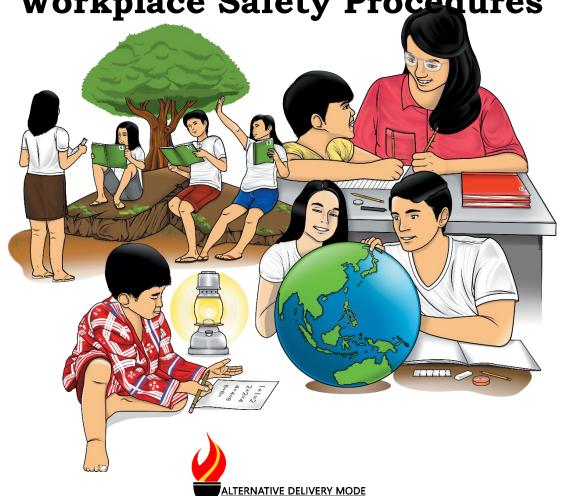




Technology and Livelihood Education Cookery

Quarter 1 – Module 6: Workplace Safety Procedures



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Technology and Livelihood Education Cookery

Quarter 1 – Module 6: Workplace Safety Procedures



Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-bystep as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Note to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher of facilitator.

Thank you.



This module was designed and written with you in mind. It is here to help you master how to follow workplace safety and procedures. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module contains only one lesson:

• Lesson 1 - Workplace Safety and Procedures

After going through this module, you are expected to:

- 1. Identify the workplace safety procedures;
- 2. Follow workplace safety procedures; and
- 3. Value the importance of observing safety in the workplace.



Directions: Read and understand each statement carefully. Choose the letter of the correct answer and write it on a separate sheet of paper.

- 1. How do you cut round vegetables for garnishing using your knife?
 - a. Cut one side to make it flat.
 - b. Cut it without chopping board.
 - c. Cut it with unsharpened knife.
 - d. Hold something while chopping your vegetable.
- 2. Why does safety important in the workplace?
 - a. to protect workers from injury and illness
 - b. to give the workers security
 - c. to perform the job well
 - d. for smooth preparation
- 3. What will you do when you have fever during preparation of your appetizers?
 - a. Use PPE and perform the task.
 - b. Go to the nearest clinic and take a rest.
 - c. Prepare the appetizer even you are sick.
 - d. Take medicine and continue performing the task.
- 4. What type of workplace safety procedure are you applying when you put label to the chlorine you use for sanitizing the table?
 - a. electrical equipment handling
 - b. slip, trips and fall
 - c. handling chemical
 - d. housekeeping
- 5. Which is the safest way in handling knife in the kitchen?
 - a. Holding some other things while picking up knife
 - b. Use knife for chopping without chopping board
 - c. Always handle knife even without caution
 - d. Grasp the knife handle firmly

Lesson 1

Cookery: Workplace Safety Procedure

Safe work practices are generally written methods that define how tasks are performed while minimizing risks to people, equipment, materials, environment, and processes. Safe Work Procedures are documented procedures in performing tasks. The purpose of which is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury by ensuring that employees know how to work safely when carrying out the tasks involved in their jobs. Safe work procedures may also be called safe work method statements (SWMS).



What's In

Activity 1. Pick and tell!

Directions: Identify the kind of appetizer inside the box. Write the correct answer on a separate sheet of paper.

1. Sweet pickle	Canapé	Hors D'oeuvres	Relishes	Petite salad
2. Margarita and	Cocktail	Canapé	Petite salad	Relishes
Daiquiri				
3. Pea tomato	Cocktail	Petite salad	Relishes	Hors
salad				D'oeuvres
4.fish ball with	Relishes	Canapé	Hors	Petite salad
picks			D'oeuvres	
5.Firm flaked	Canapé	Relishes	Hors	Cocktail
with tuna			D'oeuvres	

Refer your answer to the answer key and proceed to the next activity.



Notes to the Teacher

In this module you will facilitate ADM learners to go through a series of learning activities in order to produce the desired learning outcomes. This is a kind of flexible learning which allows the learner to learn by considering their convenience for time and or location. Hence, learning resource is aligned to the curriculum. It is designed to meet the needs and circumstances of learners.



