



POLICY ON FOOD SAFETY

Policy Owner	Registrar
Division/Unit/Department	Occupational Health Practice
Date of Initial Approval	25 September 2018
Approved by	MEC
Approval Dates of Revisions or Amendments	1. 11 April 2019 2. 15 June 2022
Next Review Date	2027
Platform to be published on	Intranet

1 INTRODUCTION

The University of Johannesburg (UJ) is committed to ensure, as far as is reasonably practicable, that food provided to persons on UJ premises, is safe for human consumption. UJ will further ensure that selection and management of food providers is conducted in accordance with minimum standards. Lastly, UJ will ensure that conformance with the minimum criteria aligns with the international Hazard and Critical Control Point Analysis (HACCP) management system.

2 AUDITING OF FOOD PROVIDERS

The auditing of food safety practices is conducted by the UJ Occupational Health Practice. The quarterly cycle is undertaken by external food safety professionals. The unannounced audit consists of a site inspection and assimilates the elements of *housekeeping, maintenance* and a *microbial assessment*. The *housekeeping and maintenance* scores are weighted together as 50% of a Total Food Safety Score, whilst the *microbial* component carries a further 50% weighting.

3 UJ ACCOUNTABILITY

- a) Food Safety audit reports are submitted to the Occupational Health Practice for evaluation and further distribution. Acute risks are made known to the OHP immediately after findings for management by the respective domain managers.
- b) The Director: Property Management oversees all shop tenants at UJ student centres and the Senior Director: Student Affairs oversees the service provider for the Student Meal Assistance Programme. The Director: School of Tourism and Hospitality (STH) oversees kitchens in the STH domain.
- c) Food Safety Audit Reports serve at the MEC Risk Management Committee every 6 months. Acute non-conformances are made known to the Registrar.

4 FOOD PROVIDER ACCOUNTABILITY

- a) Food providers at UJ are responsible to ensure that staff under their control who prepare food, do not suffer from gastro-intestinal or skin conditions, that they are provided with personal protective measures such as gloves and hair nets, and that they have current Hepatitis A immunity.
- b) All Food Providers shall familiarize themselves with the required legislation and Food Safety standards (Annexure 1).

- c) All food providers shall sign indemnity in terms of the OHS-act by completing the Section 37(2), available from the Security Control Room.

5 UJ FOOD SAFETY STANDARD and NON-CONFORMANCE THERETO

a) The accepted standard

- i. The accepted standard for the UJ Food Safety Total Score components shall be 90% conformance to each of the three components, namely *housekeeping and maintenance, microbial score* and the *Total Food Safety Score*.
- ii. The UJ standard of 90% compliance needs to be achieved at every audit.
- iii. The two individual scores, namely Microbial score and Housekeeping & Maintenance score must never be lower than 90%.

b) Non-conformance to the accepted standard

Non-compliance to the accepted UJ food safety standard prompts the respective domain owners to initiate non-conformance management.

- i. One non-conformance leads to a seven (7) day period to implement a remedy and then be re-assessed, after which the facility will be re-assessed during a site visit by UJ staff from Property Management, City of Johannesburg's Environmental Health inspector or by food auditors to repeat sampling for microbiological non-compliance.
- ii. Two such failures per annum leads to termination of the contract without further notice.
- iii. In case of a first audit as a new food tenant at UJ, a period of three (3) months will be allowed to adjust fully to UJ's accepted food safety standard, before the non-conformance clause will be activated.

6 FOOD SAFETY AT UJ EVENTS

Food Safety at UJ events, similarly, is controlled under the same norms, and for this purpose a food provider shall submit their *Certificate of Acceptability of Food Premises* to the OHP before sign-off.

7 INSPECTIONS

All food provision at UJ is subject to inspections by the Environmental Health department of the Johannesburg City Council.

8 FOOD SAFETY PRACTICE ADHERENCE

Food Safety practice adherence consist of aspects listed below:

- a. Personal Hygiene training (Annexure 2)
- b. Personal Health
- c. Environmental and building hygiene
- d. Regular maintenance to building, equipment
- e. Equipment, utensils and work surfaces
- f. Production hygiene (Annexure 1)
- g. Bacterial assessment (Annexure 3)
- h. Hand washing practices- washbasins for hand washing and equipment (washing separate), ensure water is hot enough for equipment washing (63°C), and cold water or warm water for handwashing (40°C)
- i. Protective clothing/uniforms
- j. Personnel facilities/lockers
- k. General behavior.

9 PEST CONTROL PRACTICES

- a. Pest control should be done by approved pest control agencies
- b. Records must be available on site for inspection.
- c. Pest control company approval certificate to be on site and regularly updated
- d. Visits must be conducted on a regular basis and visits must be documented (every 6 weeks for preventative treatment unless pest activity is noticed, then immediate action is required)
- e. Copies of treatment reports, PCO registrations and PC service provider registration and MSDS sheets should be available at the unit for review.

