



Guidelines on Kitchen Safety

Office of Environmental Health and Safety

1.0 INTRODUCTION

This document provides workers and supervisors with guidance on the hazards that may be present working in kitchen environments and how these hazards can be minimized. While some hazards may be unique to the kitchen environment (e.g. cuts from knives), there are common hazards that are shared with other University of Toronto workplaces. Where appropriate, reference to other, existing standards, programs and guidelines will be made.

2.0 RESPONSIBILITIES

Kitchen supervisors/managers:

In general, under the Ontario Occupational Health and Safety Act (OHSA), supervisors/managers are responsible for taking every precaution reasonable to protect the health and safety of their workers. This includes:

1. Being familiar with OHSA and its regulations as well as any applicable University of Toronto health and safety policies and procedures referenced in this document.
2. Ensuring all workers are aware of the hazards in the kitchens.
3. Providing workers with written procedures on how to control these hazards and where applicable, providing equipment and personal protective equipment (PPE) required in the procedures.
4. Enforcing the above procedures at the workplace.
5. Ensuring appropriate safety equipment such as eyewash stations, fire extinguishers, etc. are accessible, operable and well maintained.
6. Ensuring appropriate warning signs are posted in the workplace.
7. Conducting inspections of the workplace on a regular basis. Develop workplace specific checklists if needed (see Appendix 1).
8. Reporting and investigating all workplace accidents and incidents. Refer to www.ehs.utoronto.ca/resources/wcbproc for further information on accident reporting procedures and on-line forms.
9. Per the City of Toronto Food Handler Certification Program, ensure that there is at least one certified Food Handler working in a supervisory capacity in each area of the premises where food is prepared, processed, served, packaged or stored. Refer to the City of Toronto Website on this Program and the Training Manual: <http://www.toronto.ca/health/foodhandler/about.htm>

Workers

Every worker is responsible for:

1. Reporting all accidents/incidents and unsafe conditions to their supervisor immediately.
2. Be familiar with and follow proper work procedures including the use of PPE.
3. Participating in appropriate training sessions.

3.0 GENERAL CONTROLS FOR REDUCING KITCHEN HAZARDS

Steps which can help reduce kitchen hazards fall into the following categories:

- A. Hazard Identification
- B. Work Procedures
- C. Training
- D. Emergency Preparedness

A. Hazard Identification

A workplace hazard is any equipment, procedure, material, environment or situation that may cause personal injury or illness, or property damage. Workplace hazards need to be anticipated, identified and evaluated based on the degree of risk and exposure. Once the hazards have been identified and evaluated, appropriate control measures should be implemented to minimize the likelihood of injury in the workplace. Some common kitchen hazards and safety measures include:

1. [Cuts caused by contact with sharp objects \(e.g. knives, broken glass\)](#)
2. [Burns and scalds](#)
3. [Proper use of kitchen equipment](#)
4. [Slips, trips and falls](#)
5. [Ergonomics \(e.g. lifting\)](#)
6. [Chemical Hazards](#)
7. [Electrical Safety](#)
8. [Fire Safety](#)
9. [Proper use and selection of personal protective equipment \(PPE\)](#)
10. [Work Environment as heat, noise, ventilation and lighting](#)

General best practices on the above hazards are available in Appendix 1 at the end of this document or by clicking on each of these topics individually. Supervisors may use this information to create workplace-specific procedures.

B. Work Procedures

Each workplace is different and has different hazards. Based on the hazards identified above, written work procedures should be provided to staff on the work they are expected to perform, how to perform this work safely and what types of tools or PPE they may need to perform this task. This includes work activities that may occur every day, maintenance activities that occur periodically (e.g. monthly, annually) and emergency procedures. Here are some examples of work procedures that can be developed:

1. Procedures on using, inspecting and maintaining equipment – in some cases, additional workplace procedures may be required to supplement manufacturer manuals/instructions
2. Procedures for the use, storage and care of knives
3. Procedures to protect workers from hot liquids during transport
4. Procedures on handling, mixing, storing and disposing of chemicals
5. Procedures for using ergonomic aids (e.g. pallet hand trucks)
6. Procedures for reporting infectious illnesses to supervisors