What's New

Activity 2. Arrange me!

Directions: Below are jumbled letters. Write the correct word opposite the scrambled letters. Write your answer on a separate sheet of paper.

1.	dloms	
2.	tatoinisan	
3.	ronap	
4.	ceuderpro	
5	lacenrkwo	

Guide Questions:

- 1. What do you think is the lesson all about from the words you formed?
- 2. Do these words familiar to you?

Refer your answers to the answer key. It's a nice try! Let us learn more about the lesson.



Workplace Safety Procedure

The purpose of a safe work procedure is to reduce the risk to health and safety in the workplace and reduce the likelihood of an injury through employees' awareness on how to work safely when carrying out the tasks involved in their jobs.

Procedure for disinfecting premises

- A. Preliminary cleaning is required.
- B. Apply solution to hand, non-porous surface thoroughly wetting it with cloth, mop, and sponge. Treated surface must remain-wet for 10 minutes. Wife with dry cloth.
- C. Sponge on mop or allow to air dry.
- D. Use a spray device for spray application. Spray 6-8 inches from the surface, rub with a brush, sponge or cloth. Avoid inhaling sprays.
- E. Rinse all surfaces that come in contact with food such as exterior of appliances, tables and stove top with potable water before rinse.

How to keep Your Kitchen Clean and Safe

- 1. Remove unnecessary clutter and tidy. Discard thing in the kitchen that you don't use any more.
- 2. Keep your refrigerator clean and tidy. Always clean your fridge to avoid contamination of bacteria.
- 3. Use a rubbish bin with a lid to keep odors out that attract flies and other insects. Empty your garbage bin every day.
- 4. Wash and sanitize your garbage bin once a week
- 5. Use separate chopping boards for different kinds of food.
- 6. Change the dishcloth you wipe surfaces with every day.
- 7. Use proper towel for any mess that is particularly likely to cause contamination, such as raw meat or eggs, and anything that has fallen on the floor.
- 8. Keep kitchen floors free from debris and grease by sweeping and washing regularly.
- 9. Don't leave dirty cookery and pans to fester where they can attract harmful bacteria.
- 10. Wash surfaces that get touched.
- 11. Wash your hands before handling food and again when you sneeze or cough, blow your nose, go to the bathroom, or touch high-use surfaces.

Source: Kong, Aniceta, and Anecita Domo. 2016. *Cookery Module 1 of 2 Manual*. Edited by Merlyn Lee. First Edition. Philippines: Department of Education.pg.55-58.

Safety handling of knife and another sharp tool in the kitchen

- 1. Handle it with care to avoid accident.
- 2. Always sharpen your knives before using.
- 3. In slicing or chopping ingredients grasp the knife's handle firmly and lay your other hand on top of the knife to prevent any blade contact.

Safety measures when cleaning

- 1. Ensure adequate ventilation in the kitchen.
- 2. Have knowledge of basic first aid
- 3. Wear cotton clothing to cover your limbs and other parts of your body that might be exposed to the cleaning agent.
- 4. Wear suitable footwear
- 5. Wear rubber gloves
- 6. Wear proactive eye and face wear.

Source: Kong, Aniceta, and Anecita Domo. 2016. *Cookery Module 1 of 2 Manual*. Edited by Merlyn Lee. First Edition. Philippines: Department of Education.pg.58.

Practices and Conditions for Maintaining Sanitation Standards

- 1. Workers are free of disease. No unprotected boils or sores in the hands and bodies of those engaged in preparing and handling food.
- 2. Practice of good personal hygiene. Conveniently locate lavatories with plenty of warm water, soap and individual towels.
- 3. Safe water and ample supply of hot water.
- 4. Establishment is free from insects and rodents.
- 5. Premises are clean and free of rubbish. Garbages are kept in covered metal containers.
- 6. Plumbing installations made such that there is no chance of back siphonage or contamination from overhead sewer lines; flush type toilets connected to an approved sewerage system or toilets of a type approved by health officials.
- 7. Restrooms are well-lighted and ventilated.
- 8. Food supplies from approved sources and delivered in an approved manner.
- 9. Perishable foods are refrigerated.
- 10. All foods are protected from contamination by handling, coughing, sneezing, sweeping, sewage, insects, and rodents. Poisons are labeled and stored away from foods.
- 11. Necessary equipment for cleaning up and for cleansing and sanitizing of utensils and equipment are available.
- 12. Trained workers who are familiar with their duties and who practice sanitary methods.

