

WHS019 Kitchen Safety

Legal Application: Work Health and Safety (WHS) Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers and others in the workplace, the provision and maintenance of a work environment, the provision and maintenance of safe plant and structures and the safe use, handling, and storage of plant, structures and substances.

Reference Documents:

- How to Manage Workplace Health and Safety Risks – Code of Practice
- Managing the Work Environment and Facilities – Code of Practice
- Managing Risks of Plant in the Workplace – Code of Practice

Purpose

To ensure that the additional hazards encountered in the kitchen environment are assessed and controlled to provide a safe place of work for all workers. This includes contractors if they are employed to run the catering facilities.

Scope

This procedure covers all kitchen facilities.

Responsibilities

Management has the responsibility to:

- ensure the hazards of the kitchen environment are assessed.
- implement control measures to ensure risks are minimized.
- ensure workers are adequately trained and instructed to work safely in the kitchen.

Workers have the responsibility to:

- adhere to their training when using equipment and machinery.
- clear up spills and items from the floor immediately.
- store items in a safe manner.
- report any hazards to their manager.

Procedure

- Floors will be maintained in a good clean and dry condition and provided with a non-slip surface.
- Spills and dropped items will be removed from the floor as soon as possible.
- Workers will wear fully enclosed non-slip footwear.
- Guards will be provided to mixers, meat slicers and mincers and other dangerous equipment.
- All equipment will be maintained in good condition and operate in the correct manner.
- Any machinery where the safety interlocks are not working will be removed from use.
- The meat slicer gauge will be set to zero after each use.
- All equipment will be unplugged from the power supply before cleaning or removing any blockages.
- All electrical equipment will have an individual power socket which is readily accessible to enable it to be isolated from the supply in an emergency.
- All electrical equipment will be regularly visually checked for damage including the plugs and cords.
- Large hot pans of boiling water or other hot liquids will not be carried around the kitchen.
- Hot pans of oil or liquid will be placed safely on stove tops and will not stick out into walkways.
- Oil changes to deep fat fryers will only be carried out when the oil is cool.
- Oven gloves will be provided and used to handle hot objects.
- Heavy items will not be stored above head height.
- Trolleys will not be overloaded.
- Heavy items will be broken down before moving.

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.

- Chemicals will not be stored in food areas.
- All chemicals will be correctly labelled.
- Appropriate PPE will be provided and used where required.
- Knives will be stored safely in designated areas, will be kept sharp and used with correct chopping boards.
- Filters to the exhaust ventilation will be cleaned weekly.
- The exhaust ventilation system ducting will be cleaned and inspected by a competent person every six months.
- All equipment will be regularly maintained.

Contract Catering

- If Contract Caterers are employed the plant, equipment and structure will be maintained and provided in good condition for use.
- Contract caterers will be trained in emergency procedures and included in relevant consultation processes.
- The roles and responsibilities for all parties will be defined and recorded within the written contract.

Note: **The Goulburn Club currently has no contract cleaners**