

Laboratory Conduct, Safety and Sanitation Contract For All Culinary-Related Courses

Personal Conduct

1. Do not eat or drink anything except as permitted by your instructor during the course of any lab.
2. Do not engage in horseplay or games in the lab.
3. Be aware of and considerate of your neighbors and lab partners.
4. Carefully read the recipe/experiment before each lab.
5. Give labs your full concentration.
6. Towels are for drying, not for snapping.

SAFETY PROCEDURES

To prevent fires and burns...

1. Use salt or baking soda, *not water*, to put out a grease fire.
2. Keep flammable materials away from the top of the range and away from portable appliances that produce heat.
3. Use a dry potholder to remove pans from the range.
4. Store flammable substances such as aerosol sprays away from the heat sources
5. Use a metal trashcan when disposing of hot or smoldering items. If you have hot grease or fat of any kind, wait for it to cool and funnel into the assigned can provided by your instructor. NEVER drain grease down the sink.
6. Keep the range exhaust hood and ducts clean.
7. Keep pan handles turned inward on the range.
8. When removing a pan lid, tilt the lid away from you and do not hold your face directly over the pan.
9. When removing a pan from the oven, pull the rack out. *Don't reach into the hot oven.*
10. Wear an oven mitt on each hand and use both hands to remove pans from the oven.
11. Check to be sure all appliances are turned off when you are finished with them.
12. Use a spoon or tongs, *not your fingers*, to remove food from the hot liquid.
13. If you smell gas, turn off all range and oven controls and tell your teacher.

To prevent falls...

1. Wipe up all spills at once.
2. To reach items stored in high places, use a sturdy step stool or ladder.
3. Close cabinet doors and drawers.

To prevent cuts...

1. Keep sharp knives sharp. They are less likely to cause an accident than dull ones.
2. Use a cutting board.
3. Cut away from you with the knife blade slanted.
4. For peeling vegetables such as carrots or potatoes, use a peeler instead of a knife.
5. If a knife or kitchen scissors starts to fall, get out of the way. Do NOT try to catch it in mid-air.
6. Wash, dry and store knives separately from the other dishes and utensils. Check out whole knife blocks from your instructor and return the entire block and its set of knives to your instructor.
7. Keep your fingers away from the beaters and blades in appliances.
8. Use knives and other sharp tools only for their intended purposes.
9. Sweep up broken glass immediately.
10. Wrap your hand in a wet paper towel to pick up broken glass.
11. When opening cans, cut the lids completely off.
12. Don't leave sharp knives in a sink full of water.

To prevent electric shock...

1. Read appliance booklets before using appliances, when available.
2. Keep electrical cords away from the water and hot objects.
3. Do not plug several cords into an electrical outlet at one time.
4. Unplug portable appliances after you have used them.
5. Disconnect appliances before cleaning them. Do not put them in water unless the appliance is labeled "immersible".
6. Before using an appliance, make sure your hands are dry and that you are standing on a dry surface.
7. Unplug appliances before bringing metal objects in contact with any working parts.
8. Plug the cord of portable appliances into the appliances first then into the wall.

To prevent microwave accidents...

1. Never use a microwave if the door appears damaged.
2. Never turn on the microwave if there is no food inside.
3. Do not heat sealed jars, cans, or bottles in the microwave.
4. Do not heat home-canned foods in a microwave; use a conventional range.
5. Use potholders to remove food containers from the microwave.
6. Remove lids and plastic wrap carefully to avoid steam burns.
7. Distribute the heat by stirring microwaved foods before serving them.

SANITATION PROCEDURES

1. Place books, purses, and other personal items in an area of the classroom not used for food preparation.
2. Wear appropriate clean clothing on lab days. Avoid long, loose sleeves and dangling jewelry.
3. **For Culinary Arts 1 and 2:** Wear a clean apron, chef coat, and hat when catering.
4. Pull hair back and secure it so that it stays away from your face and shoulders.
5. Avoid working with food if you have an open wound on your hands. If you have a wound, use a band-aid and glove.
6. Wash your hands with soap for 20 seconds before beginning the lab. Dry your hands with paper towels.
7. While working with food, avoid touching your hair, skin, face or other unclean objects.
8. Repeat hand washing when necessary, especially after coughing, sneezing or using the restroom.
9. Be sure you have a clean dishtowel, dishcloth, pot holder and oven mitt before beginning the lab.
10. Wipe all counter tops and tables at the beginning and end of each lab.
11. Use hot, soapy water for washing dishes.
12. Wash and dry dishes, pans, and utensils as you use them.
13. When tasting foods, use a spoon other than the one used for stirring. Use a clean spoon for each person tasting and each time food is tasted.
14. After working with a raw animal food, scrub all areas and utensils used with hot soapy water and/or bleach solution.
15. When possible use a kitchen tool, not your hands to complete tasks.
16. Keep hot foods hot and cold foods cold.
17. It is **HIGHLY RECOMMENDED** you wear closed toe shoes for any lab; you are liable for any accidents that occur if your feet are not covered and the injury could have been prevented by wearing closed-toe footwear.

EMERGENCY INFORMATION

The fire extinguisher in our lab is located _____

The fire blanket in our lab is located _____

In spite of every precaution, accidents can happen and I am aware that of the risks. I have read and understand my (my child's) responsibilities regarding conduct in the food preparation stations and agree to follow these procedures. I understand that any students whose actions put themselves or other at risk may be removed from the laboratory without credit. If permanently removed from labs, alternate work may be provided.

Student Signature _____

Date: _____

Parent Signature _____

Date: _____