



Safe Operating Procedure

WORK BEHIND THE BAR

DO NOT CHANGE BEER KEGS or GAS CYLINDERS UNLESS YOU HAVE COMPLETED SWMS CHANGING BEER KEGS and SWMS CHANGING GAS CYLINDERS

Personal Protection Equipment

1. Wear proper footwear. (Solid non-slip footwear, no high heels).
2. Use gloves when cleaning broken glass.

Potential Hazards

1. **Wet floors**
2. **Broken Glass.**
3. **Short landing on fire stairs.** The landing on the Fire stairs is very short because a fire regulation was introduced requiring the door to swing outwards
4. **Faulty equipment** (eg dishwasher ice machine).
5. **Robbery**

Safe Procedures

1. All spills should be mopped as soon as they occur and the yellow “Caution Wet Floor” sign should be put in place (Upstairs- located on mens verandah near Men’s Toilet – Downstairs- located between Men’s Toilet and Accessible Toilet)
2. Broken glass should be removed as soon as detected, wearing appropriate PPE (sturdy gloves available in Bar).
3. Use the main stairs when carrying bar supplies from the cellar and when carrying rubbish and used bottles from the bar to the waste bin.
4. Faulty equipment must not be used. Report suspect machinery.
5. Robbery: It is Club policy that if money is demanded with menace in the bar then all of the cash in the till is immediately handed over. You should not resist the demand as this may threaten your personal safety. After the threat has passed, call 000 and report to the police

Essential SOPs required to be completed:

Use of Fire Extinguishers - Manual Handling – Electrical Chord Inspection

Bar staff must not change Beer Kegs or Gas Bottles unless they have completed SOP Changing Beer Kegs/Gas Bottles

Trainee:

I have completed this SOP:

Signature: -----

Date: -----

Trainer:

Signature: -----

Date: -----