

COMMON COMPETENCY

Unit of Competency::	Observe catering health and safety practices
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Module Title:	Observing catering health and safety practices
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Module Descriptor:	This module covers the competencies required in observing and following catering health and safety Practices. It focuses on identifying different Catering equipment. It also covers prevention of Common accident in the workplace.
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Nominal Duration:	2hours
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Summary of Learning Outcomes:

Upon completion of this module, the students/trainees will be able to:

LO1. Handle catering equipment

LO2. Prevent common accident in the workplace

LO1. HANDLE CATERING EQUIPMENT

ASSESSMENT CRITERIA:

1. Catering equipment are cleaned, sanitized and dried in accordance with ship's standards.
2. Catering equipment is checked for functionality, breakage, malfunction or defects are reported in accordance with ship's standards and/or manufacturer's instruction.
3. Catering equipment are stowed in accordance with ship's standards and/or manufacturer's instruction

CONTENTS:

- Different catering equipment and its uses
- Cleaning procedures
- Proper handling and storage of catering equipment
- Maintenance of catering equipment

CONDITIONS:

The students/trainees must be provided with the following:

- Manuals on handling and proper stowage of catering equipment
- Handbook of catering equipment
- MLC 2006 Guidelines
- Videos of different catering equipment and its uses
- Internet access
- Computer
- Disposable gloves
- Cleaning supplies and materials
 - Cleaning and sanitizing agents for catering equipment
 - Cleaning detergent
- Different catering equipment
 - Oven/ microwave
 - Hot plate
 - Griller
 - Griddle
 - Deep fryer
 - Rice cooker
 - Pots and pans
 - Utensils
 - Knives
- Paper towel

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation
- Video presentation

ASSESSMENT METHODS:

- Demonstration and questioning of related underpinning knowledge
- Portfolio
- Written examination
- Interview/ oral questioning

DIFFERENT CATERING EQUIPMENT AND ITS USES

Microwave Oven

So called because it uses high frequency microwaves as heat source, the microwave oven cooks and heats food at a shorter span of time than do conventional ovens.



Hot Plate

A hot plate is a portable self-contained table top small appliance cooktop that features one or more electric heating elements or gas burners.



Griller

A griller is a piece of cooking equipment where the cooking surface consists of an open rack or grate with a heat source underneath.



Griddle

A griddle is a cooking device consisting of a broad flat surface heated by gas, electricity, wood, or coal, with both residential and commercial applications



Deep fryer

This versatile cooking equipment can be used for deep frying, shallow frying, stewing, braising and boiling. It can be operated by either gas or electricity



Rice cooker

A rice cooker is an automated kitchen appliance designed to boil or steam rice. It's consisting of a heat source, a cooking bowl and thermostat.



Pots and pans

You will find all the equipment for preparing soups, for cooking meats, and vegetables, and for baking. Some pans are used to keep out dirt or dust.



Utensils

A utensil is a small hand held tool used for food preparation and used as eating utensils.



Knives

Knife is a tool with a sharp blade and handle used for cutting or stabbing.



CLEANING PROCEDURES

Effective cleaning must occur before sanitizing as sanitizer's may not work as well if the food contact surface or utensil has not had all visible contamination removed.

Cleaning is often achieved with detergent, water and agitation, with the visible dirt and detergent then rinsed and removed with clean water.

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Detergents are chemicals that remove dirt and grease; however detergents do not kill bacteria and other microorganisms.

Microorganisms may be removed during cleaning process, however cleaning is not intended to destroy microorganisms, sanitizing is required for this purpose.

PROPER HANDLING AND STORAGE OF CATERING EQUIPMENT HANDLING:

- # Follow the manufacturer's direction for use and care
- # Use the appropriate cleaning material for cleaning and sanitizing
- # Clean stainless steel and non-stick pots and pans with ordinary sponge and soap
- # Clean utensils according to the materials it is made from (Metal, plastic, glass, porcelain, etc.)

STORAGE

- Store small equipment at a convenient location
- Stainless steel and other metal tools should be wiped dry before storage
- Glass utensils should be stored carefully to avoid breakage
- It is more convenient to have tools and equipment's arranged nicely on shelves, cupboards or cabinets
- Cooking pots and pans can be stuck up into each other according to sizes to save storage space.

