# Sample Kitchen and Cooking Safety Rules

## General Rules

* Do not remove safety guards provided on the equipment. When a safety guard is removed for the purpose of making repairs or cleaning, replace the guard before the equipment is put into operation.
* Do not place heated pots or pans in a position such that the handles are protruding over the edge of range, table or counter.
* Do not fill pots, pans, buckets or cookers more than 2/3 full.
* When adding ingredients to hot liquids, add small portions at a time to prevent splashing.
* Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
* Transport hot liquids in closed containers.
* Use carts for moving large hot items such as coffee urns, containers of hot water or containers of hot food.
* Use the cart wheel locking lever to prevent movement while removing items from the cart.
* Turn off gas supply and electrical current for appliances when they are not in use.
* Turn off circuit breakers to kitchen cooking equipment when cleaning the equipment.

## Automatic Coffee Maker, Coffee Urn and Coffee Grinders

* Turn the power switch of the equipment to "off" when it is not being used.
* When cleaning coffee urns with hot water, be sure you have a solid footing and a firm grip on the urn.
* When brewing coffee, wait until brewing is completed before disposing of grounds and filter.

## Fryers

* Use protective gloves when removing the crumb tray during filtering of shortening.

## Grills

* Wear heat resistant gloves when cleaning grills.

## Knives and Sharp Instruments

* When handling knife blades and other cutting tools, direct sharp points and edges away from you.
* Cut in the direction away from your body when using knives.
* Store knives in knife blocks or in sheaths after use.
* Do not use knives with dull blades.
* Do not use honing steels that do not have disc guards.
* Do not attempt to catch a falling knife.
* Use knives for the operation for which they are named.

## Knives and Sharp Instruments (continued)

* When opening cartons, use safety box cutters.
* Do not use knives with broken or loose handles.
* Do not use knives as screwdrivers, pry bars, can openers or ice picks.
* Do not leave knives in sinks full of water.
* Do not pick up knives by their blades.
* Carry knives with their tips pointed towards the floor.
* Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheaths or holders.
* Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

## Microwave Ovens

* Do not operate a microwave oven if it has a bent door, broken hinges or latches, or cracking in its seals.
* Use hot pads or oven mittens when removing items from the microwave.

## Mixers

* Do not put your hands inside the mixing bowl while the mixing bowl and mixer are in operation.
* Use the stomper to push meat through the grinder attachment of a mixer.

## Ovens

* Use oven mittens when removing hot food from the oven.
* Clear a space on the table for placing hot food, before removing the food from the oven.
* Wear eye protection, rubber gloves and apron when using an oven cleaner.

## Slicers

* Always keep your eyes on your work while you are using a slicer.
* Do not place your hand on top of the blade guard while you are operating the slicer.
* Replace the guards after cleaning or making any adjustments to the slicer.
* Turn the power switch of the slicer to "off" and unplug it when it is not being used.
* Wear a wire mesh glove when cleaning the exposed edge of the slicer blade.