



Summative assessment (p.122)

Question 1

Why is it so important to record all accidents, incidents and near misses?

Answer

Any accident, incident, or near miss, no matter how slight the injury or damage, must be reported to the department supervisor immediately for appropriate action. This provides a useful record of all incidents in case an employee needs time off work or to claim compensation at a later stage. Recording incidents helps the employer identify which areas can be improved on to prevent accidents happening in the future.

Question 2

Define and give reasons why accidents occur in the workplace.

Answer

Accident – any unplanned occurrence that leads to the injury of personnel or other persons involved.

- poor workplace design
- hazardous tasks being performed in the workplace
- incorrect installation, use, maintenance, service, repair or alteration of equipment in the workplace
- people being exposed to hazardous substances or processes
- the incorrect handling of equipment and machinery
- the lack of knowledge in how to use certain equipment
- incorrect storage of equipment and chemicals.

Question 3

What should one do in the event of an accident?

Answer

Stay calm.

Notify an authorised first aid person. Do not try to help the person unless you have been trained.

Telephone the emergency services if the person requires medical assistance. Make sure you give accurate details and directions.

Reassure the person until help arrives.

Question 4

State what the correct procedure will be in the following unexpected situations:

If someone has fallen

If someone has fainted

When someone has slipped

After glass has broken

If you notice a spill on the floor

Answer

Accident	Action
Fall	Do not move the person, as they could have broken a bone, and staff could aggravate the situation by moving the person. Run fingers along the body of person to determine if there are any broken bones. Alert the first aid representative of the organisation. Enter incident into the accident book.
Faint	Make the patient comfortable by throwing a blanket over him/her and use a pillow if there is no neck injury. Check to see if there is any identification on the person to identify if he/she is a diabetic sufferer. It could be that they have not taken their insulin shot. Contact the first aid representative.
Slip	Find out from the person if they are in pain. Make the person comfortable. Avoid touching the aggravated area. The first aid representative should be able to examine the area to determine if there are any broken bones.
Broken glass	Put on gloves, to avoid getting cut. Pick up the pieces. Wrap these pieces of glass in a few layers of newspaper. Sweep and vacuum all the other bits to ensure that they do not become a hazard to other staff members or customers.
Spilled food/ drink	Clean up spill immediately, as there could be a live wire that could cause electrocution. Using disinfectant, mop up the spill. Dry mop thereafter. Place a 'Wet Floor' safety sign to alert staff and customers that they must proceed with caution.

Question 5

Name the benefits of good preventative maintenance.

Answer

- Reduces the risk of injury to staff from faulty operating equipment.
- Prevents costly replacement when equipment isn't properly maintained.
- Equipment in good running order is reliable and helps us meet our food service commitments.
- Ensures that the piece of equipment operates safely for the handler.
- Equipment will be used longer when properly maintained.

Question 6

The emergency signs and notices enable staff to act quickly. Why do you think it is important to display sufficient numbers of emergency signs in your establishment?

Answer

Getting guests and staff out of the area as quickly as possible.

In the event of a fire, it is very important that everyone in the area moves as quickly as possible in order to prevent injury to themselves and to others.

The safety and emergency signs tell everyone what they are required to do.

Question 7

What are the 8 points which one should remember when handling a knife correctly?

Answer

Keep knives sharp.

Point away.

Do not leave sharp knives loose in a drawer.

Do not try to catch dropped knives.

Pick the knife up by the handle.

Do not put knives in the sink.

Put knives down safely.

Use the appropriate knife.