

OCCUPATIONAL SAFETY AND HEALTH

Guidelines for

THE HOTEL INDUSTRY



MINISTRY OF
MANPOWER

These guidelines are co-developed by the Ministry of Manpower, Singapore Association of Occupational Therapists, Singapore Physiotherapy Association, Back Society of Singapore and the Singapore Hotel Association.

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Introduction

The hotel industry is an important industry closely linked to tourism, business travel and conventions, which forms a significant part of the economy. The industry provides employment for a large number of people, both direct employees as well as part-time and contract staff. There are several main departments performing different functions within a hotel eg housekeeping, front desk, food and beverage, kitchen, stewarding, laundry and engineering maintenance.

In providing a high standard of service to customers, the pace of work can be fast and the working hours long. Providing a safe and healthy working environment contributes to the well-being, morale and productivity of employees.

Hotels employ a variety of staff including room attendants, bellmen, front desk personnel, chefs, waiters, laundry operators, banquet servers and engineering maintenance crew. They can be exposed to a variety of health and safety hazards at work depending on the specific tasks that they perform. Hotel staff may be exposed to the risk of musculoskeletal disorders and injuries and to health hazards such as chemicals, noise and thermal stress. There is also the risk of accidents from slips, trips, knocks and falls, cuts, burns and scalds, electrocution and fire and explosion.

Occupational accidents and diseases can result in suffering, sickness absenteeism, productivity loss, disability or even death. All these can be prevented.

The purpose of the guidelines is to provide information and guidance on the:

- identification of work hazards and their prevention and
- establishment of safety and health programmes

The common workplace hazards and their preventive measures, the principles and elements of safety and health management, check lists and relevant references are given in these guidelines.

Employers can work together with employees to establish a safe and healthy working environment in the hotel.

Workplace Hazards and their Control



Incorrect lifting method

Work-related injuries and diseases occur as a result of unsafe acts and conditions. Unsafe acts occur when employees are unaware of the hazards and the proper work practices. Examples include not adopting the proper lifting methods or not using gloves when handling chemicals.

Unsafe conditions may arise out of ignorance or lack of diligence in ensuring a safe and healthy working environment. Examples include the lack of safety guards on machinery or the presence of a slippery floor.

Work-related accidents and diseases can be prevented by first identifying the hazard and then taking the appropriate preventive measures. The common workplace hazards in hotels and the preventive measures that could be taken are described in this section.

■ Musculoskeletal Injuries And Disorders

Many jobs have risks that can lead to sprains and strains to the back and other parts of the body.

Workplace factors associated with musculoskeletal injuries and disorders include:

- ***Awkward postures***



Our bodies function best in natural postures. Prolonged awkward body postures increase stress on the muscles and ligaments, leading to fatigue, discomfort and increased risk of injury.

Examples of awkward postures include bending the back during bed making or working with the arms above shoulder height during cleaning and stretching to reach across the table to get an item.

- **Manual handling**

Heavy or frequent lifting, pushing, pulling or carrying puts a strain on the back and also the upper limbs. Back injuries and other musculoskeletal sprains and strains may occur among bellmen, housekeepers, laundry and kitchen staff involved in manual handling activities.



- **Prolonged standing**



Prolonged standing for many hours can contribute to lower limb aches and pain. Most of the jobs in the hotel involve standing work for many hours.

- **Repetitive movements**

Repetitive use of the hands and upper limb may result in pain in the wrist, elbow and shoulder. Persons at risk include room attendants, laundry operators and kitchen staff.



Musculoskeletal injuries could result from the sudden damage from a single episode such as lifting a very heavy load or slipping and falling. However, more often it is the result of gradual wear and tear from repetitive and prolonged manual activity. Recovery from some of these injuries may take time and further injury may occur, making the problem worse. Therefore it is important to identify the risk factors and take preventive actions to minimise the risk. Most of the problems can be prevented through the application of good ergonomic principles in work design and work practices, which need not be complicated or costly.

The specific risk factors and preventive measures are given in these guidelines in the form of fact sheets on good ergonomic work practices by occupation:

- [Bellmen](#)
- [Front desk staff](#)
- [Room attendants](#)
- [Waiters](#)
- [Kitchen staff](#)
- [Laundry operators](#)

■ Chemical Hazard

In hotels, chemicals are used mainly for cleaning. Persons at risk include housekeepers, stewards, laundry workers and engineering or maintenance personnel.



Wearing gloves helps prevent skin rashes from contact with chemicals

Some chemicals are hazardous and may be corrosive, irritating, toxic, flammable or carcinogenic. Direct skin contact with some chemicals may cause burns or skin rashes from irritation or allergy. Chemical spills and splashes may damage the eyes. Volatile chemicals such as solvents can be inhaled. High concentrations of vapour or gas can accumulate particularly in poorly ventilated and confined areas. It is therefore important that employees who work with chemicals are aware of the hazards and adopt safe work practices to avoid chemical exposure.



Chemicals used by room attendants

Safe work practices for hazardous chemicals

- Use less harmful substances
- Provide proper ventilation through open windows or mechanical air vents
- Wear suitable personal protective equipment
- Do not allow unauthorised access to stored chemicals
- Inspect chemical stores regularly to check for deterioration or leakage
- Ensure that every chemical has a Material Safety Data Sheet
- Ensure that all chemical containers are properly labelled
- Arrange for annual medical examinations for staff exposed to perchloroethylene (used in dry cleaning)

Useful Guidelines for Controlling Chemical Hazards

- [Dry cleaning solvent management guidelines](#)
- [Guidelines on Prevention and Control of Chemical Hazards](#)
- [Guidelines on Risk Assessment for Occupational Exposure to Harmful Chemicals](#)

Chemical group	Example of hazardous chemicals	Relevant Departments	Product / Function	Health effects
Solvents	Perchloroethylene	Laundry	Dry cleaning agent	Liver damage, narcosis, dermatitis
	Trichloroethylene	Laundry, Engineering, Housekeeping	Stain removers	Liver damage, narcosis, dermatitis
	Xylene, toluene	Engineering	Paints, lacquer, glue	Narcosis, dermatitis
Acids	Hydrochloric acid, hydrofluoric acid, sulphuric acid	Laundry, Stewarding, Housekeeping, Engineering	Cleaning agents, stain and rust removers	Chemical burns, dermatitis
Alkalis	Sodium hydroxide	Laundry, Stewarding, Housekeeping, Engineering	Detergents, cleaning agents	Chemical burns, dermatitis
Ammonia	Ammonia	Laundry, Stewarding, Housekeeping, Engineering	Cleaning agents, silver polish	Eye and respiratory tract irritation, dermatitis
Chlorine	Chlorine, Sodium hypochlorite	Swimming pool, Laundry	Disinfectant, Bleach	Eye and respiratory tract irritation
Welding fumes	Metal fumes, gases	Engineering	welding	Eye and respiratory tract irritation
LPG gas	LPG	Kitchen	Fuel gas for the stove and oven	Fire and explosion

Some examples of chemicals used in the hotel and their effects



Dry cleaning machines must be maintained to prevent leakage of perchloroethylene



Chemical containers should be properly labelled

■ Noise Hazard

Although the hotel environment is generally quiet, there are certain areas where staff may be exposed to a noise hazard eg. boiler rooms, engineering workshops and discotheques. Long term exposure to excessive noise may lead to hearing loss.

