

# Kitchen Safety - Nominated Supervisor

NQS 2.1.2 Health practices and procedures

NQS 2.2.1 Supervision

NQS 3.1.1 Fit for purpose

NQS 3.1.2 Upkeep

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

## Facilities

|   |                           |                          |                          |
|---|---------------------------|--------------------------|--------------------------|
| Is the kitchen located and designed in a way that prevents children from accessing potentially harmful substances and objects?            | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are sharp knives kept in a locked draw/cupboard?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are (cleaning) chemicals and medications properly labelled and stored securely?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are Material Safety Data Sheets readily available in areas where chemicals are kept?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are working childproof latches on all drawers and cupboards?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are there see through sections or warning signs fitted to doors in high traffic areas, especially where they open into hallways/walkways? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are doors in good repair and do they swing easily?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are doors free of splinters or sharp surfaces?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Does the layout give employees space to work and move freely?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are appliances like microwaves mounted at a height that every adult in the workplace can access?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are electrical cords placed so they don't obstruct movement or present a safety hazard?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are power boards used rather than double adapters?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do all power boards have overload protection?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is there access to natural light?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is the kitchen well ventilated?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is an exhaust fan installed?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is a fire blanket kept next to cooking facilities?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

## Hygiene

|   |                           |                          |                          |
|---|---------------------------|--------------------------|--------------------------|
| Do employees use colour coded chopping boards? eg RED for meat, YELLOW for chicken, GREEN for fruit and vegetables? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are ovens clean and in good repair?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are light fittings clean and free of dust?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are tiles and cooking utensils clean and in good repair?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are refrigerators and cooking appliances regularly cleaned and the contents checked?                                | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are different coloured sponges used in the kitchen compared to bathrooms and children's rooms?                      | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are cutlery, mugs and dishes regularly cleaned and put away?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is the kitchen cleaning schedule displayed and signed off when completed?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are clean dishcloths and tea towels always available?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do employees use dedicated cleaning material (eg paper towels) for cleaning spills on the floor?                    | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are floors clear of substances that may cause falls and slips?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is the kitchen always clear of garbage and litter?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are bins emptied every day?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do all bins have liners and lids?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

## Practices

|   |                           |                          |                          |
|---|---------------------------|--------------------------|--------------------------|
| Do employees close drawers and cupboards immediately after use? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
|---|---------------------------|--------------------------|--------------------------|

|  |                           |                          |                          |
|--|---------------------------|--------------------------|--------------------------|
| Do employees prepare and consume hot food and drinks away from children and areas they can access?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do employees empty water containers after use?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do employees put cleaning materials away after each use?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do employees empty rubbish containers before they are overflowing?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Are garbage bins emptied every day, washed, sanitised and dried when dirty and at least once a week?   | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Do employees unplug electrical appliances when not in use and store them appropriately?  | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |
| Is electrical equipment (exposed to moisture, heat etc) regularly tested (tagged) by a licensed tradesperson and a record kept eg tag or other record? | <input type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> NA |

### Actions required