Receiving food safely
Fact sheet

Everyday, Council's Environmental Health Officers (EHO's) work with residents and local businesses to help make our city what it is today with a long term vision for the future.

You need to ensure you take all possible steps to ensure you receive safe food. When you receive food deliveries, you need to check the:

- temperature of potentially hazardous food – you can find out more about potentially hazardous food in the Temperature Control and Thermometer Use fact sheet
- packaging and the food – to make sure it is protected from contamination
- labelling – to be able to identify what the food is and supplier.

It is a good idea to use a product receival log to record your delivery checks.

How to make sure food is protected from contamination

- Choose reputable or trusted suppliers and keep their contact details.
- Arrange for food to be delivered when there is someone at your business who can receive and check the food.
- Conduct a visual check of your food when it is delivered. Your food should be delivered in packages and containers that aren't damaged. Look for signs of contamination, such as water and mould and signs of damage, such as rust, dents, leaks and bulges.
- If you find food that is contaminated, you should reject the delivery and contact the supplier.

Dented packaging

Fresh meat left outside of premises
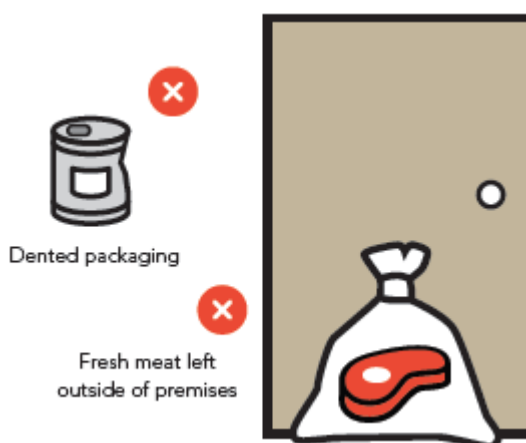
Food labelling tips

- When the food is delivered, check the label for the name of the food, the supplier, origin and storage instructions.
- Check the use-by date of the food.
- If you repackage food from suppliers or remove the original label, you need to:
  - record the details of the supplier and products;
  - keep the invoice; or
  - re-label the food, including the name and use-by date.
- If you cannot identify the food and the supplier, reject the delivery and contact the supplier.

How to check the temperature of potentially hazardous food

- If you are receiving potentially hazardous food, check the temperature of a randomly selected sample:
  - cold food – should be kept below 5°C
  - hot food – should be kept above 60°C
  - frozen food – should be frozen solid and not partly thawed.
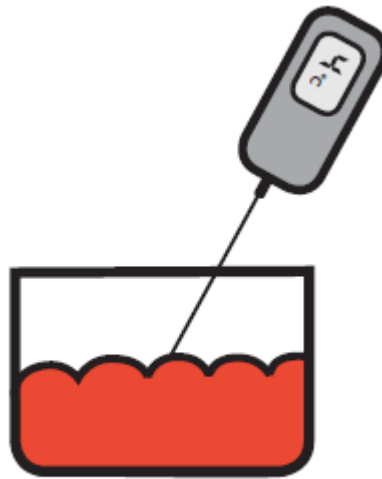
Check food is below 5°C

- You can find out how to check temperatures in the Temperature Control and Thermometer Use fact sheet.
- If you check the delivery and it does not meet the temperature requirements, reject the delivery and contact the supplier.
- It is recommended you record any temperature checks.

Further information

For further information on Food Safety visit https://www.coorong.sa.gov.au/council-services/environmental-and-public-health/food-safety
Email: council@coorong.sa.gov.au