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This resource was developed to support learning for remote mode students normally enrolled in distance education.

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This resource may contain distance education specific content / instructions and should be adapted and differentiated by the class teacher before distributing to meet the needs of their students and recognise their students' context.

These documents have been harvested from distance education resources on March 12, 2020 to support all teachers in providing a continuity of learning for their students in the event of student absence during this difficult time.

Updated – 12 March 2020

Hospitality Preliminary
Certificate II in Kitchen Operations SIT20416
Participate in safe work practices: SITXWHS001 Set 3



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<http://weldongardnerhunter.blogspot.com.au/2012/10/coffee-maker.html>

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References

IMPORTANT- A reference book titled “Participate in safe work practices: SITXWHS001” has been provided on ELearning to help with sets Sets 1-3 “Participate in safe work practices: SITXWHS001”.

Cambridge Hospitality 4th Edition Unit 2 Page 26. “Participate in safe work practices: SITXWHS001”

Elements and Performance Criteria

3. Participate in organisational work health and safety practices.

- 3.1 Participate in work health and safety management practices developed by the organisation to ensure a safe workplace.
- 3.2 Actively participate in the work health and safety consultation processes.
- 3.3 Report work health and safety issues and concerns as they arise.

Getting involved in health and safety

The law says that workers must participate in decisions about health and safety. Workers should be involved in:

- health and safety training
- identifying hazards and risks in the workplace
- suggesting ways of *eliminating* (getting rid of) or controlling hazards and risks.

All workplaces can choose to have a Health and Safety Representative, a Health and Safety Committee or a Designated Work Group to deal with health and safety issues.

Why is it important for you to participate in workplace health and safety?

The people who do the work are more likely to know what the problems are. Often managers and supervisors don't see the everyday problems. That is why it is important for all workers to be involved in their own safety.

Ways for you to participate in health and safety improvements in your workplace.

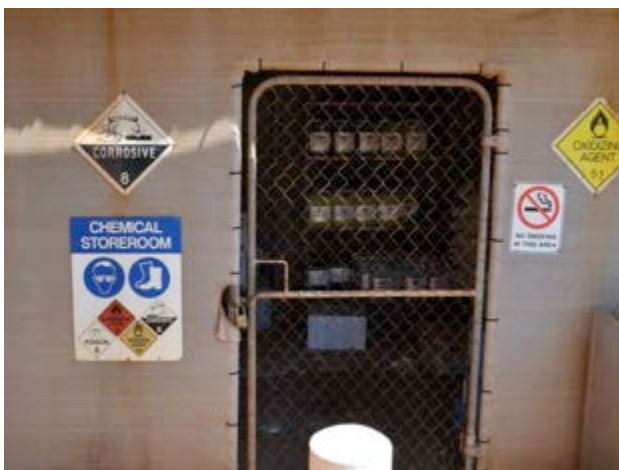
Ways to participate
1. Have informal discussions with your own work group or team about health and safety problems and ways to improve things.
2. Make a suggestion to improve health and safety e.g. fill in a suggestion form, add an item to a whiteboard list.
3. Participate in a risk and hazard assessment in your work area.
4. Attend WHS induction training.
5. Attend normal staff meetings where health and safety is sometimes discussed.
6. Contribute to a discussion at a staff meeting about an WHS issue.
7. Go to a special staff or work group meeting to talk about a particular problem.
8. Fill in a staff survey or questionnaire about health and safety.
9. Attend chemical handling training.
10. Go to a formal WHS committee meeting.
11. Talk with your WHS representative about a concern.
12. Listen to the WHS representative's report at a regular staff meeting.

Risk Management

All businesses follow a process to identify hazards and reduce risks. This is called **risk management**.

A hazard is ...	Anything that could harm you or others	<ul style="list-style-type: none">a. A frayed cord on the vacuum cleaner.b. Out-of-date chemicals in the back of the store room.
A risk is ...	How <i>likely</i> it is that the hazard will cause harm How <i>serious</i> that harm would be	<ul style="list-style-type: none">a. The frayed cord is a <i>daily</i> risk and could cause <i>serious</i> harm. This hazard should be eliminated quickly.b. The old chemicals are in a locked store. They could cause <i>serious</i> harm, but it is <i>unlikely</i>. This hazard could be left until the next big clean-out.

The steps in risk management are called different things in different workplaces. But they usually follow the SAFE process.



The SAFE process

	What does it mean?	Example
1 See it	Identify workplace hazard	Lawn mower throwing up stones into the eyes of people passing by.
2 Assess it	Work out the risk of a hazard: <ul style="list-style-type: none"> ▪ How likely is it to cause harm? ▪ How serious would the harm be? 	Lawns are mowed in the mornings when guests are moving around between rooms and dining area. Only a low to medium chance of an incident, but the harm could be serious.
3 Fix it	Find a workable solution to control the hazard – either get rid of it, or reduce the risk. Use the Hierarchy of Control to help think about solutions.	You could: <ul style="list-style-type: none"> ▪ put up barriers to keep people at a distance ▪ stop mowing when guests pass by change mowing time to early afternoon.
4 Evaluate	Pick a time to go back and check that the solution actually works. Be prepared to think again.	After one month, talk to the maintenance people: <ul style="list-style-type: none"> ▪ Has the risk of an incident been lowered? ▪ Are there any problems we didn't foresee? ▪ Do they have any other ideas now?