C. Training

Based on the above, appropriate training should be provided to staff. Examples of training that may be relevant to kitchen staff include:

1. Using equipment and tools safely including routine operations, storage, maintenance and the use of protective devices such as brakes, interlocks and push sticks. Where PPE is required, the proper use and maintenance of the PPE.
2. Workplace Hazardous Materials Information System (WHMIS) training if there are chemicals in the workplace.
3. Training on emergency preparedness (where to find emergency equipment and First Aid kits, know which fire extinguishers to use and how, etc.). Per the University of Toronto First Aid Program, the University will train two persons per First Aid station. Visit the Office of Environmental Health and Safety (EHS) website on First Aid Training for more information: <http://www.ehs.utoronto.ca/Training/training.htm#First Aid>
4. EHS offers a wide range of hazard-specific training. Hazards relevant to the kitchen workplace may include:
 - Manual Materials Handling (online)
 - Slip, trips and falls (online)
 - Ladder safety (online)
 - Heat stress (online)
 - Lock out Tag out

Visit the EHS website on training for a full course listing of EHS courses: <http://www.ehs.utoronto.ca/Training/training.htm>

D. Emergency Preparedness

Elements of emergency preparedness may include the following:

- First Aid Stations are available, easy to identify, routinely inspected and re-stocked as needed.
- First Aiders are identified and fully trained. Generally, a list of contacts and phone numbers are posted near the First Aid Station).
- Emergency equipment such as fire extinguishers are available, inspected on a regular basis and replaced if needed.
- Participating in emergency drills (e.g. fire drills).
- Fire alarms and emergency exits are visible and accessible.
- Hallways, exits and stairs are kept clear of clutter and obstacles.

APPENDIX 1: BEST PRACTICES FOR KITCHEN SAFETY

This document can be viewed in its entirety or click on the links below to go directly to those sections:

1. [Cuts caused by contact with sharp objects \(e.g. knives, broken glass\)](#)
2. [Burns and scalds](#)
3. [Proper use of kitchen equipment](#) (e.g. meat band saws, ranges/ovens, microwaves, steamers, pressure cookers, deep fat fryer, coffee urns/makers, refrigerators/freezers, dishwashing machines)
4. [Slips, trips and falls](#)
5. [Ergonomics \(e.g. lifting\)](#)
6. [Chemical Hazards](#)
7. [Electrical Safety](#)
8. [Fire Safety](#)
9. [Proper use and selection of personal protective equipment \(PPE\)](#)
10. [Work Environment as heat, noise, ventilation and lighting](#)

1. Cuts caused by contact with sharp objects (e.g. knives, broken glass)

- Focus on the task.
- Use the right knife for the job.
- Make sure the knife is sharp.
- Use a proper cutting board. Use slip-resistant matting to help the board from sliding on the counter.
- Cut away from, not toward, your body when cutting, trimming or boning.
- Carry one knife at a time, tip pointed down at your side.
- Store knives securely in proper racks in a visible place.
- Place the knife at the back of the counter when not in use, with the sharp edge away from you.
- Clean the knife immediately after use or place it in a dishwasher or a container labeled “knives only” near the sink.
- Keep handles in good repair.
- Wear appropriate personal protective equipment such as gloves resistant to cuts.
- DO NOT drop a knife into dish water.
- DO NOT leave knife in dish water.
- DO NOT use a knife as a can opener.
- DO NOT try to catch a falling knife or other sharp objects. Let it fall and then pick it up.
- DO NOT engage in horseplay with a knife in your hand.
- DO NOT carry knives while carrying other objects.
- DO NOT carry a knife in your pocket.
- DO NOT let the knife handle or blade extend into walking or working areas when you put it down.
- DO NOT leave knives on blocks where they could be accidentally covered.



Glassware and Dishware

- Use a dustpan and hand broom to pick up broken glass from the floor.
- Dispose of broken glass in a solid-sided plastic or metal container marked “Broken Glass Only”.
- Pick up small loose pieces of broken glass with a damp paper towel and dispose of in a solid-sided container.
- DO NOT use dishes and glassware with broken or sharp edges.
- DO NOT put glassware in the sink used for washing pots.
- DO NOT overload trays when collecting dirty glassware.

