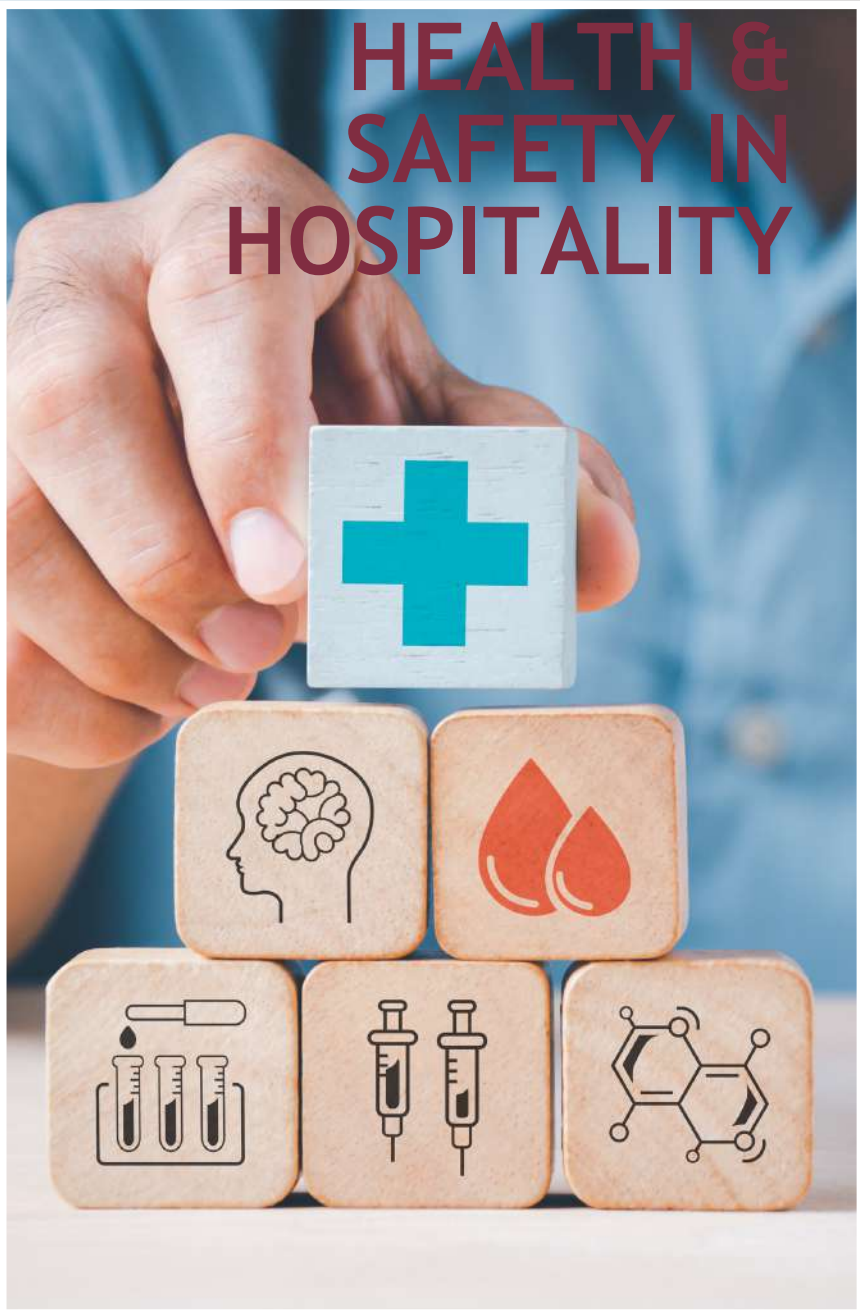


HEALTH & SAFETY IN HOSPITALITY



Health & Safety Curriculum for Hospitality Schools in Siem Reap

Trainee Manual



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WHAT IS HEALTH AND SAFETY IN THE WORKPLACE?

