



# Food and Beverage service -Level-I

Based on March, 2019 Version 3 OS



**Module Title: Following Workplace Health, Safety, Hygiene and Security Procedures**

**LG Code: CST FBS1 M2 (1-5) LG (4-8)**

**TTLM Code: CST FBS1 TTLM 1801v1**

January, 2021  
Adama, Ethiopia



United Nations  
Educational, Scientific and  
Cultural Organization



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<b>LG #4</b>	<b>LO1: Follow workplace procedures for health, safety and security</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"> <li>• following the organization’s health safety and security procedures</li> <li>• Using any required protective equipment</li> <li>• Identifying and promptly reporting unsafe work practices</li> <li>• Reporting any suspicious behavior</li> </ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> <li>• follow the organization’s health safety and security procedures</li> <li>• Use any required protective equipment</li> <li>• Identify and promptly reporting unsafe work practices</li> <li>• Report any suspicious behavior</li> </ul>	
<b>Learning Instructions:</b>	
<ol style="list-style-type: none"> <li>1. Read the specific objectives of this Learning Guide.</li> <li>2. Follow the instructions described below.</li> <li>3. Read the information written in the “Information Sheets”. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.</li> <li>4. Accomplish the “Self-checks” which are placed following all information sheets.</li> <li>5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).</li> </ol>	

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<b>Information Sheet 1</b>	<b>organization's health safety and security procedures</b>
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### 1.1 Introductions

Hospitality establishments should be safe to work in safe and clean establishment increases productivity and profits not only should customers be protected from illness, but in the interest of both customer and employees, promises should be safe and it is the foremost duty of the management to ensure safety at the work place. All personal should possess adequate of safety measure to be practiced while at work. Employees working in different out let of the food and beverage department should be capable of using the service equipment in the correct manner. It instruction for the correct use of the equipment are not followed, it can cause injury to user as damage the equipment. Training classes on safety at work are mandatory. Accidents can endanger both human as well as the assists of the establishment. All personnel should be aware of the causes of accidents as well as the steps that should be taken to deal with effectively. It is the responsibility of all employees to observe safely rules at work. This will prevent accidents and the consequent pain and loss of time.

### 1.2 Issues and breaches of health, safety and security procedures may include:

- Loss of keys
- Strange or suspicious persons
- Broken or malfunctioning equipment
- Loss of property, goods or materials
- Damaged property or fittings
- Lack of suitable signage when required
- Lack of training on health and safety issues

#### **.Emergency situations may include:**

- Bomb threats •irrational customers

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- Accidents •robberies or armed hold-ups
- Fires
- Floods
- Earthquakes

## 1.3 Health, safety and security procedures

- A. **Health:** the state of being well and free from illness in body or mind
- B. **Safety:** is the condition of being safe from undergoing or causing hurt, injury or loss. Such as fire prevention, fire protection, and condition that provide for freedom from injury and damage to property.
- C. **Security:** is the precautions taken to prevent theft, spying, terrorism, or other criminal activity.

Safety and security attributes vary with the age of the hotel, its geographic location, and the market segment. While the word “safety” and “security” are often used interchangeably, the two concepts differ in their focus.

### 1.3.1 Safety involves:

Protecting employees and customers within the hotel property from potential injury or death. Thus safety issues deal with the effects of accidents, hazardous materials, and fire. In addition to the safety issues, hotel security goes beyond protecting employees and guests, and is also concerned with preserving guests' possessions and the property itself. Safety aims to prevent harm to individuals from unintended occurrences arising from or during the work.

### 1.3.2 Security issues:

Security aims to prevent threats both to individual and assets, normally arising from international acts. When working both aspects need to be covered. There have always been security threats to be considered when working. Security involves such matters as theft and violent crime. Indeed, some experts include safety as a category of security.

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## 1.4 Hazard identification

Safe and healthy work environment is important so that all staff and visitors are protected from careless accidents.

Some fundamental guidelines

- Keep work areas clear of obstacles that cause people to trip and fall e.g. trolleys, furniture, boxes, bins, etc
- Keep hotel and fire exits and stairs clear at all times.
- Keep store rooms neat and tidy
- Check for sharp dangerous edges on fixtures
- Regularly clean and mop floors to maintain a safe surface
- Spills and dropped food must be cleaned immediately and put up a warning sign if the floor is wet.
- Ensure extension cords do not run across hallways or traffic areas.
- Check carpet and rugs for tears or rips to ensure that people cannot trip or slip
- Follow personal hygiene as well as health and safety regulations especially when working in food and beverage preparation and service areas.
- Spills and dropped food must be cleaned immediately and put up a warning sign if the floor is wet.
- Ensure extension cords do not run across hallways or traffic areas.
- Check carpet and rugs for tears or rips to ensure that people cannot trip or slip.
- Follow personal hygiene as well as health and safety regulations especially when working in food and beverages preparation and service areas.

## 1.5 Safe work practices May include:

- use of personal protective clothing and equipment
- safe posture and movements, including sitting, standing and bending
- using safe manual handling techniques for such things as lifting and transferring
- taking designated breaks

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- rotating tasks
- using knives and equipment and handling hot surfaces
- taking account of the dangers associated with inert gases used in beverage dispensing systems
- using computers and electronic equipment
- safe handling of chemicals, poisons and dangerous materials
- using ergonomically sound furniture and workstations
- clearing any hazards from immediate work area

<b>Self-Check -1</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next

Page:

**I. Choose the best answer (each 2point)**

1. *Safe work practices* May include:

- A. using computers and electronic equipment
- B. safe handling of chemicals, poisons and dangerous materials
- C. using ergonomically sound furniture and workstations
- D. All

2. \_\_\_\_\_ is the state of being well and free from illness in body or mind.

A, safety   B, health   C, security   D, All are possible answer

**II. Fill the Blank Space**

3. \_\_\_\_\_ is the precautions taken to prevent theft, spying, terrorism, or other criminal activity. (3%)

4. \_\_\_\_\_ is the condition of being safe from undergoing or causing hurt, injury or loss. Such as fire prevention, fire protection, and condition that provide for freedom from injury and damage to property. (3%)

**Part III, List and describe the question**

1. *Safe work practices* may include: (5%)

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2. What is hazard identification? (5%)

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**Note: Satisfactory rating 20 points**

**Unsatisfactory - below 20 points**

You can ask you teacher for the copy of the correct answers.

### Answer Sheet

Name: \_\_\_\_\_

Score = \_\_\_\_\_

Date: \_\_\_\_\_

<b>Information Sheet</b> <b>2</b>
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<b>Using any required protective equipment</b>
--

## 2.1 Introduction

Hazards exist in every workplace in many different forms: sharp edges, falling objects, flying sparks, chemicals, noise and a myriad of other potentially dangerous situations. The Occupational Safety and Health Administration (OSHA) require that employers protect their employees from workplace hazards that can cause injury. Controlling a hazard at its source is the best way to protect employees.



## 2.2 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is used as temporary (until more effective hazard control techniques can be used) or last line of protection for workers against hazards. The PPE you use will depend on the work environment, the work conditions, and the process being performed.

Each piece of PPE has a specific use and may be made of specialized materials appropriate for one use, but not appropriate for another. For example, thick natural rubber gloves will protect the wearer from strong solutions of sodium hypochlorite (bleach) for an 8 hour working day, but it will not protect them from ammonia hydroxide as effectively

It is also important to remember that wearing the right PPE is important. PPE does not reduce the workplace hazard nor does it guarantee permanent or total protection for the wearer. Simply having Personal Protective Equipment (PPE) available is not enough. In order to ensure the required level of protection:

- PPE should be selected considering the type of hazard and the degree of protection required.
- PPE should be useable in the presence of other workplace hazards.
- Users should be trained in proper use and fit of the PPE.
- PPE should be properly stored and maintained.
- If PPE is found to be defective, it should be discarded and replaced.
- Infection prevention and control measures include, among other measures: hand hygiene, personal protective equipment and waste management materials.

The Protective equipment consists of garments placed to protect the health care workers or any other persons to get infected.

These usually consist of standard precautions: gloves, mask, gown. If it is blood or airborne high infections, will include: Face protection, goggles and mask or face shield, gloves, gown or coverall, head cover, rubber boots.

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## 2.2.1 Personal protective equipment may include

- Eye goggle
- Helmet
- Safety shoes
- Hand glove
- Safety cloth



## The Requirement for PPE

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To ensure the greatest possible protection for employees in the workplace, the cooperative efforts of both employers and employees will help in establishing and maintaining a safe and healthful work environment.

### **2.3 employers are responsible for:**

- Performing a “hazard assessment” of the workplace to identify and control physical and health hazards.
- Identifying and providing appropriate PPE for employees.
- Training employees in the use and care of the PPE.
- Maintaining PPE, including replacing worn or damaged PPE.
- Periodically reviewing, updating and evaluating the effectiveness of the PPE program.

### **2.4 employees should:**

- Properly wear PPE,
- Attend training sessions on PPE,
- Care for, clean and maintain PPE, and
- Inform a supervisor of the need to repair or replace PPE.