To prevent hearing loss, a person should not be exposed to noise levels exceeding 85dBA for 8 hours a day or its equivalent. Where the permissible exposure level is exceeded, measures should be taken to reduce the noise exposure.

Sound Pressure Level dB(A)	Maximum duration per day
85	8 hours
88	4 hours
91	2 hours
94	1 hour
97	30 minutes
100	15 minutes
103	7.5 minutes
106	4 minutes
109	2 minutes
111	1 minute

Permissible exposure levels showing the corresponding length of time allowed for the various noise levels.

Some noise control solutions

- Replace noisy machinery
- Locate noise sources away from hard walls or corners
- Isolate or enclose noise sources
- Construct suitable noise enclosures or barriers
- Line interior surfaces with sound absorbing materials
- Maintain machinery and equipment at regular intervals
- Wear ear plugs or ear muffs
- Turn down the volume of amplifiers



Use suitable hearing protection

Useful Guidelines for Controlling Noise Hazard

- Guidelines on Industrial Noise and Vibration Control
- [Hearing Conservation Programme Guidelines](#)
- [A Guide for Noise Control in the Music Entertainment Industry](#)

■ Thermal Stress

Staff working in the kitchen, laundry and boiler rooms may be subjected to heat stress from the machinery or equipment used in these areas. This can lead to headaches, fatigue and discomfort.



Laundry operators are exposed to heat from hot presses

Preventing heat stress

- Improve the ventilation through a carefully planned and laid out exhaust and air conditioning system
- Implement and follow an appropriate work-rest schedule
- Avoid thick clothing
- Drink plenty of water to replenish water lost through dehydration



Chefs may be exposed to a hot environment

Staff can also be exposed to cold temperatures while retrieving or storing items in cold storage rooms. They should wear warm clothing while working in such cold environments.

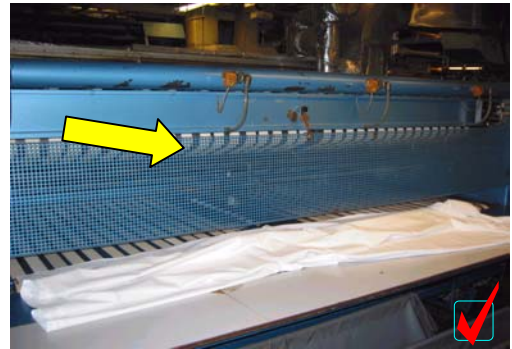
■ Cuts

Cuts may occur from the use of knives and machinery in kitchens, laundries and engineering workshops. Cuts may also arise from handling broken glass or porcelain by room attendants, waiters or chefs.

Machinery used in the kitchens and laundries like mincers, food mixers, meat slicers and ironing machines should be properly guarded. Where this is not feasible, sensors or two-hand controls can be used. A guard that is provided but not put in position would not serve its intended purpose. Regular maintenance would also reduce accidents that result from faulty machinery. Staff should be encouraged to maintain good housekeeping at the workplace.

Use Machinery with Care

- Refrain from wearing loose or frayed clothing or jewellery that could get caught
- Do not remove any safety interlocks and safety guards from machinery
- Do not try to reach into any moving parts of the machinery with your fingers
- Do not clean blades unless the power has been shut down
- Follow the operating instructions as recommended by the manufacturer or supplier
- Ensure that safety guards are in place before operating any machinery
- Use a pusher or tool to avoid contact with moving parts of machinery
- Switch off or unplug the machine before removing the safety guards for retrieval or cleaning



Example of machine guarding in the laundry



Example of machine guarding in the kitchen



Use knives properly to avoid cuts

Use knives with care

- Use the right knife for the job
- Use a flat surface or cutting board
- Make sure the knife is sharp
- Store knives securely in proper racks in a visible place
- Cut away from your body when cutting, trimming or de-boning
- Curl the finger of the other hand over the object to be cut
- Wear protective equipment such as mesh gloves if necessary
- Wash and clean sharp tools separately from other utensils

■ Burns And Scalds

The use of ovens and deep fryers without due care can cause severe burns and scalds. Staff should be educated on the possible hazards and the preventive measures that could be taken while handling such appliances or hot liquids.



Do not handle hot items with your bare hands



Label hot liquids



Example of proper placement of deep frying appliances when not in use.

Handle Hot Items with Care

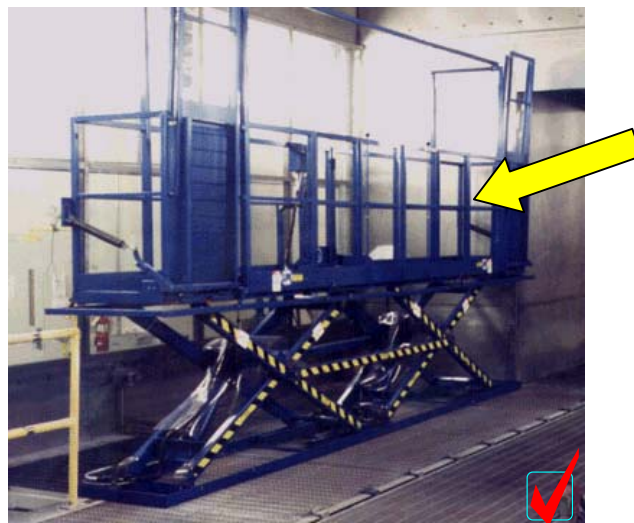
- Organize your work area to prevent contact with flames and hot objects
- Use the correct gloves for handling hot objects
- Ensure safe levels of hot liquid like oil or boiling water
- Do not use a wet cloth to lift lids from hot pots
- Ensure that the handles of pots and pans do not stick out from the counter or stove
- Make use of safety devices like thermostats and interlocking switches in ovens
- Do not overfill pots and pans
- Do not open cookers and steam ovens that are under pressure
- Open hot water and hot liquid faucets slowly to avoid splashes

■ Trips And Falls

Many workplace injuries also result from workers tripping over physical obstructions or falling from height. This could be due to insufficient lighting, poor housekeeping, wet and slippery floors, a lack of guardrails or handrails on platforms or staircases, unsafe use of ladders or carelessness.



