


Work Health Safety: Safe Work Practice: Food & Catering

Toaster operation

 Risks	Risk rating	Risk Controls
Electric shock	Likelihood: E Consequence: 1 Rating = HIGH	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure power cord is not in power point when cleaning toaster <input checked="" type="checkbox"/> Ensure hands are dry when touching electrical equipment/switches
Burns	Likelihood C Consequence 4 Rating = MODERATE	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Only use toaster to cook bread products. (Don't toast things that are topped with sugar or similar as they catch fire quite easily.) <input checked="" type="checkbox"/> Wait for toaster to cool down before cleaning <input checked="" type="checkbox"/> If smoke arises from the toaster the power to it must be turned off and the area ventilated <input checked="" type="checkbox"/> If there is fire in a toaster: (1) Unplug the toaster from the wall if you can safely get close enough to it; (2) Use a fire blanket or CO² fire extinguisher. If the fire has already spread, and is no longer containable with a fire extinguisher/blanket, evacuate the premises and dial Triple Zero (000) and ask for relevant emergency services; and (4) Discard the toaster and buy a new one as the wiring in the toaster is probably damaged and no longer safe to use.
Distress from unnecessary activation of heat/smoke alarm	Likelihood C Consequence 5 Rating = LOW	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensure exhaust fan is on if food burns. Fire detector in kitchen area is heat not smoke activated.

Equipment required:

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

Activity	Worker behaviour	Client/other's behaviour
1. Preparation	<ul style="list-style-type: none"> a. Check that the toaster is turned off at the power outlet, and ensure that the toaster is clean inside and out. b. Turn power on at power outlet with dry hands. 	<i>Clients to: stay away from food preparation area</i>

Activity	Worker behaviour	Client/other's behaviour
	c. Adjust thermostat to correct temperature. Regulate the timing device if fitted to correct cooking time.	
2. Use	a. Insert bread and activate toaster b. If toast burns – see risk assessment above c. Turn off the toaster before removing any stuck bread	
3. After use	a. Turn power off at power outlet with dry hands b. Ensure toaster is not hot, is unplugged from the socket and shake out any bread crumbs c. Wipe away any crumbs with a damp cloth.	
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

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

Toaster operation

Employee _____

Assessor _____

Date _____

Desired Outcome:

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

Knowledge required:

Performance Criteria	Competence demonstrated	Comment
Preparation		
a. Checks that the toaster is turned off at the power outlet, and ensures that the toaster is clean inside and out		
b. Turns power on at power outlet with dry hands		
c. Adjusts thermostat to correct temperature. Regulates the timing device if fitted to correct cooking time		
Use		
a. Inserts bread and activates toaster		
b. If toast burns – addresses as per risk assessment above		
c. Turns off the toaster before removing any stuck bread		
After use		
a. Turns power off at power outlet with dry hands		
b. Ensures toaster is not hot, is unplugged from socket and shakes out any bread crumbs		
c. Wipes away any crumbs with a damp cloth		
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.....