### **2.5 The Most Common Unsafe Acts in the workplace include:**

- Improper Use of Personal Protective Equipment [PPE]
- Failure to Use PPE - Either Willingly or Through Lack of Proper Care.
- Use of Defective Equipment.
- Removal or Failure to Use, of Safety Devices.
- Operation of Equipment at Unsafe Speeds.

Follow all specific safety rules. Report all unsafe acts or unsafe conditions to your supervisor. Encourage fellow employees to work safely. Check the condition of personal protective equipment and use the correct PPE for the specific hazard you are dealing with.

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<b>Self-Check -2</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next Page:

**Part III, List and describe the question**

1. What is PPE? (5%)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. List The Most Common Unsafe Acts in the workplace included? (5%)

\_\_\_\_\_

\_\_\_\_\_

3, Personal protective equipment may include (3%) \_\_\_\_\_

4, what is the benefit of using PPE? (3%) \_\_\_\_\_

**Note: Satisfactory rating 16 points**

**Unsatisfactory - below 16 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = _____
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<b>Information Sheet 3</b>	<b>Identifying and promptly reporting unsafe work practices</b>
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### 3.1 Unsafe practices

Unsafe practices are any actions that could jeopardize the safety or wellbeing of an individual or cause them harm or injury. For example, not following correct procedure when moving a person or object could result in injury to yourself or others or compromise an individual's dignity. Locking an individual in a room.

#### 3.1.1 *Unsafe practices* may include:

being asked to participate in unhygienic work practices  
 food handling practices that may result in the contamination of food  
 ignoring the direction of:

- hygiene signage
- supervisors
- managers

lack of:

- required hygiene signage
- Training in hygiene procedures

### 3.2 Common types of unsafe working conditions

- Lack of training.
- Operating equipment without training or authorization.
- Using defective equipment, such as power tools or ladders.
- Failure to warn others about a safety hazard.
- Operation of equipment in an inappropriate manner.
- Workplace congestion.
- Poor housekeeping.

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- Fire hazards.
- outdated practices not in keeping with current organizational procedures

Poor personal hygiene and cleaning practices that may result in cross contamination of food and other items.

- Practices inconsistent with organizational food safety program seeing others using unhygienic work practices use of broken or malfunctioning equipment.

### **3.3 Unsafe work practice?**

- Not securing the guard before turning on a machine
- Leaving large boxes in the way of staff in a corridor, or in front of the fire exit
- Trailing an electrical extension cord across the workspace
- Not wearing a hard hat on a construction site
- Not having fall protection if you are working at heights
- Slippery floors
- Bullying
- Fatigue
- Lack of training

#### **3.3.1 Examples of unsafe working conditions include:**

Bad lighting. Dangerous stairways. Large obstacles left in the path of workers or blocking exits. Trailing extension cords.

In the workplace, unsafe acts can include:

- Horseplay
- Not using personal protective equipment
- Running
- Using damaged tools
- Not lifting properly
- Violating safety rules

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### 3.3.2 Unsafe conditions are physical hazards and can include:

- Missing machine guards
- Exposed electrical circuits
- Damaged equipment
- Slippery floors
- Improper storage of materials
- Lack of proper supervision
- Inadequate training

The good news is that there are steps you can take to eliminate the unsafe conditions and acts that often lead to accidents. Consider these simple practices to reinforce with your employees to help make the workplace safer:

- Follow all specific safety rules
- Report all unsafe acts or unsafe conditions to your supervisor
- Encourage fellow employees to work safely
- Check the condition of personal protective equipment and use the correct PPE for the specific hazard you are dealing with
- Ask for help if you need it
- Ask questions if you are not sure of the proper way to do something
- Lock out and tag all equipment before adjusting it or performing maintenance on it
- Inspect the condition of ladders before using them
- Don't use chemicals unless you have been specifically trained on the hazards and protective steps you need to follow to use them safely
- Keep your work area neat and clean to avoid trip hazards
- Use three-point contact when entering and exiting the cab of a truck
- Push, don't pull whenever possible

### 3.3.3 Unsafe work practices threaten the physical and mental health of staff.

Unsafe work practices are avoidable with good management, training and awareness.

You should speak up if you think you could be hurt at work. We want you to return home

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to your family and friends injury-free every day. The facts are, more than 15,000 young people aged up to 25 years old in NSW are injured at work each year. While some injuries may only have a short-term impact, others are irreversible and life-changing for young workers, family and friends.

### **3.4 As an employee you have an obligation to:**

- taking reasonable care of yourself and others
- not doing anything that would affect the health and safety of others at work
- Following any reasonable health and safety instructions from your employer.

#### **3.4.1 It is important that you:**

- ask if you are not sure how to safely perform the work
- follow instructions and work safely
- Report unsafe and unhealthy situations and injuries to your immediate supervisor.

### **3.5 Advise your supervisor immediately if you see a safety problem at work.**

- understand the risks and don't perform tasks you haven't done before without training, supervision or instruction
- talk and build working relationships with more experienced workers
- ask questions to make sure you understand what is expected of you
- report WHS concerns promptly, so that immediate action can be taken to resolve the issue
- know your WHS policies and procedures (remember ask questions if you don't understand)
- Use the required personal protective equipment.

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<b>Self-Check -3</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page

**Parts II fill the blank space**

1. What is Unsafe practices? (5%)

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2. unsafe practices may include (5%)

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**Answer the following question!**

**Note: Satisfactory rating 15 points**

**Unsatisfactory - below 15 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Score = _____
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Date: \_\_\_\_\_

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<b>Information Sheet 4</b>	<b>Reporting any suspicious behavior</b>
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### **4.1 Introduction**

Suspicious activity is any observed behavior that could indicate a person may be involved in a crime or about to commit a crime. Each of us might think of different things when it comes to what appears suspicious.

Suspicious behavior or activity can be any action that is out of place and does not fit into the usual day-to-day activity of our campus community. For example, you see someone looking into multiple vehicles or homes or testing to see if they are unlocked.

#### **4.1.1 Suspicious activities or behaviors may include:**

- Wandering around campus areas attempting to open multiple doors
- Seeming nervous and looking over their shoulders
- Entering restricted areas when not authorized or following immediately behind others into card-access areas while the door is open
- Claiming to represent a utility company, but not wearing a uniform, does not produce identification upon request or does not have a company logo vehicle
- Carrying property at an unusual hour or location, especially if they are attempting to hide the item
- Using binoculars or other devices to peer into apartment and home windows
- Driving a vehicle slowly and aimlessly around campus
- Sitting in a vehicle for extended periods of time or conducting transactions from a vehicle
- Abruptly changing behavior when seen
- Dressing inappropriately for the weather or occasion (having a coat on when the temperature is warm, etc.)
- Leaving packages, bags or other items behind

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- Exhibiting unusual mental or physical symptoms
- Unusual noises like screaming, yelling, gunshots or glass breaking
- Individuals in a heated argument, yelling or cursing at each other

#### **4.1.2 If you witness concerning or suspicious behavior:**

- Keep a safe distance from the person until law enforcement arrives. Keep an eye on the person only if it is safe to do so.
- Get a good description of the suspicious person if personal safety allows. Note their height, weight, sex, complexion, approximate age, clothing, method and direction of travel, and name if known. This provides vital information to investigating police officers.
- If the person attempts to leave the scene in a vehicle, bicycle, etc., do not attempt to detain them—but try to make note of the vehicle’s make and model, license number, color and any outstanding characteristics.

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<b>Self-Check -3</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts I fill the blank space**

1. Suspicious activities or behaviors may include? (5%)

\_\_\_\_\_

2. What is suspicious behavior? (5%)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How to Report any suspicious behavior for concerned body? (5%)

\_\_\_\_\_

**Note: Satisfactory rating 15 points**

**Unsatisfactory – below 15points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Score = \_\_\_\_\_

Date: \_\_\_\_\_

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<b>LG #5</b>	<b>LO #2 Follow procedures for emergency situations</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"> <li>• Recognizing emergency and potential emergency situations</li> <li>• Following the organization’s emergency procedures</li> <li>• Reporting details of emergency situations</li> </ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> <li>• Recognize emergency and potential emergency situations</li> <li>• Follow the organization’s emergency procedures</li> <li>• Report details of emergency situation</li> </ul>	
<b>Learning Instructions:</b>	
<ol style="list-style-type: none"> <li>1. Read the specific objectives of this Learning Guide.</li> <li>2. Follow the instructions described below.</li> <li>3. Read the information written in the “Information Sheets”. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.</li> <li>4. Accomplish the “Self-checks” which are placed following all information sheets.</li> <li>5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).</li> </ol>	

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<b>Information Sheet 1</b>	<b>Recognizing emergency and potential emergency situations</b>
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**1.1 Emergency situations** may include:

- E. bomb threats
- F. irrational customers
- G. accidents
- H. robberies or armed hold-ups
- I. fires
- J. floods
- K. earthquakes
- L. power failure

**1.2 Recognizing Emergencies and Knowledge of Emergency Procedures**

- Recognizing emergencies and knowledge of emergency procedures, including basic first aid and implementation of a client’s emergency preparedness plan.
- Natural Disasters Natural disasters do occur and many times with short-notice.

