



Workplace Health Safety

Sports Catering Services Safety Induction Program Objectives

- To create a greater impact on safety and instil safety principles into participants;
- For participants to understand individual responsibility for managing safety; and
- To start and build a culture that places top priority on safety.



EMPLOYER SAFETY RESPONSIBILITIES

- Remove or control risks at their workplace
- Maintain a safe work environment;
- Make sure that safety is maintained in all equipment used at the workplace
- Develop plans for dealing with emergencies
- Provide employees with clear plans and resources to keep their workplace safe

EMPLOYEE SAFETY RESPONSIBILITIES

- Follow safety and health procedures at your workplace
- Do not endanger yourself and your colleagues
- Do not tamper with safety devices or perform wilful or reckless acts
- Do not operate any equipment if you are not trained or when you are unwell or under the influence of medication
- Comply with all in-house safety rules and regulations, safe work procedures and warning signs
- Ensure good housekeeping at all times



EMPLOYEE SAFETY RESPONSIBILITIES



- Wear all your personal protective gear needed for your work:
 - Covered toe shoes & Gloves
- Report any unsafe work conditions, behaviours, workplace incidents immediately to your safety executive and/or immediate superior.
- Provide suggestions to improve safety & health at work to the SATS DN Human Capital department (scs_recruit@satsdn.com.sg)



BEST SAFETY PRACTICE In General

1. **Inspect** your work area daily before start of shift for abnormalities
2. Observe for hazards : **Stay Alert**
3. Use your best safety device : **THINK & ACT**
4. If not sure, **ASK**

SAFE WORK PROCEDURE – Manual Handling

Manual Handling - Use the correct lifting techniques to prevent back injury.



1 Feet apart to give stability



2. Straight back with chin tucked well in



3. Firm palm grip.
Elbows against body



4. Weight of body kept directly over feet

Spillage of Drinks/Water

- Put up wet floor signage on both sides of the spill immediately
- Use a mop and pail to clear up the spill (kitchen paper towel if necessary)
- Use blower to dry the floor if blower is available, if not let it dry by natural ventilation (Do not remove wet floor signage until area is dry)
- If spill is in operating area (inside the kiosk), alert other staff working in the same kiosk of the spillage
- Switch off nearby power source immediately if spillage occurs near electric power source



SAFE WORK PROCEDURE – Microwave (1)

- Do not put any metallic items inside the Microwave.
Eg. Canned Food, Aluminum Foil, Metal Container
- Do not operate oven when empty.
- Do not put any plastic wrap into the microwave unless it is designed for Microwave use
- Do not leave food cooking in microwave unattended
- Do not overheat or overcook Items
- Handle hot items with extra care
- Clean microwave oven only with wet table cloths and or kitchen paper towel, DO NOT WASH the oven



SAFE WORK PROCEDURE – Microwave (2)

- Use only Microwave-Safe utensils. Not all glass and ceramics are Microwave-Safe
- Keep the oven clean. Build up of fat and grease can cause fire easily.
- In case of emergency, hit the stop button and switch off the power supply.
- Do not open the oven door or throw water on it. Use a fire extinguisher if required.

In Case Of Injuries, inform your Supervisor & seek First Aid Help Immediately.



SAFE WORK PROCEDURE – Popcorn Popper

- Follow the operating instruction (Instruction given during your on-job training).
- Do not touch the inner kettle when the popcorn machine is in operating mode.
- Beware of hot surfaces on the inner kettle as well as the popcorn machine glass panel.
- When lowering the inner kettle to pour out the popped corns, do not release suddenly.
- Do not open the popcorn machine door during operation.
- Stay out of line of fire when operating the machine

In Case Of Injuries, inform your Supervisor & seek First Aid Help Immediately.



SAFE WORK PROCEDURE –Popcorn Popper

- Allow 30min of cool down for popper's inner kettle before commencing with cleaning and always switch off power source before commencing with cleaning
- Beware of the pinch point when dismantling/installing the inner kettle before and after washing
- If facing difficulty in removing/installing inner kettle for washing, ask for assistance
- If overcooking/charring occurs and large amount of smoke is being generated, switch off the popper immediately
- Do Not leave the popper unattended

In Case Of Injuries, inform your Supervisor & seek First Aid Help Immediately.



SAFE WORK PROCEDURE – Sausage Griller/Panini Griller

- Do not touch the griller hot parts with your bare hands.
- Use a “Tong” when retrieving hot food.
- (Use ONLY PLASTIC TONG for hot dogs griller machine)
- Allow 15mins – 20mins of cool down before cleaning griller
- Use only kitchen towel and table cloth to clean griller, do not carry out washing on machine (Switch off power source before commencing with cleaning)
- Use Mitten gloves whenever possible

In Case Of Injuries, inform your Supervisor & seek First Aid Help Immediately.