2. Burns and Scalds

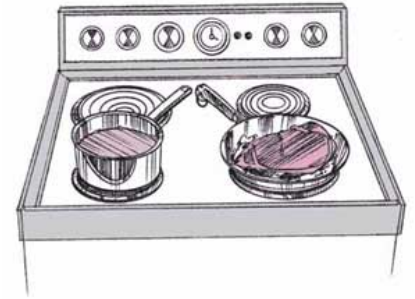
- Be extremely cautious when working with deep fat fryers.
- Open hot water and hot liquid taps slowly to avoid splashes.
- When transporting hot objects, make an announcement to other workers in the area.
- Avoid walking behind someone handling or transporting hot objects.
- Follow all electrical and fire safety guidelines and the manufacturer’s operating instructions for all equipment.
- Use only recommended temperature setting for each type of cooking.
- Use proper personal protective equipment to protect from burns.

To use stoves and ovens safely:

- ☑ Turn OFF electric elements and gas flames of stoves when they are not in use.
- ☑ Wear oven mitts to handle hot objects – use long gloves for deep ovens.
- ☑ Release the pressure safely before you open cookers and steam ovens and face away from opening doors.
- ☑ Use the right size burner for the size of the pot or pan.
- ☑ Report any defects, problems or faults to your supervisor.

When handling pots and pan:

- ☑ Assume that all pots, pans and metal handles are hot – touch them only when you are sure they are safe, or when you are wearing proper gloves.
- ☑ Organize your work area to prevent contact with hot objects and flames.
- ☑ Make sure pots and pans are not overfilled.
- ☑ Remove metal spoons from pots and pans while cooking.
- ☑ Avoid letting hot water contact hot oil.
- ☑ Stand to the side when you work with pots containing boiling liquids.
- ☑ Ask for help when moving heavy pots.
- ☑ Fill pots up to about three quarters of the way to prevent spills.
- ☑ Place lids on pots whenever possible.
- ☑ Move slowly and cautiously when carrying a pot with hot liquid contents; use a trolley or cart wherever possible.
- ☑ Wear long-sleeved cotton shirts and cotton pants. Use oven mitts or a dry cloth to lift lids from hot pots – wet cloths conduct heat and can scald you.
- ☑ Keep pot handles away from hot burners and make sure they don't stick out from the counter or cooking stove.
- ☑ Open lids by lifting the far edge first.



3. Proper Use of Kitchen Equipment

To use power equipment safely:

- ☑ Get proper training on how to perform a task or operate any equipment safely prior to use.
- ☑ Follow the manufacturer's instruction manual when you operate, clean and maintain the equipment.
- ☑ Ensure that proper lock out/tag out procedures are in place when cleaning or performing maintenance on the equipment. Unplug equipment before doing maintenance and cleaning. Follow procedure for Lock-Out Tag-Out: <http://www.ehs.utoronto.ca/Assets/ehs+Digital+Assets/ehs3/documents/Lockout+Procedure+2012.pdf>
- ☑ Utilizes safety devices such as interlocks and guards. Put all guards and safety devices back in place after cleaning.
- ☑ Maintain equipment in good condition which includes keeping blades sharp and in good working order.
- ☑ Equipment should be placed on a stable surface or floor.
- ☑ Keep hands clear of moving parts such as feed hoppers, delivery chutes and blades - use a food pusher or feeder to load or push food through for chopping.
- ☑ Ask the manufacturer for new warning labels, if the old labels come off, or are hard to read.
- ☑ Use a knife to finish the cutting when something becomes too thin for the slicer.
- ☑ Cover your hair, tuck in loose clothing and remove your gloves and jewelry. All of these can get caught in equipment with moving parts.
- ☑ *Slicing Machines:* Return the meat thickness setting gauge to zero after each use.
- ☑ *Ice machine:* Use metal or plastic scoop (not glass), keep nearby areas dry and report any leaks to your supervisor.
- ☒ DO NOT use equipment that appears to be damaged or not functioning properly. Take it out of use. This means unplugging it, attaching a warning tag and telling your supervisor.
- ☒ DO NOT operate equipment if you feel drowsy or unwell. Inform your supervisor if you feel ill or if you are on medication that makes you feel drowsy.
- ☒ DO NOT use tape to bypass the safety guard.
- ☒ DO NOT put your hands into an operating machine to manipulate or guide food.



Meat band saws

Before turning on meat band saws:

- ☑ Lower the blade guard to set the minimum clearance for the meat.
- ☑ Move meat through the saw at a slow, steady pace and keep your hand clear of the
- ☑ Keep your eyes on the meat you are cutting and know where your fingers are in to the blade.

Ranges/Ovens



blade.
relation

- ☑ Check pilots before turning on gas ovens and stoves to prevent dangerous gas inhalation and fires.
- ☑ Ask your supervisor or a trained person to light the pilot.
- ☑ Use pans of suitable size and weight.
- ☑ Ensure that gas burners are not plugged with grease or debris.

Microwaves Ovens

- ☑ If you notice that the food inside the oven ignites or produces sparks, close the oven door and disconnect power. Report the situation to your supervisor.
- ☑ If you wear a pacemaker, consult your doctor before working with or near a microwave. Microwave radiation may interfere with the pacemaker.
- ☑ Use only microwave safe containers.
- ☒ DO NOT cook food in sealed containers, sealed plastic bags or food with non-porous casing in the microwave oven. The pressure build-up may break the casing and spill the contents.
- ☒ DO NOT use reflective material (e.g. aluminum foil, metal, etc.) when heating in the microwave.



Steamers

- ☑ Before opening the steamer door, make sure that there is no one around the steamer. Shut OFF the steam supply and wait for about 2 minutes. Release the pressure by operating the opening gear slightly and pause again.
- ☑ Stand to the side and open the door, keeping the door between you and the open steamer.
- ☑ Remove items carefully using oven mitts and place on a trolley. Do not carry steamer trays across the kitchen, as it will leave a trail of dripping hot water.
- ☑ When steamers are stacked, open the top one first and then the lower one to prevent burning from rising steam.
- ☒ DO NOT exceed manufacturer's recommended limits for the steamer.
- ☒ DO NOT open the door when the steam supply is open.

Pressure cookers

- ☑ Shut OFF the steam supply and wait until the pressure is equalized before opening the cover.
- ☑ Stand to the side and open the lid, keeping the lid between you and the open pressure cooker.
- ☑ Release the lid by opening slowly. Open the lid a small amount, pause and allow the steam to be released, then repeat again.
- ☒ DO NOT exceed manufacturer's recommended limits.
- ☒ DO NOT open the lid until the steam pressure build-up in the cooker has been released.



Deep fat fryers

- ☑ Be aware of correct fat levels and temperatures.
- ☑ Ensure that oil does not overheat. Follow manufacturer's recommended cooking temperature.
- ☑ Clean away any grease surrounding the fryer with warm water and detergent as soon as possible.
- ☑ Turn OFF the course of heat immediately in the event of an emergency.
- ☑ In the event of a fire, cover the flame with a fire blanket or use the correct fire extinguisher.
- ☑ Use extreme care when filtering or changing shortening in fryers.
- ☑ Use appropriate personal protective equipment that may include aprons and gloves when cleaning fryers.
- ☒ DO NOT move containers of hot oil. Allow oil to cool before moving or handling.
- ☒ DO NOT overfill containers when changing or filtering oil from fryers.
- ☒ DO NOT spill grease when changing or filtering grease in the fryer.
- ☒ DO NOT splash water on hot oil.
- ☒ DO NOT use plastic containers for draining oil.



Coffee Urns/Makers

- ☑ Place a safe distance away from the edge of the counter.
- ☑ Ensure the filter basket is securely in place before activating the coffee machine cycle.
- ☒ DO NOT remove filter basket before coffee has stopped dripping.



Refrigerators and Freezers

- ☑ Wear appropriate PPE such as coat, hat and gloves.
- ☑ Develop a procedure (e.g. buddy system, check-in/check-out) that enables co-workers to know when someone is working inside.

- ☑ Make sure that walk-in coolers can be opened from inside so that no one is trapped inside the cooler.
- ☑ Lubricate emergency release handles on a regular basis.
- ☑ Mop up spills immediately.
- ☑ Before locking the door make sure that no one is inside the walk-in cooler or freezer.
- ☑ Keep the floor clear of food products and other obstacles.
- ☑ Ensure that lights in walk-in freezers and coolers have protective coverings.
- ☑ Clean freezers and coolers on a regular basis.
- ☒ DO NOT leave debris and foodstuff on the floor.