**1.2.1 Natural disasters include:**

- Hurricanes
- Tornadoes
- Earthquakes
- Flash Floods
- Wind Storms
- Rain Storms

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- Forest Fires

Fires in the house are usually preventable and because of this are not considered a natural disaster. Preventing household fires and how to respond safely are also part of emergency planning.

<b>Self-Check -1</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**I. Choose the best answer (3 point)**

1. \_\_\_\_\_ which one of the following is different

- A. Earthquakes
- B. Flash Floods
- C. Wind Storms
- D. Rain Storm
- E. Forest Fires
- F. None

**Parts II fill the blank space**

1. Emergency situations may include, (4%)

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2. What are Emergency situations? (3%)

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**Answer the following question!**

**Note: Satisfactory rating 10 points**

**Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

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## Answer Sheet

Score = \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Information Sheet 2</b>	<b>Following the organization's emergency procedures</b>
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### 2.1 The Organization procedure in the case of an emergency

An emergency plan is a written set of instructions that outlines what workers and others at the workplace should do in an emergency. Emergency procedures, including: an effective response to an emergency. Evacuation procedures. Notifying emergency service organizations at the earliest opportunity.

### 2.2 Organization emergency

Emergency management is the organization and management of the resources and responsibilities for dealing with all humanitarian aspects of emergencies (preparedness, response, mitigation, and recovery). The aim is to reduce the harmful effects of all hazards, including disasters.

What is the purpose of your organization's emergency management plan?

The Emergency Management Program (EMP) implements the mission, vision, goals and objectives of the organization as related to Emergency Management. The EMP utilizes organized analysis, planning, decision making and assignment of available resources to mitigate, prepare for, respond to, and recover from all-hazards.

### 2.3 The objective of emergency plan

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An emergency plan specifies procedures for handling sudden or unexpected situations.

The objective is to be prepared to:

- Prevent fatalities and injuries.
- Reduce damage to buildings, stock, and equipment.
- Protect the environment and the community.
- Accelerate the resumption of normal operations.

Development of the plan begins with a vulnerability assessment. The results of the study will show:

- How likely a situation is to occur?
- What means are available to stop or prevent the situation?
- What is necessary for a given situation?

From this analysis, appropriate emergency procedures can be established.

At the planning stage, it is important that the relevant individuals or groups be asked to participate. Members of the team can include:

- employees with knowledge of the work
- supervisor of the area or work
- safety officer
- health and safety committee
- union representative, if applicable
- employees with experience in investigations
- "outside" experts
- representative from local government, police, fire, or ambulance

Where appropriate other organizations should also be consulted, especially when your organization's plan involves using outside resources, such as fire, police or ambulance. In some situations, one organization may develop shared response teams with neighboring organizations.

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In all situations, communication, training and periodic drills will help make sure the plan is executed well.

Note: In some cases, other authorities may have jurisdiction, such as if a serious injury or fatality occurred. Your organization should establish, implement, and maintain a procedure to coordinate managing incidents with the authority having jurisdiction (e.g., police, OH&S inspectors, etc.). This coordination may include the authority taking control of the incident scene.

### 2.3.1 The elements of the emergency plan

The emergency plan includes:

- All possible emergencies, consequences, required actions, written procedures, and the resources available.
- Detailed lists of emergency response personnel including their cell phone numbers, alternate contact details, and their duties and responsibilities.
- Floor plans.
- Large scale maps showing evacuation routes and service conduits (such as gas and water lines).

Since a sizable document will likely result, the plan should provide staff members with separate written instructions about their particular emergency response duties.

The following are examples of the parts of an emergency plan. These elements may not cover every situation in every workplace but serve as a general guideline when writing a workplace specific plan:

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## 2.4 Emergency Procedures

All employers are obligated to ensure staffs are trained in workplace emergency procedures. This may include what to do in case of a fire, earthquake, or other emergency; identifying locations of emergency exits; and processes to follow to evacuate the building in the case of an emergency. These procedures are site specific and should be a part of the training for all new employees. In addition, regular drills or reviews of procedures are important to ensure that if an actual emergency occurs, everyone is able to react accordingly and safely.

Orientation to any new job site, even if temporary, should always include the following information:

- Location of emergency exits
- Location of first aid supplies or the procedures to call for an attendant
- Location of fire extinguishers
- Evacuation procedures and muster stations
- Any hazards present on the site

An emergency procedure is a plan of actions to be conducted in a certain order or manner, in response to a specific class of reasonably foreseeable emergency, a situation that poses an immediate risk to health, life, property, or the environment. Where a range of emergencies are reasonably foreseeable, an emergency plan may be drawn up to manage each threat. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath. The emergency plan should allow for these possibilities.

Some typical emergency procedures are:

- Procedure carried out during a fire alarm in commercial buildings where the occupants are evacuated via the nearest exit as the emergency services are called. Fire wardens or security may search the building to ensure everyone has

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left or there may be a roll call at the assembly point. The procedure would identify who is responsible for these various tasks, and their deputies, detailing other arrangements such as assisting those in the building who may have mobility issues, liaison with the fire fighters, etc. In large multi tenanted buildings the procedure may be complex and address several possible scenarios.

- Medical emergency where first aiders are called to attend an unconscious person and after checking their airways and general condition, put them into a recovery position whilst awaiting the paramedic.
- Written guidance on aircraft which indicate the steps to be undertaken by the crew to give the best chance for a successful recovery or with the least loss of life.
- Abandonment of a ship which is sinking, wrecked, or uncontrollably on fire.

Other potential emergencies that may affect an organization include the following

- Fire – Rapid oxidation of a material
- Active shooter
- Power outage – loss of electric power to an area
- Bomb threat
- Civil disorder – Forms of unrest caused by a group of people
- National emergency
- Gas leak – Unintended escape of gas from a pipeline or other containment
- Flood – Overflow of water that submerges land that is not normally submerged
- Hurricane
- Tornado – Violently rotating column of air in contact with both the earth's surface and a cumulonimbus cloud
- Medical emergency – Injury or illness that is acute and poses an immediate risk to a person's life or long term health
- Chemical accident – Unintentional release of one or more hazardous substances which could harm human health and the environment

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## 2.5 First Aid Procedures

Providing access to first aid supplies or attendants is a requirement of employers under the OHS Regulation, but the required vary according to the size of the employer and many other factors. For example, in some cases it is required that a designated first aid attendant be on duty, while in others it is enough to provide a first aid kit stocked with a prescribed list of supplies. Many industrial settings and B.C. training institutions are equipped with a first aid station with a trained attendant. The person who staffs that station is able to perform a wide variety of services from bandaging minor cuts to stopping major bleeding and splinting broken bones.

All workers should know where the first aid station is, who staffs it, and what services are available. If you sustain an injury, no matter how minor, ensure that the incident is reported in the first aid station log. Minor irritations often develop into major problems, so report all injuries promptly.

<b>Self-Check -2</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

### I. Choose the best answer (3 point)

1. \_\_\_\_\_ Overflow of water that submerges land that is not normally submerged.
  - A. Earthquakes
  - B. Flash Floods
  - C. Wind Storms
  - D. Flood

### Parts II fill the blank space

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1. What is First Aid? (4%)

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2. how to reduce emergency in work place? (5%)

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**Answer the following question!**

**Note: Satisfactory rating 12 points**

**Unsatisfactory - below 12 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Information Sheet</b> <b>3</b>	<b>Reporting details of emergency situations</b>
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### 3.1 Introduction

An emergency is a situation that poses an immediate risk to health, life, property, or environment. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible and agencies may only be able to offer palliative care for the aftermath. While some emergencies are self-evident (such as a natural disaster that threatens many lives), many smaller incidents require that an observer (or affected party) decide whether it qualifies as an emergency.

