


**Work Health Safety: Safe Work Practice: Food & Catering
Utensil storage**

 Risks	Risk rating	Risk Controls
Contamination, food poisoning	Likelihood E Consequence 3 Rating = MODERATE	<input checked="" type="checkbox"/> Ensure the cleanliness of utensils <input checked="" type="checkbox"/> Replace broken utensils ASAP <input checked="" type="checkbox"/> Ensure regular pest control program
Cuts	Likelihood C Consequence 4 Rating = MODERATE	<input checked="" type="checkbox"/> Do not use bent boards. <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 a by 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"/> First aid treatment is available

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Utensils 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,	

Activity	Worker behaviour	Client/other's behaviour
1. Ensure utensil is clean and dry	a. Ensure all utensils, tools, are free of cracks, chips, food or dirt before use and before storage after use. b. Immediately replace damaged items. All broken handles are to be repaired or replaced immediately.	<i>Clients to: stay away from food preparation area</i>
2. Ensure storage is clean and dry	a. All storage areas such as racks, drawers, and knife boxes must be free of cracks, chips, dirt and contamination. b. Damaged storage must be rectified as soon as possible.	
3. Ensure all blades are sharp and dry	a. All blades must be sharp and free of chips.	
4. Follow-up	a. Document any incident and report it to your Coordinator immediately	

As at 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
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 Utensil Storage

Employee _____

Assessor _____

Date _____

Desired Outcome:

For staff/volunteer to store utensils without causing harm or distress

Knowledge required:

Safe Food Handling

Performance Criteria	Competence demonstrated	Comment
Ensure utensil is clean and dry		
a. Ensures all utensils, tools, are free of cracks, chips, food or dirt before use and before storage after use.		
b. Immediately replaces damaged items. All broken handles are to be repaired or replaced immediately.		
Ensure storage area is clean and dry		
a. All storage areas such as racks, drawers, and knife boxes are free of cracks, chips, dirt and contamination.		
b. Damaged storage is rectified as soon as possible.		
Ensure all blades are clean and dry		
a. All blades are sharp and free of chips.		
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.....