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6th April, 2023

Dear Branches,

Below are some guidelines that our Executive Committee would like implemented in our branches as a safety measure and Best Practice for Food Safety and Occupational Health and Safety. Along with the information below, please see the additional attachments which are explained further in this letter. Could all branch secretaries please discuss and implement these new policies with their members.

Food Safety Best Practice

Our organization has a duty of care to our members to ensure food provided by us is safe for consumption. This is achieved by proper food handling, keeping the food preparation area clean and sanitary, storing food in safe conditions and by maintaining good personal hygiene.

Many of us will have Food Safety qualifications, but where this is lacking and where members are working in kitchens preparing food, it is Best Practice for our branches to have only nominated kitchen volunteers who have undertaken a basic online food safety course volunteer in the kitchen. It is up to individual branches to determine how many kitchen volunteers are needed for their circumstances. You may want to have back-ups in case of absences.

The guidelines set out in our CDAV Food Safety Best Practice attached, are based on food regulations found in the Food Act 1984 and HACCP (Hazard Analysis Critical Control Point) Food Safety Program.

Below is a link to the online Department of Health Victoria - Do Food Safely course. This is not a certificate or qualification, just a means of training and food safety knowledge that will assist us to keep our members safe. It only takes 20 mins to complete and is a common-sense approach to food safety. Only those appointed to kitchen duty will be required to undertake this training.

<https://dofoodsafely.health.vic.gov.au/index.php/en/>

Occupational Health and Safety (OH&S) Best Practice

We also need to care for our members by ensuring the environment around us is safe. We have implemented a basic Occupational Health and Safety "Best Practice" plan for our branches to follow while working in kitchens. This is also a common-sense approach to caring for the health and wellbeing of our members.

Attached are 2 flyers and individual plans for Food Safety and OH&S. Please print them and make copies visible to your members. They should be visible in the kitchen area. These will help to remind us of our obligations to the health and safety of our members.

Please don't hesitate to contact me should you have any questions. cdav.leannewood@gmail.com

Kind regards
Leanne Wood.
CDAV President

It's good to compare - but better to share

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