

**OCCUPATIONAL HEALTH & SAFETY (OHS) INSTRUCTIONS FOR
THE KITCHEN AND CAFETERIA AREAS ON THE PREMISES OF
THE UNIVERSITY OF ECONOMICS AND HUMAN SCIENCES IN WARSAW**

Legal basis: s.7(4) of the Regulation of the Minister of Science and Higher Education of 30 October 2018 on the provision of safe and healthy working and teaching conditions on the premises of higher-education institutions (Dz.U. [Journal of Laws] of 2018, item 2090).

GENERAL PROVISIONS

1. Health requirements

A person may be allowed to work in the kitchen and/or the cafeteria only if their health status is appropriate and confirmed by a medical certificate.

2. Working conditions

Healthy working conditions in the kitchen and/or the cafeteria are provided if

- the lighting in the room is appropriate and meets the requirements for kitchen areas;
- effective air circulation is provided (using natural or mechanical ventilation);
- the relative humidity in the kitchen is not lower than 40%;
- the air temperature in the room during the autumn and winter season is at least +18°C;
- the hygiene and sanitation facilities in the room are in good condition and if the furniture, appliances and other equipment in the room are in good working order.

BASIC STEPS TEACHERS MUST TAKE BEFORE THEY START WORK

Each person working in the kitchen and the student cafeteria must

- be familiar with
 - the work area,
 - the tools and equipment in the work area,
 - the location of the first aid kit, and
 - the hygiene and sanitation equipment;
- check the technical condition of:

- the furniture, appliances, equipment and lighting in the work area,
- the condition of refrigeration, heating and other electrical appliances;
- be familiar with
 - the fire safety instructions,
 - the alarm equipment and hand-held fire extinguishing equipment,
 - the escape route signs and escape routes,
 - emergency phone numbers;
- be familiar with:
 - the instructions for use of electrical and foodservice equipment.

STEPS TO BE TAKEN WHILE USING THE ROOM

Each person working in the kitchen and the student cafeteria must

- keep the work area clean and tidy. No food leftovers or waste should be left on the worktops;
- maintain personal hygiene: wash their hands before and after work, wear protective gloves and workwear;
- take special care when handling sharp tools, knives and kitchen utensils;
- be careful when using any gas appliances or electrical equipment;
- not obstruct corridors, other passageways or escape routes;
- report each work accident to their manager and follow the relevant OHS procedure.

WHAT PERSONNEL MUST NOT DO

Kitchen and cafeteria personnel must not

- use any defective or malfunctioning equipment, particularly gas appliances and electrical equipment;
- do any repairs to defective electrical equipment and/or parts of the wiring system,
- smoke in areas where smoking is not allowed, or drop cigarette ends in wastepaper baskets;
- wear inappropriate footwear, such as flip-flops (i.e. footwear which does not provide appropriate protection) in the kitchen;
- do any work if they are tired and/or under the influence of alcohol or other substances.

ADDITIONAL RULES SPECIFIC TO THE KITCHEN AND THE STUDENT CAFETERIA

- Before you start work, take the required personal hygiene precautions (wash your hands and put on clean personal protective equipment);
- Wear appropriate personal protective equipment, such as protective gloves, aprons and head-wear when handling food);
- Take care when handling hot kitchenware and heating appliances;
- Report any issues regarding kitchen appliances to your manager immediately;
- Ensure that the food made and served meets high quality and safety standards: check the use-by dates and inspect the way that food products are stored and thermally processed;
- Segregate and dispose of all waste properly in accordance with sanitary and epidemiological requirements.