Health and safety are measures employers must take to protect the mental and physical well-being of workers and non-workers (guests/customers).

The Health and Safety policies at the workplace protect employees, customers, and visitors on your premises. Ideally, employers aim to prevent accidents from happening in the workplace.

A lack of consideration for health and safety can lead to injuries, long-term illnesses, and possibly death – consequently showing how important is safety in the workplace.



WHY IS HEALTH AND SAFETY IMPORTANT IN THE WORKPLACE?

We lose workdays every year because of work-related illnesses, injuries, and accidents; when health and safety are not followed. The consequences, if ignored, employees could face:

1. Losing wages
2. Long-term effects on health and wellbeing
3. Medical expenses
4. Possible unemployment.

And employers could face:

5. Fines and compensation claims
6. Damaged work equipment
7. Loss of profit and reputation

Health and Safety Training Benefits

Providing health and safety training helps to:

- Ensure employees know how to work safely – without risks to health
- Develop a positive health and safety culture

Effective health and safety training can:

- Contribute towards employees' competency in health and safety
- Help businesses avoid the distresses that illnesses can cause
- Help avoid financial losses due to accidents and occupational ill-health cases

WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

No person is solely responsible for workplace health and safety; it's simply too big a task for a single person. Business owners, managers and supervisors, contractors and staff on all levels within a company share the responsibility. However, that's not to say responsibilities are shared equally. Teams in different roles will have other health and safety duties to uphold.

Health and Safety Responsibilities for Employers

Business owners and employers hold the most responsibility regarding workplace health and safety. They are legally required to keep their employees and anyone who might be affected by their business safe from harm, including customers, visitors to the workspace, temporary workers and contractors.

Employers should carry out the following duties to meet their health and safety responsibilities:

- 1) **Employers must implement adequate safety measures** and create method statements for high-risk activities.
- 2) **Consult employees about health and safety** — employers must consult their staff about health and safety issues. Employees can have helpful feedback about the hazards they face daily.
- 3) **Create written health and safety policies** — It's crucial to communicate health and safety procedures to the company.
- 4) **Communicate health and safety information** — once health and safety policies are written up, employers need to communicate them throughout the company. Employers must ensure employees and contractors are aware of existing policies and updated if any changes exist.

WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

5) **Display the approved health and safety poster** — employers must display the approved health and safety poster at all times. The poster shows essential information about health and safety responsibilities. It should be displayed where every worker can see it, or employers must provide leaflets with the same information if this isn't possible.

6) **Provide safety equipment and PPE** — employers' responsibility to provide the necessary safety equipment, such as first aid kits and personal protective equipment, needed to reduce risks in the workplace. Employers need to offer this equipment free of charge.

7) **Provide effective health and safety training for staff** — to understand and act on risks, they need a certain degree of health and safety knowledge, and employers must provide health and safety training. Contractors too may need training, or at least they will need to be provided with health and safety information.



WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

Employee's Health and Safety Responsibilities

Employees don't have as many responsibilities as employers, but still “workers must take care of their own Health and Safety and that of others who may be affected by your actions at work.”

Employee responsibilities include the following health and safety duties:

- 1) **Follow health and safety training** — while employers are required to provide health and safety training, it's the responsibility of employees to follow the training. Training will give employees knowledge of a wide range of health and safety topics, from first aid to the safe use of the equipment and hazardous substance control. Once training is complete staff are required to apply this knowledge to the workspace. For example, employees trained in first aid need to deliver this. Likewise, employees trained to safely use particular equipment must apply that knowledge each time they use it.
- 2) **Implement health and safety policies** — just as employees have to follow safety training, they also need to implement precautions outlined in the company's health and safety policies. Health and safety policies will provide information specific to companies or projects, whereas training only delivers general health and safety knowledge. Staff must follow the safety procedures detailed in the company policy and implement any required safety precautions before starting a task.



WHO IS RESPONSIBLE FOR WORKPLACE HEALTH AND SAFETY?