Wet floor can cause slips and falls



Example of a raised working platform with safety guardrails

Preventing Trips and Falls

- Report poor lighting
- Keep floors and stairs dry and clean
- Ensure carpets and rugs are free of holes and loose edges
- Hang power cords over aisles or work areas to prevent tripping accidents
- Make use of anti-slip flooring or non-slip working shoes
- Ensure elevated platforms are guarded against the fall of persons. Where physical guards are not feasible, provide alternatives like safety harnesses
- Do not leave materials and boxes lying haphazardly around



Use ladders safely

Safe use of ladders

- Inspect the ladder before and after each use
- Do not use defective ladders eg broken or missing rungs: loose hinges, or missing screws or bolts
- Set ladders on a flat firm surface, using slip-resistant feet or secure blocking or have someone to hold the ladder
- Face the ladder when standing on it and when climbing up or down
- Keep the centre of your body within the side rails
- Set up barricades and warning signs when using a ladder in a doorway or passageway
- Do not stand on the top two rungs of the ladder

■ Struck Against/ By Objects

Injuries can occur when persons are hit by hard, heavy or sharp objects. When materials are not properly stacked they may collapse, causing injuries to persons nearby. Narrow and cluttered passageways can contribute to the risk of such accidents. When trolleys and carts are not handled with care, accidents may also arise.



Low overhead pipes and structures pose a risk

Hotel personnel who have to work in areas where there is frequent use of machinery or hot substances should be provided with the necessary personal protective equipment.



Wear safety boots to protect your feet

Protect Your Hands and Feet

- Ensure goods and materials are stacked in a safe manner
- Make use of the correct personal protective equipment
- Do not rush through swing doors, especially with trolleys

■ Electrocutation

Electrocutation occurs when the human body becomes part of an electric circuit through which current passes. Electrical equipment and appliances should be regularly inspected by a qualified electrician to ensure that they remain in good working condition and will not pose a danger to unsuspecting staff. Extreme care should be taken in workplaces where workers come into contact with fluids that may be good conductors of electricity. Examples include kitchens, laundries, and hotel rooms where electrical appliances may be used for cleaning work.



Haphazard electrical connections could lead to overloading and electrocution.

Handle Electrical Appliances with Care

- Report any damaged plugs, wires, electrical equipment
- Keep power cords away from heat, water and oil
- Do not clean electrical equipment with flammable or toxic solvents
- Do not overload electrical points
- Pull the electrical plug, not the cord
- Provide a system for inspection and maintenance of electrical appliances
- Establish a set of lockout-tagout procedures for the repair and maintenance of electrical equipment

■ Fire And Explosion

There is a risk of fire and explosion in workplaces which use flammable substances (LPG and Town gas) or high-pressure applications eg. kitchens, laundries and boiler rooms. Improper usage or faulty electrical installations could also result in fires.

Some hotels use pressure vessels like steam boilers for the purpose of supplying their laundries and guests with steam and hot water. These steam boilers are usually located in specially

designated boiler rooms. Air receivers are also used in the tool rooms and workshops. These pressure vessels shall be regularly inspected as required by law. Regular maintenance and checks should also be carried out by the boiler attendants. Staff, especially those working in the kitchens, should be taught on how to detect gas leakage with the use of pilot lights or indicators.

Safe Use of Pressure Vessels

- Ensure steam boilers are inspected at least once every 12 months by an Authorized Boiler Inspector.
- Ensure air or steam receivers are inspected at least once every 24 months by an Authorized Boiler Inspector.
- Ensure that the boiler attendants are properly trained and certified.
- Provide workers working in the boiler rooms with hearing protectors.



Boilers must be inspected regularly

Employers are advised to plan and conduct regular fire drills to familiarize hotel personnel with the evacuation and rescue procedures in times of emergency. Sufficient fire-fighting equipment like fire extinguishers and sprinkler systems should be provided and maintained regularly. Fire escapes and exits should also be properly marked and kept free from obstruction.

Safety and Health Management

Management of safety and health should be no different from the way other aspects of the hotel business are managed. Employers are encouraged to develop and implement a comprehensive safety and health programme to prevent workplace accidents and work-related illnesses, and to establish a safe and healthy working environment.

■ Safety Policy and Organization

The management's commitment is important to ensure the success of the safety and health programme. There should be a written policy which clearly states the management's commitment and approach towards establishing a safe and healthy work environment. The policy should state the organization's safety and health philosophy and structure, including objectives and goals to be achieved. It should spell out the duties and responsibilities of both management and staff. The written policy should be endorsed by the top management and communicated to all levels of hotel staff, including contractors.

Management Commitment can be demonstrated by:

- Implementing safety policies, programmes and training with top management support
- Establishing appropriate safety performance goals throughout the organization
- Involvement of management in safety and health activities
- Giving recognition to safety in work performance reviews
- Giving praise to employees who work safely and counselling those who do not

Responsibilities of Employer and Employee

The employer has a duty to ensure the safety and health of their staff and should take the lead in promoting safety and health in the hotel.

Safety personnel should be appointed to advise management on all occupational health and safety matters, and assist in the implementation of safety and health programmes.

Employees should understand that safety and health is not just the responsibility of the employer, but they too have a role to play.

Responsibilities of the employees

- Follow instructions and safe work procedures
- Attend safety training
- Use the safety devices and personal protective equipment provided
- Report accidents, incidents, diseases and any workplace hazards to the supervisor or employer
- Suggest ways to improve the safety and health of the work

Responsibilities of the employer

- Develop and implement an effective Safety and Health Programme
- Inform all staff of the workplace hazards and ensure that safety rules, training schedules and safe work procedures are followed
- Provide proper equipment including personal protective appliances
- Provide welfare facilities like rest areas and first aid boxes
- Document the Safety and Health Programme and keep records of all reported accidents, incidents and diseases

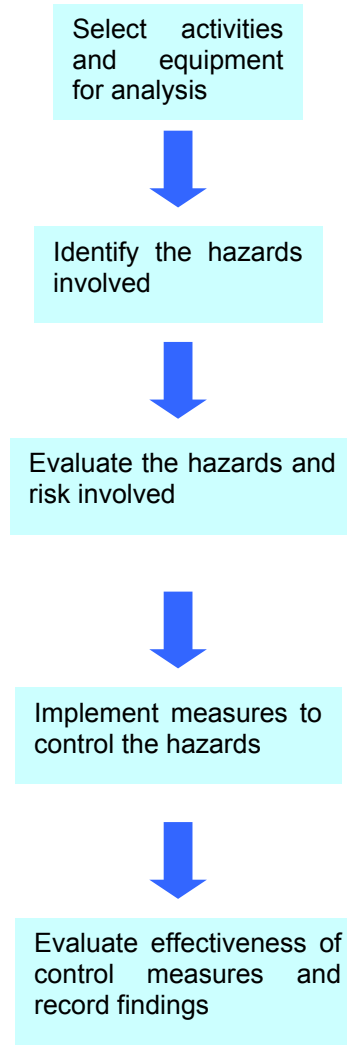
■ Hazard Analysis

It is a good practice to establish systematic procedures for the identification, evaluation and control of both existing and potential hazards in the workplace.

