


## Nutrition and Food Services - Safe Work Procedure Manual

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### Safety Principles- Food Services

Kitchen and food preparation tasks can be performed safely when general kitchen safety principles are applied throughout the day. Some tasks may carry greater risks for injury if specific procedures or instructions are not followed. SWP separate from these principles have been developed for these tasks.

#### **Kitchen safety principles would include:**

- √ Protect your hands and body from burns by wearing appropriate gloves or oven mitts and aprons when working with hot items.
- √ Keep flammables away from hot surfaces.
- √ Use equipment only in a manner specified by the manufacturer.
- √ Lift pot lids by tilting the far side away first to avoid scalding from steam.
- √ Do not overfill pots and turn pot handles inward so they cannot be bumped when walking by the stove.
- √ Do not overheat oil (to smoking) and do not pour or dump ingredients into very hot oil.
- √ Keep knives sharp, cut in a direction away from your body, and keep fingers curled away from the cutting line, or whenever possible, use a device to hold the food item to be cut & use cut resistant gloves.
- √ Wear closed toe, non-slip footwear
- √ Clean up any spills immediately and mark wet floors with a caution sign. Refer to MSDS sheets and WHMIS protocols for cleaning spills or when using chemicals.
- √ Respect your body and reduce sprains and strains:
  - Work in an upright, straight posture. Try to avoid slouching, twisting, & over-reaching.
  - Alternate hands/tasks to reduce repetition of the same motion over prolonged periods.
  - When lifting, first consider the items weight, size, & shape & get assistance as needed.
  - To lift or carry loads, bend your knees, try to keep your back upright and straight, keep the load close to your body (as appropriate) & use your feet to turn instead of twisting.
  - Store heavier stock items at hip to chest height to make lifting them easier.
- √ Keep your work area neat. Put away items as soon as you are finished with them.
- √ Keep any electrical appliances away from water or other liquids.
- √ Be aware of where the first aid kit is located & notify manager if items need to be restocked.
- √ If an emergency situation occurs while conducting a task or if there is any equipment malfunction, engage emergency stop and follow the lock out procedure.

**Report any hazardous situations to your supervisor. Work safely at all times. Become familiar with all SWP (Safe Work Procedures), chemical handling procedures, PPE (Personal Protective Equipment) and MSDS pertaining to your work. Be aware and use proper body mechanics throughout your shift.**

**DRAFT**



**Safety is everyone's responsibility.**