## 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!***