

Workplace Health & Safety



ARE

Employees are Responsible Too

Employees are required by law to ACT SAFE and THINK SAFE when they are at work.

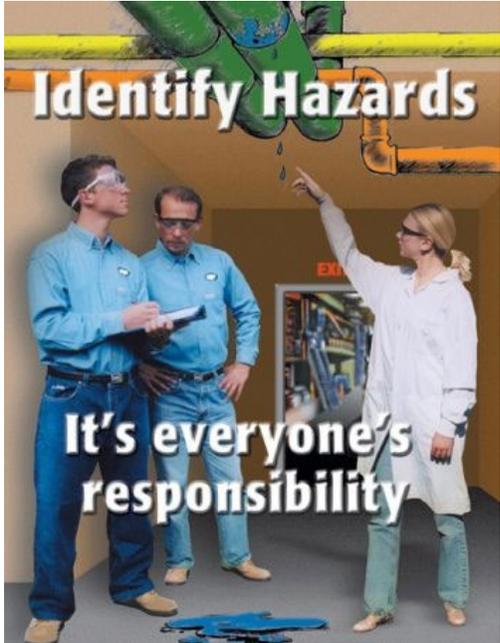
- Don't fool around while at work
- Follow work rules and procedures
- Don't take short-cuts
- Think before you act

Do not forget there are hazards at work that can cause serious injury such as:

- Severe Burns
- Amputations
- Cuts and abrasions
- Electrical Shock
- Crushed limbs
- Head injuries

Take safety at work seriously or you may regret it for the rest of your life

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EMPLOYEES MUST COMPLY WITH THESE SAFETY RULES:

- Read this safety booklet before you commence work
- Confirm you have understood the booklet and provide an undertaking to comply, prior to commencing work
- Do not cut corners and take risks
- Always do the job the way you were shown. Do not try to invent or make up your own way of doing things. If in doubt, ask questions
- Do not use equipment or operate machinery until you have been fully trained to do so
- Think about your own safety and the safety of those you work with
- Immediately notify your supervisor of any accidents or injuries
- Do not work if you are affected by drugs, alcohol, or medication as you might put your own and others safety at risk
- Wear all appropriate personal protective equipment (PPE)
- Use gloves to protect your hands

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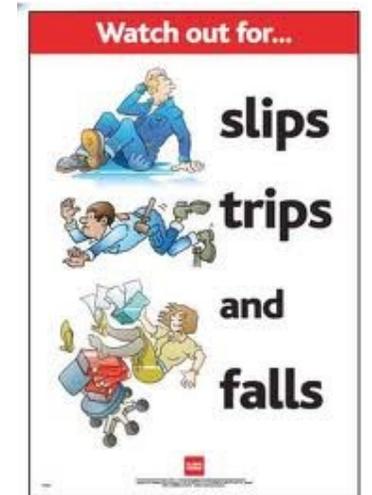
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SLIPS, TRIPS, AND FALLS

FOLLOW THESE GUIDELINES TO REDUCE THE POSSIBILITY OF ACCIDENTS OR INJURIES:

- Never run or rush when doing a job
- Constantly monitor the condition of floor surfaces, including the floor of the cold room
- Clean up spills and dropped food immediately and keep floors dry and clean at all times
- Use floor cleaning products that remove oil and grease
- Check that floor surfaces are even: no loose, cracked, or uneven tiles
- Apply an effective slip resistant cover to floor surfaces
- Suitable footwear must be worn at all times, eg non-slip soles
- Keep ladders secure and stable



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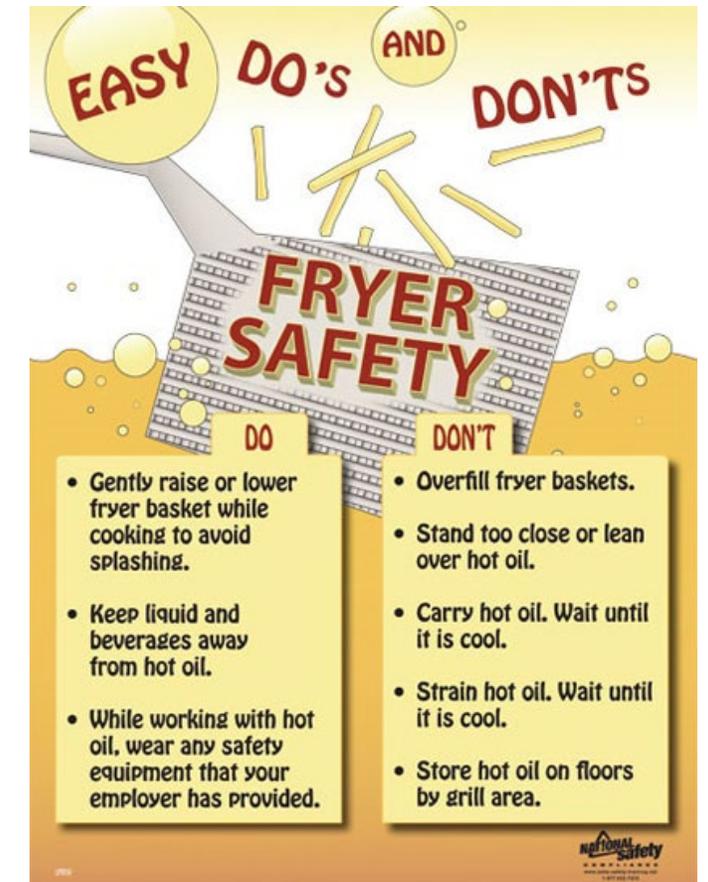
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BURNS AND SCALDS



