



Kitchen Safety

Background

KTCEA is committed to ensuring safe, respectful, caring workplaces.

Guidelines

KTCEA is committed to maintaining safe, healthy workplaces and in particular to maintaining high standards of safety for staff and students participating in food services programs.

#	Procedure	Roles & Responsibilities
1.	Detailed instructions regarding kitchen general safety rules and procedures are provided in the KTCEA Kitchen Policies and Procedures Manual.	Food Services Manager, Kitchen Staff
2.	With respect to general rules of kitchen safety, staff will <ul style="list-style-type: none"> 2.1 refrain from running; 2.2 wash hands frequently; 2.3 carry knives point down; 2.4 wipe all spills immediately; 2.5 never leave knives in a drawer or sink; 2.6 never store food on the floor; 2.7 keep aisles clear; 2.8 store cleaning supplies appropriately; 2.9 use proper lifting techniques; 2.10 wear gloves when a cut or abrasion occurs; 2.11 taste foods with a utensil. 	Food Services Manager, Kitchen Staff
3.	With respect to general safety training, food services staff will <ul style="list-style-type: none"> 3.1 be trained in basic first aid, subject to approval of the Food Services Manager; 3.2 be trained in recognizing when a person is in shock; 3.3 be provided with emergency phone numbers. 	Food Services Manager, Kitchen Staff
4.	In terms of fire safety, food services staff will be shown <ul style="list-style-type: none"> 4.1 the location of and how to use fire extinguishers; 4.2 the location and general operation of internal building fire suppression system; 4.3 how to extinguish small flame ups with salt or baking soda; 4.4 how to deal with grease fires; 4.5 how to safely exit the building in the case of an emergency. 	Food Services Manager, Kitchen Staff

Definitions:

NOT APPLICABLE

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Government of Canada Website: Food Safety – <https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety.html>

Alberta Food Regulation Act according to the Alberta Public Health Act

Alberta Food Retail and Food Services Code

Alberta Dishwashing Standards

Procedure Amendments and Updates:

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.