Source: EMMAN. n.d. "Unit of Competency: CLEAN and MAINTAIN KITCHEN PREMISES Module No.: 1 Module Title: CLEANING and MAINTANING KITCHEN PREMISES Republic of the Philippines Department of the Education PUBLIC TECHNICAL-VOCATIONAL HIGH SCHOOLS." *Microsoft Word - Cover of Food Trades.doc.* http://tntstanza.weebly.com/uploads/7/0/9/5/7095926/food_trades_y2.pdf.pp. 27-28

Did you learn something from workplace safety procedures? Very good! Now, let's have more activities to master the lesson.



Activity 3. Tell Me What!

Directions: Read and understand each statement being identified below. Choose your answer from the box and write it on a separate sheet of paper.

	Tongs	Tools with hand grips
	Knives	Utensils
	Graters, zesters and mandolins	
_	1. Keep these clean to prevent fo	od contamination.
_	2. They have the potential to slic	e or cut your fingers or hands if you aren't
	paying attention or misuse the	m.
_	3. Use these to handle large, firm	products.
_	4. Use these if you have difficulty	with firmly grasping your cooking tools.
_	5. Always handle these with caut	cion.
	Wow! You are doing gre	at! Let's have another activity.



What I Have Learned

Activity 4. Check and Correct!

Directions: Check the statement. If it is correct, draw a smiley face ②; if it is wrong, find a word or group of words to make it correct. Write your answer on a separate sheet of paper.

Statements	Answer
1. When picking up a knife, make sure you aren't holding anything else or are being distracted.	
2. Grasp the knife handle firmly and lay your other hand on top of the knife to prevent any blade contact.	
3. Always handle knives with care.	
4. Keep your knives sharpened so you don't need to strain while chopping, slicing, or dicing.	
5. Wear cotton clothing to cover your limbs and other parts of your body that might be exposed to the cleaning agent	

It seems that you learned a lot from the previous activities. So, let's have another activity.



Activity 5.1 Experience the real world independently!

Slogan/Poster Making

Directions:

- 1. Draw/make slogan/poster on safety and hygiene practices in the workplace.
- 2. Use 2x4 feet illustration board, with appropriate color medium and drawing tools.
- 3. Submit your output to your teacher for proper evaluation.

Scoring Rubric for evaluating final output

CRITERIA	10	8	6	TOTAL
Relevance of the	All	1-2	3 or more	
photos/pictures	photos/pictures	photos/pictures	photos/pictures	
presented (50%)	are relevant.	are not relevant	are not relevant	
Creativity and	Shows creativity	Shows	It does not	
resourcefulness	and	resourcefulness	show	
(40%)	resourcefulness	but not so	resourcefulness	
	of the outputs	creative	and creativity of	
			the output.	
Neatness (10%)	There are no	There are few	There are many	
	erasures.	erasures.	erasures and	
			dirt.	
TOTAL				

Refer this activity to your teacher for checking your output. Amazing! It's properly done. Congratulations!

Activity 5.2 Do Hand washing!

Directions: Perform hand washing by following the correct procedure. Ask your parent or guardian to watch and observe the way you perform your task by accomplishing the checklist below.

Performance Task:

Material Needed: Water, soap and towel

Procedure:

- 1. Wet your hands and wrist with running water and apply soap.
- 2. Rub right palm over left, left over right.
- 3. Rub palm to palm, fingers inserted.
- 4. Rub back fingers to opposing fingers interlocked.
- 5. Rub right with left palm and vice versa.
- 6. Rub backwards with top of fingers and thumb of right hands in left and vice versa.
- 7. Rinse your hands with warm running water.
- 8. Dry your hands thoroughly with towel.