PREVENTATIVE MEASURES TO REDUCE THE RISK OF INJURY:

- Take action to prevent burns from hot oil
- If possible, eliminate the need to handle hot oil by using an oil filtration system
- Cleaning and oil filtering should be planned prior to opening rather than during the closing down procedure as this ensures time for the oil to cool
- Maintain seals regularly on deep fryers
- Use covers on deep fryers when not in use
- Pat food dry before dipping in fat (reduces spitting)
- Place warning signs or stickers near hot equipment or surfaces



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BURNS AND SCALDS

How to handle hot items:

- Open doors and lids of steam heated equipment away from the body
- Place pans so that handles are not over hotplates
- Use dry cloths to pick up hot items to avoid steam burns
- Ensure heat resistant gloves and aprons are available and worn

IMMEDIATE FIRST AID TREATMENT FOR BURNS AND SCALDS:

- Flush affected area with cold running water for 15 minutes
- Do not remove any clothing sticking to the skin
- Remove jewellery as quickly as possible before swelling occurs (jewellery may still be hot)
- Cover the burn with a dry sterile bandage and seek medical treatment as soon as possible

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TOOLS, EQUIPMENT AND MACHINERY



- Ensure that you are trained in the safe use of tools, equipment or machinery BEFORE using the tools or operating the equipment or machinery
- Make sure that safety guards are installed on all operating equipment to protect operators from moving parts
- Ensure that emergency stop buttons are clearly marked and operational
- Ensure that the area around machines and equipment is kept clean, tidy and free from obstruction
- Make sure hazards are clearly marked
- Where appropriate prohibit young employees from operating machinery or equipment
- Where necessary make sure that personal protective equipment provided is always utilised



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LIFTING, MOVING AND HANDLING

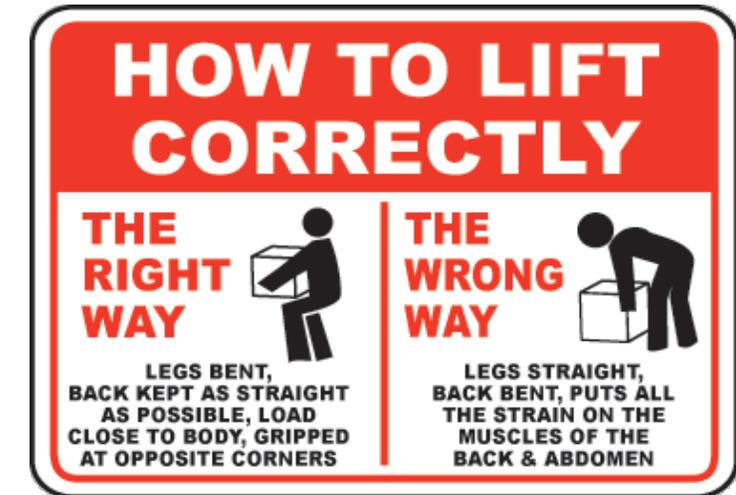


Injuries at work often happen when lifting, moving, and handling objects (manual tasks).

SAFE LIFTING

In order to move and lift objects safely you must follow these steps:

1. Before lifting, make sure your path is dry and clear of objects
2. Make sure your feet are stable
3. Bend your knees and keep your back straight
4. Lift with your legs – not your back
5. Keep the load close to your body
6. Don't twist your body – if you must turn, move your feet



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CHEMICALS



You may be using chemicals for cleaning purposes. If the chemicals are hazardous your supplier must provide you with a Material Safety Data Sheet (MSDS).

The MSDS will:

- Identify the hazards associated with the use of the chemical
- Describe how the chemical can make people sick
- Tell you what to do in the event of an accident
- Show you how to use the chemical safely
- Tell you what protective equipment should be worn

WHEN USING CHEMICALS ALWAYS OBSERVE THE FOLLOWING RULES:

- Always follow the manufacturers' instructions
- Make sure that all containers which hold chemicals are labelled with information about the product's safe use
- Take care that decanted chemicals are stored in a labelled container
- Always store chemicals in a safe place. Never store chemicals near or above food storage, preparation or serving areas
- Never store chemicals in old food or drink containers
- Never leave chemical containers uncovered

You should ensure that you are familiar with this information and are given training in the safe use of chemicals including storage, use and disposal.

You should ensure that you are provided with personal protective equipment (eg glasses, disposable gloves etc) and told when to use this equipment.



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