



**Assessment**  
**Workplace Assignment and Supervisor Validation**  
**SITXOHS002A Follow workplace hygiene procedures**

There are two parts to this assessment. You are to complete Part A and forward your documentation and report to Food Safety Australia, and ask your Supervisor to complete the Supervisor Validation for Part B.

If you don't work in a food business, we suggest that you might volunteer at a community or local business. If you have difficulties in accessing a food business, please contact Food Safety Australia and we will assist you.

**PART A**

1. Please provide a copy of your organisation's hygiene procedures.
2. Report on how you follow all hygiene policies and procedures in your organisation. Include:
  1. hand washing
  2. glove usage
  3. clothing/uniform usage
  4. personal cleanliness
  5. sickness, do not come to work
  6. first aid for cuts and abrasions
  7. provide an example of when you have identified and report a poor hygiene practice and what action you took. Attach a copy of any documentation used to report the issue.
  8. describe two potential hygiene hazards within your work and what action is required to address the hazards according to your procedures
  9. describe what you would do, according to your procedures in the following situations:
    - a. you have a cold-sore appearing on your lip
    - b. you have woken up with sore muscles and flu-like symptoms
    - c. you have a rash on your arms which appears while you are at work
    - d. you spill the fluid from raw chicken on your apron

**PART B**

To verify that you consistently apply your knowledge of hygiene at work, we ask that your immediate Supervisor provide verification based on their observation of your work. Please ask that they complete the Supervisor Validation Form on the next page and return it to us.



**PART B Supervisor Validation Form**

A Note to the Supervisor:

To ensure consistency in performance and therefore to validate the participant's competence to demonstrate the required performance criteria within the workplace, Food Safety Australia seeks the input of the immediate Supervisor of the participant. Please read the following questions and provide a response based on your actual observation of the participant, over time. Your honesty is appreciated.

The following table includes a range of skills specific to implementing hygiene procedures. We ask that you verify your observation of the participant in the work setting. You are not assessing the participant's skills and we would suggest that your observation of their work is ongoing over time, and not a specific activity which would make them feel uncomfortable. Please complete the table and questions, sign and date this form and return it to Food Safety Australia at the address listed at the end of this document.

Participant Name: Edward Wong (Tung Shing Wong) Phone: 0428547290

Supervisor Name: Jorg Thonnissen Phone: 0411696693

Organisation Name: West Australian Caterers Pty. Ltd. Fax: 08 92010211

Organisation's Address: 79 Eton Street North Perth WA 6006

Participant's Role in Organisation: Kitchen Manager

How long have you known the participant and observed them at work? 15 years

Date: 23 / 08 / 2013

Have you observed the participant...	Supervisor Comments
1. Following your organisation's hygiene procedures?	Have you observed any:  - personal hygiene issues (eg. unclean fingernails, uniform, skin, hair, uncovered sores or cuts, touching of hair/skin without washing hands immediately after, not washing hands after breaks eg. toilet, cigarette, lunch breaks)  <b>None Observed – all procedures followed</b>



Have you observed the participant...	Supervisor Comments
	<p>- food handling hygiene issues <b>None Observed – all procedures followed</b></p> <p>- food storage hygiene issues <b>None Observed – all procedures followed</b></p> <p>- cross-contamination hygiene issues <b>None Observed – all procedures followed</b></p> <p>- cleaning hygiene issues (eg. utensils, equipment not thoroughly cleaned) <b>None Observed – all procedures followed</b></p> <p>- use of aprons or other linen/laundry <b>Wears aprons as per kitchen food safety standard</b></p> <p>- garbage disposal or handling issues <b>Disposes garbage as outlined in our organisation’s hygiene manual</b></p>
<p>2. Wear suitable clothing/uniform, gloves, hair-nets, aprons?</p>	<p>Student wore .....?</p> <p><b>Student has conducted himself as outlined in our organisation’s hygiene manual</b></p> <p>Are hair accessories, jewellery, watches, and bandages worn in accordance with your organisation’s procedures?</p> <p><b>Student has conducted himself as outlined in our organisation’s hygiene manual</b></p>
<p>3. Regularly hand washing?</p>	<p>How are hands washed? (check your procedure, should include use of warm water, use of soap, thorough rubbing of hands together, rinsing well, single use towel used)</p> <p><b>Student has been observed to conduct himself as outlined above and as per our organisation’s hygiene manual</b></p> <p>When? (before handling food, after handling raw food, after toilet use, smoking, coughing, sneezing, blowing nose, eating, drinking, touching hair, scalp or any would)</p> <p><b>Student has been observed to conduct himself as outlined above and as per our organisation’s hygiene manual</b></p>
<p>4. Correctly use a sanitizer?</p>	<p>Which sanitizer? What tasks were observed?</p> <p><b>Student has conducted himself as outlined in our organisation’s hygiene manual kitchen hygiene D4 sanitizer (suma brand – Johnsons)</b></p>



Have you observed the participant...	Supervisor Comments
5. Clean work areas before beginning any food preparation correctly?	What was cleaned and sanitized? <b>Student has been observed to conduct himself as outlined above and as per our organisation's hygiene manual</b>
6. Use of cleaning equipment, clothes and materials to avoid cross-contamination?	Which equipment and utensils cleaned and observed? <b>Student has been observed to conduct himself as outlined above and as per our organisation's hygiene manual</b>  Use of apron/other clothing? <b>Student has been observed to conduct himself as outlined above and as per our organisation's hygiene manual</b>  Use of clean uncontaminated cleaning cloths? <b>Student has been observed to conduct himself as outlined above and as per our organisation's hygiene manual</b>

Please answer the following questions:

Does the participant know where to look for information regarding your organisation's hygiene policies and procedures? Yes / No

Can you think of any occasion where the participant may not have complied with the hygiene procedures? Yes / No

Comment: No comments to be made

General Comments:

No comments to be made

  
\_\_\_\_\_  
Supervisor's Signature