Employers should identify workplace hazards by reviewing both routine and non-routine activities carried out by workers and contractors, and the equipment used. These hazards can be evaluated by considering the probable incidents that can occur. Measures can be developed to control the hazards. Before implementation, it is advisable to test the feasibility of the recommended measures. Documentation of the hazard evaluation process is important.

The steps in a hazard analysis exercise are summarise in the flowchart below:

Basic Steps to Hazard Analysis



Hazard analysis should be carried out periodically or whenever there is a change in process or equipment used. Hazard analysis is also useful in the development of safe work procedures.

■ Safe Work Procedures

Employers are encouraged to establish safe work procedures for the various types of work carried out in the hotel. Wherever possible, these procedures should be incorporated into the standard operating procedures for staff to follow. Safe work procedures should be effectively communicated to all staff.

Employers should establish a system to ensure that existing safe work procedures are reviewed whenever new equipment or processes are introduced or there are changes to the operating procedures.

There are legal requirements for safe work procedures for certain work (see table). No work shall commence unless the safe work procedures have been established and implemented.

WORK REQUIRING SAFE WORK PROCEDURES

1. Work on any machinery where the fencing has been removed for the purposes of any examination, lubrication or other operation
2. Work at a place where a person is liable to fall a distance of more than 3 metres or into any substance that is likely to cause drowning, poisoning, chemical burns or asphyxiation
3. Work in any confined space
4. Work involving application of heat, or the potential generation of any source of ignition, where any explosive or flammable substance is liable to be present
5. Maintenance or repair work on any pressure vessel or lifting equipment
6. Work on any process, plant, vessel or machinery that is liable to produce or give off to any corrosive, toxic or flammable substance
7. Work in compressed air environment or under water
8. Pressurised testing of any pressure vessel or pipes
9. Spray painting
10. Dismantling of any pipe or equipment containing steam or substances that are flammable, toxic or corrosive
11. Any repair or maintenance work carried out on a pressurised hydraulic system
12. Radiography work

■ **Safety Training**



Safety training is important in providing staff with the knowledge and skills to work in a safe manner.

A programme to identify the safety training needs for each level of staff is useful for making training plans.

Safety training for supervisors is particularly important as they have a role to ensure that their staff work in a safe manner.

Safety training can be incorporated into the operational training of the staff. Such training can be carried out on-the-job, by trained supervisors, or by external trainers. Training records should be kept and training materials reviewed.

When should safety training be conducted?

- During orientation period for new employees
- When new equipment or processes are introduced
- When staff are transferred to another department
- Periodically for existing staff

■ Group Meetings

Group meetings should be conducted regularly to discuss safety and health issues and disseminate safety and health information to staff, including contractors. Employers should provide adequate facilities for such meetings. All staff should be encouraged to participate.



Daily briefs and de-briefs (toolbox meeting) can serve as effective channels for conveying safety and health messages.

Workplaces with 50 or more workers should form safety committees with representation from management and employees. Details on the establishment of safety committees and its function can be found in the Factories (Safety Committees) Regulations.

Employers should encourage their employees to form Safety Improvement Teams. This will provide them with a channel to contribute ideas and solutions to make their workplace a safer and more productive one.

■ Accident, Incident And Disease Investigation And Analysis

Every accident, incident or disease occurring at the work place should be investigated in order to identify the root causes and prevent similar occurrences in the future.

A system should be established for reporting and investigation of any work-related accident, incident or disease. Lessons learnt from the investigations should be communicated to relevant staff.

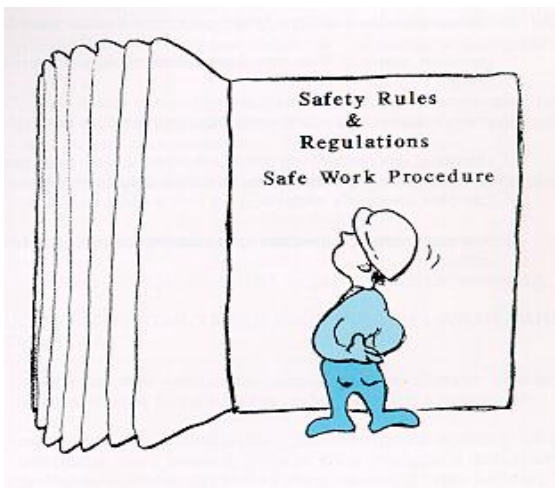
Accident statistics should be collected and analysed to identify problem areas and trends.

There are legal requirements for the notification of [work-related accidents](#) and [occupational diseases](#) to the Ministry of Manpower

Some examples of occupational diseases requiring notification

- [Industrial dermatitis](#)
- [Noise induced deafness](#)
- [Repetitive strain disorders of the upper limb](#)
- [Occupational asthma](#)

■ In-House Safety Rules And Regulations



A set of written safety rules and regulations should be established for compliance by staff and contractors. These also serve as a reminder of their safety and health obligations and responsibilities. Key legal requirements can be incorporated into these rules and regulations.

More specific or detailed safety rules and regulations can be developed by each department.

Useful references for setting up safety rules & regulations

- [National OSH legislation and guidelines](#)
- Relevant Singapore Standards & Codes of Practice ([SPRING Singapore](#))
- [Overseas guidelines](#)

■ Safety Promotion

Employers should establish promotional programmes to create safety and health awareness, and build a strong safety culture at the workplace.



Examples of Promotional Activities

- Safety & Health Talks and Seminars
- Safety & Health Campaigns
- Safety & Health Exhibitions
- Newsletters
- Posters & Pamphlets

■ Evaluation, Selection And Control Of Contractors

It is not uncommon for some hotels to engage contractors for certain jobs in their premises. Hotel management should establish a system to evaluate, select and control contractors. Such a system allows hotel management to assess contractors based on their safety policy and procedures, safety performance records, safety training and competency records, before any work is awarded.