MAINTENANCE OF CATERING EQUIPMENT

10 Tips for Catering Equipment Maintenance

1. Read the Manual
2. Fill Out and Return the Warranty Card
3. Educate staff on the proper use of the equipment
4. Clean all catering equipment daily
5. Perform thorough cleaning on a regular basis
6. Regularly inspect your catering equipment's
7. Replace broken or worn out parts
8. Be careful with DIY fixes
9. Follow chemical instructions
10. Properly care for stainless steel

LO2. PREVENT COMMON ACCIDENT IN THE WORKPLACE

ASSESSMENT CRITERIA:

1. Common causes of accident are identified and preventive measures are applied according to catering health and safety standard practices.
2. In case of fire in the galley, recommended fire extinguisher is used.

CONTENTS:

- Common causes of accident in the galley
- Kinds of accidents
- Contingency measures in case of accident
- Prevention of common ships accident
- First aid
- Ideal workplace condition
- Types of fire extinguisher and its application

CONDITIONS:

The students/trainees must be provided with the following:

- Manuals on ships accidents and how to prevent them
- Handbook of First aid
- First aid kit
- Videos on safety on board
- Internet access
- Computer
- Disposable gloves
- Fire extinguisher (a), (b), (c)

METHODOLOGIES:

- Discussion
- Lecture
- Demonstration
- Simulation
- Video presentation
- Case study

ASSESSMENT METHODS:

- Demonstration and questioning of related underpinning knowledge
- Portfolio
- Written examination
- Interview/ oral questioning

COMMON CAUSES OF ACCIDENT IN THE GALLEY

Common Cook and Steward Accidents

Cooks and stewards are vulnerable to a wide variety of accidents while working on the job. Like other workers they can fall victim to bad weather, a fall overboard, tripping and falling over cargo, or slipping on a wet deck. Although there are these kinds of accidents common to all maritime workers, some injuries are more common to stewards and cooks. These include:

- ✚ Cuts from knives and other galley equipment
- ✚ Bruises, broken bones, fractures, or head injuries from slip or trip and falls
- ✚ Back or neck injuries from lifting and repetitive stress
- ✚ Burns and electrical shocks caused by malfunctioning equipment
- ✚ Injuries or fatalities from falling overboard

KINDS OF ACCIDENTS

Given below are 7 most common types of accidents that occur during deck operations:

1. Slips and Falls
2. Improper manual lifting
3. Compressed Air Accidents
4. Exposure to Chemicals
5. Electrical Accidents
6. Crane and Lifting Gear Accidents
7. Deck Tools and Machinery Accidents
8. Traffic and Patterns
9. Cuts
- 10 Slippery Floors

CONTINGENCY MEASURES IN CASE OF ACCIDENT

Things to Be Done In Case of Accident

1. Report the accident immediately to your supervisor
2. Fill out a written accident report
3. See the ship's doctor for immediate examination to really determine your physical condition.
4. Jot down the names and addresses of all crewmembers who witnesses the said accident

5. If the injury bothers you in any way, request to see the ship's doctor right away
6. Consult a lawyer immediately for any legal assistance especially concerning your compensation in case you become incapacitated due to the accident.

PREVENTION OF COMMON SHIPS ACCIDENT

All accidents can be prevented. A good safety program works to prevent accident by:

- Removing unsafe conditions
- Training people (crew members) to use safe work habits
- Follow all safety guidelines
- Report all incidents and accidents
- Be aware of "on-the-job" hazards
- Inspect your area for safety
- Offer ideas and suggestions for improvement

FIRST AID

It is important to keep first aid supplies readily on hand. Make sure crewmembers are well-trained in basic first aid.

BURNS should be immediately cooled with water for at least ten minutes. If clothing is stuck to the skin, do not remove it. Cover the skin with a moist sterile dressing. Do not break any blisters or try to clean the burn. Never put butter, ice, lotion or ointments on a burn, only use something water-soluble.

CUTS need to have pressure applied to help stop bleeding. After bleeding has subsided, clean the cut with a germ killing dressing and bandage tightly. Once immediate first aid has been accomplished, additional care may be necessary depending on the seriousness of the wound. A supervisor should always be alerted no matter how minor the incident.

HOW TO INSPECT YOUR FIRST AID KIT

1. Check for Unsafe/Damaged Products- Check for damaged, soiled, dirty or even partially used products. As a practice, all items should be single use to prevent cross contamination.