Note: Safety must be considered in performing your task. Checklist will be accomplished by the parent or guardian who will observe the performance.

Refer this activity to your teacher for checking your output. Job well done!



Directions: Check the appropriate columns based on Activity 5.2 and do this on a separate sheet of paper.

Did you	YES	NO
1. Prepare the needed materials before performing the task		
2. Wet your hands and wrist with running water and apply soap		
3. Rub right palm over left, left over right.		
4. Rub palm to palm, fingers inserted.		
5. Rub back fingers to opposing fingers interlocked.		
6. Rub right with left palm and vice versa.		
7. Rub backwards with tops of fingers and thumb of right hands in left and vice versa.		
8. Rinse your hands with warm running water.		
9. Dry your hands thoroughly with towel.		
Total	_	

Score Interpretation

9- Excellent

6-8 – Very good

4-5 – Good

3 and below - Needs more practice

Amazing! It's properly done. Congratulations!



Directions: Read and understand each statement carefully. Choose the letter of the correct answer and write it on a separate sheet of paper.

- 1. What is the important thing when we prepare appetizers?
 - a. safety
 - b. ingredients
 - c. procedures
 - d. finish product
- 2. Why do we need to follow safety procedures in preparing appetizers?
 - a. avoid leftover
 - b. prevent spoilage
 - c. waste of ingredients
 - d. avoid food contamination and accident
- 3. Which situation best shows a good housekeeping practice?
 - a. emptying the garbage can every other day
 - b. using imported sanitizing and disinfecting material
 - c. spraying air freshener before and after leaving the kitchen
 - d. planning and implementing a program of regular cleaning
- 4. Which statement shows safety in preparing appetizers?
 - a. use gloves
 - b. use spoiled apron
 - c. use unsharpened knife
 - d. spray disinfectant while preparing
- 5. Which is the safest way in handling knife in the kitchen?
 - a. holding some other things while picking up knife
 - b. use knife for chopping without chopping board
 - c. always handle knife even without caution
 - d. grasp the knife handle firmly
- 6. What type of workplace safety procedure are you applying when you put label to the chlorine you use for sanitizing the table?
 - a. electrical equipment handling
 - b. slip, trips and fall
 - c. handling chemical
 - d. housekeeping
- 7. Which is the MOST hazardous tool in the kitchen?
 - a. food tong
 - b. knives
 - c. shear
 - d. spoon

- 8. What will you do when you have fever during preparation of your appetizers?
 - a. use PPE and perform the task
 - b. go to the nearest clinic and take a rest
 - c. prepare the appetizer even you are sick
 - d. take medicine and continue performing the task
- 9. Why is safety important in the workplace?
 - a. protect workers from injury and illness
 - b. give the worker security
 - c. to perform the job well
 - d. smooth preparation
- 10. What is the position of your knife when you cut round vegetables for garnish?
 - a. cut one side to make it flat
 - b. cut it without chopping board
 - c. cut it with unsharpened knife
 - d. hold something while chopping your vegetable



Additional Activities

Activity 6. Answer Me!

Directions: Read and understand the statement carefully. Write \underline{T} if it is true and \underline{F} if it is false. Write your answer on a separate sheet of paper.

- 1. It is important to observe the task/activity being performed the ideal way to ensure that safest method is documented.
- 2. Never identify what may be potential to cause injury or disease.
- 3. Observe staff/student following the safe work procedure.
- 4. Before the safe work procedure to be used it must not be approved by each approver nominated.
- 5. Make sure the activity is supervised to ensure that the process is being followed.

Refer your answers to the answer key. Very good! Good luck to the next lesson



10. a 9. a d .8

5. Knives

hand grips 4. Tools with 3. Tongs

mandolins

2. Graters,

1. Utensils

What's More

zesters, and

Additional

Activities

Т .З
न ्. भ
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1 Module Title: CLEANING and MAINTANING KITCHEN PREMISES Republic of the Philippines Department of the Education PUBLIC TECHNICAL-VOCATIONAL HIGH SCHOOLS." Microsoft Word - Cover of Food Trades.doc.

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