3) **Keep up to date with health and safety policies** — employers should communicate health and safety policies with employees. When doing so, staff must take the time to digest the information. Staff should read health and safety policies and ensure they understand them. If any updates to the company's policies or procedures are communicated, staff need to read these changes and implement them as soon as possible.

4) **Work with employers to ensure good health and safety** — when consulted about health and safety matters, workers must give their full and honest opinions. By cooperating with employers, staff can help create relevant and effective health and safety policies.

5) **Report safety risks and inadequate precautions** — employees use the workspace and carry out potentially risky activities daily, so they may be more likely to spot hazards and failings in safety procedures. Suppose workers come across hazards such as faulty electrical equipment, broken or ineffective PPE, or they notice safety precautions aren't effectively reducing risk. In that case, they must report this to their employer or a senior staff member.



These duties apply to all employees, but it's worth noting that senior staff may be required to have a deeper understanding of health and safety policies and regulations.

PERSONAL HYGIENE

Personal hygiene is how you care for your body. This practice includes bathing, washing hands, brushing teeth, and more.

Every day, you come into contact with millions of outside germs and viruses. They can linger on your body, and sometimes, they may make you sick. Personal hygiene practices can help you and the people around you prevent illnesses. They can also help you feel good about your appearance.

Basic hand washing and skin care can prevent work exposures and disease. Good washing and scrubbing with water and soap help remove germs, contaminants, and chemicals. To control the spread of germs that can cause the flu or common cold, workers should wash their hands whenever they cough, sneeze or blow their noses and whenever they are around someone sick.

To reduce the risk of infection by biological agents, follow good occupational hygiene practices:

- Wash hands regularly and especially before eating, drinking or smoking.
- Wash any cuts and grazes immediately with soap and running water.
- Cover any existing cuts, abrasions or breaks in the skin with waterproof dressings or gloves.
- Take rest breaks, including eating meals and taking drinks away from potentially contaminated work areas.

HOW TO WASH YOUR HANDS



1

Wet hands with water and apply soap to cover all hand surfaces



2

Rub hands palm to palm



3

Rub fingertips with opposite palm



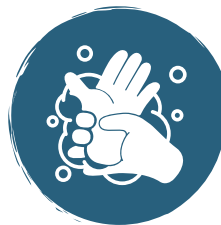
4

Clean in between the fingers



5

Do a rotational rubbing of left thumb clasped in right palm and vice versa



6

Rinse hands with water

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) refers to all equipment worn by an individual to protect against health or safety risks whilst at work.

Types of PPE

Depending on the job type, there are many different types of PPE for the body. Therefore it is essential to know what equipment is out there to use and help keep you safe. The following are types of PPE available:

- Skin protection (e.g. protective clothing)
- Respiratory protective equipment (RPE)
- Eye protection (e.g. goggles)(RPE)
- Head protection (e.g. safety helmets)
- Ear protection (e.g. earplugs)
- Foot protection (e.g. steel toecap boots)
- Hand and arm protection (e.g. gloves)
- Body protection (e.g. high-visibility clothing)
- Fall protection (e.g. safety harnesses).



Leather Gloves



Cryogenic Gloves



Cut Resistant
Gloves



Rubber Coated
Fabric Gloves



Nitrile Gloves

Hand Protection



Lab Coat



Coveralls



Chemical
Splash Apron



Reflective
Safety Vest



Welding Coat



Tyvek
Suit



Flame Resistant,
Splash Protection
Lab Coat

Body Protection



Chemical Resistant Boots



Aluminum Toe Boots
with Metatarsal Guard



Rain Boots



Snow Boots



Steel Toe Boots

Foot Protection



Impact Protection



Laser Protection
Goggles



Splash Protection



Welding Goggles



Impact & UV
Protection

Eye Protection



Ear muffs



Semi-insert/
Canal caps



Custom molded ear plugs with
noise attenuation for musicians



Foam ear
plugs

Hearing Protection

FOOD STORAGE, PREPARATION AND SAFETY

This topic covers industry good practice guidelines for storing, preparing, cooking, displaying and serving food. Staff involved in preparing food should take all reasonable, practical steps to avoid the risk of Contamination of food or ingredients. Staff serving food should ensure that food brought to the dining area is covered and kept hot throughout its journey.