■ Safety Inspection

It is important to establish an effective programme to carry out periodic inspections to identify potential hazards, unsafe acts and conditions in the workplace, as well as to monitor any changes in the work process. Please refer to the [sample inspection checklist](#) provided. Such inspections should involve both the management and the employees. The findings from such inspections should be recorded and analyzed. Recommendations and follow-up actions should be properly documented.

■ Maintenance Programme

An effective maintenance programme should be established for all equipment (eg lifting equipment and pressure vessels), machinery and tools used. This will help prevent accidents resulting from the failure of such equipment and machinery.

Some equipment that require mandatory inspections

- Steam Boilers
- Air Receivers
- Steam Receivers
- Overhead Cranes
- Lifting Platforms
- Mobile Cranes



The programme should include the establishment of a complete list of machinery and equipment used within the hotel premises, inspection and maintenance schedules and records. There should also be a system for staff to report any defective or damaged tool or equipment in the course of their work.

Many hotels use steam boilers and air receivers. Hotel management must ensure that the mandatory inspections of these equipment are carried out by authorised boiler inspectors once every 12 months for steam boilers and once every 24 months for air receivers,

■ Occupational Health Programmes

Occupational health programmes targeted at specific hazards should be established. Each programme should specify the objectives, person-in-charge and component activities and their frequencies.



Examples of Occupational Health programmes

- [Hearing conservation programme](#)
- [Management of hazardous substances programme](#)
- [Ergonomics programme](#)

■ Emergency Preparedness

The establishment and effective implementation of an emergency response plan is crucial in saving lives and mitigating losses should an emergency situation arise.

An Emergency Response Team should also be established, with the duties and responsibilities of each member clearly defined.

Management should ensure that all staff are familiar with the plan and procedures in the event of an emergency. Regular drills and exercises should therefore be conducted. An evaluation of the drill performance should be carried out and lessons learnt used for improving the plan.



Examples of an emergency situation:

- Fire
- Failure/ collapse of structure
- Harmful gas leakage

What should be included in an Emergency Response Plan?

- Procedures for the raising of alarm
- Procedures for the evacuation and rescue of victims
- Provision of the means of rescue and first aid
- Provision of a means of communication with the relevant government authorities and response agencies.

■ Documentation and Review

There should be a system for the documentation and regular review of the programme. This is to facilitate retrieval of relevant documents and to ensure that the programmes remain relevant and effective. All revisions to the safety and health manual should be dated and endorsed by authorised personnel. Recommendations that result from such reviews should be considered and implemented wherever possible.

Resources

■ Sample Inspection Checklist

The sample inspection checklist can be used when conducting your regular safety inspections. Go over every aspect of your workplace to identify possible hazards, unsafe acts and conditions in the workplace, as well as to monitor any changes in the work process.

The checklist can be adapted to the particular needs of the hotel. For specific departments, you can use the departmental checklist that follows after the general checklist.

Floors and Walkways	Yes	No
Are aisles clear of materials or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are main aisles at least 1.12 m wide?	<input type="checkbox"/>	<input type="checkbox"/>
Are doorways clear of materials or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets or tiles in good condition, free of tripping hazard?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean and free of oil or grease?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors kept dry?	<input type="checkbox"/>	<input type="checkbox"/>

Stairs and Ladders	Yes	No
Are ladders safe and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairwells clear of materials and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs and handrails in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders and stairs provided with anti-slip means?	<input type="checkbox"/>	<input type="checkbox"/>
Are stairwells adequately lighted?	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Safety	Yes	No
Are electrical wires in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is there clear access to electrical panels?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper plugs used?	<input type="checkbox"/>	<input type="checkbox"/>
Are plugs, sockets, and switches in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are portable power tools and electrical equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

Fire Safety	Yes	No
Are fire extinguishers clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers properly installed on walls?	<input type="checkbox"/>	<input type="checkbox"/>
Have fire extinguishers been inspected within the last year?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained to use fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids properly stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are smoke and fire alarms in place and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lights in working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Have sprinkler systems been inspected?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency exits clear of materials or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency exit signs working?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency lighting units provided?	<input type="checkbox"/>	<input type="checkbox"/>

Equipment and Machinery	Yes	No
Are equipment and machinery maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is machinery securely guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are operators properly trained?	<input type="checkbox"/>	<input type="checkbox"/>
Are switches clearly marked and easy to reach?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a lockout procedure in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is there enough work space?	<input type="checkbox"/>	<input type="checkbox"/>
Are noise levels controlled?	<input type="checkbox"/>	<input type="checkbox"/>

Chemicals	Yes	No
Are Material Safety Data Sheets (MSDSs) provided for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in the hazards and preventive measures?	<input type="checkbox"/>	<input type="checkbox"/>
Are relevant personal protective equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals properly stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous materials disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>
Are there procedures for chemical spills?	<input type="checkbox"/>	<input type="checkbox"/>

First Aid	Yes	No
Is the first aid kit accessible and clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>
Is the first aid kit adequate and complete?	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency numbers displayed?	<input type="checkbox"/>	<input type="checkbox"/>
Are there trained first aiders?	<input type="checkbox"/>	<input type="checkbox"/>

Personal Protective Equipment	Yes	No
Do workers know where to find personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Eye/face protection • Footwear • Gloves • Protective clothing • Aprons • Respirators 		

Specific Departmental Inspection Checklist

- [Concierge](#)
- [Front desk](#)
- [Housekeeping](#)
- [Food and Beverage](#)
- [Kitchen](#)
- [Laundry](#)
- [Engineering](#)

References

Local references

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Occupational Safety and Health Division

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- Hotel Laundry
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Acknowledgements

Contributors

Ministry of Manpower

Occupational Safety and Health Division

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Mr Patrick Ker, Principal Occupational Therapist, Singapore General Hospital

Singapore Physiotherapy Association

Mr William Yeo, Principal Physiotherapist, Singapore General Hospital

Singapore Hotel Association

Ms Margaret Heng, Divisional Director (Membership Services & Productivity)

Back Society of Singapore

Represented by Dr Lee Hock Siang, Mr Patrick Ker and Mr William Yeo

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Meritus Negara Singapore

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Singapore National Employers Federation

Swissotel Merchant Court Singapore

The City Bayview Hotel

The Fullerton Singapore

APPENDICES

Good Ergonomic Practices for Bellmen

Bellman load, unload and carry luggage.

This can cause strain and injury to the back, shoulders and hands if the loads or frequency is excessive or if incorrect lifting methods are used.

