



School/Worksite: Various Staff Group: Food Services Preparer		Job/Position Summary: The Food Preparer provides food services to school faculty, staff and students. Duties may include operation of cafeteria services, food preparation, food ordering, collection of monies, supervision of workers and students, food demonstrations and student instruction.					Assessment Team:			Date Completed: 22 Jan 2014			
Step 1 (1) List types of work and work related activities		Step 2 (2) Identify Existing or Potential Hazard Sources/Types		Step 3 Assess Risk and Prioritize the Hazards			Step 4 Identify and Implement Hazard Controls						
Type of Work	Related Task/Activities	Environmental Tools/Equipment People Hazard Types Ergonomic, Biological, Psychosocial, Physical, Chemical	A - Frequency of Exposure (6)	B - Hazard Probability (7)	C - Potential Consequence (8)	Risk Level A x B x C	Risk Priority (9)	Engineering (3) Administrative (4) Personal Protective Equipment (5)		Corrective Action			
								Summary of Recommended Hazard Controls		In Place		Initial	Date Completed
								Yes	No				
Cafeteria Operations	Perform short order /grill cooking (e.g., fries, hamburgers, and hot dogs) and assist in the preparation of daily entrees. Prepare and serve general menu and cold food production items (e.g., sandwiches, salads, and prepared soups).	1. Use knives, dough mixers and slicing equipment to cut, chop and prepare menu items-Potential for cuts, scraps, entanglement and amputation.	4	2	4	32	Med	1. Ensure written safe operating procedures are posted on or near hazardous equipment. Equipment with moving parts is equipped with guards and safety switches. Wear gloves when handling sharp objects or hot items. Wear heat resistant gloves when handling hot utensils or equipment.					
	Prepare breakfast and bakery items (e.g., pancake, muffins).	2. Lifting, pushing, carrying and pulling moveable equipment, tables, furniture and cafeteria supplies.	4	3	3	36	Med	2. Mechanical aids (carts, dollies, etc.) are available to transport heavy or awkward materials. Follow general safe work procedures for lifting and handling loads.					
	Set up and prepare food preparation areas, dining rooms, and lounges for daily service and special events.	3. Fatigue, strains and sprains from standing, moving, lifting and bending (or a combination of these movements) and other activities requiring physical effort.	4	3	3	36	Med	3. Mechanical aids (carts, dollies, etc.) are available to transport heavy or awkward materials. Follow general safe work procedures for lifting and handling loads.					
	Prepare and deliver food items (e.g. coffee, etc.).	4. Potential for violent encounters with intruders or emergency situations when working alone or in locations isolated from view.	3	2	4	24	Med	4. Review / implement site protocol for working alone. Do not operate hazardous equipment such as dough mixers alone.					
		5. Potential for latex allergies with prolonged use of latex gloves.	4	1	2	8	Low	5. Avoid use of latex gloves, offer durable brands in different sizes to accommodate different hand sizes.					



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Cafeteria Operations (Cont.)		6. Electrical shock from appliances or frayed cords.	4	2	4	32	Med	6. Review electrical safety tips bulletin.				
		7. Fire hazards from electrical or gas fired equipment or food and grease left unattended.	4	2	4	32	Med	7. Fire extinguishers and suppression systems clearly marked, inspected, serviced annually.				
		8. Exposure to mice and droppings.	1	1	4	4	Low	8. Pest control program in place. Follow division mouse control guidelines and procedures for cleanup of mouse droppings.				
		9. Slips, trips and falls on wet, greasy or cluttered work surfaces.	4	3	3	36	Med	9. Practice good housekeeping. Floors are regularly cleaned and spills are promptly cleaned up. Wear proper non-slip closed toe and heel footwear. Use of non-slip anti-fatigue matting where necessary. Use carts, dollies or trays to transport materials. Availability of trained first aiders on site. First Aid Kits, emergency eye wash available / maintained.				
	Collect monies from students, operate cash register and provide assistance to student cashiers. Balance / verify daily cash balance and prepare deposits for accounts clerk or supervisor.	10. Handling of cash, deposits	4	1	3	12	Low	10. Procedures for safe cash handling in place and followed.				



