

# Kitchen Good Practices

Keep your Kitchen Clean and Safe

## 保持厨房 良好的工作习惯

维持环境的干净与安全



# INTRODUCTION

Presenting good food is not the sole purpose of a kitchen. A good kitchen must also be kept clean and safe. A clean and safe kitchen means happy diners and staff who can return home safely after work every day.

This Kitchen Safety and Health Pack highlights the common hazards of working in a kitchen. It includes activity-based checklists to help you ensure that good practices are in place for critical activities such as handling of sharp objects. We would also like to encourage you to put up these posters and stickers to remind your staff of the dire consequence of unsafe acts.

# SLIPS, TRIPS AND FALLS

In the kitchen, hazards such as physical obstructions and poor flooring may lead to slips, trips and falls. Working conditions such as insufficient lighting, poor housekeeping and wet and slippery floors must be addressed in order to prevent accidents.



## Good work practices to prevent slips and trips

- Provide anti-slip installations such as anti-slip mats in areas that are prone to getting wet or oily;
- Provide appropriate and adequate personal protective equipment (PPE) such as anti-slip shoes;
- Repair damaged flooring (e.g., broken tiles, holes) immediately;
- Maintain good housekeeping at all times;
- Clean up any spillages immediately;
- Put up signs to warn passers-by about slippery floors during and after cleaning of floors;
- Ensure adequate lighting at all work areas; and
- Keep floors and stairs dry and clean at all times.



## HANDLING SHARP OBJECTS

Sharp objects such as knives or broken glasses can result in cuts if they are not handled properly. Preventive measures should be taken while handling sharp objects. Some recommended preventive measures include:

### **Good work practices to prevent cuts**

- Use the appropriate equipment or tool for the job;
- Use the appropriate PPE when handling sharp objects;
- Cut in the direction away from your body;
- Wash sharp objects separately from other objects or equipment;
- Ensure cutting is done on flat surfaces;
- Store sharp objects properly (e.g., knives stored on knife racks);
- Ensure cutting devices are well-maintained; and
- Do not multitask while handling sharp objects.

# HANDLING HOT OBJECTS OR LIQUIDS

Accidental contact with hot surfaces such as boilers, hot presses at laundry room and kettles can cause serious injuries such as burns. Safe work procedures should be established and adhered to when handling hot objects or equipment. In addition, employers must ensure that adequate first aid facilities are provided and that designated workers are trained in first aid to handle burns and scalds.



## Good work practices when handling hot objects

- Do not overfill pots and pans;
- Use heatproof gloves or cloths when handling hot pots and pans;
- Ensure that the handles of pots and pans do not stick out from the counters or stoves;
- Ensure safety devices such as thermostats and interlocking switches are installed;
- Do not open pressure cookers and steam ovens when they are in use; and
- Turn on hot water and hot liquid faucets slowly to avoid splashes.

# 引言

厨房的功能不仅仅是烹调可口的食物。厨房的工作环境也必须保持干净与安全。这样一来，一个好的厨房除了能确保好品质与可口的食物，也能提供相关的工作人员优良与安全的工作环境。

在厨房里的常见危害如湿滑的地面的跌伤或使用利器时的割伤与在处理高温体时的烫伤，都是可以避免的。我们附上这三个主要厨房风险的检查表以帮助您确保在进行相关的工作时，采用良好的工作作习。同时，我们也希望您能张贴我们附上的海报与贴纸来提醒您或您的员工这些潜在的工作风险以及其严重的后果。

## 滑倒、绊倒及跌倒

在厨房内的隐患（比如积水、障碍物与破损的地板）可能导致滑倒、绊倒及跌倒。不良的工作环境（比如灯光不足、工作区域没有确保干净整齐以及地板湿滑）必须及时与妥善处理，以防止意外的发生。



### 防止滑倒或绊倒的良好工作措施

- 在湿滑的地方装置防滑垫子等防滑装置；
- 提供适当及充足的个人防护设备，比如防滑鞋；
- 即刻修补受损的地板（例如破裂的瓷砖）；
- 确保工作场所干净整齐；
- 即刻清理积水；
- 在湿滑地面的周围有展示警告以提醒过路人注意油滑地板；
- 确保工作场灯光充足；以及
- 地板与楼梯有时刻保持干燥及清洁。



## 处理锋利物件

锋利物件（比如刀或玻璃碎片）如果不妥善处理，可能导致割伤。在处理锋利物件时应采取防护措施。

### 防止割伤的良好工作措施

- 在进行任何工作时，使用适当的设备或工具；
- 使用锋利物件时使用适当的个人防护配备；
- 在切割时，切割方向是远离使用者的身体；
- 将锋利物件与其他物件分开清洗；
- 确保在平坦的表面上切割物件；
- 必须妥善地贮藏锋利物件（例如将刀贮藏于刀架上）；
- 确保切割装置维护良好；以及
- 在处理锋利物件时，不要同时执行其他任务。



## 在处理高温体时的良好工作措施

意外接触高温物体的表面（比如锅炉、洗衣房的热压机和热水壶）可能导致严重烧伤或烫伤。在处理高温时，应制定并遵守安全工作程序。此外，雇主应提供急救设施，以及受过专业处理烧伤和烫伤培训的急救人员能及时与妥善的处理任何烧伤及烫伤意外。



### 在处理炽热物件时的良好工作措施

- 在烹煮或移动高温食品时，不要过度填满器皿；
- 在处理高温器皿时，确保员工穿戴合适的个人防护配备，如防热手套；
- 确保锅柄没有从炉子的边缘突出；
- 确保安装安全装置，比如恒温器以调节高温；
- 不可随意打开正在操作的高压锅及电蒸炉；以及
- 缓慢地扭开热水或排放器，以避免被热水或热液体烫伤。

**Published in August 2013 by the  
Workplace Safety and Health Council  
in collaboration with the Ministry of  
Manpower.**

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