


Work Health and Safety: Safe Work Practice: Food & Catering

Catering kitchen floor monthly clean

 Risks	Risk rating	Risk Controls
Injury to back, muscle, ligaments from repetitive use or stretching	Likelihood E Consequence 2 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only half fill bucket <input checked="" type="checkbox"/> Spot clean and spill kit difficult to remove areas <input checked="" type="checkbox"/> Do not lift filled bucket from a deep sink or bath <input checked="" type="checkbox"/> Keep back straight and elbows close to body – don't over extend <input checked="" type="checkbox"/> Empty dirty water in cleaners sink, floor drain or toilet – rather than lifting bucket to a height
Injury to back, muscle, ligaments, bones from fall, trip or slip	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cleaner to wear non-slip footwear <input checked="" type="checkbox"/> Mop when pedestrian traffic is least likely <input checked="" type="checkbox"/> Mop towards exit <input checked="" type="checkbox"/> Put up signage when floor is wet <input checked="" type="checkbox"/> Use dry mop if necessary
Food contamination	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure that the kitchen surfaces are clean <input checked="" type="checkbox"/>
Irritation to eyes and respiratory system from chemical splash or vapour	Likelihood D Consequence 4 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Keep face at a distance when pouring detergent and filling/emptying bucket <input checked="" type="checkbox"/> Wear safety glasses if necessary <input checked="" type="checkbox"/> Only use non-hazardous detergents (see Hazardous Substances Register)

Equipment required:.

<i>Mercy Services equipment</i>	<i>Others equipment</i>
<p>mop, bucket and approved non-hazardous detergent <i>(if at Mercy Services venue)</i></p> <p>Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.</p> <p>Personal Protective Equipment required: Gloves, safety glasses (if necessary)</p>	

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	<ul style="list-style-type: none"> a. Lift mats, bins and equipment off floor b. Ensure area has been swept/vacuumed (as per relevant Safe Work Practice) before mopping c. Spot clean difficult to reach and/or very dirty areas d. Obtain mop and bucket from storage area. 	<i>Clients and others to: stay away from area to be cleaned</i>

	<ul style="list-style-type: none"> e. Ensure correct amount and correct detergent is put in bucket and add these with care to ensure they do not splash into your eyes (use safety glasses if necessary). f. Ensure that detergent is then stored appropriately g. Put the bucket on a sink grate or similar high surface to prevent you needing to bend to lift filled bucket from deep sink h. Half fill bucket with hot water from a suitable tap/hose ensuring that there is no splashing/spraying of water outside the bucket during filling i. Put wet floor signs out prior to mopping 	
2. Mopping	<ul style="list-style-type: none"> a. Frequently check that there are no tripping hazards behind you as you mop b. Plan to mop towards the exit c. Keep back straight with feet shoulder width apart and elbows close to the body with bucket beside you when wringing out the mop. Mop should not be dripping wet when mopping. d. Mop in a ‘figure 8’ motion with mop damp (not dripping wet) – do not scrub or press hard and do not over reach e. Change the water in bucket as needed 	
3. Second wash of floor	<ul style="list-style-type: none"> a. Using fresh water and detergent mop floor again – as per above instructions 	
4. Dry mop	<ul style="list-style-type: none"> a. Wipe floor with a dry mop 	
5. After	<ul style="list-style-type: none"> a. Remove wet floor signs only when floor is completely dry. b. Dispose of waste liquids via the cleaners sink, floor drain or toilet and thoroughly rinse equipment used with water. c. When finished, replace equipment in correct storage area – in such a way that mop head will dry. d. Ensure storage area is locked when finished. 	
6. Follow-up	<ul style="list-style-type: none"> a. Document any incident and report it to your Coordinator immediately 	

As at 07/06/17 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre/ Centre Based Meals	Cleaner, Food Safety Officer/Cook and experienced kitchen volunteers
Residential Aged Care	Cleaner, Cook, kitchen hand and Assistant in Nursing

Date for review of safe work practice: June 2020 (or if injury or changes require)

COMPETENCY ASSESSMENT

Catering kitchen floor monthly clean

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff/volunteer to mop floor/ground without causing harm or distress

Knowledge required:

Manual handling

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Lift mats, bins and equipment off floor		
b. Ensure area has been swept/vacuumed (as per relevant Safe Work Practice) before mopping		
c. Spot clean difficult to reach and/or very dirty areas		
d. Obtain mop and bucket from storage area.		
e. Ensure correct amount and correct detergent is put in bucket and add these with care to ensure they do not splash into your eyes (use safety glasses if necessary).		
f. Ensure that detergent is then stored appropriately		
g. Put the bucket on a sink grate or similar high surface to prevent you needing to bend to lift filled bucket from deep sink		
h. Half fill bucket with hot water from a suitable tap/hose ensuring that there is no splashing/spraying of water outside the bucket during filling		
i. Put wet floor signs out prior to mopping		
Mopping		
a. Frequently check that there are no tripping hazards behind you as you mop		
b. Plan to mop towards the exit		
c. Keep back straight with feet shoulder width apart and elbows close to the body with bucket beside you when wringing out the mop. Mop should not be dripping wet when mopping.		

d. Mop in a ‘figure 8’ motion with mop damp (not dripping wet) – do not scrub or press hard and do not over reach		
e. Change the water in bucket as needed		
Second wash of floor		
a. Frequently check that there are no tripping hazards behind you as you mop		
Dry mop		
a. Wipe floor with a dry mop		
After		
a. Remove wet floor signs only when floor is completely dry.		
b. Dispose of waste liquids via the cleaners sink, floor drain or toilet and thoroughly rinse equipment used with water.		
c. When finished, replace equipment in correct storage area – in such a way that mop head will dry.		
d. Ensure storage area is locked when finished.		
Follow-up		
a. Document the incident and report it to your Coordinator immediately		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee Date.....

Signature of assessor Date.....