

# Safety and Sanitation Procedures

Please read the following safety and sanitation procedures for working in the kitchen. Sign below to indicate that you have read, understood, and will follow the procedures.

## To Prevent Falls...

1. Wipe up all spills immediately.
2. To reach items stored in high places, use a sturdy stepstool or ladder. DO NOT use a chair, box or counter top.
3. Close cabinet doors and drawers after opening them.

## To Prevent Cuts...

1. Keep sharp knives sharp. They are less likely to cause an accident than dull ones.
2. Cut away from you with the knife blade slanted
3. For peeling vegetables such as carrots or potatoes, use a peeler instead of a knife.
4. Cut, chop, and dice foods on a cutting board.
5. If a knife, kitchen scissors or ice pick starts to fall, get out of the way. Do not try to catch it in mid-air.
6. Wash, dry and store knives separately from other dishes and utensils.
7. Keep your fingers away from the beaters in mixers and away from the blades in other appliances.
8. Use knives and other sharp tools only for their intended purpose.
9. Sweep up broken glass immediately.
10. Wrap your hand in a towel to pick up broken glass.
11. When opening cans, cut the lids completely off.
12. Never walk around holding a knife.

## To Prevent Fires and Burns...

1. Use baking soda or salt NOT WATER to put out a grease fire.
2. Keep flammable materials away from the top of the range, and away from portable appliances that heat.
3. Do not lean on the range, because loose clothing can catch fire.
4. Do not allow the top portion of the stove to become a storage space.
5. To put out a fire on your broiler, douse with salt or baking soda, and close oven door.  
Do not use a wet towel or oven mitts to remove something hot—water conducts heat!
7. Use a dry potholder, NOT a towel or the corner of an apron, to remove pans from the range.
8. Store flammable substances such as cleaning fluid or aerosol sprays away from heat sources
9. Use a metal trash can when disposing of hot or smoldering items.
10. Keep the range exhaust hood and ducts clean.
11. Always keep pan handles turned toward the center of the range.
12. When removing a pan lid, tilt the lid away from you and do not hold your face directly over the pan.
13. When removing a pan from the oven, pull the oven rack out. Do not reach into a hot oven.
14. Wear an oven mitt on each hand, and use both hands to remove pans from the oven.
15. Check to be sure the range and all appliances are turned off when you are finished with them.
16. Use a spoon or tongs, not your fingers, to remove foods from hot liquids.
17. If you smell gas, turn off all range and oven controls, and inform your teacher.

## To Prevent Electric Shock...

1. Keep electrical cords away from water and hot objects.
2. Do not plug several cords into an electrical outlet at one time.
3. Unplug portable appliances after you have used them.
4. Disconnect appliances before cleaning them. Do not put them in water unless labeled "immersible".

5. Before using an appliance, make sure your hands are dry, and that you are standing on a dry surface.
6. Unplug appliances before bringing metal objects into contact with any working parts.
7. Plug the cord of portable appliances into the appliance first, and then into the wall.
8. Unplug appliances by the plug end of the cord, NOT by pulling on the long cord.

## To Prevent Microwave Accidents...

1. Never damage the door of a microwave, or use a microwave if the door appears damaged.
2. Never turn the microwave on if there is no food inside.
3. Never heat sealed jars, cans or bottles in the microwave.
4. Do not heat home-canned foods in the microwave. Use a conventional range.
5. Use potholders to remove food containers from the microwave.
6. Remove lids and plastic wrap carefully to avoid steam burns.
7. Distribute the heat by stirring foods prepared in the microwave before serving them.
8. Never put anything metal inside the microwave.
9. Use only microwave-safe cookwear in the microwave.

## Sanitation Procedures...

1. Place books, purses, and other personal items away from the kitchen areas.
2. Wear appropriate, clean clothing on lab days. Avoid long, loose sleeves, sashes, and dangling jewelry.
3. Wear a clean apron during food preparation and cleanup.
4. Pull long hair back and secure it so that it stays away from your face and shoulders.
5. Avoid working with food if you have an open cut, sore, or other wound on your hands.
6. Wash your hands with soap and warm-hot water for at least 20 seconds before beginning the lab. Dry your hands on paper towel or a clean cloth towel not used for drying dishes.
7. While working with food, avoid touching your hair, skin, face or other unclean objects.
8. Repeat proper handwashing when necessary—after coughing, sneezing, or using the restroom.
9. Be sure you have clean dish towels, dish cloths, potholders and oven mitts before beginning the lab. Obtain additional clean items as they are needed.
10. Wipe all counters and tables with soap and warm water at the beginning and end of each lab.
11. Use HOT water for washing dishes.
12. Fill the sink with hot, soapy water at the beginning of the lab. Soak dirty dishes, pans, pots in the water as you are through with them. DO NOT leave knives in the water.
13. Wash dishes, pans and utensils as you use them, allowing them to dry on the drain board when possible. Put all dishes away in their appropriate places before you leave the kitchen area.
14. When tasting foods, use a spoon other than the stirring spoon. Use a clean spoon for each person tasting and for each time food is tasted.
15. After working with raw animal foods, scrub all areas and utensils with hot soapy water.
16. Be sure to wash all vegetables and fruit before using them.
17. When possible, use a kitchen tool, NOT your hands, to complete the task.
18. Thoroughly cook foods to be served hot. Keep them hot until they are served.
19. Foods to be served cold should be kept cold until serving time.
20. Cover leftover foods and store them in the refrigerator immediately.

Always inform the teacher of any safety hazards or accidents that you are aware of!

I have read the safety and sanitation procedures for working in the foods lab. I understand each procedure, and agree to follow all safety procedures.

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)