Food Contamination

Food contamination refers to the presence of harmful chemicals and microorganisms in food. It is such Contamination that can cause illness in people that consume the food. This is often referred to as food poisoning.

Food contamination generally falls into four categories:

1. Biological Contamination - microorganisms (such as bacteria and viruses)
2. Chemical Contamination - pesticides
3. Physical Contamination - foreign bodies (such as glass, hair and pests)
4. Cross-Contamination - when pathogens are transported from one object to another, usually by poor food hygiene techniques when preparing or storing food

FOOD STORAGE, PREPARATION AND SAFETY

- **Biological hazards**

Biological hazards are characterized by the contamination of food by microorganisms. Found in the air, food, water, animals, and the human body, these incredibly tiny organisms are not inherently unsafe – many benefit our anatomy. Despite this, foodborne illness can occur if harmful microorganisms make their way into our food. There are several types of microorganisms, each of which can negatively impact health: bacteria, viruses, and parasites.

The temperature range that encourages bacterial growth: the Danger Zone. This temperature range, 40° F – 140° F, enables bacteria to grow most rapidly, nearly doubling their number in 20 minutes.

Biological Hazard Examples

Commonly found in

- Salmonella

Eggs, poultry, meat, unpasteurized milk or juice, cheese, fruits and vegetables, spices, and nuts

- Norovirus

Produce, shellfish, ready-to-eat foods

- Campylobacter

Raw and undercooked poultry, unpasteurized milk, contaminated water

- E. coli

Undercooked ground beef, unpasteurized milk or juice, raw milk cheeses, raw fruits and vegetables, contaminated water

- Listeria

Ready-to-eat deli meats and hot dogs, unpasteurized milk or juice, raw milk cheeses










Clostridium perfringens

Beef, poultry, gravies

FOOD STORAGE, PREPARATION AND SAFETY

- **Chemical hazards**

Chemical hazards are harmful substances such as pesticides or machine oils. These hazards are present at every stage of food handling. Minimise risk by inspecting the food upon the delivery to ensure the goods coming in are fit for consumption – record deliveries into your premises and mark any issues on the document. Always ensure that all foods are handled and stored correctly. Ensure that you have separate storage for the chemicals used in your operation.

Group Pictograms		
Health Hazard 	Flammability 	Compressed Gas 
Corrosive 	Explosive 	Oxidizers 
Environmental 	Acute Toxicity 	Other Hazards 

- **Physical hazards**

Physical hazards are objects which contaminate your food, such as pieces of glass or metal, toothpicks, jewellery or hair. Care should be taken during the preparation process to reduce the risk of contamination. Ensuring all foods are covered in storage will help prevent physical contamination.

FOOD STORAGE, PREPARATION AND SAFETY

- **Cross-contamination**

This occurs when you mix cooked and uncooked food, especially raw meat or fish. Assign different containers to prepare each kind of food and avoid un-sanitised food surfaces, utensils and equipment.

1. **Avoiding cross-contamination in the fridge**

Separate foods, e.g. keep uncooked meat away from cooked meat. Raw meat should be covered and placed at the bottom of the fridge so that the blood or the juices from the meat don't drip onto any other food. Preferably uncooked meat could be kept in a separate fridge.

Eggs should be kept in the container they came in, as this helps to prevent the risk of them smashing and someone missing some of the yolks when cleaning it up and some yolk and bacteria being left in the fridge, that foods could be placed over.

Hot food should be left to cool before placing in a fridge, as the heat from the food can cause the temperature to rise, which means bacteria can grow and then start to grow on foods in the refrigerator.

