

# How to use: *Listeria* in ready-to-eat foods training resource

7 July 2017

## 1 Purpose

It is a legal requirement under the Animal Products Act (APA) that all staff entering ready-to-eat food processing areas, and some Dual Operator Butchers understand **how** and **what** they need to do to minimise *Listeria* contamination. To help with this, MPI has developed the “*Listeria* in ready-to-eat foods training resource for businesses” (training resource, Figure 1).

This guide was written to help you as a processor and your staff to use the training resource, which in turn will help you meet the competency requirements specified in Part 15 of the Animal Products Notice: Specifications for Products Intended for Human Consumption 2016 (HC Spec).

## 2 Who should read this

The “*Listeria* in ready-to-eat foods training resource for businesses” (training resource) will be useful for:

- Risk Management Programme (RMP) operators processing ready-to-eat animal products;
- operators processing ready-to-eat foods under the Food Act 2014; and
- operators processing ready-to-eat dairy products under the APA 1999.



## CONTENTS

This e-learning resource has 5 separate parts.

It has been designed as one way to help you meet the competency requirements in the Part 15 of the [Animal Products Notice: Specifications for Products Intended for Human Consumption, Specification](#).

### Part 1

*Listeria* – why should you be concerned?  
The risks to the operation and consumers from *Listeria*

### Part 2

Which foods are most likely to cause illness

### Part 3

Sources of contamination

### Part 4

How *Listeria* gets into food

### Part 5

Cleaning and sanitation to prevent contamination

There is a quiz at the end of each part to see what you have learnt about *Listeria*.

Open this PDF in Full Screen mode to use the interactive elements.

Figure 1: The “*Listeria* in ready-to-eat foods training resource for businesses” cover page.

### 3 Contents of the training resource

The training resource contains 5 separate and interactive Parts:

- Part 1: *Listeria*
- Part 2: Risk foods
- Part 3: Sources of contamination
- Part 4: How *Listeria* gets into RTE
- Part 5: Cleaning and sanitation to prevent contamination with *Listeria*

Each Part discusses a specific aspect of *Listeria* management and finishes with a quiz. Each Part may take about 10-30 minutes to complete.

### 4 Why was the training resource developed?

*Listeria monocytogenes* (*Listeria*) causes the illness listeriosis, which can make people sick or kill them. Most cases of listeriosis occur in people who have consumed chilled ready-to-eat foods contaminated with high numbers of *Listeria*. *Listeria* may be introduced into the processing area.

It is important for operators to have control measures in place to reduce the potential for contamination of ready-to-eat foods from personnel to design and construction and operation of your food business.

Everyone who is involved with the processing of ready-to-eat foods or may need to enter to the processing area should be aware of how contamination occurs and their role in preventing this from occurring. This includes:

- food business owners;
- operators processing ready-to-eat foods;
- shift managers;
- process workers;
- quality assurance and quality control staff;
- cleaners;
- engineers and maintenance staff.

This awareness comes from training and developing competence in *Listeria* management.

### 5 How to meet the competencies requirement?

Part 15 of the HC Spec requires all staff involved in processing ready-to-eat animal products to understand *Listeria* management appropriate to their roles and tasks. They must also be able to demonstrate these skills (Figure 2).



Figure 2: Staff should demonstrate they know how to follow *Listeria* management procedures.

The training resource is one way to support your staff to meet the *Listeria* competency requirements of HC Spec (Figure 3).

By the end of the training resource, you and your trained staff should have knowledge of:

- what *Listeria* is;
- why *Listeria* needs to be controlled;
- how this is achieved; and
- your role in preventing contamination.

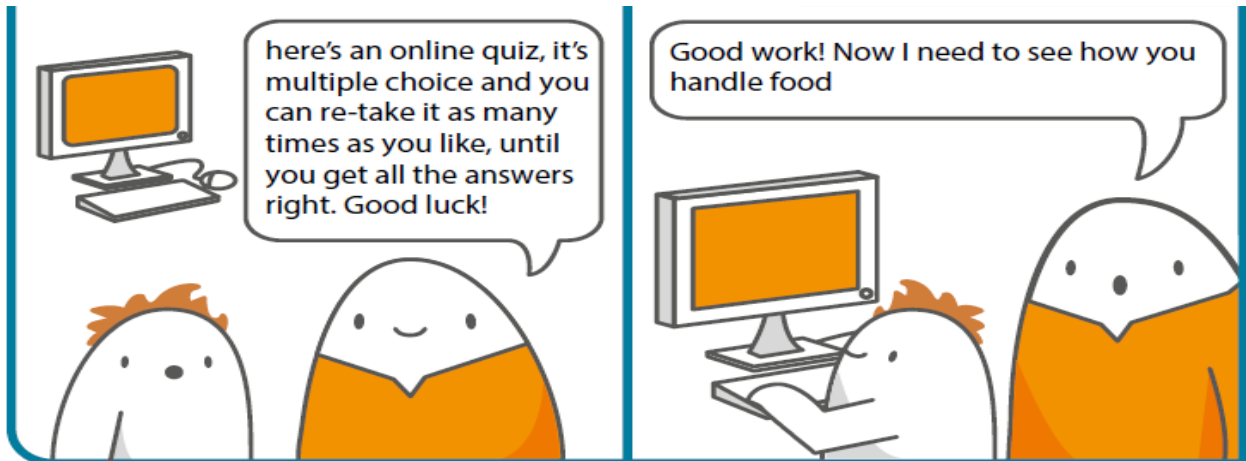


Figure 3: The training resource contains quizzes to test understanding.

