WHAT KITCHENS NEED

Kitchens, Tea Rooms, Amenities and Common Rooms are areas of high risk. This comes about because they have hot, electrical appliances and frequently have high numbers of different people visiting each day.

These areas need to be checked, assessed and audited regularly every 6 months in line with the EHL Faculty policy “High Risk Areas”.

If assessing a kitchen for a Building Hazard Survey, please use the “Kitchen Hazard Checklist” form.

1. All surfaces and appliances need to be neat, tidy, clear and clean; especially benches, sinks, microwaves and fridges.

2. ALL electrical appliances tested, tagged, and current. The electrical cords and power boards need to be tested as well and safe off the floor.

3. Safe Operating Procedures (SOPs) for all appliances; checked and adapted for each particular kitchen and appliance, colour printed, laminated, displayed in either a clear acrylic display dispenser or on wall or folder. “SOPs are here” sign to designate the folder. If required, a full set of appliance manufacturer’s instructions may be placed strategically.

4. Materials Safety Data Sheets (MSDS) folder (red coloured cover) with an inventory list inside. “MSDS are here” sign MUST be displayed very close by.

5. Mitts or gloves (or similar pot holder) to handle hot utensils if oven, microwave, toaster or cooker is in the kitchen. Some basic tongs and spatulas may be necessary.

6. Other notices as required:
   - “HOT” for cookers and boiling water ‘zip’ tap, urn etc.
   - “Do not leave unattended” for toasters and ovens.

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