Food safety can be increased by ensuring that policies, procedures and safeguards are in place to prevent contamination wherever possible.

The following storage guidelines should be followed.

- To avoid cross-contamination, store raw foods away from other foods in the fridge, especially cooked foods and ready-to-eat foods (such as salads, fruit, cooked meats, cheeses, bread and sandwiches).
- Store raw meat/poultry in clean sealed containers on the bottom shelf of the fridge, so it cannot touch or drip onto other food.

FOOD STORAGE, PREPARATION AND SAFETY

- Store foods in separate covered containers whenever possible.
- Ensure that all storage cupboards and pantries are pest-free.
- Do not store food on the floor because this can encourage mice, ants and other pests.
- After opening packets of dried foods (e.g. flour, rice and breakfast cereals), reseal them tightly or transfer contents to storage jars.
- Ensure that storage containers have tightly fitting lids — always wash and allow them to dry thoroughly after use.
- Do not store food or drinks near cleaning products or other chemicals.
- All food that looks, tastes or smells off or is past its “use by” date should be thrown away.

Chopping Boards and Knives

Chopping boards are a breeding ground for harmful bacteria if not kept clean and regularly replaced.

The chopping boards and knives used in professional kitchens should be colour-coded to reduce the risk of cross-contamination. The following colour code is recommended to be used:

RED	Uncooked Meats
BLUE	Fish & Seafood
YELLOW	Poultry Products
BROWN	Cooked Meat
GREEN	Fruits & Vegetables
WHITE	Dairy & Bread



FOOD STORAGE, PREPARATION AND SAFETY

Boards should also be stored so that they aren't touching each other. It is essential to get a holder for the chopping boards so that they don't fall and end up touching another chopping board. It also means that if a chopping board hadn't been appropriately washed that the bacteria from that won't be passed onto another chopping board.

Food Labelling

Always follow the instructions for storage and preparation on the food packaging.

Most pre-packed foods carry either a "use by" or "best before" date. Staff should check these dates carefully and look for advice or instructions on how long food can be kept once the packaging has been opened.

Once a food with a "use by" date on it has been opened, it must be prepared or stored according to instructions. Stock must be kept off the floor, and food should not be stored in open cans but emptied into an appropriate container, covered and labelled. Only food that has been frozen can be extended past the "use by" date. All other food should be thrown away once the date has been reached.

Labelling and Dating in the Kitchen & Restaurant

After prepping the product, it is necessary to label it correctly BEFORE storing it. You will need a Sharpie or similar permanent marker and colour labels to label it correctly. The labels are colour-coded as follows:

FOOD STORAGE, PREPARATION AND SAFETY

BLUE	MONDAY
YELLOW	TUESDAY
RED	WEDNESDAY
BROWN	THURSDAY
GREEN	FRIDAY
ORANGE	SATURDAY
BLACK	SUNDAY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
From: _____	From: _____	From: _____	From: _____	From: _____	From: _____	From: _____
Prep: _____	Prep: _____	Prep: _____	Prep: _____	Prep: _____	Prep: _____	Prep: _____
Cook: _____	Cook: _____	Cook: _____	Cook: _____	Cook: _____	Cook: _____	Cook: _____
Shift: _____	Shift: _____	Shift: _____	Shift: _____	Shift: _____	Shift: _____	Shift: _____
Use: _____	Use: _____	Use: _____	Use: _____	Use: _____	Use: _____	Use: _____
By: _____	By: _____	By: _____	By: _____	By: _____	By: _____	By: _____

MON	TUE	WED	THU
Lunes - Lundi	Mardi - Mardi	Miercoles - Mercredi	Jueves - Jeudi



FOOD STORAGE, PREPARATION AND SAFETY

Food Preparation

As well as being stored correctly, food must be prepared in such a way as to prevent the risk of contamination or the cross-contamination of food or ingredients.

