


Work Health Safety: Safe Work Practice: Food & Catering

Portable Fridge/Freezer - Handling & Moving

 Risks	Risk rating	Risk Controls
Food contamination	Likelihood E Consequence 3 Rating = MODERATE	<input checked="" type="checkbox"/> Ensure that the fridge/freezer is clean at all times, especially after each use. <input checked="" type="checkbox"/> Gloves must be changed regularly Do not use the same gloves when handling raw foods and cooked.
Manual handling injury from handling/moving the portable fridge/ freezer	Likelihood: D Consequence: 2 Rating = MODERATE	<input checked="" type="checkbox"/> Check load is not over 16kg <input checked="" type="checkbox"/> Staff competent in manual handling <input checked="" type="checkbox"/> Bend knees to reach low items. <input checked="" type="checkbox"/> Use trolley for moving fridge/freezer
Equipment damage	Likelihood: D Consequence: 2 Rating = MODERATE	<input checked="" type="checkbox"/> Ensure that equipment is used as per this Safe Work Practice

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Portable fridge/freezer Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support. Personal Protective Equipment required: Gloves, Trolley	

Activity	Worker behaviour	Client/other's behaviour
1. Prepare for lift	a. Check load is intact and secure b. Assistant is ready to lift Fridge/freezer onto trolley (always 2 people needed to move fridge/freezer). c. Check trolley is in place and that brakes are on the trolley	<i>Clients to:</i> <i>stay away from area when portable fridge/freezer is being moved</i>
2. Lift	a. Take a firm grip of Fridge/freezer with both hands b. Bend to crouching position Place feet in correct lifting c. Ensure feet are in correct lifting position d. Lift with arms shoulder width apart e. Keep back straight f. Look straight ahead of you, keep load close to body as possible g. Ensure arms are kept straight and elbows are kept close to body	

Activity	Worker behaviour	Client/other's behaviour
3. Use of trolley	a. Unlock wheel brake b. Two people needed to guide the trolley towards vehicle	
4. Load fridge/freezer into vehicle	a. Repeat lifting instructions above (2)	
5. When deliveries are complete unload Fridge/Freezer as above	a. Repeat lifting instructions above (2)	
6. Clean fridge/freezer after use	a. Ensure fridge/freezer is thoroughly cleaned after each use and stored with lid open ready for next use.	
7. Follow-up	a. Document any incident and report it to your Coordinator immediately	

As at 30/06/14 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Day Centre	Food Safety Officer, Cook, Activity Officer
Food Service	Food Services Support and Experienced kitchen volunteers

Date for review of safe work practice: June 2017 (or if injury or changes require)

COMPETENCY ASSESSMENT

Portable Fridge/Freezer - Handling & Moving

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff/volunteer to handle and/or move portable fridge/freezer without causing harm or distress

Knowledge required:

Hazard identification and risk management

Manual handling

Performance Criteria	Competence demonstrated	Comment
Prepare for lift		
a. Check load is intact and secure		
b. Assistant is ready to lift Fridge/freezer onto trolley (always 2 people needed to move fridge/freezer).		
c. Check trolley is in place and that brakes are on the trolley		
Lift		
a. Take a firm grip of Fridge/freezer with both hands		
b. Bend to crouching position Place feet in correct lifting		
c. Ensure feet are in correct lifting position		
d. Lift with arms shoulder width apart		
e. Keep back straight		
f. Look straight ahead of you, keep load close to body as possible		
g. Ensure arms are kept straight and elbows are kept close to body		
Use trolley		
a. Unlock wheel brake		
b. Two people needed to guide the trolley towards vehicle		
Load fridge/freezer into vehicle		
a. Repeat lifting instructions above (2)		

When deliveries are complete unload Fridge/Freezer as above		
a. Repeat lifting instructions above (2)		
Clean fridge/freezer after use		
a. Ensure fridge/freezer is thoroughly cleaned after each use and stored with lid open ready for next use.		
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.....