


**Work Health Safety: Safe Work Practice: Food & Catering**  
**Cooking**

 Risks	Risk rating	Risk Controls
Electric shock	Likelihood E Consequence 1 Rating = HIGH	<input checked="" type="checkbox"/> Ensure hands are dry, turn off power at switch, then unplug plug from the power outlet. <input checked="" type="checkbox"/> Never wipe hot surfaces with wet or damp cloths.
Burn/scalds from steam/heat.	Likelihood B Consequence 4 Rating = HIGH	<input checked="" type="checkbox"/> Warn others that the surface and appliances are hot. <input checked="" type="checkbox"/> Always turn off hot plates and equipment after use. <input checked="" type="checkbox"/> Use oven door/ pot lids as shield and allow excess steam/heat to escape before checking on contents.
Food contamination	Likelihood E Consequence 3 Rating = MODERATE	<input checked="" type="checkbox"/> Ensure that cooking appliances, equipment, and tools are clean, especially after each use. <input checked="" type="checkbox"/> Never use contaminated or expired goods (frozen food should be used within 3 months). <input checked="" type="checkbox"/> No contact between cooked and raw foods. <input checked="" type="checkbox"/> Store dirty root vegetables separate to other foods. <input checked="" type="checkbox"/> All staff/volunteers must wear appropriate attire which includes safety foot wear, hats, gloves and aprons. All uniforms must be clean and well presented at all times. <input checked="" type="checkbox"/> Gloves must be changed regularly. <input checked="" type="checkbox"/> Do not use the same gloves/knives/cutting board for both raw and cooked foods. <input checked="" type="checkbox"/> Where available use the appropriately coloured cutting board: <ul style="list-style-type: none"> <li>• <b>Blue</b> - Raw Fish &amp; Seafood</li> <li>• <b>Brown</b> - Cooked Meats</li> <li>• <b>Green</b> - Vegetables &amp; Fruits</li> <li>• <b>Red</b> - Raw Meats</li> <li>• <b>Yellow</b> - Raw Poultry</li> <li>• <b>White</b>: Bakery &amp; Dairy</li> </ul>
Manual handling injury from spilling on wet surface	Likelihood E Consequence 3 Rating = MODERATE	<input checked="" type="checkbox"/> Empty drip trays after use. <input checked="" type="checkbox"/> Do not over fill appliances at any time. <input checked="" type="checkbox"/> Mop up any spilt water ASAP. Use dry mop afterwards and erect signage.
Distress from unnecessary activation of smoke alarm	Likelihood E Consequence 5 Rating = LOW	<input checked="" type="checkbox"/> Ensure exhaust fan is on before opening oven door. Fire detector in kitchen area is heat not smoke activated.
Damage to equipment	Likelihood D Consequence 5 Rating = LOW	<input checked="" type="checkbox"/> Use equipment and appliances as designed. <input checked="" type="checkbox"/> Cooking in stainless steel can damage hot plates due to poor heat transmission.

**Equipment required:**

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Utensils and equipment as required. Worker to wear <u>footwear</u> that is fully enclosed, slip resistant sole, water repellent/resistant and provides adequate support.  <b>Personal Protective Equipment required:</b> Gloves, Apron	Clients supply utensils and equipment for cooking in their home

<b>Activity</b>	<b>Worker behaviour</b>	<b>Client/other's behaviour</b>
1. Preparation	<ul style="list-style-type: none"> <li>a. Ensure all equipment is correctly assembled and not damaged. Drip containers must be in place where required and designed.</li> <li>b. Ensure the cooking appliances, tools and equipment are clean.</li> <li>c. Thawing of frozen foods must not be done at above 5°C (therefore in fridge and never in water)</li> <li>d. Check all food products are not out of date/spoiled</li> </ul>	<i>Clients to: stay away from food preparation area</i>
2. Cooking	<ul style="list-style-type: none"> <li>a. Use the correct appliances for cooking.</li> <li>b. Use equipment and appliances as designed.</li> <li>c. Do not over fill appliances at any time. Allow room for liquid movement during the cooking process.</li> <li>d. Ensure that food is stored below 5°C or above 65°C at all times.</li> </ul>	
3. After cooking	<ul style="list-style-type: none"> <li>a. Ensure food is served or covered with cling wrap or foil or in containers labelled with the date on which the food was prepared.</li> <li>b. Where food is being stored in fridge or freezer - regularly check fridge temperature must never go above 5°C at all times and regularly check that freezer temperatures must never go above minus 18°C at all times</li> <li>c. Always turn off hot plates after use.</li> <li>d. Always turn off portable electrical equipment after use.</li> <li>e. Empty drip trays before they over flow, then wash the drip tray and return it to the equipment.</li> <li>f. Clean surfaces, equipment and utensils.</li> </ul>	
6. Follow-up	<ul style="list-style-type: none"> <li>a. Document any incident and report it to your Coordinator immediately</li> </ul>	

**As 03/05/17 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:** May 2020 (or if injury or changes require)

## COMPETENCY ASSESSMENT Cooking

Employee \_\_\_\_\_

Assessor \_\_\_\_\_

Date \_\_\_\_\_

**Desired Outcome:**

For staff/volunteer to perform basic cooking of food products without causing harm or distress

**Knowledge required:**

Performance Criteria	Competence demonstrated	Comment
<b>Preparation</b>		
a. Ensures all equipment is correctly assembled and not damaged. Drip containers are in place where required and designed		
b. Ensures the cooking appliances, tools and equipment are clean		
c. Thaws frozen foods below 5°C (therefore in fridge and never in water)		
d. Checks all food and stock for contamination and expiry dates, and correct storage		
<b>Cooking</b>		
a. Uses the correct appliances for cooking		
b. Uses equipment and appliances as designed		
c. Does not over-fill appliances at any time. Allows room for liquid movement during the cooking process		
d. Ensures that food is stored below 5°C or above 65°C at all times		
<b>After cooking</b>		
a. Ensure food is served or covered with cling wrap or foil or in containers labelled with the date on which the food was prepared		
b. Where food is being stored in fridge or freezer - regularly checks fridge temperature is correct		
c. Always turns off hot plates after use		
d. Turns off portable electrical equipment after use		
e. Empties drip trays before they over flow, then wash the drip tray and return it to the equipment		
f. Cleans surfaces, equipment and utensils		
<b>Follow-up</b>		
a. Documents any incidents and reports these to their 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.....