



Policy Name <b>SAFE OPERATING PROCEDURES FOR PORTABLE KITCHEN APPLIANCES</b>	Policy Number: <b>2315</b>
Approved By: Executive Committee	Effective Date: October 19, 2011
Classification: Dietary and Kitchen	Date Revised: October 11, 2018
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## **POLICY**

To define the Standard Operating Procedures in a manner that informs and instructs Salvation Army Agapé Hospice staff of the key health and safety points and controls to remember when using portable kitchen appliances.

## **PROCEDURE**

### *Portable Kitchen Appliance Equipment*

- Ensure the appliances are CSA approved, in good condition and are appropriate for the job.
- Read the operator's manual for the appliance before use; store manuals all in one place.
- Inspect appliances for damage before each use. Never use any damaged appliances. Remove damaged equipment from service and contact Maintenance for repair.
- Ensure appliances are switched OFF before they are connected to a power supply.
- Ensure that appliances are properly grounded or double insulated. The grounded appliance must have an approved 3-wire cord with a 3-prong plug. This plug should be plugged into a properly grounded 3-pole outlet.
- Always use the power switch to turn on the appliance. Never by-pass the switch and operate the appliance or device by connecting and disconnecting the power cord.
- Only use appliances on sturdy surfaces.
- Wear personal protective equipment if appropriate.
- Ensure all appliances with blades have been sharpened and that they are properly installed.
- Use guides designed to feed product into the appliances.
- Ensure guarding is in place for any appliance that has exposed moving parts (mixers etc.).
- Only use appliances if you have been trained to do so.
- Ensure equipment is unplugged before cleaning.



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- Carefully store equipment after use.
- When in doubt, ask your Supervisor about the condition or proper use of any appliance.

## **REFERENCE**

“Safe Operating Procedures for Portable Kitchen Appliances.” The Salvation Army Canada and Bermuda Territory, [OH&S Manual 2018, P. 73](#)