

PERSONAL HYGIENE CHECKLIST*

Measure	Sign Off			Action
	Yes	No	N/A	
Mandatory				
Do I have an accessible hand wash basin?				
Is my hand wash basin supplied with warm running water?				
Is my hand wash basin supplied with soap (preferably liquid) and paper towel?				
Do my staff use the hand wash basin at appropriate times ie: before starting work, after going to the toilet, after using a nasal tissue or after touching any item that could potentially contaminate the food about to be handled?				
Do staff with longer hair have it covered or tied back?				
Do staff wear only minimal jewellery ie: sleeper earrings and a plain wedding band?				
Do staff have a neat, tidy and clean dress ie: uniform, apron etc?				
Do staff have short clean fingernails which are free of nail varnish and false coverings?				
Are all staff aware of their responsibilities as a food handler to handle food in a manner that will not contaminate it?				
Are all staff aware of their responsibilities as a food handler to not work when they have an infectious illness?				
Am I aware of my responsibilities as a food business proprietor to not allow my staff to work if they are ill?				
Advisory				
Do I have back-up supplies of soap & paper towel for my hand wash basin?				
Do I have a procedure for hand washing which my staff have read, agreed to and follow?				
Do I have a hand washing policy which staff have read, agreed to and follow?				
Do I have a personal appearance policy outlining clothing/uniform requirements, what jewellery is acceptable to wear, how hair is to be covered &/or restrained and fingernail requirements which staff have read, agreed to and follow?				
Do I have a sickness policy which my staff have read, agreed to and follow?				
Have I made my staff aware of their responsibilities as a food handler which are outlined in the <i>Food Safety Standards 2001</i> ?				
Am I aware of my responsibilities as a food business proprietor which are outlined in the <i>Food Safety Standards 2001</i> ?				
Date:				Checked By:

The answer to all of the above mandatory items should be **YES**, otherwise you are in breach of the requirements of the *Food Safety Standards 2001*. Please take all required action to rectify the breach/es as soon as possible.

If you would like to discuss any of the above issues or would like any assistance with the above items, please contact Fraser Coast Regional Council, Health Regulation & Compliance on 1800 811 400 or 4197 4244.

* Please be advised that to reach a platinum rating on your *Eat Safe Fraser Coast* inspections, both the mandatory and advisory items should be completed. This checklist is a guide only and is not definitive in it's requirements on personal hygiene.