


Work Health Safety: Safe Work Practice: Food & Catering

Conventional oven operation

 Risks	Risk rating	Risk Controls
Food contamination	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure that the cooking appliances are clean <input checked="" type="checkbox"/> Food must be cooked at appropriate temperature for appropriate length of time <input checked="" type="checkbox"/> Do not put food into oven until oven has been preheated <input checked="" type="checkbox"/> Gloves must be changed regularly Do not use the same gloves when handling raw foods and cooked.
Burns	Likelihood C Consequence 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Always look away when opening the oven door as the escaping heat can cause serious injury to the eyes. <input checked="" type="checkbox"/> Use a glove or cloth to protect hands when removing heated objects <input checked="" type="checkbox"/> If you have a fire in an oven, turn off the oven immediately and unplug the power cord if safe to do so. Do not open the door of the oven, simply wait till the fire suffocates, never open the door until you are absolutely sure the fire is out. Dial Triple Zero (000) and ask for Fire.

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
<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.</p>	

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	<ul style="list-style-type: none"> a. Ensure oven is clean inside and out and be free of oil residues. This may include the fan cover at the rear of some ovens. - Always wipe the fan cover with a damp cloth only. b. Ensure oven racks are in place and stable. c. Close oven door d. Preheat oven to desired temperature 	<i>Clients to: stay away from food preparation area</i>
2. Use	<ul style="list-style-type: none"> a. Use a glove or cloth to open the door where the handle is not insulated. b. Ensure food to be heated/cooked is covered to prevent splattering (if applicable) c. Ensure food is in a suitable dish/tray 	

Activity	Worker behaviour	Client/other's behaviour
	d. Load food into the oven - do not overload trays, slide trays in carefully. e. Select suitable time and temperature for the oven	
3. Removing food from oven	a. Place wooden board or similar surface for hot dish/tray to rest on when it comes out of oven b. Put on oven mitts or similar before removing hot items from oven c. Remove food from oven d. Be careful of steam/smoke/heat escaping when opening oven and removing lids	
4. After use	a. Turn off oven b. The oven tray must be cleaned after each use	
5. Follow-up	a. Document any incident and report it to your Coordinator immediately	

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

<i>Service</i>	<i>Position</i>
Day Centre/ Centre Based Meals	Food Safety Officer/Cook and experienced kitchen volunteers
Home Care Packages	Community Care Assistant
Home Support Program/NDIS	Community Care Assistant
Residential Aged Care	Cook, kitchen hand and Assistant in Nursing

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

COMPETENCY ASSESSMENT Conventional oven operation

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff/volunteer to operate a conventional oven without causing harm or distress

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Ensures oven is clean inside and out and free of oil residues		
b. Ensures oven racks are in place and stable		
c. Closes oven door		
d. Preheats oven to desired temperature		
Use		
a. Uses a glove or cloth to open the door where the handle is not insulated		
b. Ensures food is covered to prevent splattering (if applicable)		
c. Ensures food is in a suitable dish/tray		
d. Loads food into the oven - not overloading trays, slide trays		
e. Selects suitable time and temperature for the oven		
Removing food from oven		
a. Places wooden board or similar surface for hot dish/tray to rest on when it comes out of oven		
b. Puts on oven mitts or similar before removing hot items from oven		
c. Removes food from oven		
d. Is careful of steam/smoke/heat escaping when opening oven and removing lids		
After use		
a. Turns off oven		
b. Cleans oven tray after each use		
Follow-up		
a. Documents any incident and reports 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.....