

SPROUT FOOD GROUP



Workplace Health & Safety Manual



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Introduction

Aim

Sprout Food Group takes the health and safety of its staff and guests extremely seriously. Health and safety is the highest priority and will never be questioned or compromised. This manual outlines the health and safety measures in place within the business to protect staff members from exposure to hazards and risks that may arise at work.

Responsibilities

Workplace health and safety requires a commitment from all staff and a genuine understanding of everyone's expectations and responsibilities.

Sprout Food Group management have a key responsibility of ensuring everyone's health and safety is not put at risk by what the business does.

Staff members must take reasonable care to ensure that they do not adversely affect the health and safety of themselves or anyone else, by engaging in unsafe or risky behaviour or by ignoring unsafe practices.



Hazards and Risks

Hazard: Contact with Steam, Hot Water, Hot Oil and Hot Surfaces

Risk: Burns and scalds.

Normal Control Measures

Tea towels and oven mitts are provided for handling hot items.

Adequate space is available around cook tops when handling hot items.

Pan handles positioned to not overhang the edge of cook tops.

Additional Control Measures

Staff must wear fully enclosed shoes, aprons, and appropriate clothing to protect against burns and scalds.

Hazard: Sharp Equipment

Risk: Cuts.

Normal Control Measures

The storage and use of knives is controlled.

Knives are regularly sharpened.

Knives are washed separately and not left in sinks.

Additional Control Measures

Staff taught knife safety and techniques.

Staff wear fully enclosed shoes.

Knives are not used for opening of boxes.



Hazard: Slippery Floors

Risk: Slips.

Normal Control Measures

Floors regularly cleaned.

“Wet Floor” sign displayed when applicable.

Spillages and debris dealt with immediately.

Paper towels provided for small areas of water-based contamination.

Suitable cleaning materials available for large spills.

Additional Control Measures

Staff wear fully enclosed shoes with good grip.

Non-slip mats used at wet areas.

Hazard: Unseen Floor Obstructions

Risk: Trips.

Normal Control Measures:

No obstacles in walkways.

Trailing cables are covered with raised mats.

Additional Control Measures

Prompt maintenance of floor defects.



Hazard: Use of Electric and Gas Equipment

Risk: Electric shock, fire, and explosion.

Normal Control Measures

Electrical equipment is subject to regular safety inspections and testing (TAG testing).

Gas equipment is under planned maintenance.

Cooktops and ovens sited away from flammable materials, doorways, passageways, and fire escape routes.

No wall displays, pin boards etc in the close vicinity to cooktops and ovens.

Fire blankets and extinguishers readily available.

Emergency exits clearly labelled and unobstructed.

Fire and evacuation plan prepared and clearly displayed.

Additional Control Measures

Faulty items to be identified and repaired or disposed of immediately.

Hazard: Contact with Cleaning Chemicals

Risk: Skin irritation, burns and eye injury.

Normal Control Measures

All cleaning chemicals clearly labelled and stored away from food.

Long handled mops and brooms provided.

Commercial dishwasher used.

First aid kit readily available.

Additional Control Measures

Chemical safety data sheets stored in convenient location in kitchen.



Hazard: Workplace Temperature and Ventilation

Risk: Heat stress.

Normal Control Measures

Fans and air conditioners provided to control air temperature.

Additional Control Measures

Staff encouraged to take appropriate breaks and drink water.

Hazard: Manual Handling

Risk: Muscle, tendon, joint and cartilage injuries.

Normal Control Measures

Food and consumables bought in package sizes that are light enough for easy handling.

Trolleys and handling aids provided to move heavier items.

Staff never lift goods that are too heavy, awkward to lift or above their shoulders without assistance.