Proper equipment and training in the proper lifting and carrying methods should be provided to prevent back strain and injury.



Keep your back straight with knees bent when lifting luggage from trunk of car

Lifting luggage from the trunk of a car

- Plan your lift
- If it is too heavy, get a colleague to help
- Get close to the load. Pull bags from the back of the trunk close to you
- Face the trunk squarely with both feet firmly on the ground
- Bend your knees not the back



Get another colleague to help with heavy luggage



Ramps allow luggage trolleys to be used for transporting heavy luggage



General luggage handling

- Use ramps rather than stairs
- Use a trolley for heavy luggage or when carrying over long distance
- Push rather than pull trolleys
- Ensure trolleys are properly maintained eg tyres are fully inflated and wheels aligned
- Wear proper shoes

Good Ergonomic Practices for Front Desk Staff

Front desk staff spend many hours standing to serve customers at the reception counter. They work with visual display units, answer phone calls and handle payment. This may involve repetitive work, awkward postures and prolonged standing.

Excessive bending of the neck and back during writing, keyboard work or using the calculator when the height of the desk is too low can cause neck and back aches. The monitor height may be also too low for the standing position and there may also be glare problems if not positioned properly.



Avoid awkward back posture

Prolonged standing with high heel shoes may contribute to aches and pain in the legs and feet and the back.

Sprains and strains can be prevented by proper workstation design and placement of equipment and adopting proper work postures.



Place monitor at appropriate angle and height



Inappropriate monitor angle and height may cause glare

- Use desk counters of appropriate height to minimise back bending during writing or data entry
- Use anti-fatigue mats or thick carpets to cushion impact of prolonged standing
- Place monitors at suitable height and angle to minimise neck bending and glare



Use shoes with lower heel heights

- Use shoes with lower heel heights
- Take short breaks
- Do not cradle the phone between the neck and shoulder



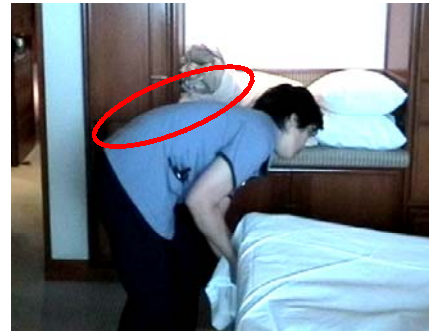
Do not cradle the phone

Good Ergonomic Practices for Room Attendants

Room attendants are subject to strains from repeated lifting, pushing, bending, reaching and wiping when making beds, cleaning bathrooms, vacuuming rugs, wiping furniture and pushing carts.

Manual lifting, awkward postures, repetitive forceful movements can cause strains and injuries to the back, shoulder, arm and hand.

Room attendants should be given appropriate equipment and training in proper work methods and postures to reduce the risk of strains and injuries. Working correctly can prevent strains and injuries.



Avoid bending your back



Bend your knees, not your back

Making beds

- Bend your knees, not your back
- Kneel and do one side of the bed each time
- Avoid bending back when changing pillow covers or duvet covers

Cleaning furniture

- Use a long handed tool or stand on a step-ladder to reach high furniture or lighting
- Kneel when cleaning low furniture



Kneel to clean low furniture

Vacuuming carpets

- Use vacuum cleaners which are light-weight and easy to use
- Avoid bending the back by kneeling when vacuuming under furniture



Avoid excessive bending of the back during vacuuming

Housekeeping carts

- Carts should not be overloaded, stable and easy to move and not obstruct vision
- Push rather than pull carts
- When pushing a cart, place your hands just below shoulder level on the cart handle
- Ensure carts are maintained in good working condition. Wheels should be aligned and turn smoothly.
- Report any faulty carts to your supervisor



Avoid excessive bending of the back to clean the bath tub



Push rather than pull carts



Kneel next to the bath tub to avoid bending the back

Cleaning bathrooms

- Kneel to clean the floors to avoid excessive back bending
- Kneel next to the bath tub to avoid excessive back bending and arm reaching when cleaning the tub
- Use tools with long handles for hard to reach areas

Good Ergonomic Practices for Waiters and Servers

Waiters and banquet servers routinely carry trays of dishes or glasses, bend and reach to clear, wipe, set tables and serve customers at tables. Banquet staff carry heavy tables, chairs and other equipment in the setting up of a function room.

Heavy repetitive lifting and awkward postures can put a lot of strain on the back, neck, shoulder, arms and hands.

Training in proper manual lifting, use of suitable equipment such as trolleys and proper work practices are important in preventing injuries and strains.



Unbalanced posture puts strain on the back, neck and shoulder



Carrying large trays

- Balance the load and keep the tray dry and clean
- Carry most of the load over the shoulder
- Use both hands to support and balance the tray
- Use tray carrying carts where possible
- Carry fewer plates at a time



Carry tray close to body using both the arm and hand for support

Carrying small trays of drinks

- Carry a loaded tray with your shoulder, arm and hand in a neutral position
- Carry the tray as close to your body as possible
- Balance the tray on both your arm and hand
- Balance the load and place heavy items close to the centre



Keep glass or cups close to you to avoid over-reaching when serving drinks

Serving drinks or food

- When pouring, move the glass or cups as close to you as possible to avoid over-reaching
- Keep the shoulder, elbow and wrist in neutral posture wherever possible
- Move around the table to serve guests



Have two or more people to carry heavy or bulky items

Carrying tables and chairs

- Use trolleys wherever possible
- Ensure a good grip when carrying
- Carry close to the body
- Avoid bending or twisting the back
- Restrict number of chairs stacked together
- Have two or more people to carry heavy or bulky items



Avoid back bending posture and restrict the number of chairs carried



Use trolley to move heavy objects

Good Ergonomic Practices for Chefs and Kitchen Staff

Chefs and other kitchen staff are involved in food transfer, preparation (cutting, mixing, grinding, arranging) and cooking or baking.

Stewards work in the kitchen area to clean utensils, plates and trays.

The work involves awkward postures, prolonged standing, manual handling and repetitive hand motions. These can give rise to sprains and injuries involving the hands, shoulders, back and neck.



