing

Approved Suppliers List

Supplier No.	Details of Supplier	Product Description	Approved Supplier	Date Approved
	Woolworths	Both fresh and packaged foods	Yes	Sept 2024
	Coles	Both fresh and packaged foods	Yes	Sept 2024
	AusFruit Ozbean	Fresh foods	Yes	Sept 2024
	Specialist suppliers upon request only	packaged foods	Case by case	



Receiving

All incoming food deliveries are inspected by staff upon arrival to ensure they meet food safety standards. The following checks are performed:

- **Temperature:**
 - Potentially Hazardous Foods must be received at safe temperatures:
 - Cold foods: at or below 5°C.
 - Frozen foods: must be frozen solid upon delivery.
- **Packaging:**
 - All packaging must be clean, intact, and undamaged to prevent contamination.
- **Expiry Dates:**
 - All products must be within their best before dates.
- **Labelling:**
 - All items must be properly labelled according to supplier and regulatory requirements.
- **Storage:**
 - Products are immediately placed into their designated storage areas.

Corrective Actions are put in place when any of these food checks do not meet our standards.

Dry Storage

The following protocols are followed to maintain the safety of all dry food items:

- **Pest Prevention:**
 - All holes, cracks, and crevices are sealed to prevent pest entry.
 - The premises are regularly inspected and treated by a licensed pest control operator.
- **Product Storage:**
 - Opened products are transferred to clean, food-grade containers with tight-fitting lids.
 - All packaging must be undamaged and intact.
- **Stock Rotation:**
 - The oldest stock is used first.
- **Chemical Safety:**
 - Chemicals and cleaning products are stored separately from food to prevent contamination.
- **Cleaning and Maintenance:**
 - The dry storage area is cleaned and inspected regularly to maintain sanitation and identify potential issues early.

Cold and Frozen Storage

The following protocols are followed to maintain the safety and quality of all cold and frozen food items:

- **Temperature Control:**
 - All Potentially Hazardous Foods are stored at safe temperatures.
- **Food Protection:**
 - All food items are stored in clean, covered, and clearly labelled containers to prevent cross-contamination.
- **Hygiene and Maintenance:**
 - Refrigerators and freezers are cleaned and inspected regularly to ensure proper sanitation and performance.
- **Stock Control:**
 - Food past its 'use by' date is immediately discarded and never used.
 - Frozen foods are not stored for extended periods beyond the manufacturer's recommended timeframe.

Thawing

All foods are thawed using safe handling practices. The following protocols are followed:

- **Approved Thawing Methods:**
 - Foods are always thawed using appropriate methods.
- **Food Protection:**
 - While thawing, foods are properly protected and are stored in covered containers or securely wrapped to prevent contamination.
- **Re-freezing:**
 - Once thawed, foods are never re-frozen.
- **Time Management:**
 - Sufficient time is allowed for safe thawing.

Preparation

All food is prepared following food safety and hygiene protocols to prevent contamination and ensure quality. The following procedures are followed:

- **Staff Training:**
 - All staff involved have successfully completed food safety training.
- **Workstation & Equipment Hygiene:**
 - All food preparation surfaces, tools, and equipment are cleaned and sanitised before and after use.



- Wiping cloths are cleaned and replaced regularly to prevent cross-contamination.
- **Hand Hygiene:**
 - Staff must follow approved hand washing protocols before starting food preparation and after any activity that could lead to contamination (e.g., handling raw food, touching waste, using the restroom).
- **Cross-Contamination Prevention:**
 - Separate utensils, cutting boards, and containers are used for raw and ready-to-eat foods.
 - Cleaning chemicals are stored separately from food preparation areas to avoid accidental contamination.
- **Produce Washing:**
 - All fruits and vegetables are washed thoroughly before use.
- **Manufacturer Instructions:**
 - All products are handled and prepared according to the manufacturer's instructions to ensure safety and quality.

Corrective Actions are in place when food is not prepared correctly.

Cooking

All foods are cooked following safe food handling practices. The following protocols are followed:

- **Temperature Control:**
 - All foods containing raw ingredients are cooked to their required internal temperatures as per food safety guidelines.
 - A food thermometer is used to verify that all Potentially Hazardous Foods reach the correct internal temperature before serving.
- **Equipment Hygiene:**
 - Only clean and sanitised equipment, utensils, and cooking surfaces are used during food preparation and cooking.
- **Staff Training:**
 - All staff have completed food safety training and understand the safe cooking temperature requirements for different food types.
- **Manufacturer's Instructions:**
 - Packaged and pre-prepared food products are cooked according to the manufacturer's directions to ensure safety and quality.