SAFE WORK PROCEDURE – Handling Hot Items

- Do not touch any hot items with your bare hands.
- Use a “Tong” when retrieving hot food. (Use ONLY PLASTIC TONG for hot dogs griller machine)
- When using hot beverage dispenser, ensure that the dispensing process has completed before retrieving the drink.
- Maintain OMO (One Man Operation) when using hot beverage dispenser.
- Make use of protective gear such as mitten gloves whenever possible.

In Case Of Injuries, inform your Supervisor & seek First Aid Help Immediately.



SAFE WORK PROCEDURE – Electrical Appliances

- Do Not Overload electrical supplies.
- Make sure all electric cords are tucked away, neat and tidy.
- Do Not Use any appliances if the cords are damaged.
- Always avoid using electrical appliances or extension leads on wet surface.
- Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions exists.
- Know where the breakers and boxes are located in case of an emergency.
- Cables are to be neatly secured on to edge of floor with tapes and/or covered with mats to prevent tripping

In Case Of Injuries, inform your Supervisor & seek First Aid Help Immediately.



EMERGENCIES RESPONSE PROCEDURE

Before starting work in any premises, you Must FIRST Find Out;

- Where is the nearest emergency **EXIT**
- Where are the **Fire Extinguishers and Alarm** Call Point located
- Who is your **Fire Warden** (Venue fire warden: DTZ)
- **DO NOT** attempt to call 995 directly. The Fire Command Centre shall make the decision.
- Familiarize yourself with the **Emergency Response Procedure** and escape route



Using of Fire Extinguishers

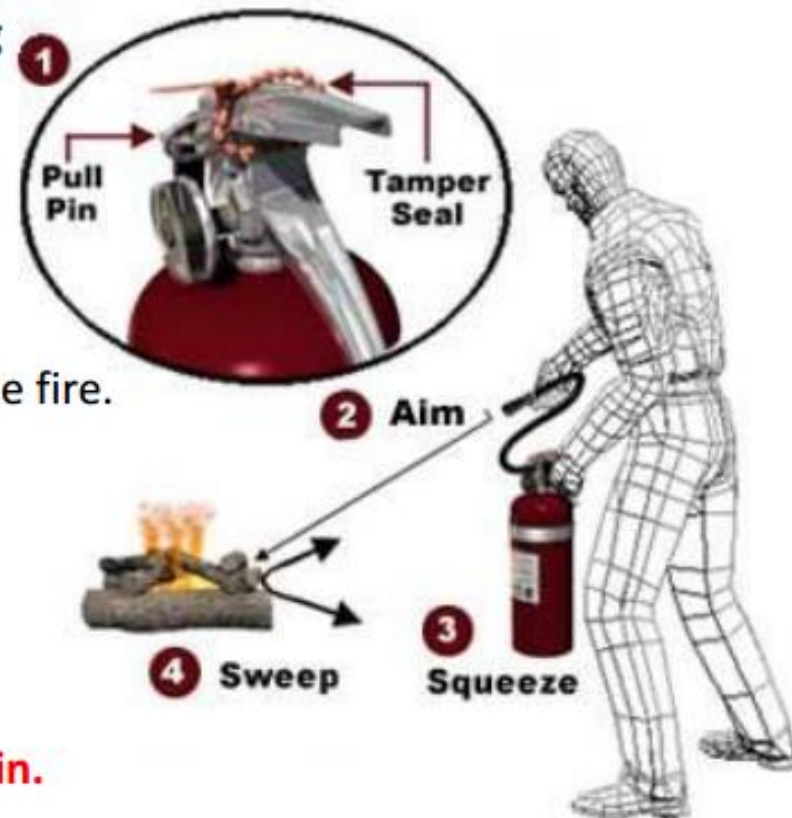
Most fire extinguishers operate using the following P.A.S.S. technique:

1. **PULL** - Pull the pin.
2. **AIM** - Aim low at the base of the fire.
3. **SQUEEZE** - Squeeze the handle.
4. **SWEEP** - Sweep from side to side at the base of the fire.

If the fire re-ignites, repeat steps 2 - 4.

Note:

- **Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.**
- **Fight only incipient fire (small fire)**
- **SAFETY FIRST! Do not put yourself at risk**



EMERGENCIES RESPONSE PROCEDURE

- The alarm signal for fire is a continuous ringing tone, raised by;
 - Breaking glass at the manual call-point
 - Automatic heat & smoke detector system
 - Automatic sprinkler system



EMERGENCIES RESPONSE PROCEDURE

- SIS practices a two-stage alarm system
 - **1st Stage:**
 - Alert signal – characterized by ringing tone & isolation
 - Turn off electrical appliances/power sockets, lock all important documents/cash/valuables away & get ready for evacuation
 - **Do not** start to speculate or proceed to the restroom at this period
 - **Do not** make unnecessary inquiries to the Fire Command Centre
 - Remain alert for Public Address system broadcast
 - **2nd Stage:**
 - Upon confirmation of fire situation, evacuation announcement will be broadcasted twice via the Public Address system.
 - Evacuate by proceeding to nearest exit to the Assembly Area
 - **Do not** use lifts/panic/return to collect personal belongings/re-enter the building.