Avoid bending your back



Store heavier and more frequently used items on mid-level shelves



Get another helper to lift heavy items



Good workplace design with counters and trolleys of the same height

Handling and transferring food

- Use trolleys wherever possible for heavy items
- Provide tables, counters and trolleys of the same height to enable items to be slid across
- Use two persons for lifting heavy items
- Store heavier and more frequently used items on mid-level shelves



Avoid awkward back posture



Use a cake stand to reduce excessive bending

Food preparation and cooking

- Use a work surface that is waist level for forceful tasks (e.g. chopping)
- Use a work surface that is elbow height for finely detailed work (e.g. creaming cakes)
- Stand close and use the front of the work surface to avoid over-reach
- Avoid twisting back



Use automated equipment to reduce forceful and repetitive work

- Position frequently used ingredients close to your work area and at a convenient height
- Select utensils designed to reduce awkward postures and force (eg good grip)
- Use the compartments in the oven that are between the waist and shoulder level
- Use automated equipment eg food processors



Avoid awkward shoulder posture

Dish washing

- Stand close to work surface
- Avoid twisting or bending back
- Hold the rinse nozzle at mid-body height to reduce reach
- Use a platform to reduce depth of deep sink to reduce bending



Avoid excessive back bending



Use flexible rinse nozzle to reduce reach

Good Ergonomic Practices for Laundry Operators

The operations in a hotel laundry include sorting, washing, drying, folding of linens as well as washing, drying and ironing of uniforms and guests' laundry.

The handling of the laundry requires considerable force and some tasks may be repetitive and involve awkward postures and prolonged standing.

This can be stressful on the hands, wrists, back, shoulders and lower limbs.



Pulling washed laundry manually from the washer may increase stress to the upper limbs and back



Mechanical tilting of the washing machine reduces stretching and force to retrieve laundry

Proper work design and automation of certain processes and training in proper work methods and postures can help to reduce the risk of strains and injuries. Job rotation and scheduled rest breaks are also important measures.



Using bins with self-elevating base to reduce bending of the back when retrieving laundry

Sorting and Washing

- Reduce amount of manual handling of laundry through design of work flow or automation eg washing machines which can be tilted for loading or unloading of laundry
- Use bins with a self-elevating base to reduce bending to retrieve laundry from the bottom of the bins
- Use lighter bins with wheels designed for hard floors to reduce pulling and pushing forces
- Get colleague to help if the loads are heavy
- Maintain the bins regularly with particular attention to the wheels



Reduce the distance between operation and the dryer and use anti fatigue mats



Drying and Folding

- Repetitive work and awkward postures are the main risk factors
- Reduce awkward body postures such as reaching above shoulder level or bending the back while feeding the dryer
- Reduce the distance that separates the worker from the dryer to reduce reaching forward
- Provide a foot bar to allow the worker to switch the weight of the body from one foot to the other
- Use anti-fatigue matting and provide shoes with good insoles to reduce discomfort due to prolonged standing

Ironing and Packing

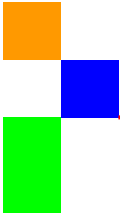
- The main risks are prolonged standing and awkward postures
- Reduce awkward body postures such as neck bending downwards and reaching to hang ironed clothes
- Practice job rotation or vary job tasks during the shift
- Redesign the hanger to be at a lower position (i.e. shoulder level) to reduce excessive reaching and working overhead
- Take regular breaks and perform stretching exercises
- Provide anti-fatigue mats and shoes with good insoles



Reduce reaching to hang clothes

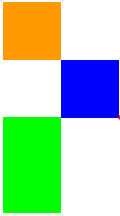


Reduce neck bending during ironing



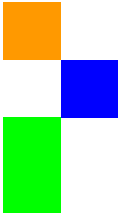
Concierge

Protection against sprains and strains	Yes	No
Are all bell-men trained in proper lifting and carrying methods?	<input type="checkbox"/>	<input type="checkbox"/>
Are ramps provided at the hotel entrance?	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys used to transport heavy luggage?	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys in good working condition and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Is additional help available for lifting heavy luggage?	<input type="checkbox"/>	<input type="checkbox"/>
Are luggage properly stored to minimise sprains and strains during handling?	<input type="checkbox"/>	<input type="checkbox"/>
Protection against injuries from accidents	Yes	No
Are aisles and passageways clear of materials or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets or tiles in good condition, free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean, dry and non-slippery?	<input type="checkbox"/>	<input type="checkbox"/>
Are doorways and passageways wide enough for movement of trolleys?	<input type="checkbox"/>	<input type="checkbox"/>



Front Desk

Protection against sprains and strains	Yes	No
Are the counter work surfaces at suitable height for keyboard and writing work?	<input type="checkbox"/>	<input type="checkbox"/>
Are the computer monitor screens placed at suitable height for viewing?	<input type="checkbox"/>	<input type="checkbox"/>
Are equipment placed within easy reach?	<input type="checkbox"/>	<input type="checkbox"/>
Are the monitor screens free from glare?	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting sufficient?	<input type="checkbox"/>	<input type="checkbox"/>
Are all staff trained in good ergonomic practices and working postures?	<input type="checkbox"/>	<input type="checkbox"/>
Protection against injuries from accidents	Yes	No
Are aisles and floor clear of materials or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets or tiles in good condition, free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean, dry and non-slippery?	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical equipment properly grounded and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>



Housekeeping

Protection against injuries from accidents

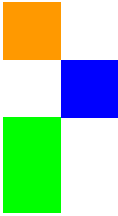
	Yes	No
Are staff trained in the safe use of tools and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate work space?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets or tiles in good condition, free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures taken to prevent tripping over electrical cords and other objects?	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical equipment properly grounded and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures taken to prevent slips and falls in the bathroom?	<input type="checkbox"/>	<input type="checkbox"/>
Are housekeeping carts stable and designed not to obstruct the vision?	<input type="checkbox"/>	<input type="checkbox"/>

Protection against sprains and strains

	Yes	No
Are staff trained in good ergonomic work methods and postures?	<input type="checkbox"/>	<input type="checkbox"/>
Are the housekeeping carts easy to push and move?	<input type="checkbox"/>	<input type="checkbox"/>
Are the housekeeping carts maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper equipment provided for cleaning the room and bathroom?	<input type="checkbox"/>	<input type="checkbox"/>

Protection against chemical hazards

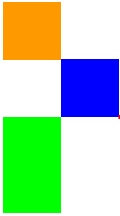
	Yes	No
Are all cleaning chemicals properly labelled?	<input type="checkbox"/>	<input type="checkbox"/>
Are protective gloves provided and used?	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals properly stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff trained in proper handling of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff aware of the risk of dermatitis and the preventive measures?	<input type="checkbox"/>	<input type="checkbox"/>
Are material safety data sheets available for all chemicals used?	<input type="checkbox"/>	<input type="checkbox"/>



