



**SAFE WORK PROCEDURE**  
**SERVER (Job Title)**

*This task may only be performed by trained personnel*

<b>Department:</b> Kitchen	<b>Written By:</b> Jane Doe	<b>Approved By:</b> John Doe	<b>Date Created:</b> Jan 01/08	<b>Date of Last Revision:</b> Jan01/09
<b>Hazards Present:</b>  Burns, slips, trips/falls, pinch grip, reaching, dropping items, awkward positions, heavy, wrist bent.		<b>Personal Protective Equipment (PPE) or Devices Required:</b>  Silicone Oven Mitt Lightweight trays with thicker and rounder edges		<b>Additional Training Requirements:</b>  Safe Manual Handling Procedures Safe Work Procedures
<b>Safe Work Procedure:</b>				
<ol style="list-style-type: none"> <li>1. Avoid carrying over 15 lbs at any time.</li> <li>2. Use the silicone oven mitt when handling hot plates or slippery drinks to avoid burns and/or dropping items.</li> <li>3. Use lightweight trays with thicker and rounder edges for a more comfortable grip.</li> <li>4. Do not lift a full tray over head.</li> <li>5. Ensure you do not bump into anything or anyone.</li> <li>6. Carry tray close to the body and avoid flattening the hand.</li> <li>7. Avoid reaching across the table. Walk around to deliver items.</li> <li>8. Keep high traffic paths clear and free of clutter.</li> </ol>				
<b>Guidance Documents/ Standards / Applicable Legislation / Other:</b> Part 2.1 Safe Work Procedures Part 6 Personal Protective Equipment Part 8 Musculoskeletal Injuries <i>Manitoba Workplace Safety &amp; Health Act W210 &amp; Regulations 217/2006</i>			<b><i>This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.</i></b>	

***All procedures obtained from operator manuals or other samples must be thoroughly reviewed to ensure they are accurate for your workplace and your jobs!***