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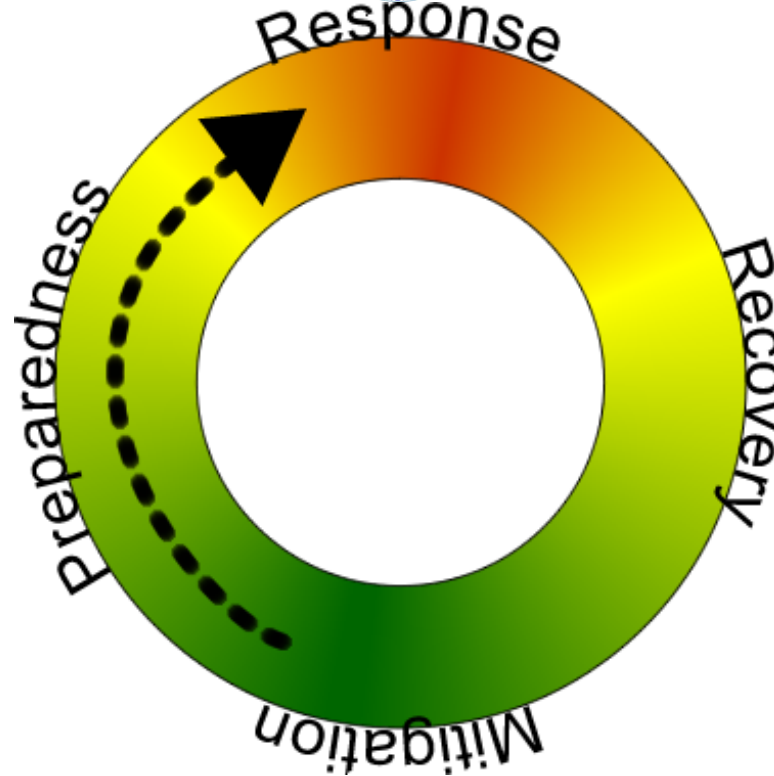
The precise definition of an emergency, the agencies involved and the procedures used, vary by jurisdiction, and this is usually set by the government, whose agencies (emergency services) are responsible for emergency planning and management.

An emergency is a situation that poses an immediate risk to health, life, property, or environment. ... While some emergencies are self-evident (such as a natural disaster that threatens many lives), many smaller incidents require that an observer (or affected party) decide whether it qualifies as an emergency.

### **3 .2 the four phases in emergency management**

These common elements allow you to prepare for and protect yourself and your animals from disaster. Emergency managers think of disasters as recurring events with four phases: Mitigation, Preparedness, Response, and Recovery. The following diagram illustrates the relationship of the four phases of emergency management.

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### 3.3 most common medical emergencies that people experience:

- Bleeding.
- Breathing difficulties.
- Someone collapses.
- Fit and/or epileptic seizure.
- Severe pain.
- Heart attack.
- A stroke.

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<b>Self-Check -3</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**I. Choose the best answer (3 point)**

1. \_\_\_\_\_ which one is different.
- A. Fit and/or epileptic seizure.
  - B. Severe pain.
  - C. Heart attack.
  - D. A stroke.
  - E. None

**Parts II fill the blank space**

1. List the four phases in emergency management (4%)

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

2. What is emergency? (3%)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 10 points**

**Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = _____
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<b>LG #6</b>	<b>LO #3 Report any personal health issues</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"> <li>• Reporting any personal health issues.</li> <li>• Reporting incidents of food contamination</li> </ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> <li>• Report any personal <i>health issues</i>.</li> <li>• Report incidents of food contamination</li> </ul>	
<b>Learning Instructions:</b>	
<ol style="list-style-type: none"> <li>1. Read the specific objectives of this Learning Guide.</li> <li>2. Follow the instructions described below.</li> <li>3. Read the information written in the “Information Sheets”. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.</li> <li>4. Accomplish the “Self-checks” which are placed following all information sheets.</li> <li>5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).</li> </ol>	

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<b>Information Sheet 1</b>	<b>Report any personal health issues.</b>
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### **1.1 Report personal health issues likely to cause a hygiene risk & Report incidents of food contamination resulting from personal health issues**

When you are ill, you have a responsibility to customers, clients and staff to ensure you do not handle food. Handling food whilst ill may cause many others to fall ill as well. If you are feeling unwell, you must see a Doctor and get a medical certificate stating that you are unfit for work. It is your duty not to contaminate food and surfaces to prevent passing on infectious diseases to other people. For example:

- If you are coughing or sneezing you must either remove yourself from the food preparation area or stay at home
- If you have an infection in a cut or abrasion, you must cover it with a watertight bandage before entering the food preparation area.
- If you have a contagious disease, you must stay at home. For example flu, gastroenteritis, etc. You must provide your workplace with a clearance prior to returning to work. If you become aware of any issues of possible food contamination caused by either yourself or someone else, it is your duty to report them as soon as possible. Some issues that should be reported are:
  - Not washing hands
  - Colds and
  - Sneezing on food
  - Not washing hands after smoking or toilet
  - Soiled clothing
  - Inadequate personal hygiene It is your responsibility to ensure reporting procedures are followed to maintain a safe environment for staff and customers.

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## **1.2 Report any personal health issues that are likely to cause a hygiene risk**

Carrying diseases Food handlers must cultivate hygienic work habits so that they become second Nature. It is important to work clean and to work tidy. Whenever sick - do not work with food. Recognise that food handling at work must not be treated the same as at home - the potential risks are far, far greater. Food handlers must cultivate hygienic work habits so that they become second nature.

## **1.3 It is important to work clean and to work tidy.**

- Whenever sick - do not work with food.
- Recognize that food handling at work must not be treated the same as at Home - the potential risks are far, far greater.
- Because they have no symptoms of illness: these people are known as 'carriers'. People who have been sick may be 'convalescent carriers' meaning that they can carry the disease and be capable of infecting people for up to 12 months. It is for these reasons all food handlers must let their doctor know that they are employed in the food industry.

## **1.4 Food handlers handling 'unwrapped food' are prohibited from working if they are:**

- suffering acute gastro including acute diarrhea;
- suffering from cholera, amoebic dysentery or bacillary dysentery;
- Suffering hepatitis a or e
- suffering from taenia solium (pork tapeworm) infection;
- In the infectious state of tuberculosis;
- suffering from cold or flu symptoms;

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## 1.5 Policies for Reporting Illness and Injury

Food handlers must report health problems to the manager of the establishment before working with food. If they become ill while working, they must immediately report their condition, and if food or equipment could become contaminated, the food handler must stop working and see a doctor. There are several instances when a food handler must either be restricted from working with or around food or excluded from working within the establishment.

It is important for food handlers to report their health problems to their manager because:

- Their illness could contaminate food;
- Their illness could spread to customers eating the food they prepare;
- Their illness could cause financial loss to the business by hurting its reputation if there was a food poisoning outbreak because of their illness.

### 1.5.1 Cuts, Burns and boils

Any cuts, burns, boils, sores, skin infections, or infected wounds should be covered with a bandage when the food handler is working with or around food or food-contact surfaces. Bandages should be clean, dry, and must prevent leakage from the wound. As previously mentioned, waterproof, disposable gloves or finger cots should be worn over bandages on hands. Food handlers wearing bandages may need to be temporarily reassigned to duties not involving contact with food or food-contact surfaces.

## 1.6 Report incidents of food contamination that have resulted from the personal health issue

Handling employee illness	
<b>If</b>	<b>Then</b>
The food handler has one of the following	Restrict them from working with or around

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<p>symptoms:</p> <ul style="list-style-type: none"> <li>• Fever</li> <li>• Diarrhea</li> <li>• Vomiting</li> <li>• Sore throat with fever</li> <li>• Jaundice (a yellowing of the skin and eyes)</li> </ul>	<p>food.</p> <p>Exclude them from the establishment if you primarily serve a high-risk population</p>
<p>The food handler has been diagnosed with a food-borne illness,</p>	<p>Exclude them from the establishment and notify the local regulatory agency.</p> <p>Managers must report employee illnesses resulting from the following pathogens to the local health department:</p> <ul style="list-style-type: none"> <li>• Salmonella typhi</li> <li>• Shigella spp.</li> <li>• Shiga toxin-producing E -coli</li> <li>• Hepatitis A virus</li> </ul> <p>The manager must work with the local regulatory agency to determine when the food handler can safely return to work</p>



## Self-Check -1

Written Test

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

### I. Choose the best answer (3 point)

1 it is your duty to report them as soon as possible. Some issues that should be reported are:

- A. Not washing hands
- B. Colds and
- C. Sneezing on food
- D. All

### Parts II fill the blank space

1. What is food contamination (4%)

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2. What is a personal health issue? (3%)

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### Answer the following question!

**Note:** Satisfactory rating 10 points

Unsatisfactory - below 10 points

You can ask you teacher for the copy of the correct answers.

### Answer Sheet

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = \_\_\_\_\_

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<b>Information Sheet 2</b>	<b>Reporting incidents of food contamination</b>
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## 2.1 The Preventing of Cross-Contamination

Cross-contamination occurs when harmful bacteria is transferred to foods, which can result in serious health risks like food poisoning or unintended exposure to food allergens. If your kitchen staff members know how to prevent cross-contamination by correctly storing and preparing food, you can save the time and money that would be wasted on improperly handled food.



## 2.2 Cross-Contamination

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Cross-contamination occurs when disease-causing microorganisms, like bacteria and viruses, are transferred from one food to another. As a result, cross-contamination is one of the leading causes of food borne illness. Cross-contact is most frequently caused by unwashed cutting boards, hands, or kitchen tools like knives and tongs.

While cooking to food-safe temperatures will kill dangerous bacteria, most food contamination happens when the bacteria from a raw food item interacts with food that doesn't need to be cooked.

### **2.2.1 There are three main types of contamination:**

- Physical – insects, hair, glass, metal, wood, other liquids.
- Biological – viruses, bacteria, parasites, moulds
- Chemical – cleaning materials, food additives, plant toxins (mould), fish toxins, heavy metals (mercury, lead)

### **2.2.2 The Preventing of Food borne Illness**

You can best prevent food borne illness by being aware of the risk for contamination in each step of your food preparation process. It is possible to contaminate food before it is prepared, during preparation, and even when food is served to your customer.

Implementing a HACCP program, or Hazard Analysis and Critical Control Points program, will help you to identify and control contamination risks.

Teaching all of your staff how to prevent cross-contamination can help your food stay safe from the moment it arrives in your kitchen to its delivery at your guests' tables. By requiring your kitchen staff to obtain food handling certification or food handler's permits, you can further ensure that your kitchen is a safe and sanitary environment.

## **2.3 Preventing Cross-Contamination through Food Storage**

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You can avoid contaminating food before it is prepared by using the correct food storage techniques. Proper food storage in the refrigerator is important to prevent cross-contamination, as many types of food are often stored in one place. In this environment, contaminants can easily spread from one food item to another if they have not been adequately protected or organized appropriately. When organizing your kitchen, follow these guidelines for safely storing food:

- Keep raw meats and dairy in well-sealed, sturdy food storage containers to prevent contact with other foods.
- Serve Safe recommends storing food in the following order from top to bottom based on the minimum internal cooking temperature of each product: ready to eat food, seafood, whole cuts of beef and pork, ground meat and ground fish, whole and ground poultry.
- If space and budget allow, store your raw meats and dairy items in separate refrigeration units from your fruits, vegetables, and other ready-to-eat items.

## 2.4 Preventing Cross-Contamination during Food Preparation

Even if food has been stored properly, there are still opportunities for cross-contamination once your staff starts preparing meals. Use the following preparation practices to avoid cross-contamination of foods:

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- Clean your surfaces before preparing food on them, and be sure to sanitize them between uses. Failing to clean a work surface after preparing raw meat will contaminate any food items or equipment that you place on it afterwards.
- For added safety, use color-coded cutting boards to differentiate between supplies that are used for raw meat, fish, poultry, fruits, and vegetables.
- Try using color-coded chef knives to easily designate your knives for the same reason. Following HACCP guidelines for color-coded knives, green knives should be used with fresh produce, white knives for dairy, yellow with raw poultry, red with raw meat, blue for raw fish, and brown knives are meant to be used with cooked meat.
- To prevent contamination, equipment should be kept separate from food storage areas once it has been cleaned and sanitized.

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## 2.5 Practicing Proper Personal Hygiene

Sometimes, contaminants linger on your employees' hands and clothing. Here are some ways to prevent cross-contamination from improper hygiene habits:

- Require your kitchen staff to wear aprons and headwear to protect food from outside contaminants carried on the body or clothes.
- To best keep hands free from contamination, have employees wear disposable gloves and make sure that gloves are changed when an employee begins handling a new food or material.
- Also have employees wash their hands frequently and thoroughly, especially when handling raw meat, fish, or poultry.

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<b>Self-Check -2</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts I fill the blank space**

1. What is cross contamination (4%)

\_\_\_\_\_

2. List and describe the three main types of contamination (3%)

\_\_\_\_\_

3. How to prevent cross contamination? (3%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 10 points**

**Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
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Name: \_\_\_\_\_

Date: \_\_\_\_\_

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<b>LG #7</b>	<b>LO #4: Prevent food and other item contamination</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"> <li>• Maintaining clean clothes</li> <li>• Preventing unnecessary direct contact</li> <li>• Washing handset appropriate times</li> <li>• Washing hands using appropriate facilities</li> </ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> <li>• Maintain clean clothes</li> <li>• Prevent unnecessary direct contact</li> <li>• Wash handset appropriate times</li> <li>• Wash hands using appropriate facilities</li> </ul>	
<b>Learning Instructions:</b>	
<ol style="list-style-type: none"> <li>1. Read the specific objectives of this Learning Guide.</li> <li>2. Follow the instructions described below.</li> <li>3. Read the information written in the “Information Sheets”. Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.</li> <li>4. Accomplish the “Self-checks” which are placed following all information sheets.</li> <li>5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).</li> </ol>	

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<b>Information Sheet 1</b>	<b>Maintaining clean clothes</b>
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## 1.1. Personal hygiene

A major cause of food poisoning is the lack of personal hygiene practiced by food handlers. As with many aspects of control in other areas, all personal hygiene requirements and regulations must be abided by: failure to follow just one rule can (and has) led to massive outbreaks of food poisoning causing not only loss of trade and jobs at the venue, but also deaths in the community especially among the very young, the very old, and the very weak. Personal hygiene is a serious issue and must be treated as such: the industry simply cannot afford to tolerate workers who treat it as a joke. You are regarded by patrons and your employer as a professional and you must therefore know what is expected, cub/ate sound work practices, and be vigilant in ensuring regulations are complied with.

### 1.1.1 Good Personal Hygiene Practices

Personal hygiene can be a sensitive subject for some people, but because personal cleanliness is vital to food safety, as a manager, you must address the subject with every food handler.

### 1.1.2 General Personal Cleanliness

In addition to following proper hand-hygiene practices, your food handlers must maintain personal cleanliness. Food handlers should bathe or shower before work. They must also keep their hair clean, since oily, dirty hair can harbor pathogens.

## 1.2 Proper Work Attire

A food handler's attire plays an important role in the prevention of food-borne illness. Dirty clothes may harbor pathogens and give customers a bad impression of your establishment. Therefore, managers should make sure food handlers observe strict dress standards. Food handlers should:

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- Wear a clean hat or other hair restraint. A hair restraint will keep hair away from food and keep the food handler from touching it. Food handlers with facial hair should also wear beard restraints.
- Wear clean clothing daily. The type of clothing chosen should minimize contact with food and equipment, and should reduce the need for adjustments. If possible, food handlers should put on work clothes at the establishment.



- Remove aprons when leaving food-preparation areas. For example, aprons should be removed and properly stored prior to taking out garbage or using the restroom.
- Wear appropriate shoes. Wear clean, closed-toe shoes with a sensible, nonslip sole.
- Remove jewelry prior to preparing or serving food or while around food-preparation

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Areas. Jewelry can harbor microorganisms, often tempts food handlers to touch it, and may pose a safety hazard around equipment. Remove rings (except for a plain band), bracelets (including medical information jewelry), watches, earrings, necklaces, and facial jewelry (such as nose rings, etc.).

### 1.3 Ensure that no clothing or other items worn contaminate food.

An outbreak of food poisoning traced back to you is no laughing matter. The personal hygiene rules are:

- No jeweler to be worn on hands and wrists: food can lodge in the jewellery, deteriorate and then fall back into food. There is also a chance that stones/gems may fall out into the food providing a physical food contaminant. If you simply must wear a ring, then cover it using a glove or band-aid.
- Facial hair must be kept neat and controlled: hair should either be covered or sprayed to keep it controlled in such a way that hairs do not fall into food, long hair must be tied back (this is applicable to waiting staff as well as food preparation and food service staff), and beards should also be covered.
- Fingernails must be short (use a nail brush to clean under them as bacteria love hiding here), clean and free of polish: cracked fingernails and chipped nail polish can harbor bacteria and may also flake off into food - this applies even to clear nail polish.

Clothing must be clean: a minimum requirement is for clean clothes for each shift with further changes as spillages and 'working dirt' dictate. It is not permitted to wear your 'food handling clothes to and from work.

- Cuts and sores must always be covered: a proper, colored, waterproof dressing must be applied and a finger stall used where necessary.
- Food handlers in the acute state of a common cold must not handle food.
- Food handlers with any communicable disease must not deal with food until they receive a certificate from a doctor stating that they are cleared to work with food.

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## 1.4 Hand Maintenance

In addition to proper washing, hands need other regular care to ensure that they will not transfer microorganisms to food. To keep food safe, make sure food handlers follow these guidelines:

Keep fingernails short and clean. Long fingernails, false fingernails, and acrylic nails should not be worn while handling food since they may be difficult to keep clean and can break off into food. Some jurisdictions allow false nails if single-use gloves are worn. Check your local requirements.

Do not wear nail polish. It can disguise dirt under nails and may flake off into food.

Cover all hand cuts and sores with clean bandages. If hands are bandaged, clean gloves or finger cots, a protective covering, should be worn at all times to protect the bandage and to prevent it from falling off into food. You may need to move the food handler to another job, where he or she will not handle food or touch food-contact surfaces, until the injury heals.

## 1.5 Use of Gloves

Gloves can help keep food safe by creating a barrier between hands and food. When purchasing gloves for handling food, managers should:

Buy the right glove for the task. Long gloves, for example, should be used for hand-mixing salads. Colored gloves can also be used to help prevent cross-contamination.

Provide a variety of glove sizes. Gloves that are too big will not stay on the hand and those that are too small will tear or rip easily.