Cooling Food

All foods are cooled using safe practices. The following protocols are followed:

- **Temperature Monitoring:**
 - A probe thermometer is used to monitor the cooling process, where appropriate, to ensure foods are cooling within safe time frames.
- **Cooling Process:**
 - Potentially Hazardous Foods are cooled at room temperature and then placed into the refrigerator.
- **Storage Practices:**
 - Foods are placed in clean containers.
 - All containers are labelled with the type of food and the date of preparation.
- **Refrigerator Maintenance:**
 - The refrigerator is kept at or below 5°C at all times.

Reheating

All foods are reheated using safe food handling practices. The following protocols are followed:

- **Temperature Control:**
 - A probe thermometer is used, when appropriate, to verify that reheated foods reach an appropriate internal temperature.
- **Heating Process:**
 - Foods are stirred regularly during reheating to ensure even heat distribution.
 - Foods are reheated quickly and not held at unsafe temperatures for extended periods.
 - Food is only reheated once. Leftovers that have already been reheated are discarded if not used.
- **Equipment Hygiene:**
 - Only clean and sanitised equipment and utensils are used during the reheating process.

Serving, Self-serve and Displaying Food

All food is served in a manner that prevents contamination and ensures the safety of all children. The following protocols are followed when serving, self-serving, or displaying food:

- **Timely Service:**
 - Food is served promptly and efficiently once prepared to minimise the time it spends at room temperature.
 - Food is not prepared too far in advance of service.



- **Staff Training:**
 - All staff have completed food safety training.
- **Safe Handling Practices:**
 - Single-use items (such as cutlery, cups, and plates) are used only once and then discarded.
 - Gloves are worn when appropriate.
- **Allergy Awareness:**
 - Staff are trained to be fully aware of children's food allergies and follow procedures to prevent allergen cross-contact during preparation, serving, and clean-up.
- **Child Safety Practices:**
 - Children are encouraged and supervised to ensure they do not share food, plates, or utensils with others.

Allergens, Food Packaging and Labelling

The following protocols are followed to ensure allergen safety and proper packaging of food:

- **Allergen Identification:**
 - Staff read and identify allergens listed in packaged foods.
 - All food items containing allergens are clearly labelled according to regulatory requirements.
- **Staff Training and Awareness:**
 - All staff are trained in food safety and are aware of any child's food allergies in order to prevent accidental exposure.
- **Allergen-Free Alternatives:**
 - Alternate allergen-free options are provided for children with food allergies, ensuring that they are safe and clearly differentiated from allergenic foods.
- **Packaging and Labelling Checks:**
 - All packaging is inspected for damage. Only clean, uncontaminated packaging is used for food storage and service.

Transporting Food

The following protocols are followed to ensure the safe handling of food delivered to our service:

- **Food Safety During Delivery:**
 - Contaminated or damaged food is immediately discarded to prevent any risk to food safety.



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- All food deliveries are inspected upon arrival to ensure quality and safety before acceptance.
- **Cold Food Handling:**
 - Cold food is promptly transferred to the refrigerator after delivery to maintain safe temperatures.
 - Transported cold food is checked to ensure it has remained cold.
- **Packaging and Hygiene:**
 - Clean and safe packaging is used for all delivered food, and it is inspected for any damage before being placed into storage.

Summary

- All food premises and equipment are properly maintained, cleaned, and cared for to ensure they meet food safety standards.
- Cleaning and sanitising of food preparation areas, equipment, and utensils are performed regularly and according to the required procedures.
- All staff follow strict personal hygiene protocols, including thorough hand washing before entering the food preparation process and after any activity that may lead to contamination.
- All staff are properly trained in food safety practices to ensure they adhere to the highest standards of food handling.
- The temperature of food is adequately monitored.
- Regular pest control measures are implemented, with inspections and treatments conducted by a licensed professional.
- Garbage and recycling bins are used correctly and efficiently.

CREATED BY:	Rachel Rose	OSHC Director	12/01/25
POLICY REVIEWED		NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V1		
MODIFICATIONS			
REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE