

# GALLEY OPERATIONS SAFETY GUIDE

## GENERAL INFORMATION

The information contained in this manual is the core safety guide for all Catering Personnel, but this information will not take precedence over any applicable government regulations or those procedures specified by clients. Wherever such regulations and/or procedures are more restrictive than those contained in this manual, then such regulations and/or procedures will take precedence over those contained in this manual.

This manual will be reviewed at regular intervals by the Company Safety Manager. All employees are encouraged to submit comments and recommendations to the Company to further improve the information and procedures contained within.

## Policy Statement

The following is a statement of the General Health, Safety and Environmental Policy (HSE) for [catering dept.].

- (a) **General:** The prevention of accidents and injury is a prime policy objective and great importance is placed on ensuring and maintaining the health and safety of employees. Furthermore, the Company wishes to protect all persons with whom employees may have association during work activities. It is therefore the intention of the Company to observe and comply with all statutory provisions and to take any additional measures which it sees fit in the pursuance of safety.
- (b) **Implementation:** To implement the Policy, the Company's objectives are:
  - (i) to ensure that all work places are suitably equipped and free from recognized hazards which are liable to cause death, injury or illness;
  - (ii) to provide employees with suitable safety equipment where appropriate;
  - (iii) to comply with all laws which regulate employee health and safety;
  - (iv) to hold all supervisory personnel responsible for developing and maintaining safety consciousness among their staff;
  - (v) to identify and undertake appropriate training;
  - (vi) to seek ways of improving health and safety in the work environment;
  - (vii) to encourage employees to improve health and safety awareness in their own sphere of activity, to prevent injury to themselves and to other people, and to report accidents and hazards to their superiors.
- (c) **Responsibilities and Organization:** Overall responsibility for ensuring that all safety matters are efficiently promoted and implemented rests with the Company President. This responsibility is delegated to the General Manager who will co-ordinate safety matters on behalf of the President. The General Manager will further delegate day-to-day safety matters to the various Supervisors who will supervise and guide their own staff on all health and safety matters.

It is the obligation of all [catering dept.] employees to participate in maintaining a healthy, safe and clean work environment. Employees are responsible for completing the job safely. If unsure of the safe way to proceed, they must ask for assistance from their supervisor, and must report any unsafe situation or action.

1. **Safety Instruction and Guidance:** The Company Safety Manual carries detailed information and instructions on health and safety matters. Copies of the Manual are available for consultation at all Company sites and will be issued to employees and contractors, together with appropriate revisions and updates.