## 1.6 Policies Regarding Eating, Drinking, Chewing Gum, and Tobacco

Small droplets of saliva can contain thousands of disease-causing microorganisms. In the process of eating, drinking, chewing gum, or smoking, this saliva can be transferred to the food handler's hands or directly to the food they are handling. For this reason, food handlers must not smoke, chew gum or tobacco, or eat or drink while preparing or serving

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food, while in food preparation areas, or in areas used to clean utensils and equipment. Some jurisdictions allow employees to drink from a covered container with a straw while in these areas.

Check with your local regulatory agency. Food handlers should eat, drink, chew gum, or use tobacco products only in designated areas, such as an employee break room. They should never be allowed to spit in the establishment. If food must be tasted during preparation; it must be placed in a separate dish and tasted with a clean utensil. The dish and utensil should then be removed from the food- preparation area for cleaning and sanitizing.

### **1.7 Do not allow food to become contaminated from personal hygiene habits how food handlers can contaminate food**

In previous chapters, you learned that food handlers can cause an illness by transferring microorganisms to food they touch. Many times these microorganisms come from the food handlers themselves. Food handlers can contaminate food when they

- Have a food borne illness.
- Show symptoms of gastrointestinal illness (an illness relating to the stomach or intestine).
- Have infected lesions (infected wounds or injuries).
- Live with or are exposed to a person who is ill.
- Touch anything that may contaminate their hands.

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<b>Self-Check -1</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts I fill the blank space**

1. What is Proper Work Attire (4%)

\_\_\_\_\_

2. What is the importance of keeping the personal grooming?  
(3%) \_\_\_\_\_

\_\_\_\_\_

2. How to keep personal grooming? (3%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 10 points**

**Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
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Date: \_\_\_\_\_

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<b>Information Sheet 2</b>	<b>Preventing unnecessary direct contact</b>
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## 2.1 Prevent unnecessary direct contact

It is extremely important that you remember to minimize the direct contact you have with ready to eat food. Ready to eat food is any food item that can be prepared, cooked, and stored then served with very little other preparation required, such as sandwiches, cakes, charcuterie, etc. They get the name from the fact that they are ready to be eaten at any time, without the need for additional cooking processes. However, this is where the potential issues can occur. As the food has already been cooked, it is more susceptible to contamination as there is no further cooking involved. If you contaminate the food, your customer then eats it, and they can become sick. So always limit the amount of contact you have with ready to eat food so you can protect your customer's health and well-being.

## 2.2 Ensure hygienic personal contact with food and food contact surfaces

Along with ensuring your own personal hygiene is kept up to standards and not handling food in a way that can create a food safety hazard, you will also need to ensure that you are not contacting food and food contact surfaces in a way that can create a food hygiene hazard. Food contact surfaces are any surface that directly contacts food during its life. This includes benches, cutting boards, storage containers and trays, utensils, and even your hands. Because of the high amount of contact with food that these surfaces will have, it is important that they are constantly kept clean and sanitized after they have been used, between tasks, or when swapping from raw foods to cooked foods.

## 2.3 The method to prevent unnecessary direct contact with ready to eat

Disposable gloves are one possible way to prevent bare hand contact with ready-to-eat foods. Another way is to use utensils such as forks, tongs, spatulas, or splitting tasks between more than one individual where possible.

## 2.4 What equipment do you use to prevent unnecessary contact with food?

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Clean gloves may help prevent unnecessary contact with ready- to-eat food. However, if gloves become torn or contaminated and are continued to be used to handle food, they will contaminate food. If you choose to use gloves, hands must be washed before putting them on and the gloves must be clean at all times.

## 2.5 The method to prevent bare hand contact?

To prevent bare hand contact, most food handlers wear gloves. Gloves never replace hand washing. Food workers and other professionals should wash their hands before putting on gloves to remove as many dangerous pathogens as possible.

## 2.6 Best Practices to Avoid Bare Hand Contact

- Putting lemons/limes on drinks: Use toothpicks.
- Cutting bread: Stab bread with a large fork and then slice.
- Preparing toast: Use deli tissue.
- Working on the cook line: Use tongs and spatulas as much as possible.

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<b>Self-Check -2</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts I fill the blank space**

1. What is unnecessary direct contact (4%)

\_\_\_\_\_

2. How to prevent unnecessary direct contact (3%)

\_\_\_\_\_  
\_\_\_\_\_

2. What is the importance of preventing unnecessary direct contact? (3%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 10 points**

**Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
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<b>Information Sheet 3</b>	<i>Washing handset appropriate times</i>
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### 3.1 Wash hands at appropriate times

Correct hand washing techniques are one of the simplest ways of preventing contamination. Unfortunately, it often gets overlooked. It may seem a simple task, but there is more to it than people realize. When washing hands there is a procedure that will ensure you have washed all bacteria away:

- Wet hands with warm water
- Use enough soap to provide a generous lather
- Work the lather between your fingers and around the nails making sure every area of the hand is properly lathered and scrubbed
- Rinsing hands with warm water, wash from the tips of your fingers down to the wrist, this allows the fingers to be as clean as possible. This should be done for 30 seconds. (Singing Happy Birthday 3 times is a good gauge for 30 seconds)
- Dry hands well using disposable paper towel or air dryer When should you wash your hands?
- Before commencing or recommencing work with food
- After smoking, coughing, sneezing, or blowing the nose
- After touching rubbish
- After going to the toilet
- After eating and drinking

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•After touching any part of your body appropriate hand washing facilities must be designed, constructed and located in order to:

- Minimize the risk of food contamination
- Allow for easy and effective cleaning
- Allow for easy and thorough cleaning of adjacent areas
- Ensure that they don't provide harborage for unwanted pests

Health authorities believe that the single most important aspect in preventing food poisoning outbreaks is for food handlers to wash their hands as set out by the regulations. For your information, this is what the regulations state: The recommended method of hand washing is to use warm running water (40°C is the recommended temperature), a nail brush, and antibacterial soap (bars of soap can pass on bacteria to the next user) coupled with an air dryer or disposable paper towels for drying. You can easily see dirt, but you can't easily see germs. Are they clean? No obvious sign of dirt, but what about germs? Just because you can't see germs doesn't mean that they aren't there. They are invisible to the naked eye Take a magnifying glass and look at your hands. Is the skin smooth or can you see tiny cracks and lines? Can you see where germs might hide? You really need to rub your skin well with soapy water & rinse them in clean water to get rid of them. What about under your fingernails – could they hide there? Germs are all around us; most of them are harmless. Some can make us sick,

Especially if we let them hitch a ride from our hands onto the food we eat.

### **A. How do germs get onto your hands?**

Everything you touch is capable of transferring germs onto your hands - but

Especially dirty items, sores, pets, used handkerchiefs and tissues and the

things you touch when you go to the toilet.

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## **B. How do you wash your hands?**

1. Rub hands together well to build up a good lather with soap, the suds

Help to float germs away. Don't forget between your fingers and under your nails. You might have to use a brush.

2. Rinse well in warm water & get those germs off your hands.

3. Dry your hands thoroughly. Touching surfaces with moist hands

Encourages germs to spread from the surface to your hands

## **C. Some special hand washing rules for food handlers**

Food handlers are expected to wash their hands whenever their hands are likely to contaminate food.

This includes washing their hands:

- immediately before working with ready-to-eat food after handling raw food;
- immediately after using the toilet;
- before they start handling food or go back to handling food after other work;
- immediately after smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances; and
- after touching their hair, scalp or a body opening.

## **D. How should food handlers wash their hands?**

- Use the hand washing facilities provided by the business.
- Clean their hands thoroughly using soap or other effective means.
- Use warm running water.

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- Dry their hands thoroughly on a single use towel or in another way that is not likely to transfer disease-causing organisms onto the hands.

<b>Self-Check -3</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts II fill the blank space**

1. How do you wash your hands? (4%)

\_\_\_\_\_

2 How do germs get onto your hands? (4%)

\_\_\_\_\_  
\_\_\_\_\_

2. How should food handlers wash their hands? (3%)

\_\_\_\_\_

**Answer the following question!**

**Note:** Satisfactory rating 10 points

Unsatisfactory - below 10 points

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = \_\_\_\_\_

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<b>Information Sheet 4</b>	<b>Washing hands using <i>appropriate facilities</i></b>
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#### 4.1 Wash hands using appropriate facilities

Along with using the correct hand washing technique, it is important that you are using the appropriate facilities. Appropriate hand washing facilities must be designed, constructed, and located so that:

- There is no likelihood that they will cause food contamination
- They are able to be easily and effectively cleaned
- The adjacent floors, walls and ceilings and other surfaces are able to be easily and effectively cleaned
- They do not provide harborage for pests
- They have taps with sensors to activate water flow
- The water that is dispensed is hot
- Soap dispensers are close to the tap
- Paper towel or hand dryers are close by these facilities will need to be regularly cleaned and maintained to ensure they are hygienic and working correctly. The food premises must provide hand washing facilities that located where they can be easily accessed by food handlers:
  - With in areas where food handlers work if their hands are likely to be a source of contamination of food; and
  - Immediately adjacent to the toilets.