## 5.1 Other approaches

There are many other ways that your staff can be trained to develop competence in *Listeria* management including:

- sending them on formal training courses;
- hiring a consultant to provide in-house training;
- showing them how do certain tasks properly, e.g. hygienically slice ham, then observe them performing the tasks and ask questions;
- making quizzes for them;
- giving them training materials to read.

## 5.2 Refresher training

It is important to keep your and your staff's understanding and knowledge of *Listeria* up-to-date. Refresher training should be provided regularly (e.g. August every year) and expanded upon as opportunities arise.

## 5.3 Record keeping

Keep a record of how and when staff were trained to follow the *Listeria* management procedures, including:

- who was trained;
- when;
- how;
- what parts of the *Listeria* management procedures were covered; and
- signatures from the trainer and trainee.

Refer to [Appendix 1](#) for an example of a staff training record sheet. Update your training if there is a significant change in the *Listeria* control measures in your food business.

## 6 How to use the training resource

**The training resource can be used by individuals or provided to your staff by a trainer or member of your staff with good understanding of *Listeria* management.**

Before commencing the training, you need to find out:

- the types of ready-to-eat foods you process; and
- your *Listeria* management procedures, such as:
  - critical control points and control measures;
  - good operating practices and supporting systems;
  - procedures and policies to ensure food safety; and
  - how you monitor that your process is under control and carry out verification.

A good place to start is to read through your documented procedures and talk to your colleagues.

### 6.1 Operators and managers

Use this material to upskill existing staff or when training new staff. You, a senior manager or designated trainer, should work through the training resource with staff. This will help staff understand the training and how it applies to your food business.

To train your staff effectively, you should:

- have a clear understanding of the requirements of 15 of the HC Spec; and
- go through the training resource beforehand and consider how each Part relates to your food business.

Each module might take about 10-30 minutes to complete but may take longer if you discuss how the controls work in your food business. Encourage staff to engage in discussion and contribute to control measure development and improvements.

A record of completed training should be kept for each participant. An example of a training record is provided in [Appendix 1](#).

## 7 Other resources and information

More resources and guidance on *Listeria* management are available on the MPI website:  
<http://www.foodsafety.govt.nz/science-risk/programmes/hazard-risk-management/listeria.htm>



## Appendix 1: Example Staff Training: *Listeria* management

<b>NAME</b>	
<b>POSITION</b>	<b>START DATE</b>

<b>Listeria training resource</b>	<b>Other Listeria training</b>	<b>Employee signed / date</b>	<b>Supervisor signed / date</b>
<i>e.g. Part 1 Listeria</i>	<i>e.g. External course, MPI Listeria factsheets read etc.</i>		

<b>Refresher training</b>	<b>Employee signed</b>	<b>Supervisor signed</b>
<b>Date due</b> <i>(e.g. June each year)</i>		
<b>Date completed</b>		

## Appendix 2: Training requirements in the HC Spec

Adapted from the [Animal Products Notice Specifications for Products Intended for Human Consumption 2016](#)

The operator must ensure that personnel have knowledge and understanding that is appropriate to their role of:	Personnel involved in processing ready-to-eat animal product	Person responsible for designing and implementing <i>Listeria</i> management within the premises
<i>Listeria monocytogenes</i> - illness it causes	✓	✓
<i>Listeria monocytogenes</i> - sources of contamination	✓	✓
<i>Listeria monocytogenes</i> - harbourage sites and transmission routes	✓	✓
The risks to the operation and consumers from <i>Listeria monocytogenes</i>	✓	✓
The specific procedures for the roles, tasks or control measures for which they are responsible	✓	✓
The specific control measures to eliminate, prevent, or reduce the likelihood of <i>Listeria monocytogenes</i> contamination during processing, distribution, storage and use		✓
How to develop and implement an environmental and product testing programme if required		✓
How to analyse and review test results, if any testing is undertaken		✓
The actions to be taken following a detection of <i>Listeria</i> or <i>Listeria monocytogenes</i>		✓
Sampling, if required. This must be undertaken by a person who has received appropriate training, including in the identification of sampling sites, and how and when samples may be composited.	If required	If required

The operator must keep training records.

### Contact for further information

Ministry for Primary Industries (MPI)  
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