The Hierarchy of Control

A hierarchy is a list of things in order of importance. The best way to fix the problem is to get rid of a hazard. This is called **elimination**.

When elimination is not possible, the hazard must be made less dangerous. This is called **controlling** the hazard.


The best ways to control the hazard are listed below in order of importance.



Hazard control method	Example
1. Eliminate (get rid of) the hazard	The washing machines in the laundry were old top loaders and getting the wet sheets and towels out was heavy work. The hotel decided to send the work out to a contractor.
2. Substitute the hazard (replace it with something else)	The housekeeping department replaced a toxic bleach-based cleaning chemical with a safe non-toxic one.
3. Isolate (separate) the hazard	The maintenance department set up witches' hats around the lawn mowing operations so people would not be hit by stones.
4. Change equipment	Instead of lifting a heavy floor polisher up four steps to the conference room, maintenance built a portable ramp. Instead of lifting heavy trays of glasses from high shelves and carrying them to the bar, they are now stored on waist-high shelves and they are moved to the bar on trolleys.
5. Change work practices	Workers were trained in how to use new ironing equipment in a safe way, according to procedures.
6. Use personal protective equipment	Cleaners use heavy-duty chemical gloves, aprons and full face masks when they are cleaning the stove and oven with stove cleaner.

Hazard control tool

Your workplace will have a form to record hazard identification and control. Here is an example:

 Banksia Gardens Hotel HAZARD CONTROL TOOL	
Person completing form: Tanya Lee Work team: Kitchen	Phone: X305 Date: 11/02/2012
SEE IT Describe hazard and location	Forklift delivering supplies to kitchen travels across pathway used by kitchen workers to get to storeroom.
ASSESS IT	How likely is it that someone will get hurt? Unlikely 0 1 2 3 4 5 Highly likely
	How serious would the harm be if there was an incident? Not serious 0 1 2 3 4 5 Very serious
FIX IT	Immediate/temporary control: Place warning signs along path and at exit from kitchen. Conduct brief training at daily meeting.
	Permanent control: Change pathway or put safety barriers along forklift path to prevent pedestrian access.
EVALUATE IT	Hazard controlled? Yes No Evaluated by: <i>Phil Lemanah</i> Date: <i>02/03/12</i> Reviewed by: <i>Jenn Daley</i> Date: <i>02/04/12</i>

Activity 1: Identify Possible Hazards

1. Choose one of these hazards and complete the following hazard control tool:

Wet floor – The kitchen attendant likes to leave early on Thursdays so he mops the kitchen floor while the cooking staff are still working.

Manual handling – Staff have to lift heavy trays of glasses in the store room and carry them down a long hallway to the bar.

Armed robbery – A lot of cash is kept at reception overnight sometimes and there is no security after hours.

Handling hazardous substances – Disinfectant is bought in bulk and has to be put into smaller spray containers by cleaning staff. They do it in a very small work room. The ventilation is poor and the rubber gloves are old and have tears in them.

SEE IT – Write your hazard in the box.

ASSESS IT – Discuss the two questions and choose a rating.

FIX IT – Discuss some ideas for an immediate/temporary control and a permanent control. Write at least one idea in each box.

EVALUATE IT – Report back to the whole group. Explain your group's ideas about how to control the hazard. Ask the group – to help you work out whether your solution will work.

HAZARD CONTROL TOOL

Form completed by:

SEE IT	Describe hazard and location.
ASSESS IT	How likely is it that someone will get hurt? Unlikely 0 1 2 3 4 5 Highly likely
	How serious would the harm be if there was an incident? Not serious 0 1 2 3 4 5 Very serious
FIX IT	Immediate/temporary control:
	Permanent control:
Immediate	<i>Straight away, right now</i>
Temporary	<i>For a little while, but not a solution forever</i>
Permanent	<i>Forever</i>

2.

The purpose of this activity is for you to identify possible hazards in common hospitality work areas. For each hazard that you identify, plan strategies or actions that will reduce the risk of injury or harm. Each workplace and work area will be different, so you are encouraged to discuss the safety of each work area with your supervisor or employer.

Example:

Work area	Possible hazards	Strategies to reduce risk of harm
Meat Slicer	Sharp blades	Training on safe use of slicer. Use machine guard when slicing meat.
	Electrical fault	Regular check and tag of all electrical appliances

Now it's your turn:

Work area	Possible hazards	Strategies to reduce risk of harm
Espresso coffee machine		
Mise en place vegetable preparation. (cutting, peeling, slicing)		
Bar, Beverage service area		
Food storage areas		
Dry stores or pantry		
Wash up area		
Dishwasher		

Activity 2- ELearning

All activities this week are online e-learning.

Complete tasks 3.1 – 3.4 and record your results.

Keep re-doing each task until you score above 70%

3.1 _____/10

3.2 _____/10

3.3 _____/10

3.4 _____/20

