



OzCook Catering

Policies and Procedures Library

Updated: 02-01-2026 Review period: Every two (2) years Location: OzCook Catering document library

FOOD SAFETY POLICY

About this policy

Purpose

OzCook Catering is committed to maintaining high food safety standards and complying with Australian food safety legislation and hospitality industry requirements.

This policy aims to:

- minimise food contamination risks
- maintain safe food handling practices
- support allergen management
- ensure safe transport and storage of food products.

Application

This policy applies to all food preparation, transportation, storage and catering operations conducted by OzCook Catering.

Authorisation and review

This policy is authorised by the business owner and Food Safety Supervisor (FSS) and will be reviewed every two (2) years or as required.

Location

This policy is maintained within the OzCook Catering document library.

Related procedures

Food preparation

- Food preparation must be conducted in a certified commercial kitchen.
- Workers must maintain safe food handling practices.
- Cross contamination risks must be minimised.
- Separate preparation areas should be used where appropriate.

Temperature control

- Cold and hot holding temperatures must be monitored regularly.
- Temperature checks should be completed every 30 minutes during events.
- The 2-hour/4-hour food safety rule must be followed.

Transportation

- Refrigerated transportation must be used where required.
- Food products should be protected during transport.
- Vacuum sealed products must be checked before dispatch.

Allergen management

- Customer dietary requirements should be confirmed before events.
- Allergen information should be communicated clearly.
- Special dietary products should be handled carefully.

Hygiene requirements

- Workers must wash hands regularly.
 - Clean uniforms and PPE must be used.
 - Workers who are unwell must report symptoms immediately.
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Responsibilities

Food Safety Supervisor

The Food Safety Supervisor is responsible for:

- monitoring food safety compliance
- reviewing temperature records
- supporting safe food handling procedures.

Workers and contractors

Workers and contractors are responsible for:

- following food safety procedures
 - maintaining hygiene standards
 - reporting food safety concerns immediately.
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