3. Check expiration dates - Many of the items in a first aid kit have a shelf life. The expiration date will be marked on the container or individual package. Items including sprays, ointments, wipe, medicines, eyewash and eye drops will all have dates.

4. Review & Observe the usage and available inventory. - As you check your supplies, pay attention to how much has been used. This will help you plan for the future, avoiding the possibility of running out of a particular item.

5. Arrange & organize the product to its appropriate location in the cabinet. - Why are we talking about this now when we have to check the supplies, sanitize the cabinet and then restock? Every item has its place. Consistency is key to managing and maintaining your supplies.



IDEAL WORKPLACE CONDITION

- ✦ **Ventilation-** Adequate ventilation is required to get rid of excess fumes in the kitchen and to provide a comfortable environment for the kitchen personnel. Exhaust fans and fume hoods installed above stoves are used to facilitate proper ventilation.
- ✦ **Water supply** - Water supply should be adequate and potable. That is, it should be clear, free from odors, off-colors and debris, and should be free from coliforms and other pathogens.
- ✦ **Plumbing** - Plumbing should be kept in good repair through proper maintenance to provide adequate water requirements and to get rid of waste from the kitchen.
- ✦ **Lightning** - Proper lightning should be provided in all areas of food preparation. Light bulbs must be shielded to avoid glass parts from getting into food in case breakage occurs.
- ✦ **Garbage disposal** - Because garbage is a potential source of contamination, it should be disposed of as soon as possible. Garbage must be stored in non-porous, cleanable containers with lids.



TYPES OF FIRE EXTINGUISHER AND ITS APPLICATION

✚ **Water and Foam** - Water and Foam fire extinguishers extinguish the fire by taking away the heat element of the fire triangle. Foam agents also separate the oxygen element from the other elements.

Water extinguishers are for Class A fires only - they should not be used on Class B or C fires. The discharge stream could spread the flammable liquid in a Class B fire or could create a shock hazard on a Class C fire.

✚ **Carbon Dioxide** - Carbon Dioxide fire extinguishers extinguish fire by taking away the oxygen element of the fire triangle and also be removing the heat with a very cold discharge. Carbon dioxide can be used on Class B & C fires. They are usually ineffective on Class A fires.

✚ **Dry Chemical - Dry Chemical** fire extinguishers extinguish the fire primarily by interrupting the chemical reaction of the fire triangle. Today's most widely used type of fire extinguisher is the multipurpose dry chemical that is effective on Class A, B, and C fires. This agent also works by creating a barrier between the oxygen element and the fuel element on Class A fires. Ordinary dry chemical is for Class B & C fires only. It is important to use the correct extinguisher for the type of fuel! Using the incorrect agent can allow the fire to re-ignite after apparently being extinguished successfully.

✚ **Wet Chemical - Wet Chemical** is a new agent that extinguishes the fire by removing the heat of the fire triangle and prevents re-ignition by creating a barrier between the oxygen and fuel elements. Wet chemical of Class K extinguishers were developed for modern, high efficiency deep fat fryers in commercial cooking operations. Some may also be used on Class A fires in commercial kitchens.

✚ **Clean Agent** - Halogenated or Clean Agent extinguishers include the halon agents as well as the newer and less ozone depleting halocarbon agents. They extinguish the fire by interrupting the chemical reaction and/or removing heat from the fire triangle. Clean agent extinguishers are effective on Class A, B and C fires. Smaller sized handheld extinguishers are not large enough to obtain a 1A rating and may carry only a Class B and C rating.

✚ **Water Mist** - Water Mist extinguishers are a recent development that extinguish the fire by taking away the heat element of the fire triangle. They are an alternative to the clean agent extinguishers where contamination is a concern.

Water mist extinguishers are primarily for Class A fires, although they are safe for use on Class C fires as well

✦ **Cartridge Operated Dry Chemical** - Cartridge Operated Dry Chemical fire Extinguishers extinguish the fire primarily by interrupting the chemical reaction of the fire triangle.

Like the stored pressure dry chemical extinguishers, the multipurpose dry chemical is effective on Class A, B, and C fires. This agent also works by creating a barrier between the oxygen element and the fuel element on Class A fires. Ordinary dry chemical is for Class B & C fires only. It is important to use the correct extinguisher for the type of fuel! Using the incorrect agent can allow the fire to re-ignite after apparently being extinguished successfully.

