

Food Recalls

Policy Number 5.045

Policy Function Safe Practice and Environment

Issue Date 11 August 2022

Summary The intent of this policy is to have a process in place to notify Justice Health and Forensic Mental Health Network (the Network), Corrective Services NSW (CSNSW) and Youth Justice NSW (YJNSW) of a food that has been recalled by the NSW Food Authority or the Ministry of Health and that recalled foods are removed from the NSW Custodial, Long Bay Hospital (LBH), Forensic Hospital (FH) and the Youth Justice environment. When appropriate, this information can also be communicated via the Network Commissioning Unit to privately managed centres.

Responsible Officer ED Clinical Operations

Applicable Sites Administration Centres

- Community Sites (e.g. Court Liaison Service, Community Integration Team, etc.)
- Health Centres (Adult Correctional Centres or Police Cells)
- Health Centres (Youth Justice Centres)
- Long Bay Hospital
- Forensic Hospital

Previous Issue(s) Policy 5.045 (Sept 2018, Jul 2015)

- Change Summary**
- *Updated the levels of recalls*
 - *Updated links to documents*
 - *Minor wording and grammar changes*

TRIM Reference POLJH/5045

Authorised by Chief Executive, Justice Health and Forensic Mental Health Network

1. Preface

Food Standards Australia New Zealand (FSANZ) has the responsibility of coordinating food recalls when food items pose a possible health and safety risk to consumers. Each Australian State and Territory has an assigned 'Action Officer'. In NSW the assigned action officer is the NSW Food Authority Recall Coordinator.

A food recall is defined as 'an action taken to remove from distribution, sale and consumption, food which may pose a health and safety risk to consumers'.

There are four levels of recalls:

- Trade recall – involves recovery of the product from distribution centres and wholesalers.
- Consumer recall – involves the recovery of the product from all points in the production and distribution system including any affected product in the possession of consumers.
- Company instigated recall where the manufacturer or importer initiates a food recall
- Mandatory recall – where the CEO of the NSW Food Authority directs the manufacturer/ importer to recall a food product.

This policy refers to the consumer recall where the affected product which has been produced or supplied by the Network may be in the hands of the consumer (being either patient or staff member). Trade recalls are out of the scope of this policy. There have been instances within the correctional environment where action has needed to be taken to remove a food item from distribution at the consumer recall level.

Items of recall have previously included vending machine dispensed items, milk and baby formula where action has had to be taken to remove the items from correctional/juvenile facilities that are available commercially.

2. Policy Content

In the event of a recall affecting Network staff, food prepared by Network staff for patients, or food available for retail sale in the Long Bay or Forensic Hospitals, the Senior Environmental Health Officer (SEHO) or delegate, will issue an Important Notice with the recall notice attached. Network staff must adhere to the direction contained in the Important Notice.

The Important Notice will advise staff of the following:

- Product name,
- Food product description
- Production date or batch number, and
- Health advice for staff if stated in the recall notice.

2.1 Mandatory Requirements

- The SEHO must subscribe to receive alerts of a recall from the NSW Food Authority.
- Upon receipt of a recall notice, the SEHO must interpret the NSW Food Authority recall notice to determine whether it is applicable to our environment.

If the recall is relevant, the SEHO must advise the Service Director Population Health, relevant Nurse Managers and inform the Domestic Services Manager in LBH, and the Public and Private Partnership (PPP) Helpdesk, and place an Important Notice on the Network intranet concerning the food product recalled and a link or copy of the original recall notice. The NUM or delegate should ensure that CSNSW or YJNSW management of each site are notified of the recall so affected foods can be removed.

- Products must be recalled from the NSW custodial, LBH, FH and YJ NSW environment in accordance with recall notice instructions.

2.2 Implementation - Roles & Responsibilities

- The SEHO and the Service Director Population Health will be the point of contact for all Network and YJNSW staff concerned about the recall notice.
- The SEHO (or delegate) is responsible for placing the Important Notice.
- Network staff must comply with the instructions in the Important Notice, and/or recall notice.
- Network staff must withdraw the food from point of sale or distribution within the Forensic or Long Bay Hospitals, and dispose of it in accordance with the instructions on the recall notice.
- The Domestic Services Manager will participate in any mock recall activities run by CSI Food Services.
- Staff must comply with all of the Network's work health safety policies and procedures.

3. Procedure Content

1. SEHO subscribes and receives food recall alerts and notifications from *NSW Food Authority*. Note, to receive alerts, staff may go to <http://www.foodauthority.nsw.gov.au/email-alerts> and click on Food Alerts NSW "Consumer food recalls and advisories" box.
2. When a recall notice is received, the SEHO will investigate and in consultation with the Manager of Health Advancement determine the need for the recall notice to be placed on the Network intranet Important Notices. The need is determined according to where the product has been distributed or whether it is a common item.
3. SEHO contacts relevant staff such as Domestic Services Manager to check for the product and remove it in accordance with the recall notice.
4. In the event that the recall is a consumer recall, the SEHO will liaise with the CSI Business Manager Food Services to ensure appropriate action has been taken. The SEHO will also notify the Service Director Population Health.
5. All records from recalls will be filed in the Environmental Health - Food recalls container in HPRM.

4. Definitions

Consumer recall

A consumer recall involves recovering food product from all points in the production and distribution network including any product in the possession of consumers. The distribution network includes but is not limited to trade outlets, grocery stores, supermarkets, vending machines, and anywhere else that sells food.

Must

Indicates a mandatory action to be complied with.

Should

Indicates a recommended action to be complied with unless there are sound reasons for taking a different course of action.

Trade recall

A trade recall involves recovery of the product from distribution centres and wholesalers and may also involve hospitals, restaurants and other major catering establishments, and outlets that sell food manufactured for immediate consumption or food that is prepared on the premises.

5. Legislation and Related Documents

Legislation

[Food Act 2003](#)

[Food Regulation 2015](#)

Food Standards Australia
New Zealand

[Food Industry Recall Protocol 2014](#)