Dish Washing Machines

- ☑ Wear appropriate gloves for handling hot wet items.
- ☑ Keep the dishwasher door close (leaving it open is a trip hazard).
- ☑ Store dishwasher racks in a place away from walkways (trip hazards).
- ☑ If the machine jams or stops, switch OFF the power, then turn OFF water and steam sources and allow steam to clear before attempting to clear machine.
- ☑ Use the proper dispenser when adding detergent to the dishwasher.
- ☒ DO NOT open dishwasher while it is operating. Serious burns could result.
- ☒ DO NOT change control settings or make repairs unless you are trained to do so.
- ☒ DO NOT reach into the dishwasher when it is hot.



Propane Barbecues

- ☑ Inspect and clean the barbecue before using it for the first time each season.
- ☑ Inspect for leaks (For additional information, refer to the Canadian Propane Association website: http://www.propane.ca/sites/default/files/files/PropaneSafety_BarbecueSafety_E.pdf)
- ☑ Follow manufacturer instructions for operation and maintenance. If required, replaced flex hose, burners and O-rings.
- ☑ Ensure that the burner's venturi are properly seated over the barbecue's gas valve orifices.
- ☑ Use a flexible brush (made for this purpose) to clean tubes between the gas valve and burner. Blockages can occur due to insects and debris and cause "blowing out" to occur.
- ☑ Always open the barbecue lid before lighting.
- ☑ When finished with the barbecue, turn OFF the service valve first to ensure there is no propane left in the house. Then, close the burner control valve.
- ☑ Make sure the grill is shut off and has cooled before covering it.
- ☑ Use and store the barbecue outdoors, upright, in a secured and well-ventilated area at least three meters (10 feet) away from the sources of heat or ignition, windows, doors, house and anything that might obstruct the flow of air around the grill. Refer to manufacturer's instructions.
- ☑ Store cylinders off the ground on a non-combustible base and never store or place spare cylinders under or near the barbecue.
- ☑ For more information on barbecue safety, refer to the Canadian Propane Association website shown above.

4. Slips, Trips and Falls

- ☑ WALK – DO NOT RUN. Wear appropriate footwear with slip-resistant soles.
- ☑ Work areas should be properly lit. Replace burnt-out light bulbs and fluorescent tubes as soon as possible.
- ☑ Use ladders or step stools, rather than chairs, stools, or boxes. Individuals should be trained on proper ladder use.
- ☑ Check that ladders and footstools are in good repair and have non-skid feet.
- ☑ Take defective ladders or footstools out of use until they are repaired or replaced.
- ☑ Ensure that outside areas used to receive deliveries or take out garbage are well lit and free of obstructions.
- ☑ During winter, snow removal and salting keeps outside areas safe. If you do see an accumulation of ice or snow, contact the facilities department on your campus or speak to your supervisor about the hazard.
- ☑ Be aware of slip and trip hazards: opened oven/dishwasher/cupboard doors, clutter, spills, raised floors, boxes, etc.
- ☑ Use non-slip mats and floor finishes.
- ☑ Mark swinging doors with "IN" and "OUT" signs or install a window.
- ☑ Maintain equipment to prevent any leaks of oil, water, etc.
- ☑ Use slip-resistant waxes to polish and treat floors.
- ☑ Make sure carpets, rugs and mats are free of holes, loose threads, loose edges and bumps that may cause tripping.
- ☑ Use clear warning signs for wet floors and other hazards.
- ☑ Avoid contaminating the floor with dry materials (e.g. plastic bags, flour dust), as these materials can create a very slippery surface.
- ☑ Use splashguards or edged work surfaces to contain spills.

- ☑ Use lids and covers for pans and containers, especially when they are being carried.
- ☑ Use drainage channels and drip trays to carry water, steam drips and waste away from equipment.
- ☑ Report any hazards to your supervisor
- ☒ DO NOT allow things to boil over onto the floor.
- ☒ DO NOT leave floors wet after cleaning – clean them until completely dry if possible.
- ☒ DO NOT leave carts, boxes, trash cans or other objects on the floors and in the aisles.