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## 4.2 Hand washing facilities must be:

- Permanent fixtures
- Connected to, or otherwise provided with, a supply of warm running potable water,
- a size that allows for effective hand-washing
- Clearly designated for the sole purpose of washing hands, arms and face.
- Ensure that each hand basin is provided with soap, paper towels or other approved hand drying equipment.

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<b>Self-Check -4</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts II fill the blank space**

1. What is the importance of wash your hands to your customers? (10%)

\_\_\_\_\_

2. Hand washing facilities must be (2%)

\_\_\_\_\_  
\_\_\_\_\_

3. List the steps of hand washing styles? (3%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 15 points**

**Unsatisfactory - below 15 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Score = _____
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<b>LG #8</b>	<b>LO #5: Participate in the organization's OHS practices</b>
<b>Instruction sheet</b>	
<p>This learning guide is developed to provide you the necessary information regarding the following content coverage and topics:</p> <ul style="list-style-type: none"> <li>• Ensuring of OHS management practices</li> <li>• Involving consultation of OHS processes</li> <li>• Ensuring Immediate work area is free from hazards</li> <li>• Assessing the Potential risks to set appropriate solution</li> <li>• Concerning the OHS issues with designated persons according to organization and legislative requirements</li> </ul> <p>This guide will also assist you to attain the learning outcomes stated in the cover page. Specifically, upon completion of this learning guide, you will be able to:</p> <ul style="list-style-type: none"> <li>• Ensure of OHS management practices</li> <li>• Involve consultation of OHS processes</li> <li>• Ensure Immediate work area is free from hazards</li> <li>• Assess the Potential risks to set appropriate solution</li> <li>• Concern the OHS issues with designated persons according to organization and legislative requirements</li> </ul>	
<b>Learning Instructions:</b>	
<ol style="list-style-type: none"> <li>1. Read the specific objectives of this Learning Guide.</li> <li>2. Follow the instructions described below.</li> <li>3. Read the information written in the "Information Sheets". Try to understand what are being discussed. Ask your trainer for assistance if you have hard time understanding them.</li> <li>4. Accomplish the "Self-checks" which are placed following all information sheets.</li> <li>5. Ask from your trainer the key to correction (key answers) or you can request your trainer to correct your work. (You are to get the key answer only after you finished answering the Self-checks).</li> </ol>	

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<b>Information Sheet 1</b>	<i>Ensuring of OHS management practices</i>
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### 1.1 Organization's OHS practices

**A. Safe Place:** If the facility is in a low-risk area, access control may seem unnecessary at first. Nevertheless, it is prudent to consider access control in the design stage, as the risk level may change with time. Screens and gates can be used to discourage unauthorized people from entering the parking area. If possible, the parking facility's design should guide vehicular traffic through gated pathways.

Even if there is no charge for parking, an individual receiving a ticket and interacting with an attendant is given the impression of security. Moreover, measures such as those discourage criminal activity.

**B. Security:** It is an unfortunate fact of modern hotel management that the days of simply providing comfort, high-quality food, beverage and lodging services, and a home-away-from home atmosphere are severely affected by the inventory of problems presented by the predatory elements of modern society. At the same time, hotel security departments are responsible for protecting the hotel's assets from loss.

A director of security administers the functions of his or her department against two broad and general classifications of threats: external and internal.

External threats are generally those that present risk for the hotel and its guests due to the actions of outsiders. Internal security is a functional area that generally is concerned with reducing the threat of loss of assets; in most cases, this refers to control of highly attractive mind popular consumer goods such as wine, expensive foodstuffs, furnishings, and, of course, the hotel's cash.

The responsibilities of the security manager in contending with the above threats include the following:

- Providing physical security at the perimeter of the hotel

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- Adapting policies and procedures to the building design and location
- Utilizing electronics, modern telecommunications devices, proximity alarms, motion detectors, and closed-circuit TV to enhance the hotel’s ability to eliminate threats

Having policies and procedures in place to deal with the management of emergencies is also a fundamental aspect of the hotel security director’s job. These emergencies can take a number of forms; in recent years they have been known to include fires, hurricanes, floods, earthquakes, blackouts, robberies, bombs or bomb threats, medical and dental emergencies, and some forms of terrorism. It is a fact of modern life that the properly managed hotel, from a security standpoint must have contingency plans in place and training programs to help its employees deal with these potential threats.

Finally, the major responsibility of a modern hotel security director is to assist in policy development. Hotels must have policies that guide the implementation of procedures, training, and inspection to meet the inventory of potential risk. Hotels also must gather data to make sure they are aware of all facets of the risk environment. The security function must also assist the hotel in formalizing a structure that links all pertinent parts of the hotel’s organization to the concept of total security for the organization, its employees, and its guests

### 1.2 Workplace violence in hotels:

Violence is the leading cause of workplace fatalities in the hospitality industry. Preparation for dealing with a crisis situation is vital to management and employee training. There are two categories of workplace violence: explicit and implicit. Explicit violence is specifically directed at a hospitality employee, while implicit violence occurs in a hospitality establishment but is not directed at an employee.

Managers and employees need training tools to effectively manage violence prevention, crisis management, and the aftermath of traumatic incidents.

Workplace violence exists globally in all segments of industry. The European Commission defines *workplace violence* as “Incidents where persons are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well-being or health”

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**There are four categories of perpetrator–victim relationships:**

- Acts by persons who have no connection to the workplace
- Violence directed at employees by customers
- Violence against coworkers
- Violence committed in the workplace by a networker with a connection

<b>Self-Check -1</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts II fill the blank space**

1. How to eliminate Workplace violence? (2%)

\_\_\_\_\_

2. List the four categories of perpetrator–victim relationships (5%)

\_\_\_\_\_  
\_\_\_\_\_

3. What is workplace violence? (3%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 10 points**

**Unsatisfactory - below 10 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = \_\_\_\_\_

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<b>Information Sheet 2</b>	<b>Involving consultation of OHS processes</b>
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## 2.1 Participate in OHS consultation

Team meetings are a particularly useful way to consult with team members about safety issues. You may find that time is provided for discussion of OHS at each team meeting. If you wish to raise an issue, you should clearly explain it, refer to any evidence you have, and if possible, make a suggestion for how to solve the issue raised.

### 2.2 Consultation may include:

- OHS discussions with all employees during the course of each business day
- a diary, whiteboard or suggestion box used by staff to report issues of concern
- regular staff meetings that involve OHS discussions
- special staff meetings or workshops to specifically address OHS issues
- surveys or questionnaires that invite feedback on OHS issues
- informal meetings with notes
- formal meetings with agendas, minutes and action plans discussions with and reports to formal OHS representatives and committee members

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<b>Self-Check -2</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts II fill the blank space**

1. What is consultation in your word? (3%)

\_\_\_\_\_

2. Write the abbreviation of OHS (2%)

\_\_\_\_\_  
\_\_\_\_\_

3. What is OHS process? (2%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 7 points**

**Unsatisfactory - below 7 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = _____
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<b>Information Sheet 3</b>	<b>Ensuring Immediate work area is free from hazards</b>
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### **3.1 Protecting of the workers from hazards at work**

Providing safety equipment to employees that reduce their exposure to the physical safety hazard. Reduce noises and vibrations present in the workplace. Place barriers between employees and physical hazards such as radiation or microwaves. Provide proper ventilation and air conditioning for employees. Staying healthy and safe at work is important. No matter what your job, it is important to reduce your risks of injury and illness at work.

Here are some tips to help make your workplace safe.

1. Understand the risks. Once you know the particular hazards of your job or workplace, you can take steps to reduce your risk of work-related injury or illness.
2. Reduce workplace stress. Common causes include long hours, heavy workload, job insecurity and conflicts with coworkers or bosses. Stress can lead to depression, sleeping difficulties and problems with concentration.
3. Take regular breaks. Staying fresh and alert will help you avoid injury or burnout. Schedule the most difficult tasks of each day for times when your concentration is best, such as first thing in the morning.
4. Avoid stooping or twisting. Use ergonomically designed furniture and equipment, and rearrange your work area so that everything you need is within easy reach.
5. Use mechanical aids whenever possible. Instead of trying to lift or carry a heavy object, use a wheelbarrow, conveyor belt, crane or forklift.
6. Protect your back. If you do need to pick up and carry heavy loads, keep the load close to your body and lift with your thigh muscles.

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7. Wear protective equipment to suit the task. If worn correctly, gear such as earplugs, earmuffs, hard hat, safety goggles, gloves or full-face mask can dramatically reduce your risk of injury.
8. Stay sober. Alcohol and drugs are a contributing factor in around three per cent of workplace fatalities.
9. Talk over any concerns. Your employer or human resources manager need to be informed about hazards and risks. Your employer is legally obliged to ensure a safe working environment.
10. Know your rights. Organizations such as Work Safe Victoria or unions can offer information and advice on workplace safety issues.