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Cafeteria Operations (Cont.)		11. Potential for strains and sprains, transporting supplies to and from stockroom shelves, refrigerators and freezers. Lift flats of pop cans, chocolate bars, etc. Foot hazards from dropping materials; potential falls from portable step ladder. Lifting bulk items moving up or down stairs. Transport bags / boxes of materials from home, personal vehicles, storage rooms, etc. by hand or using carts. Use personal vehicle to pick up / purchase supplies – potential for motor vehicle accident. Exposure to cold from walk in freezers and risk of being trapped inside a freezer.	3	3	4	36	Med	11. Wear closed toed non-slip footwear. Use carts or dolly for transporting materials. Review bulletin for safe lifting and material handling. Approved platform ladders available to place or access materials on higher shelves. Secure items in vehicle during transport.				
	Clean cafeteria and eating areas. Sanitization and cleaning of the kitchen area and equipment. Wash dishes, pots and cooking utensils. Initiate repairs for faulty / damaged kitchen and cafeteria equipment.	12. Bucket, sponges, mops, and cloths; commercial dishwashers. Use of bleach, commercial cleaning and sanitizing products.	4	2	2	16	Low	12. Current MSDS (< 3 years old) for all WHMIS controlled products. WHMIS supplier / worksite labels on all chemical containers. Wear protective gloves and eyewear as required by MSDS. Lock out procedures in place when cleaning / maintaining machines (e.g. dough and slicing machines) Waste cooking oil picked up and properly disposed by approved vendor. Inspection and preventive maintenance program in place for all equipment. Canopy exhaust systems cleaned / inspected annually and dates posted.				



Chinook's Edge School Division No. 73

Hazard Assessment

Average Hazard Rating: 22.7 Medium Risk

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Supervision/Instruction	Provide supervision of food preparer staff, and students (i.e., work experience and paid student employees). Coordinate food preparation and production. Plan menus, and ensure food safety quality and production rates are met.	13. Stress from supervising staff and students. Unhygienic conditions leading to health issues. Stress from health inspections.	4	1	1	4	Low	13. Supervision has completed an approved course in food safety. - Posting of cafeteria / kitchen rules and student expectations for behavior. -Proper hand washing and posting of hand washing posters with adequate supply of soap and water and towels for hand drying. -Regular inspections by Capital Health and appropriate food permits posted.				
	Prepare lesson plans and instruct students.	14. Use computers, internet, and curriculum resources. Prepare at work or home which may include working alone after school hours.	4	2	2	16	Low	14. EPS Office Ergonomics Guidelines and self-assessment checklist.				
	Prepare progress reports.	15. Eye, neck, shoulder, arm and wrist strain from prolonged sitting, repetitive motions, awkward postures and poorly designed / positioned furniture / workstations.	4	2	2	16	Low	15. Micro-breaks – alternate from standing to seated positions regularly.				
	Step 5: Review/Communicate with affected staff (List staff members)											
Step 6: Date of review with affected staff members												



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¹ **TYPE OF WORK** includes a description of the broad general nature of the work carried out (e.g. office work, classroom preparation, cleaning). The **WORK RELATED ACTIVITIES** would be the specific activities carried out within each type of work starting with an action verb e.g. operating office equipment, using computers, lesson planning, vacuuming floors)

¹ **HAZARDS** can be identified using several methods including personal experience/intuition, physical observations, task/job analysis, or incident investigation.

¹ **Engineering Controls:** Preferred method. Reduces exposure by removing or isolating hazard from worker. E.g. elimination, ventilation, substitution, , redesign, guarding, enclosure, automation, mechanical aids

¹ **Administrative Controls:** Practices that reduce likelihood of exposure by altering the time or way a task is performed e.g. training/education, safe work procedures, purchasing stds, supervision, signage, job rotation/scheduling, housekeeping etc.

¹ **Personal Protective Equipment (PPE):** Not to be used as primary control unless engineering or administrative controls are not feasible. E.g. safety glasses, safety footwear, gloves, respiratory protection, hearing protection

¹ **ASSESS AND PRIORITIZE:**

Frequency of Exposure (how often workers could be exposed to the hazard):

- 1 = less than once/month
- 2 = at least once/month
- 3 = at least once/week
- 4 = one or more times daily

Hazard Probability (the likelihood that the hazard will result in an incident causing worker harm):

- 1 = not likely
- 2 = remote chance – not likely but possible every 5-20 years
- 3 = occasional – likely to happen once every 1-5 years
- 4 = probable – expected to happen once a year or more.

Potential Consequence (the severity of loss if a hazardous event occurs):

- 1 = negligible (results in: no injury, first aid, limited property damage)
- 2 = marginal (results in: medical aid, minor injury/illness, no lost time)
- 3 = critical (results in: lost time injury, temporary disability)
- 4 = catastrophic (results in: serious injury/illness, permanent disability, death, extensive property damage).

Risk Priority:

- Low (1 – 18) = low risk – minimal controls
- Med (19 – 36) = medium risk – take scheduled action to minimize the hazard
- High (37 – 64) = high risk – take immediate action to eliminate the hazard or reduce the degree of risk