Stairways

- ☑ Ensure that stairways are well lit.
- ☑ Keep stairs in good repair and free of obstruction.
- ☑ Use hand rails.
- ☑ When carrying a load up and down the stairs, make sure that the load does not obstruct your vision.
- ☒ DO NOT store boxes and supplies on the stairs.
- ☒ DO NOT throw things up or down using the stairways.
- ☒ DO NOT switch OFF lights in the stairways.

5. Ergonomics

- ☑ Organize your work. Store frequently used ingredients and utensils between shoulder and hip height and within you reach.
- ☑ Reach only as high as is comfortable for you. Use a stool or ladder when necessary.
- ☑ Tilt bins towards you.
- ☑ Adjust the height and position of the work surfaces if necessary. Use a work surface that is waist level for forceful tasks (e.g. chopping). Use a work surface that is elbow height for finely detailed work (e.g. pastries, candies).
- ☑ Turn your whole body (i.e. move your feet) rather than twisting your back.
- ☑ Select tool size and shape to maintain a comfortable straight wrist position and a comfortable grip. Utensils with a large, rounded grip are considered more ergonomic.
- ☑ Select utensils designed to reduce force and awkward postures (e.g. tools that have good grips, knives that are sharp and designed for the task being performed).
- ☑ When standing for long periods of time, reduce back stress by putting one foot on a step or rail and alternating periodically.
- ☑ Take frequent “micro-breaks or share the work with a co-worker when you are required to hold a posture for long periods.
- ☑ Wear shoes with enough cushioning to relieve the stress on your knees and back when standing for long periods.
- ☑ Use anti-fatigue mat/slip mats if you stand for long periods of time.
- ☑ Where possible, rotate tasks to reduce repetition.

Lifting and Carrying

- ☑ Lift and carry only what you can handle; ask for help or speak to your supervisor if the object is too heavy
- ☑ Use mechanical aids (e.g. hoists, dollies, etc.) whenever possible, especially for heavy loads.
- ☑ Use proper lifting technique (see Figure 1). Bend your legs and avoid bending your back.
- ☑ Wear proper shoes to protect your feet.
- ☑ Wear proper gloves or other protective equipment when handling objects with sharp edges, or objects that are very hot or cold.
- ☑ Make sure you can fit through narrow places and that your fingers are out of the way when you set the object down

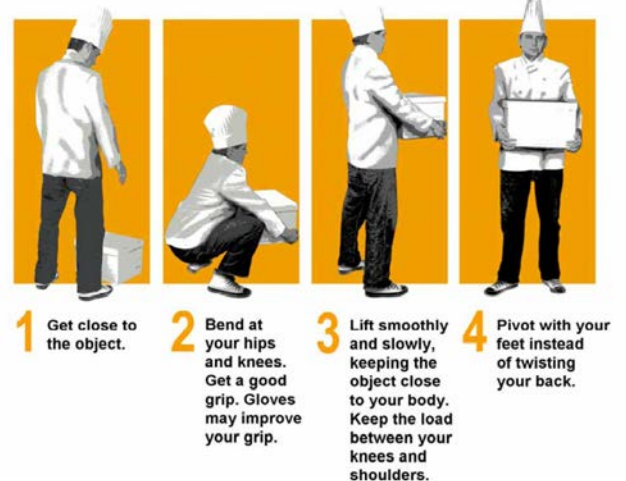
Carts and Trolleys



- ☑ Make sure the trolley load is balanced and you can see past the load. Place heavy items between shoulder and hip height.
- ☑ Make two trips if necessary to avoid transporting too heavy a load.
- ☑ Push rather than pull whenever possible. You can push twice as much as you can pull.
- ☑ Avoid situations where objects are sticking out or hanging out of the cart.
- ☑ Park trolleys and carts near a wall away from doors, exits and walkways.
- ☑ Lubricate wheels frequently and replace worn wheels.

- Get help from others if you need it.
- Use dollies or carts whenever possible.

Figure 1: Proper lifting technique. Source: Worksafe BC



- Push trolleys with your hands on handles behind the load, not on the side of the cart where hands could be crushed against walls and doors.
- DO NOT load carts and trolleys to the point that your view is obstructed.
- DO NOT load too much weight on carts and trolleys.
- DO NOT push carts and trolleys on a slippery or uneven floor.

