**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: CONVECTION OVEN CLEANING** | **Document Reference** |
| **Department: CATERING****Section: KITCHEN****Work Area: MAIN KITCHEN** | **No:** |
| **Revision Date:****Manager’s Approval:****Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | **Safety Checks / Hazardous Substances** |
| * PPE: masks, eye protection, plastic apron, gloves, gauntlets
* Oven turned off
* Oven cleaner – caustic class 8
* Ref: material safety data sheet (MSDS)
 | * Oven turned off
* Chemicals to be labeled
 |
| **Codes of Practice Legislation: Applicable to Work? Y/N****If Yes, state:** | **External Considerations** |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Chef or under direction from kitchen manager | Oven cleaning | Training on the job |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | **Document Reference:** |
| **Job: OVEN CLEANING** | **No:** |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | **Key Safety Controls & Associated Procedures** |
| Ensure oven is off | Burns / explosions | Turn oven off |
| Remove racks and shelving |  |  |
| Authorized personnel only within kitchen area | Fumes to non protected persons | Signage re cleaning in process |
| Use of atomizer to apply chemical to oven and racks | Chemical burns | Correct safety PPE |
| Let stand for required time |  |  |
| Remove chemicals from oven and racks as per manufacturers directions |  |  |
| Ensure all areas are clean and return racks |  |  |
| Ensure all spillage is cleaned | Slips and falls | Dry floor or signage re wet floor |
| Wash gloves and remove PPE | Burns / chemical contamination | All areas to be checked t ensure no residue |
| Ensure all chemicals cleaning equipment is cleaned dried and replaced to proper areas | Danger to other persons | Make sure all equipment locked and all bottles are labeled  |