In particular:

- food handling staff must ensure good personal hygiene
- all tools, equipment and surfaces that come into contact with food being prepared or served must be kept clean
- all deep-frozen food should be melted before cooking (especially important when using a microwave oven)
- cooks should never reuse utensils which have been used to prepare raw eggs or meat without first washing them with hot water and detergent
- staff should never allow juices from raw meat to come into contact with other foods during food preparation
- use different chopping boards/knives/utensils/equipment/work surfaces wherever possible for raw and cooked, and ready-to-eat foods
- cooked meat should never be placed back on a plate that was used for raw meat and has not been washed
- fruit, salads and vegetables must be washed thoroughly in clean water



IMPORTANCE OF WASTE MANAGEMENT FROM A HEALTH AND SAFETY PERSPECTIVE

Every year, thousands of workers are ill due to either improper workplace waste management or lack of. As per the World Health Organization (WHO), waste is any solid, liquid, or contained gaseous material discarded by disposal, recycling, burning or incineration. Hotels constantly dispose of things such as food waste, toiletries, packaging, cardboard, bedding, towels and liquids. Some of these may also be hazardous based on their origin and characteristics.

These hazardous substances can enter the body through chemicals and biological agents found in waste via the following routes:

- Contact with the skin, for instance, through cuts and abrasions, as well as via penetration from sharp objects
- Ingestion or hand-to-mouth contact when eating, drinking or smoking
- Inhalation, by breathing infectious droplets from the air

What Should Workplaces Do About Waste?

Disposing of this waste correctly is vital to ensure that the hazards and risks associated with the trash are effectively dealt with so that they do not affect the health and safety of the workers or negatively impact the environment. Developing and implementing a workplace waste management programme is one of the most effective strategies for addressing the issue of waste in the workplace.

A waste management programme is the company's detailed written record of its goals for managing waste and the actions to achieve those goals.

IMPORTANCE OF WASTE MANAGEMENT FROM A HEALTH AND SAFETY PERSPECTIVE

Preventing Health Risks Associated with Waste in the Workplace

Waste is unavoidable, especially in big establishments like hotels. However, there are simple ways in which a hotel can start reducing the amount they produce. In addition to developing and implementing a workplace waste management programme, companies should provide and maintain general waste management control measures, such as:

- Employees should know how to work safely without putting their health and well-being at risk, hence should be trained and supervised
- Encourage workers to adopt proper hygiene practices
- Developing and implementing a health surveillance programme. This will allow for the early detection of ill health, especially if workers are exposed to substances hazardous to health.
- Proper use of appropriate personal protective equipment (PPE) when handling waste
- Encourage employees to decrease the amount of waste and show them. For example, finding ways to use organic food in different dishes and composting organic waste.



7 SAFETY RULES TO AVOID WORKPLACE INJURIES

By following these safety rules daily, employees can prevent work-related injuries and deaths for themselves and others.

1. Keep work areas clean

Proper housekeeping alone can help in preventing injuries. Injuries such as slips, trips, falls, lacerations, sprains, strains, etc., can be reduced by keeping work areas organized and clean.

2. Use the proper tool for the job

Always the recommended tool for the right job, using the wrong tool for the job can result in injury in the future. Avoid using whatever tool (or object) around you to get a work task done, and use the proper tool to get the job done right.

3. Always wear the proper PPE for the work task

Improper use of or not wearing PPE leads to many workplace injuries. PPE stands for Personal Protective Equipment and is the last line of defence when protecting employees from workplace hazards. Always know which types of PPE are required for the job and how to wear and store it after use properly. Always double-check PPE before use to ensure it is in perfect condition and alert a supervisor if it isn't.

4. Never work on live equipment

Energy sources, including electrical, mechanical, hydraulic, chemical or other sources in machines and equipment, can be hazardous to workers. This is why it is vital to know and follow proper procedures. Place a lock on a device that prevents energy release. Place a tag on a switch or other shut-off device that warns not to start that piece of equipment. Always follow proper procedures before performing starting or repairing work on equipment.