6. Chemical Hazards

To prevent exposure to chemical hazards:

- Staff who uses chemicals that are Controlled Products should receive WHMIS training.
- Read the label and Material Safety Data Sheets (MSDS) and manufacturer's instructions for use including the use of PPE.
- MSDSs should be available to workers at all times.
- Know the emergency procedures (e.g. what to do if you get chemicals splashed in eyes).
- Work in a well-ventilated area.
- Store chemicals in a designated storage area.
- Keep chemicals in suitable containers with clear labels – not in food containers.
- Place chemicals on lower shelves, below eye level, rather than on top shelves.
- Use separate spoons, scoops and containers for chemicals than for food. Use materials that will not react with the chemicals.
- Close chemical containers after use.



7. Electrical Safety

- Inspect equipment, power cords, and electrical fittings for damage prior to each use.
- Report any equipment defects to the supervisor so it can be repaired or replaced.
- Repairs should be performed by a trained professional.
- Keep power cords away from heat, water and oil.
- Switch equipment OFF before connecting them to a power supply and before making adjustments.
- Ensure that electrical equipment is properly grounded or double-insulated. The ground equipment must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged in a properly grounded 3-hole outlet.
- Electrical equipment can be tested for effective grounding with a continuity tester or a ground fault circuit interrupter (GFCI) before use.
- Keep power cords clear of the equipment during use.
- Suspend power cords over aisles or work areas to eliminate tripping hazards.
- Eliminate octopus connections.
- DO NOT bypass the switch and operate the tools by connecting and disconnecting the power cord.
- DO NOT use electric tools in wet conditions or damp locations, unless the tool is connected to a GFCI.
- DO NOT clean electric equipment and tools with flammable or toxic solvents.
- DO NOT carry electrical tools by the power cord.
- DO NOT tie power cords in knots. Knots can cause short circuits and shocks.
- DO NOT plug several power cords into one outlet.
- DO NOT disconnect power supply by pulling or jerking cord from the outlet. Pulling the cord causes wear and may cause a shock. Disconnect by pulling the plug, not the cord.
- DO NOT use extension cords as permanent wiring.
- DO NOT allow carts and trolleys to pass over unprotected power cords. Cords should be put in conduit or protected by placing planks alongside them.



8. Fire Safety

- Be informed about the fire safety procedures in your workplace; post written procedures in a visible location.
- Know the different types of fire extinguishers and how to use them.
- Ensure fire extinguishers are inspected regularly.
- Know where fire extinguishers and alarms are located.
- Keep exits, passageways and access to fire extinguishers and alarms clear at all times.
- If there is a fire, sound alarm.

- Tag faulty electrical equipment and cords and take them out of use until they are repaired or replaced.
- Keep hot oils and grease away from open flames and other sources of ignition.
- Keep exits and passageways clear.
- DO NOT accumulate combustible materials such as cardboard boxes and paper bags in the cooking areas, in hallways or near exits.
- DO NOT use electrical wires and equipment which are wet, broken or not working properly.

If a fire occurs:

- Sound the alarm.
- Follow the safety procedures.
- If you catch on fire, stop, drop to the ground and roll to smother the flames.

9. Personal Protective Equipment

Aprons

- Aprons should be made from non-combustible and flame resistant materials which do not melt under heat.
- Aprons for washing jobs should be made from waterproof material.

Footwear

- Use slip-resistant shoes.
- Slip-resistant qualities are lost when shoes are dirty or worn out. Work shoes should preferably be left at work and not used to commute to and from work.

Hand Protection

- Continue to practice good hand hygiene. Gloves are NOT a replacement for hand-washing.
- When using plastic or latex gloves to prevent cross contamination, follow these steps:
 - o Wash hands thoroughly before and after wearing gloves
 - o Any cuts and wounds are properly bandaged and protected
 - o Replaced gloves AFTER EACH TASK
 - o Store gloves properly to protect from contamination
- Use the right glove for the hazard (e.g. protection against heat, cuts/punctures, or chemicals)
- Follow manufacturer's instructions for care and maintenance of gloves.
- Wash off all chemical protective gloves with water before removing them.
- Inspect gloves for defects before using.
- DO NOT use worn or torn gloves.
- DO NOT wear gloves while working on moving equipment; they could get caught.