Food and Beverage

Protection against injuries from accidents	Yes	No
Are aisles and doorways clear of materials or equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Are carpets or tiles in good condition, free of tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean, dry and non-slippery?	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical units properly grounded and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate lighting?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders used safely?	<input type="checkbox"/>	<input type="checkbox"/>
Are the steps to the stage or platform in safe condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are the platforms secure to prevent separation?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper shoes provided to protect against injury?	<input type="checkbox"/>	<input type="checkbox"/>
Are precautions taken to protect against scalds and burns?	<input type="checkbox"/>	<input type="checkbox"/>

Protection against strains and sprains	Yes	No
Are all staff trained in proper methods of lifting, carrying and serving?	<input type="checkbox"/>	<input type="checkbox"/>
Are carts and trolleys available for moving heavy items?	<input type="checkbox"/>	<input type="checkbox"/>
Are carts and trolleys maintained in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>
Is additional help available for lifting heavy items?	<input type="checkbox"/>	<input type="checkbox"/>
Is there sufficient staff for the task?	<input type="checkbox"/>	<input type="checkbox"/>



Kitchen

Protection against injuries from accidents

	Yes	No
Are all staff properly trained in the safe use of tools and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate work space?	<input type="checkbox"/>	<input type="checkbox"/>
Is machinery securely guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper tools and equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>
Is kitchen equipment in good working order and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are knives and other sharp tools properly stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are the walkways and work areas free from obstruction and tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are the floors dry or made of non-slippery material?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures in place to prevent electrocution?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures in place to prevent burns and scalds?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper safety shoes provided and used to protect feet from injuries?	<input type="checkbox"/>	<input type="checkbox"/>

Protection against sprains and stains

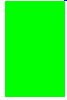
	Yes	No
Are the working surfaces of suitable height for the work?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff trained in ergonomic work methods and postures?	<input type="checkbox"/>	<input type="checkbox"/>
Are supplies and materials stored properly on shelves?	<input type="checkbox"/>	<input type="checkbox"/>
Does your storage layout minimise lifting problems?	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys available to move heavy items?	<input type="checkbox"/>	<input type="checkbox"/>

Protection against heat and cold

	Yes	No
Is the ventilation sufficient to protect staff from excessive heat?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff protected from excessive cold when entering cold storage rooms?	<input type="checkbox"/>	<input type="checkbox"/>

Protection against dermatitis and chemical hazards

	Yes	No
Are suitable gloves provided and used when handling food?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable gloves provided and used when washing dishes?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff aware of the risk of dermatitis and the preventive measures?	<input type="checkbox"/>	<input type="checkbox"/>
Are detergents and other cleaning agents stored in a safe place?	<input type="checkbox"/>	<input type="checkbox"/>
Are material safety data sheets available for all chemicals used?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff trained in the proper handling of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>



Laundry

Protection against injuries from accidents

Yes

No

- Are staff trained in the safe use of machinery and equipment?
- Is there adequate work space?
- Is machinery securely guarded?
- Are proper tools and equipment provided?
- Is the laundry equipment in good working order and properly maintained?
- Are measures taken to protect from knocking against overhead structures?
- Are the walkways and work areas free from obstruction and tripping hazards?
- Are the floors dry or made of non-slippery material?
- Are measures in place to prevent electrocution?
- Are measures in place to prevent burns and scalds?
- Are proper safety shoes provided and used to protect feet from injuries?
- Are measures in place to prevent fire and explosion risk?

Protection against sprains and strains

Yes

No

- Are measures in place to reduce excessive back or neck bending?
- Are measures in place to reduce work with arms above shoulder height?
- Are measures in place to reduce use of excessive force?
- Are work surfaces of suitable height for the work?
- Are staff trained in proper manual handling methods and work postures?
- Are there opportunities for job rotation?
- Are sufficient rest breaks provided?

Protection against heat and noise

Yes

No

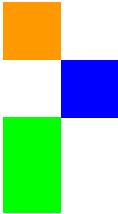
- Are staff protected from excessive heat?
- Are staff protected from excessive or irritating noise?

Protection against chemical hazards

Yes

No

- Are measures in place to prevent excessive chemical exposure?
- Are Material Safety Data Sheets (MSDSs) provided for all chemicals?
- Are workers trained in the proper handling of chemicals?
- Are relevant personal protective equipment provided?
- Are containers clearly labelled?
- Are chemicals properly stored?
- Are there adequate facilities and procedures to deal with chemical spills and splashes?
- Is the dry cleaning machine regularly maintained?
- Do staff involved in dry cleaning undergo regular medical examinations?



Engineering

Protection against injuries from accidents	Yes	No
Are staff trained in the safe use of machinery and equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate work space?	<input type="checkbox"/>	<input type="checkbox"/>
Is machinery securely guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper tools and equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are the equipment and tools in good working order and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures taken to protect from knocking against overhead structures?	<input type="checkbox"/>	<input type="checkbox"/>
Are the walkways and work areas free from obstruction and tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are the floors dry or made of non-slippery material?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures in place to prevent electrocution?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures in place to prevent burns and scalds?	<input type="checkbox"/>	<input type="checkbox"/>
Are proper personal protective equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are measures in place to prevent fire and explosion risk?	<input type="checkbox"/>	<input type="checkbox"/>
Are all compressed gas cylinders secured by a chain or strap?	<input type="checkbox"/>	<input type="checkbox"/>
Are all motors kept clean and adequately ventilated to reduce overheating?	<input type="checkbox"/>	<input type="checkbox"/>
Are ladders used safely?	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Are there safe work procedures developed?	<input type="checkbox"/>	<input type="checkbox"/>
Protection against sprains and strains	Yes	No
Are measures provided to reduce vibration from the use of powered hand tools?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff able to adopt safe work postures?	<input type="checkbox"/>	<input type="checkbox"/>
Are work surfaces of suitable height for the work?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff trained in proper manual handling methods and work postures?	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys provided for moving heavy equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Protection against chemical hazards	Yes	No
Are measures in place to prevent excessive chemical exposure?	<input type="checkbox"/>	<input type="checkbox"/>
Are Material Safety Data Sheets (MSDSs) provided for all chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff trained in the proper handling of chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are the relevant personal protective equipment provided?	<input type="checkbox"/>	<input type="checkbox"/>
Are containers clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals properly stored?	<input type="checkbox"/>	<input type="checkbox"/>
Are there facilities and procedures to deal with chemical spills and splashes?	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable eye protectors, gloves and respirators provided and used during work activities such as welding, painting or sawing?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate ventilation provided?	<input type="checkbox"/>	<input type="checkbox"/>
Protection against heat and noise	Yes	No
Are staff protected from excessive heat?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff protected from excessive or irritating noise?	<input type="checkbox"/>	<input type="checkbox"/>