### 3.2 The steps to hazard control

1. **Step 1:** Identify the hazard. This job can, and should, be done by anyone at a workplace. ...
2. **Step 2:** Assess the risk. The next job is to see how much of a risk the hazard poses. ...
3. **Step 3:** Make the change. The best thing that can be done with a hazard is to eliminate it..

#### Hazard free working environment

1. Prevent boxes, files or other items piling up in a walkway.
2. Avoid cords stretching out over long distances.
3. Provide steps or small ladders for employees reaching for something high-up. ...
4. Ensure a clear line of vision by preventing blind corners or cubicle walls.

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**Self-Check -3****Written Test**

**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Parts II fill the blank space**

1. How to create hazard free working environment? (5%)

\_\_\_\_\_

2. List and discuss the steps of hazard control (5%)

\_\_\_\_\_  
\_\_\_\_\_

3. How to Protecting of the workers from hazards at work? (2%)

\_\_\_\_\_

**Answer the following question!**

**Note:** Satisfactory rating 12 points

Unsatisfactory - below 12 points

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = \_\_\_\_\_

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<b>Information Sheet 4</b>	<b>Assessing the Potential risks to set appropriate solution</b>
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#### 4.1 Potential risk

Potential risks fall into five broadly-defined categories. ... Researchers are expected to take steps to minimize potential risks. Physical risks. Physical risks include physical discomfort, pain, injury, illness or disease brought about by the methods and procedures of the research.

#### 4.2 risk assessment

Risk assessment is broadly, the process of identifying and analyzing potential future events that may negatively impact your organization, how likely each sort of risk is, and how much of an impact a risk might have on your business. A risk assessment can also help you decide how much of each type of risk your organization is able to tolerate.

Organizations conduct risk assessments in many areas of their businesses — from security to finance. Cyber security risk assessments deal exclusively with digital assets and data.

#### 4.2.1 The types of risk assessment methodologies:

A. Quantitative

B. Qualitative.

A. Quantitative risk assessment

Quantitative risk assessments focus on the numbers — to perform a quantitative risk assessment a team uses measurable data points to assess risk and quantify it.

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To perform a quantitative risk assessment, your organization will start by compiling two lists: a list of possible risks and a list of your most important digital assets. The second list might include items such as valuable information, your IT infrastructure and other key assets. Once you've made your list of assets, you'll assign a dollar value to each item — this can be tricky for line items such as customer data or other valuable information for which there is no set financial value.

Then look at your list of risks. Which asset would be affected by the risk at the top of your list? How much would be lost? Multiply the percentage of the loss by the dollar value of the asset to get a financial amount for that risk. Then move on to the next risk on your list.

You can see why quantitative risk assessments might be attractive to boards and business leaders — this sort of assessment is used to answer questions that need to be answered in numbers — like “how many records will be exposed if we experience a breach?” or “how will this risk impact our bottom line?” It allows boards to compare the costs of security controls to the data those controls protect.

It doesn't however; answer all of the questions related to risk — like what happens to productivity if there's a cyber attack? That's where qualitative risk assessment comes in.

## B. Qualitative risk assessment

A qualitative risk assessment is less about numbers and more about what would actually happen, day-to-day if one of the risks on your list were to occur.

While a quantitative risk assessment is straightforward and numbers-based, a qualitative security risk assessment methodology is performed by talking to members of different departments or units and asking them questions about how their operations would be impacted by an attack or a breach. Specifically, you might ask how a team's productivity would be affected if they couldn't access specific platforms, applications, or data. These interviews will show an assessor which systems and platforms are mission-critical for specific teams, and which aren't. You might also ask customer-facing teams how a breach

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will affect service delivery or those who manage vendors about how an attack will interfere with supply lines.

Qualitative risk assessments aren't as precise as quantitative assessments are, but they provide an important piece of information — an attack is about more than its financial ramifications. It can also throw business operations into chaos. If you know ahead of time how risk might impact each team's productivity, you can have back-ups in place to mitigate those risks.

#### **4.3 Systems used to prevent and control hazards include:**

- Engineering Controls.
- Administrative Controls.
- Personal Protective Equipment (PPE)
- Systems to Track Hazard Correction.
- Preventive Maintenance Systems.
- Emergency Preparation.

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<b>Self-Check -4</b>	<b>Written Test</b>
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next Page:

**I. Choose the best answer (each 2point)**

1. **Systems used to prevent and control hazards include:**

- A. Engineering Controls.
- B. Administrative Controls.
- C. Personal Protective Equipment (PPE)
- D. Systems to Track Hazard Correction.
- E. All are possible answer

2. \_\_\_\_\_ is less about numbers and more about what would actually happen, day-to-day if one of the risks on your list were to occur.

- A, qualitative risk assessment
- B, Quantitative risk assessment
- C. Administrative Controls
- D. Personal Protective Equipment (PPE)

**II. Fill the Blank Space**

3. \_\_\_\_\_ is focus on the numbers — to perform a quantitative risk assessment a team uses measurable data points to assess risk and quantify it. (3%)

4. \_\_\_\_\_ is broadly, the process of identifying and analyzing potential future events that may negatively impact your organization. (3%)

**Part III, List and describe the questions**

1. *What is potential risk?* (5%)

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2. What is the difference between qualitative risk assessment and quantitative risk assessment? (5)

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4. How to set appropriate solutions for risks? (5)

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**Note: Satisfactory rating 25 points**

**Unsatisfactory - below 25 points**

You can ask you teacher for the copy of the correct answers.

### Answer Sheet

Score = _____
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Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Information Sheet 5</b>	<b>Concerning the OHS issues with designated persons</b>
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### 5.1 Introduction

Occupational safety and health (OSH) is generally defined as the science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace that could impair the health and well-being of workers, taking into account the possible impact on the surrounding communities and the general environment. This domain is necessarily vast, encompassing a large number of disciplines and numerous workplace and environmental hazards. A wide range of structures, skills, knowledge and analytical capacities are needed to coordinate and implement all of the “building blocks” that make up national OSH systems so that protection is extended to both workers and the Environment. The scope of occupational safety and health has evolved gradually and

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continuously in response to social, political, technological and economic Changes. In recent years, globalization of the world’s economies and its Repercussions have been perceived as the greatest force for change in the world of work, and consequently in the scope of occupational safety and health, in both positive and negative ways. Liberalization of world trade, rapid technological progress, significant developments in transport and Communication, shifting patterns of employment, changes in work Organization practices, the different employment patterns of men and women, And the size, structure and life cycles of enterprises and of new technologies Can all generate new types and patterns of hazards, exposures and risks.

## 5.2 Employers’ responsibilities

The safety and health policy should reflect the responsibility of employers to provide a safe and healthy working environment. The measures that need to be taken will vary depending on the branch of economic activity and the type of work performed;

### 5.2.1 In general, however, employers should:

- provide and maintain workplaces, machinery and equipment, and use work methods, which are as safe and without risk to health as is reasonably practicable

- ensure that, so far as reasonably practicable, chemical, physical and

Biological substances and agents under their control are without risk to

Health when appropriate measures of protection are taken;

- give the necessary instructions and training to managers and staff, taking

Account of the functions and capacities of different categories of workers;

## 5.3 Workers’ participation

Cooperation between management and workers or their representatives Within an enterprise is an essential element of prevention of accidents and Diseases at the workplace. Participation is a fundamental workers’ right, and it is also a duty. Employers

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have various obligations with regard to providing a Safe and healthy workplace and workers should, in the course of performing their work, cooperate in order to enable their employer to fulfill those Obligations. Their representatives in the undertaking must also cooperate with the employer in the field of occupational safety and health. Employee Participation has been identified as a key precondition of successful OSH Management and a major contributing factor in the reduction of occupational Diseases and injuries.

#### **5.4 Some workplace safety issues**

- Common types of safety hazards in the workplace are: • Slips, trips and falls.
- Slips, Trips and fall. • Bad housekeeping and poor drainage can make floors and other walking surfaces wet.
- Fire and Explosions.
- Transportation and Vehicle-Related Accidents.
- Confined Spaces.

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<b>Self-Check -5</b>	Written Test
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**Directions:** Answer all the questions listed below. Use the Answer sheet provided in the next page:

**Part I, List and describe the questions**

1. What is the employer's responsibility for creating of hazard free working environment? (5%)

\_\_\_\_\_

2. What is the employee's responsibility for creating of hazard free working environment? (5%)

\_\_\_\_\_  
\_\_\_\_\_

3. How to protecting the workers from hazards at work? (5%)

\_\_\_\_\_

**Answer the following question!**

**Note: Satisfactory rating 15 points**

**Unsatisfactory - below 15 points**

You can ask you teacher for the copy of the correct answers.

**Answer Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Score = _____
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## Reference

- <http://www.nutritionaustralia.org/national/resource/food-safety>
- [http://www.haccp-org.eu/project\\_content/about\\_haccp\\_sa\\_poc.html](http://www.haccp-org.eu/project_content/about_haccp_sa_poc.html)
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- <http://cambridge.edu.au/go/download/?f=20154&t=3174>