Eye Protection

- Eye protection is needed when there is risk of eye injury from splashes, chemicals, and flying particles.

Respirators

- Respirators may be needed for protection from inhaling harmful dusts, aerosols or vapours. The product labels and also the material safety data sheets provide information about the need for respirators while using certain products.
- Individuals who require the use of a respirator must be properly trained and fit-tested by the Office of Environmental Health and Safety.

10. Work Environment

Ventilation

- Report to your supervisor any occurrence of nuisance odours, dusts, gases, vapours, fumes and smoke. These may indicate that there is not enough ventilation being supplied to the work area.
- Ensure the ventilation system is maintained per manufacturer's instruction, including regular changing of filters.
- DO NOT block air filter units.
- DO NOT remove air filter units when the system is operating.
- DO NOT block ventilation ducts.

Lighting

- Kitchen areas should be well lit so that staff perform their work and see hazards (e.g. trip hazards, sharp blades)
- Ensure that covers are intact on all light fixtures.
- Let light bulbs cool before changing them.
- DO NOT use boxes or chairs as ladders to reach bulbs. Use a proper ladder.
- DO NOT use a wet cloth to remove hot bulbs.

Noise

- Noise may be too loud when:
 - You have difficulty talking to someone.
 - You hear a ringing sound in your ears after prolonged exposure.
 - Your hearing is numb at the end of the work shift and returns to normal the next morning.
- If any of the above is happening, speak to your supervisor. EHS can be contacted to evaluate.
- Minimize the time you spend near noisy equipment.
 - The best method of protection is to use quieter equipment and maintain existing equipment in good condition. As an interim measure hearing protection (e.g. ear plugs, ear muffs) can be used.
 - Keep mixers, blenders and trolleys in good running condition.
 - DO NOT remove noise control retrofits from equipment, walls and ceilings.
 - DO NOT use defective mixers and blenders.

Heat

- Wear cool/breathable fabrics such as cotton.
- Drink water on a regularly, even if you don't feel thirsty yet (thirst is a delayed reaction)

Personal Hygiene

- Maintain good personal hygiene.
- Wash your hands regularly. Scrub hands after touching food, touching body parts such as the mouth, after going to the washroom and before performing the next job function.
- Sanitize hands after washing if a facility is available.
- Immediately report any symptoms of illness or infection to your supervisor.
- Keep-up-to-date on sanitation standards.
- If you get a cut, cover with a bandage and wear clean plastic gloves.
- Change gloves if you touch anything that would require washing hands.
- Use tools or utensils to serve food whenever possible. Touch food with hands as little as possible.
- Wear hair nets or chef's hat to prevent deposition of loose hair on food and tie back long hair.
- Use a clean spoon each time you sample food.
- DO NOT smoke in food preparation areas.
- DO NOT come to work if you have a cold or a sore throat. Coughing and sneezing will contaminate food and the work area.
- DO NOT wear rubber or latex gloves near open flames or other heat sources. Gloves may melt or catch fire.
- AVOID wearing jewelry in food preparation areas, especially rings. They may catch dirt and make it harder to clean hands.
- DO NOT comb your hair in food preparation areas.
- DO NOT leave articles of clothing in the kitchen. Use the closet or cloak room.

Storage Areas

- Make sure the shelves are firmly secured in place against walls and on the floor.
- Ensure adequate lighting.
- Store chemicals, detergents and pesticides in a separate area away from foodstuff.
- Ensure chemicals which are not compatible with each other are not stored together (Check the MSDS).
- Store heavy items on lower shelves, particularly when cartons contain fluids.
- Use bins and racks as much as possible.
- Leave adequate clearance space between the top of the stored goods and the ceiling in areas protected by a sprinkler system.
- Store cartons in dry areas.
- Rotate stock on a regular basis.
- DO NOT block passages in the storage area.
- DO NOT stack loose items on the top shelves.
- DO NOT overload shelving units.

- DO NOT store cardboard cartons in damp areas.
- DO NOT overstock.