I consider it a privilege to have you in my class and in my kitchen. You have chosen to take this class, which is a representation of your willingness to accept both the responsibilities and rewards that accompany that choice. Please take a few minutes to go over the attached document together. While we take every precaution to prevent accidents, an active, working kitchen can be the site of injuries. Small incidents are bound to occur, however, the teacher and ALL students are responsible for careful behavior to minimize those risks. I consider this document to be a contract between myself, my students, and participating parents and guardians, and will do everything in my power to honor it daily.

**The Instructional Kitchen Safety Agreement**

**I, (print your name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ commit to the following:**

* I will dress properly when engaging in kitchen activities -- long hair pulled back, no jewelry on hands or arms, no loose or baggy clothing, and close-toed athletic shoes with a gripping sole (and no heel or platform). If I have artificial nails, long nails, or nails with nail polish - I will wear gloves and change them appropriately. I understand that if I am not prepared with proper dress for the kitchen, I will be unable to participate in the daily lab and will complete an alternate assignment for partial credit.
* I will wear a chef coat, provided by the Culinary Department). Full length pants are suggested, so that a student’s legs are not exposed to heat, liquid, or chemicals. If a student chooses not to wear pants on lab days, they are assuming liability for any injury that may occur.
* I will conduct myself in a responsible manner at all times in the instructional kitchen. I. will not engage in behavior that is disruptive or dangerous or that interferes with another student’s right to learn. I understand that I may be asked to sit out of a lab experience due to irresponsible behaviors (and will receive partial credit as a result).
* I will follow all written and stated directions. I commit to listening well to all the instructions my teacher gives, as they are given to keep me safe. I will ask my teacher questions when I am unsure, and I will handle equipment and materials only as instructed.
* I will be an active participant in kitchen activities. In order to be a fully engaged participant, I will not use my cellphone, SmartWatch, or earphones/AirPods/earbuds during kitchen activities or instruction time.
* I will use ingredients and equipment only when given permission by the teacher. Taking/consuming food for personal use is considered theft.
* I will report all accidents, injuries, or incorrect procedures to my teacher immediately.
* I will communicate with my teacher about any illness that I am experiencing. I understand that I will be excused from a lab if I have any of the following symptoms: sore throat & fever, vomiting, diarrhea, a foodborne illness.

**Student Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (student’s name) have read and understood the accident prevention methods listed above. I agree to follow them to ensure not only my safety, but the safety of others in the classroom or kitchen. I understand that if I do not follow all the guidelines and safety precautions, I will be removed from the cooking activity, complete an alternate assignment, and receive a lab grade penalty appropriate to the offense.



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature Date

**ACCIDENT PREVENTION**

**PREVENTING CUTS**

* Keep sharp knives sharp. Sharp knives are less likely to cause an accident than dull ones.
* Use the correct cutting board with a damp stabilizing cloth underneath it at all times.
* Use proper knife cutting techniques at all times. If you don’t know how to cut something, ask for help.
* For peeling vegetables such as carrots or potatoes, use a peeler instead of a knife.
* If a knife or kitchen scissors starts to fall, get out of the way. Never attempt to catch falling cutlery mid-air.
* Don’t wash knives with other items; never leave a knife in a tub of dirty dishes or in a sink full of water to be washed later.
* Keep your fingers away from the beaters and blades in appliances.
* Use knives and other sharp tools only for their intended purposes.
* Sweep up/clean up all spilled items - especially fruit and vegetable scraps, broken plates, ceramics, or glassware - immediately. Broken glass, plates, ceramics are disposed of in an alternate location.
* When opening cans, cut the lids completely off.



**First aid: If a student has a significant injury, the students around him or her must immediately inform the teacher!** Put gentle pressure on the wound and if at all possible, keep it elevated above the heart. Only use items from the First Aid kit with permission or during an emergency.

**PREVENTING BURNS**

* Use a dry potholder to remove pans from the range; **never use a damp cloth or potholder to handle hot items.**
* Keep pan handles turned inward on the range.
* To avoid steam burns: when removing a pan lid, tilt the lid away from you; do not hold your face directly over the pan.
* To avoid element burns: when removing a pan from the oven, pull the rack out; **don’t reach into the hot oven.**
* Wear an oven mitt on each hand and use both hands to remove pans from the oven.
* Check to be sure all appliances are turned off when you are finished with them.
* **Never use your fingers** to remove food from the hot liquid.

