

	OHSW FORM		OHSW8
	SAFE OPERATING PROCEDURE		
Workplace: UNISA CE P7-15 PMB Commercial Kitchen			
Safe Operating Procedure Developed by: Judith Lukas		Approved:	Date: 13.11.12
TASK/OPERATION: Lighting and cooking on gas burners on commercial gas stove tops			Review Date:
Resources/Preparation: BBQ gas lighters, aprons, oven mitts, hair nets/chef hats. Fagor operation instructions			
Environment, cleanup and waste disposal	Nil		
Emergency Procedures and Shutdown	Individual stoves are fitted with automatic gas flow shut downs in the event of flame blow-out. Fire blankets and fire extinguishers provided in kitchen.		
Legislative References:	Staff trained in fire response according to UNISA OHSW&IM policies.		
Sequence of Job Steps (What to do in the right order, seek to contain within 10 broad steps, where possible.)	List Potential Hazards of each step	Recommended Risk Control Measures in the Safe Operating Procedure (What to have in place to do each step safely)	Personal Protective Equipment
1. Fill stove top trays with 1.5L of water prior to use.			
2. Press control knob of burner to be lit to unlock and turn anticlockwise to PILOT position: ☆		Ensure you are turning the correct knob for correct burner, front burners: ▽ Rear burners: △	Aprons, hair nets, or chef hats, enclosed footwear, and appropriately fitting clothing for all steps.
3. At this position, and while pressing the knob inwards, and using the BBQ lighter, through the pilot light access point on the left side of metal shroud around the gas ring, ignite the pilot light until a steady flame.	Accidentally igniting loose clothing, or hair causing burns.	Apron, hair tied back, close fitting clothes without dangling sleeves, drawstrings or material capable of catching light. DO NOT LEAN OVER WHILE LIGHTING , or have arm over gas rings during lighting.	

4. Once pilot is lit and steady, release knob out and turn knob anticlockwise to MAXIMUM position (solid teardrop) to ignite burner.			
5. Adjust gas flow between MAXIMUM and MINIMUM (open tear drop) as required for cooking.			
6. If gas blow out occurs, and pilot goes out, safety cut out will prevent relighting for a few minutes.		Wait 5 minutes before attempting to re-light.	
7. At all times monitor cooking food on stove tops.	Food boil-overs, or burning food - fire risk. Inhalation of cooking fumes/smoke. Steam burns, or contact burns with hot cookware. Radiant heat.	Do not leave cooking food unattended. Handle hot pots and cookware/ utensils with care to protect from contact burns. Do not lean over cooking food. Ensure range hood is in operation during all cooking. Whilst monitoring food cooking, stand back from the grill to avoid un-necessary exposure to radiant heat. If cooking for an extended time, take regular drinks of water.	Oven mitts, and appropriate heat resistant utensils.
8. To turn gas burner to low (PILOT) or off, press knob and turn clockwise to PILOT: ☆, or OFF: ●.	Stove tops and burners remain hot to touch.	Allow to cool before cleaning.	
9. Clean stove tops: Remove and wipe/wash trivets. Remove burner rings and metal shrouds. Empty water from trays, wash shrouds and trays in detergent using green scourer. Clean/wipe surrounding stainless steel using green scourer and detergent.	Corrosion of stainless steel.	At no time use metal scourers on appliances or stainless surrounds. Food residues can corrode and pit surfaces.	
Definitions:			