7 SAFETY RULES TO AVOID WORKPLACE INJURIES

5. Make sure everything is properly labelled and stored

Keeping storage records helps prevent employees from inadvertently causing a hazard by storing incompatible hazards together. Improper labelling, especially for chemicals and storage, can lead to injuries or loss of life.

6. Communicate safety hazards to other personnel

Safety hazards are unsafe working conditions that can cause injury, illness, or death. These are categorized as biological, physical, chemical, or hazards. When work plans or requirements within the workplace change, it is essential that employees take the necessary time to inform others. This includes anything that can cause slips or trips, anything that can cause falls, unguarded and moving machinery parts, electrical hazards, and even confined spaces.

7. Stop work when needed to address hazards

Employees should always stop work to take the time to get hazards addressed and to make it safe to continue the task. If you need to involve other personnel, such as a supervisor, or you need to take time to get the right tool for the job, always take the time to do so. Failure to stop work and address work-related hazards can lead to severe fatal injuries.



CHECKLISTS

Health and safety checklists are tools used to reinforce best practices and help you comply with safety regulations. Each workplace and industry has its own set of hazards, and health and safety professionals should be able to identify which checklists are appropriate for specific workplaces. Safety checklists can help identify possible workplace hazards and prevent work-related incidents, injuries, and illnesses.

FOH Duties Checklist

Area: Casual Dining		Date:		Week:			
		Mon	Tue	Wed	Thu	Fri	
A M D U T I E S	Clean Exterior						
	Wipe Down & Polish Bar						
	Mop Floor						
	Polish glasses						
	Polish cutleries						
	Check salts & peppers shakers are filled						
	Check tables are clean						
	Wipe down trays						
	Fill up restaurant bar						
	Wipe Table Skirtings & Bases						
	Music is on						
	Clean hostess stand						
	Wipe down menus						
	Bill folders are clean						
	Put comment cards in bill folders						
CHECKED BY SENIOR WAITER NAME							
CHECKED BY MANAGER NAME							
		Mon	Tue	Wed	Thu	Fri	
P M D U T I E S	Move out Tables & Sweep						
	Polish glasses						
	Polish salts & peppers shakers						
	Polish Cutleries						
	Wipe candle holders						
	Wipe down trays						
	Wipe Table Skirtings & Bases						
	Roof cleaning						
	Wipe down POS						
	Fill bar consumption sheet						
	Clean bar and shelves						
	Clean hostess stand						
	Wipe down menus						

CHECKLISTS

Store & Restaurant Safety

Quarterly Health & Safety Inspection Checklist

QUESTION NUMBER	AREA OF ASSESSMENT	PLEASE SELECT	
		YES	NO
FIRE SAFETY MANAGEMENT (All Stores)			
1	Fire exit doors and exit routes are clearly signed to show them as exit routes?		
2	Fire exit doors and exit routes are clear of blockages or obstructions?		
3	Fire exit doors are fitted with push bars or break glass boxes with keys inside?		
4	Fire extinguishers are tested in last 12 months, in good condition and within easy reach throughout the store.		
5	Quantity and type of Fire Extinguishers as per the Fire License requirement		
6	Smoke detectors / sprinklers are in good condition? (if in place)		
7	Smoke detectors / sprinklers are not obstructed by stock or other items?		
8	The fire alarm panel is clear of faults (if in place)?		
9	Store/Restaurant has a Fire Evacuation Plan displayed and all staff are aware of the process?		
STORE / RESTAURANT EQUIPMENT (All Stores)			
10	Ladders / kick stools are in good condition and stored away from customers?		
11	Lifts / escalators are in safe working order? (if in place)		
12	Plug sockets are in good condition and not overloaded with extension leads?		
13	Electrical equipment is in good working order and free from exposed wires or other damage?		
14	Store / Restaurant has a First Aid Box containing all required items?		
15	Shelving and racking is in good visible condition and free from damage?		
FIXTURES AND FITTINGS (All Stores)			
16	Flooring, staircases and steps are in good condition and well lit throughout the store?		
17	Shop floor displays and shelving are in a stable position and good condition?		
18	Access to window beds is restricted to prevent non employees accessing the area?		
19	Glass doors and mirrors are in good condition?		
20	Entrance / exits are in good condition with any steps clearly visible and well lit?		
21	Tables, chairs and other furniture is in good condition and free from sharp edges?		
22	Counters and till points are clean, safe and free from sharp edges?		
HOUSEKEEPING & MAINTENANCE (All Stores)			
23	Waste materials are stored safely and removed on regular basis to avoid large build up?		
24	Cleaning materials and wet floors signs are available to clean up spills?		
25	Floor coverings (carpet/rugs) are in good condition and do not create trip risks?		

