

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:

armful substances and objects? are sharp knives kept in a locked draw/cupboard? are sharp knives kept in a locked draw/cupboard? are Material Safety Data Sheets readily available in areas where chemicals are kept? are working childproof latches on all drawers and cupboards? are there see through sections or warning signs fitted to doors in high traffic areas, especially where they open into hallways/walkways? are doors in good repair and do they swing easily? are doors free of splinters or sharp surfaces? boes the layout give employees space to work and move freely? are appliances like microwaves mounted at a height that every adult in the workplace can access? are power boards used rather than double adapters? bo all power boards have overload protection? a there access to natural light? b the kitchen well ventilated? c an exhaust fan installed? c an exhaust fan installed? c a fire blanket kept next to cooking facilities? are ovens clean and in good repair? are ovens clean and free of dust? are ovens clean and free of guilary cleaned and the contents checked? are clifterent coloured splayed and signed off when completed? b the kitchen cleaning schedule displayed and signed off when completed? c an dishcloths and tea towels always available? b the kitchen always clear of garbage and litter? c at heix then cleaning schedule displayed and signed off when completed? c at heix then always clear of garbage and litter? c at heix then cleaning schedule displayed and signed off when completed? c at be kitchen always clear of garbage and litter? c at heix then cleaning schedule displayed and signed off when completed? c at be kitchen always clear of garbage and litter? c b at heix then always clear of garbage and litter? c b at heix then always clear of garbage and litter? c b at heix then always clear of garbage and litter? c b at heitchen always cl	OYes	ONo	ONA
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To employees close drawers and cupboards immediately after use? C	OYes	ONo	ONA

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

Actions required

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