


Work Health Safety: Safe Work Practice: Food & Catering

Knives

 Risks	Risk rating	Risk Controls
Food contamination	Likelihood E Consequence 3 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All staff and 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 foods and cooked <input checked="" type="checkbox"/> Never use the same board for cooked and raw food without thoroughly cleaning it <input checked="" type="checkbox"/> Where available use the appropriately coloured cutting board: <ul style="list-style-type: none"> • Blue - Raw Fish & Seafood • Brown - Cooked Meats • Green - Vegetables & Fruits • Red - Raw Meats • Yellow - Raw Poultry • White: Bakery & Dairy
Cut from knife	Likelihood C Consequence 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Use a sharp knife that is correct for the task <input checked="" type="checkbox"/> Place a cloth or similar under the cutting board to stop it from slipping <input checked="" type="checkbox"/> When carrying a knife be aware of dangers around floors etc that may trip you over. <input checked="" type="checkbox"/> Carry the knife by the handle with knife pointing down alongside your body. <input checked="" type="checkbox"/> Knives are to be placed on sink with blade cutting edge facing downwards and cleaned immediately – never left in a sink. <input checked="" type="checkbox"/> Knives are replaced into clean protective sheath or safe storage area – never left on bench <input checked="" type="checkbox"/> If storing knives on a magnetic strip place knives with blades facing up and handle facing down <input checked="" type="checkbox"/> First aid treatment is available should a person be cut

Equipment required:

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

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	<ul style="list-style-type: none"> a. Select a sharp knife which is correct for the task - knives only to be used for cutting of foods. Do not use for any other purpose. b. If passing a knife to someone - pass it handle first -never throw. c. Select appropriate cutting board as per Food Safety Standards Colour Codes. d. Place a cloth or similar on bench under cutting board. e. Ensure your hands are clean and dry. f. Ensure area is clear of obstruction and distractions. 	<i>Clients to: stay away from food preparation area and sharp knives</i>
2. Use knife	<ul style="list-style-type: none"> a. Place food on clean boards. b. Cut food away from hands and body - not towards. c. Always be conscious of where your hands are. 	
3. Clean up	<ul style="list-style-type: none"> a. If you need to place knife flat on bench when finished job do not have knife blade protruding from bench. b. Put food away - store in correct storage as per Food Safety Standards c. Clean knife by holding knife handle and point knife downwards. Hose with hot water d. Store knife - replace knife into clean protective sheath or safe storage area. 	
4. Follow-up	<ul style="list-style-type: none"> a. Document any incident and report it to your Coordinator immediately 	

As 03/05/17 this Safe Work Practice is authorised for use in:

Service	Position
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 Knives

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff/volunteer to use a knife in preparing food without causing harm or distress

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Selects a sharp knife which is correct for the task		
b. Always passes knife handle first -never throws		
c. Selects appropriate cutting board		
d. Places a cloth or similar on bench under cutting board		
e. Ensures hands are clean and dry and wears gloves		
f. Ensure area is clear of obstruction and distractions		
Use knife		
a. Places food on clean boards.		
b. Cuts food away from hands and body - not towards.		
c. Is always conscious of where your hands are.		
Clean up		
a. Always place knife flat on bench when finished with knife blade not protruding from bench		
b. Puts food away		
c. Cleans knife by holding knife handle and points knife downwards. Hoses with hot water		
d. Stores knife - replace knife into clean protective sheath or safe storage area		
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.....