# Compliance assessment

All staff are to complete this assessment for the following purposes:

1. A clear demonstration that all Bunjappy’s employees have the knowledge required to ensure hygienic practices are used in our workplaces.
2. As evidence in our company’s application for an accredited Safe and Healthy Workplace rating that is available through our State Government.
3. To provide some starting data for our Workplace Health and Safety Committee.

Please record your responses in a digital document and place in your work e-portfolio that you will submit to your supervisor.

## Part A

1. Explain the importance of implementing the following personal hygiene practices for personal health and wellbeing prior to and during service periods. (Maximum 3 – 5 lines each)
2. Bathing or showering
3. Brushing and flossing teeth; using mouthwash
4. Cutting or manicuring fingernails
5. Treating skin allergies, conditions or wounds
6. Using deodorant
7. Using hand sanitiser
8. Washing clothes regularly
9. Washing hands regularly
10. Washing scalp and hair
11. Wearing clean clothing and personal protective equipment
12. What is personal cleanliness? How can you maintain personal cleanliness of the following personal attributes during service periods? (Maximum 3 – 5 lines each)
13. Hair
14. Hands
15. Nails
16. Skin
17. Work clothing
18. Explain the importance of ‘Personal protective equipment’ and ‘Contamination’ in the context of the hospitality industry. (Maximum 3 – 5 lines each)
19. List any six (6) practices that you can use to ensure that you do not contribute to contamination of food and premises with yourself, your work clothes and personal protective equipment during service periods.
20. Answer the following:
21. What is hygienic personal contact? (Maximum length - 100 words)
22. Explain the importance of organisational policies and procedures in ensuring hygienic personal contact in the service period. (Maximum length - 150 words)
23. Explain the meaning and root cause of the following types of diseases:
24. Airborne disease
25. Infectious disease.

(Maximum of 100 words for each)

1. Provide a brief description of how micro-organisms are spread to infect people in the following circumstances:
	1. Blowing nose
	2. Coughing
	3. Drinking
	4. Scratching skin and hair
	5. Sneezing
	6. Spitting
	7. Touching wounds

(Maximum 3 lines each)

1. Explain why hand washing is required after the following:
2. Contact with cleaning cloths, linen, and tea towels
3. Contact with linens contaminated with human waste, blood and body secretions
4. Coughing, sneezing and blowing the nose
5. Eating and drinking
6. Scratching skin and scalp
7. Smoking
8. Spitting
9. Touching the hair, scalp or any wound

(Maximum 3 lines each)

1. Explain in 50 – 100 words, how washing hands can prevent the spread of micro-organisms and the procedure you should use when carrying out this hygienic practice?
2. Explain how the following can negatively impact the health of self and others.
3. Lack of hygiene focussed signage
4. Lack of personal protective equipment
5. Seeing others using unhygienic practices
6. Dirty hand washing facilities
7. Unclean public areas
8. Unclean toilets
9. Unclean workstations

(Maximum 5 lines each)

1. Explain any three (3) ways to report unresolved hazards that may affect the health of self and others.
2. List any six (6) employee responsibilities associated with hygienic practices and maintaining the hygiene of the workplace.
3. List five (5) organisational hygiene procedures that you believe our organisation needs to ensure are promoted at every opportunity.
4. Write down any four (4) unsafe practices that can cause food contamination and food-borne illnesses that could occur in our enterprises.
5. Name any three (3) food hazards that may affect the health and safety of our customers, employees and yourself.
6. What is the role of local government regulators in the food industry? Write any three (3) roles they may have.
7. If Bunjappy were to fail one of the regular audits by health inspectors, what would be two (2) ramifications of this failure to obey food safety law and our own organisational policies and procedures?
8. What are six (6) actions that your team can take to remove or minimise hygiene hazards in the food preparation areas?
9. What is HACCP, and what does it stand for? (Maximum length 50 words)
10. How can you prevent food contamination when handling food? List any five (5) ways.
11. What kind of personal assets (the personal things a person may wear or use at work) can cause contamination? (Maximum 2 lines)

## Part B

## Prevent health hazards in the workplace

**Scenario:** According to the organisational procedures, you are required to regularly inspect the premises to prevent health hazards in the workplace. This week according to the roster you are required to inspect toilet and handwashing facilities of the workplace. Therefore, you are required to perform the following task:

**Task 1**

In this task, you are required to carry out inspection of your premises to ensure the following:

* Spread of micro-organisms
* Address workplace hygiene hazards and report any unresolved hazards that may affect the health of self and others

Document your findings in the given hygiene report.

|  |
| --- |
| **Hygiene report** |
| Inspected by:  | Date: |
| Area covered: |
| Health hazards found | Type of Hygiene Hazard | Location of Hygiene Hazard |
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**Task 2: Research**

1. Mention the causes and effects of microbiological contamination of food. Write your answer in 50-100 words.
2. Write the responsibilities of an employer and employee while participating in hygienic practices — list three (3) for each.
3. What is the meaning of **contamination and potentially hazardous foods according to Australia New Zealand food standards code? Answer in 70-120 words.**
4. List any four (4) hygiene actions that must be adhered to avoid food-borne illnesses.
5. Explain the purpose of food safety programs. Write your answer in 50-100 words.
6. As per the “Food Standards Code” what are the requirements for handwashing facilities at food premises? Write your answer in 50-100 words.