CHECKLISTS

Daily Hygiene Checklist

Week:	Mon	Tue	Wed
I-Personal Hygiene			
Employees wear clean and proper uniform including proper shoes			
Necessary garments are worn and well maintained e.g. gloves, hair net, etc...			
Fingernails are short, unpolished and clean, groomed (i.e. clean shaven)			
Jewelry is limited to a plain ring (wedding band only)			
Hands are washed properly, frequently and at appropriate time			
Burns, Wounds, sores are completely covered while handling food			
Soap and tissue roll are available			
No staff member is present with cold- or flu-like symptoms or other communicable or infectious disease			
staff do not contact food with bare hands, where applicable			
II-Cleaning & Sanitation			
There is a regular cleaning schedule for all surfaces, equipments and floors			
All surfaces and floors are clean			
Food-contact items are protected from contamination; are in a clean, dry environment; and are off the floor			
Tables from inside and other hidden parts are clean			
Doors, Shelves, cabinets and drawers are clean and free from any dust or food debris accumulation			
Equipments such as exhaust, fans, Ac outlets etc... are clean and well maintained			
Refrigerators are kept clean and organized			
Ice maker machine is well maintained			
All equipment are washed and sanitized between uses e.g. slicer machine, lemon presser, etc..			
Can opener is washed and sanitized regularly			
Work surfaces are cleaned & sanitized between uses			
Thermometers are cleaned and sanitized after each use			
Chemicals are stored away from food and food related supplies			
Clean tissue roll used , sanitizing spray bottles are used			
Chemical sanitizer is mixed correctly and a sanitizer strip is used to test chemical concentration (100 ppm), checklist available .			
Three compartment sink is properly set up for ware washing			
* Suds are visible only in wash sink (1 st sink)			
* Water is clean & free of grease and food particles			
*Water temperatures are correct for wash 60°C, rinse 70°C & sanitizing 82°C			
Washed Pots, bowls are arranged up side down			
Kitchen garbage and garbage cans are clean & covered			
contaminated cartons are removed from site			
III-Pest Control			
doors in good repair			
No evidence of pests is present			
There is a regular schedule of pest control by a licensed pest control operator			
There are no broken tiles, open holes or uncovered drains in the premises			
Pest control certificate displayed and yellow card updated in each visit			
IV-Food Safety Practices			

SUMMARY

Health and safety is essential and will only be effective when we acknowledge and practice the following daily:

- It is everyone's responsibility, both employers and employees, to ensure these procedures are followed in the workplace.
- By following procedures and creating checklists, you will have a healthy and safe work environment. Lack of following them may lead to severe illnesses, loss of life, and financial replications.
- As a health and safety officer, ensure you are aware of legislation obligations and doing your part to keep your workplace a secure environment.
- Learn new ways and provide staff with information as it develops.

Trainee self-assessment

1. What new things did you learn in the training?

2. Do you feel this curriculum will be helpful in your trainings?

3. Do you feel competent and confident at the end of the training program?

4. Is there anything safety-related you would like us to evaluate?

5. What did you like the most about the training?

6. Please share any concerns or knowledge gaps.

