## Nummer:

***Company name/logo***

**Operating instructions**

**Hand-held knives**

Number: Please enter

Date: Please enter

Responsible: Name and telephone number

Workplace/field of activity: *Enter applicable area here (e.g., department, workplace, room)*

|  |
| --- |
| **1. Scope** |
|  |  Using hand-held knives |
| **2. Dangers to people and the environment** |
|  | Using knives can be dangerous in the following situations:* When stressed, under pressure, or not paying attention,
* Using unsuitable knives,
* Using blunt knives,
* Unsuitable conditions for using a chopping board,
* Holding the chopping board incorrectly,
* Improper posture,
* Lack of lighting,
* Setting down and storing knives incorrectly
 |
| **3. Protective measures and rules for behaviour** |
| **Note BGN ASI 7.10** | * Protective planning, good preparation and adapted work processes
* Good lighting (light, non-dazzling, free of shadows)
* Working station correctly adjusted to height (approx. 15 cm under elbows)
* Provide a range of professional knives suitable for different cutting tasks (e.g., chef’s knife, paring knife, boning knife, serrated knife, carving knife and ham knife)
* Use suitable knives for the respective task at hand
* Use a non-slip cutting surface that is sufficiently large
* Use personal protective equipment (e.g., when deboning, opening oysters)
* Always stay focused on the cutting task being carried out (briefly turn inwards to concentrate before cutting)
* Keep a straight posture when cutting
* Only use sharp knives
* Keep chopping board secure (use correct grip)
* Keep workspaces tidy
* Do not clean knives in dishwasher
* Use a safe storage facilities for knives on cutting station
* Superiors praise safe knife handling
 |
| **4. Behaviour in case of faults** |
|  | * Improve follow-up training on handling knives
* Adjust risk assessment
 |
| **5. First aid** |
|  | * Keep calm
* Call first aider
* **Emergency number: 112** Emergency business number
* Report and document the accident
 |
| **6. Maintenance; disposal** |
|  | * Check knives for appropriate sharpness at regular intervals and sharpen if needed
* Immediately exchange or discard of unsuitable knives
 |
|  |
| Date approved:Next review date for operating instructions: | Signature:managing director/authorised person |

***These sample operating instructions must be adapted for the relevant company!***