

SENTENCE/ORDER
MANAGEMENT

Disclosure of Information Privacy Notice

Upon this information being disclosed, you will become an "informed person" under section 341 of the Corrective Services Act 2006. You must not disclose this information to anyone else except as authorised under the Act. Unlawful disclosure of this confidential information could result in your being fined or imprisoned. If you think you may need to disclose this information further and you are uncertain about whether the disclosure would be authorised under the Act, you should seek advice before proceeding."

Food Handler Obligations

PART 1

As a food handler, you have certain obligations under the Food Safety Standards. These requirements are to help protect both you and the consumers of the food you prepare from potential food borne illness.

Please complete this checklist following your initial food safety training:

Please ✓

1 As a food handler, I must take all reasonable measures not to handle food (or surfaces likely to come into contact with food) in a way that may compromise the safety or suitability of the food.

2 As a food handler if I have a condition or a symptom that indicates that I may be suffering from a food borne disease, or if I know I am suffering from a food borne disease, or that I am a carrier of a food borne disease, whilst at work I must:

- Report this to my supervisor
- Not engage in any handling of food where there is a likelihood that I might contaminate food as a result of the disease or condition
- Take all practicable measures to prevent food from being contaminated as a result of the disease or condition if my supervisor allows me to do other work on the food premises.

3 As a food handler, I must notify my supervisor if I know or suspect that I may have contaminated any food that I have handled.

4 As a food handler, I must, when engaging in any food handling operation:

- Take all practicable measures to ensure my body, anything from my body, and anything I am wearing does not contaminate food or surfaces likely to come into contact with food
- Take all practicable measures to prevent unnecessary contact with ready-to-eat food
- Ensure my outer clothing is of a level of cleanliness that is appropriate for the handling of food that I am involved with
- Cover any exposed bandages and dressings with highly visible waterproof coverings
- Not eat over unprotected food or surfaces likely to come into contact with food
- Not sneeze, blow or cough over unprotected food or food contact surfaces
- Not spit, smoke or use tobacco or similar preparations in areas in which food is handled
- Use the designated toilet facilities.

5 As a food handler, I must wash my hands:

- Whenever they are likely to be a source of contamination of food
- Immediately before working with ready-to-eat food after handling raw food
- Immediately after using the toilet.
- Before commencing or re-commencing handling food
- Immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances
- After touching my hair, scalp or a body opening.

6 As a food handler, I must wash my hands in the manner described below, when engaging in a food handling operation that involves unprotected food or food contact surfaces:

- I use the hand washing facilities provided.
- I thoroughly clean hands using soap or other effective means
- I use warm running water
- I thoroughly dry hands on single-use towels or in another way that is not likely to transfer pathogenic micro-organisms to my hands.

Name: _____ Date: _____



PRIVACY NOTICE

Sections 7, 11, 27, 212, 213, 265 of the Corrective Services Act 2006

The Department of Community Safety is collecting the information on this form for the following purposes:

- *To evaluate your suitability for Low Custody and update QCS records.*
- *For the Department to discharge its legislative, accountability, administrative, reporting, management, personnel and financial functions.*

The Department of Community Safety usually gives some or all of this information to other State and Federal government departments.

In addition to the above uses and disclosures, your personal information may also be used and disclosed as per the Queensland Corrective Services Offender Privacy Statement that has been provided to all offenders and is otherwise available in the correctional centre library.

Exit Control

Process	Completed	Within Timeframe?	Comments
Completion summary accurate and completed within 30 days of completion (unless pending action):	Y/N	Y/N	
Order(s) completed on IOMS within 30 days unless pending action:	Y/N	Y/N	
Verified:	Date:	By:	Signature:



QUEENSLAND CORRECTIVE SERVICES
ADMINISTRATIVE FORM – GUIDELINES FOR THE COMMUNITY SERVICE WORKER
Availability: Public Implement Date: 29 January 2009

- a) You must arrive at your assigned Community Service Project on time, ready to commence your day's work at the starting time specified in your "Work Instruction";
- b) You must obey all reasonable directions from your On Site Supervisor;
- c) You must not leave the project site until the On Site Supervisor gives permission;
- d) You must enter the date and the start and finish times worked on your timesheet/signature card on the day the work is performed. Hours worked not entered on your time sheet will not be credited. All entries will be countersigned by the On Site Supervisor;
- e) You must report to Community Service cleanly and neatly dressed. Appropriate dress for community service includes enclosed footwear, a t-shirt or long sleeved shirt, shorts or long pants. Trunks, sandals, sleeveless top or no top are NOT permitted;
- f) If you are unable to attend Community Service, you must advise your On Site Supervisor and Compliance Officer as soon as possible on the day you will be absent;
- g) It is your responsibility to provide documentary evidence if you are unable to attend Community Service because of an illness or medical disability. Original medical certificates stating the exact period of time that you are unfit to work must be promptly supplied to your Compliance Officer ;
- h) If you are unable to attend Community Service on an assigned day because of paid employment, you may also be asked to produce documentary evidence (eg a letter from your employer confirming dates and times of paid work or pay slip);
- i) You must provide your own transport to and from your assigned Community Service Project;
- j) A minimum of eight hours attendance is required each day unless you are otherwise directed or prior permission has been received from your Compliance Officer. You must perform Community Service work on all of the days and at the times specified in the Work Instruction which you have agreed to and signed;
- k) Morning tea (15 minutes), lunch (45 minutes) and afternoon tea (15 minutes) are at set times. These times will be strictly enforced. No one may leave the work site at these times;

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- l) Breaks are counted as time worked when a worker performs more than six hours work per day as directed by their Compliance Officer. Workers performing less than six hours per day by special arrangements with their Compliance Officer are not entitled to meal breaks;
- m) You must take your own food and drinks to the project site each morning;
- n) All tools and equipment must be treated with care and returned after use to the location from which they were issued;
- o) You must not take relatives, friends or pets to your Community Service Project;
- p) You are not permitted to use electronic equipment such as mobile phones, laptop computers or iPods whilst performing community service unless by special arrangement with the project supervisor.
- q) In the event of bad weather, you are expected to report to your assigned Community Service Project as directed. If indoor work is available you will perform the assigned day's work. If indoor work is not available, the On-Site Supervisor will credit you two hours work and dismiss you for the rest of that day;
- r) If you change address, you must advise your Compliance Officer of your new address or place of residence within 48 hours;
- s) Your Compliance Officer has the right to change your project;
- t) Before making a payment on your Fine Option Order please request a copy of a certificate of Calculation of Balance of Hours from your Compliance Officer. This certificate should accompany any payment you make to the Court or SPER Registry;
- u) Once you receive a Notice to Stop Contravening the Order/s you must not report to the community service project site. After receiving this Notice your next contact must be with your Compliance Officer;
- v) The Notice to Stop Contravening the Order/s will only be issued once. If you receive a Notice and provide a legitimate reason for not attending community service and then resume work please remember, for the time you are under Fine Option Orders, to contact your Compliance Officer within 48 hours if you are unable to perform community service and can provide a reasonable explanation for your inability. If no explanation is received contravention action may proceed without further notice to you.

SAFETY INSTRUCTIONS

- a) Under the *Workplace Health and Safety Act 1995*, you must comply with all safety Instructions;
- b) You must use personal protective equipment when provided by the workplace;