



RESOURCE LIBRARY - STEWARDING
Safety Procedures 安全程序

CODE: 03.16.070

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Standard:

All employees must know all of safety procedure clearly and strictly complete to avoid accident happened, in accordance with:

1. Hygiene laws and regulations
2. Hotel Handbook
3. Kitchen policy and Procedures

Procedures:

Always use common sense and presence of mind to make the work areas safe for you, fellow associates, and guests.

1. Read and understand the Hotels handbook and policy regarding safety and security.
2. Read and understand the hygiene and safety laws.
3. Complete successfully the hotel and departmental orientation
4. Avoid accidents by following the below simple guidelines:
 - Associates will not use glass of any kind for drinking in the kitchen
 - Garbage and any unused scraps must be disposed of in the prescribed manner and not left lying around
 - Chemical
 - Preventing fires (Do not use water or foam fire extinguisher on a grease fire or electrical Fires. You will only spread the fire).
 - Preventing injuries from machines and equipment
 - Preventing falls strains and injuries from lifting
 - Preventing cuts

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标准:

所有管事员必须清楚的知道安全程序并严格地执行，避免事故的发生。根据:

1. 食品卫生法及管理
2. 酒店员工手册
3. 厨房的政策程序

程序:

为了你，你的员工，及客人的安全大家必须要共同努力创造出安全可靠的工作区域来。

1. 认真阅读并了解酒店的员工手册和安全及保安的政策。
2. 认真阅读并了解酒店的卫生及安全法规。
3. 必须顺利完成酒店和部门的入职培训。
4. 为了避免事故必需遵循下列规定:
 - 厨房里不能使用任何玻璃杯子喝水以避免发生事故
 - 垃圾和任何不用的废物必需按照规定处理不能随便乱仍
 - 化学药品
 - 预防火灾（绝对不能使用水或第一种类型的灭火器来灭油或电引起的火灾，否则会使火势扩大）。
 - 防止被机器和设备弄伤。
 - 防止东西滑落造成受伤
 - 预防划伤

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