10 CLEANING AND SANITATION PRACTICE

- a. No household chemical substances should be used: only approved Food Grade cleaning chemicals should be allowed;
- b. A cleaning schedule should be on site and practiced;
- c. Waste Control/Rubbish handling
Food waste is ideal for the growth of bacteria, and unless it is carefully protected, will attract flies, rats, mice and other pests that may then transfer bacteria back to fresh food in the kitchen. It is very important for the health and safety of customers and people working in hospitality to make sure that rubbish is removed regularly and safely (*Annexure 4*);
- d. Cleaning equipment should be colour coded per area – cloths, mops, brooms, buckets (e.g. blue for FOH, green for BOH). Use the correct brushes/scourers. Sanitizer buckets should be available for utensils and cloths to be soaked between use to minimize risk of cross contamination;

- e. Cleaning equipment further should be colour coded per different food items, e.g. red – meat, yellow – chicken to minimize the risk of cross contamination;
- f. Each food outlet owner or manager is responsible for the provision and maintenance of a fat trap that is installed underneath the utensil wash basin.

Used cooking oil and fat (including the fat scraped from the fat trap) must be disposed of in the oil waste drum that is supplied and emptied by the UJ Occupational Safety department. No other waste such as eggs shells, plastics and paper may be placed in the oil waste drums.

11 GOODS RECEIVING PRACTICE

- a. Food must be received in sealed containers and immediately transferred to storage
- b. Storage: Processing
- c. Labelling – stock rotation practices (FEFO system: First Expired First Out)
- d. Label stock with the **opening date** as the expiry date is not relevant once the stock is opened. Adhere to the directions on the label regarding shelf life and storage conditions.

12 GOODS DISPATCHED AND TRANSPORTED PRACTICES

- a. Cold chain must be maintained at all times.
- b. In transporting food, the provisions of R962 (*Annexure 1*) must be observed.
- c. Items transported must be covered.
- d. Products to be stored away from walls & not directly on the floor (store products on shelves raised from the floor).

13 PRODUCT SPECIFICATIONS

CATEGORY/ITEM	RECOMMENDED TEMPERATURE
Frozen food Ice cream	<-12° C to -18° C <-18° C
Fresh protein (raw fish, poultry, meat and milk)	0° C to 4° C
Other chilled products	<4° C
Fresh fruit and vegetables	<7° C
Heated products	>+65° C
Dry storage/Ambient Storage temperature to ensure optimum shelf life	Not above 18° C

ANNEXURES

ANNEXURE 1 FOOD SAFETY STANDARDS, GUIDES AND LEGISLATION

1 SANS 10049

<https://www.sabs.co.za/webstore/SetaPDF/Demos/Encryptor/genpreview.php?stdsid=14008060&pid=1658>

2 SANS 10330: HACPP Management system standard

<https://store.sabs.co.za/pdfpreview.php?hash=df1b9b10bd5d9df6c1468ce711569f1fe5adfd12&preview=yes>

3 Compensation for Occupational Injuries and Disease Act 130 of 1993

<https://www.saica.co.za/Portals/0/Technical/LegalAndGovernance/Amended%20Act%20%20Compensation.pdf>

4 Occupational Health and Safety Act 85 of 1993, as amended

<http://www.sun.ac.za/english/policy/documents/occupational%20health%20and%20safety%20act.pdf>

5 National Health Act 61 of 2003

<https://www.gov.za/sites/default/files/a61-03.pdf>

6 Foodstuffs, Cosmetics and Disinfectant Act 54 of 1972. *Regulations governing general Hygiene Requirements for food premises and the transport of food and related matters* (R638)

<http://www.foodfocus.co.za/assets/documents/Regulation%20638.pdf>

7 Certificate of Acceptability of Food premises under Regulation 638:

<http://www.foodfocus.co.za/assets/documents/Regulation%20638.pdf>

8 Code of Practice for Food Handler Activities by Department of Health

<https://www.westerncape.gov.za/text/2003/foodhandlers.pdf>

9 National Department of Health Directorate Food Control & Food Legislation

http://www.nicd.ac.za/wp-content/uploads/2018/05/Food_Control_Food_Legislation.pdf

ANNEXURE 2 TRAINING GUIDE

2.1 Training Manual for Environmental Health Officers on safe handling practices for street foods by A.M.A. Kidiku; April 2001, for the Food and Agriculture Organization of the United Nations.

ANNEXURE 3 BACTERIAL ASSESSMENT

Hygiene sampling will be conducted on employees' hands, food handling work surfaces and ready-to-eat products. Analysis will be conducted in a SANAS accredited laboratory and results will be submitted with the hygiene audit report.

ANNEXURE 4 FOOD WASTE MANAGEMENT

- a. Kitchen refuse and refuse bins shall be removed and emptied throughout the day, even if bins are not full in order to avoid attracting pests. Lids to be placed on bins when not in use and bins should be lined.
- b. Waste shall be sealed and placed in containers a safe distance from the kitchen
- c. If there is a recycle programme for glass, plastic paper or cans in your area make use of the opportunity to cut down the waste dumped into the environment
- d. After emptying, the bins must be thoroughly cleaned before being brought back into the food-handling environment
- e. Left over food, vegetable skins or bones from meat shall be removed from the working place immediately and put into bins lined with plastic bags
- f. It is essential to wash your hands after handling rubbish and before handling food
- g. Should bins be used for storage the bins should preferably be of different colours (e.g waste bins black, food bins white)

Approved by MEC 15 June 2022