**PREVENTING FIRES**

* Use baking soda to put out a grease fire; never, EVER, use water on a kitchen fire.
* Keep flammable materials away from the top of the range and away from portable appliances that produce heat.
* Store flammable substances such as aerosol sprays away from the heat sources.
* If you have hot grease or fat of any kind, wait for it to cool and funnel into the assigned can provided by your teacher. NEVER drain grease down the sink.



**First aid: If a student is burned, the students around him or her must immediately inform the teacher immediately.** Rinse the wound under cool (NOT COLD) water for at least 10 minutes. Do not put bandages, bandaids, or any type of ointment on burned skin. Only use items from the First Aid kit with permission or during an emergency.

**RESPONSE TO FIRE**

* **In the oven:** Leave the door closed. Turn off the oven.
* **In a pot or pan, on range; contained:** cover with lid, turn off heat, remove from burner, use baking soda to put out small grease fires.
* **Uncontained:** Call for the teacher, get a fire extinguisher; *do not discharge the fire extinguisher unless the teacher is present.*
* **Spreading:** Follow fire drill protocols; evacuate classroom.

**PREVENTING SLIPS & FALLS**

* Wipe up all spills at once.
* Sweep up all dropped food as quickly as possible.
* Sprinkle salt on spilled grease; use salt on any part of the floor tiles that is very slippery.
* Ask for help reaching high items; never use tables or countertops as ladders.
* Close cabinet doors and drawers.
* Be aware that the floor becomes slippery. WALK WITH CARE.

**First aid: If a student slips and falls, the students around him or her must immediately inform the teacher.** Stay calm; do not rush to move them; do not crowd around them.

* **If the student seems okay...** Carefully and slowly help them into a sitting position – watch carefully for any signs of pain, discomfort or dizziness.Send another student for the teacher.
* **Do not move a student until an adult is able to assess the situation.**

**ELECTRICAL SHOCK PREVENTION**

* Keep electrical cords away from the water and hot objects.
* Unplug portable appliances after you have used them.
* Disconnect appliances before cleaning them. Do not submerge any electric utility in water unless the appliance is labeled “immersible”.
* Before using an appliance, make sure your hands are dry and that you are standing on a dry surface.
* Unplug appliances before bringing metal objects in contact with any working parts.
* Plug the cord of portable appliances into the appliances first then into the wall.

**First Aid: If a student is shocked, the students around him or her must immediately inform the teacher.** Watch for signs of serious injury: burns, confusion, difficulty breathing, heart rhythm problems, muscle pain and contractions, seizures. Try to prevent the injured person from becoming chilled.

* **If the student is unresponsive...**
* Turn off the source of electricity, if possible. If not, move the source away from you and the person, using a dry, non-conducting object made of cardboard, plastic or wood.
* Begin CPR if the person shows no signs of circulation, such as breathing, coughing or movement. Apply a bandage. Cover any burned areas with a sterile gauze bandage, if available, or a clean cloth. Don't use a blanket or towel; loose fibers can stick to the burns.

**PREVENTING CHEMICAL HAZARDS**

* Read the product label and follow instructions and recommendations listed on the label.
* Use the chemicals ONLY as directed! If you are unsure about how to use a cleaning product, ask!
* Use any personal protective equipment provided by your teacher! Gloves and aprons will be provided.
* Chemicals like oven cleaners, drain openers and grill cleaners can cause burns to the skin and eyes.
* Do not spray ANY chemical near your face or eyes. Use protective eye gear when using spray chemicals.
* Do not mix chemicals - particularly chlorine and ammonia! This can cause respiratory, skin, and eye irritation. Toxic fumes are produced.
* Use appropriate gloves to protect your hands from chemicals and sharp objects.
* Keep chemicals away from food at all times.
* After removing gloves, wash your hands with mild soap and water, and dry thoroughly.

**First Aid:** Flush/rinse the skin or eyes with water IMMEDIATELY after the chemical makes contact! Contact the teacher IMMEDIATELY! The Nurse will be contacted to ensure the best course of action and assistance with the eye wash process. The Poison Control Center should be contacted in case of chemical ingestion. 

* **In the case of ANY accident or injury while in our kitchen, alert your teacher IMMEDIATELY!!! The School Nurse will be contacted, and if appropriate, 911 will be called. In ALL emergency situations, LISTEN FOR YOUR TEACHER’S DIRECTIONS & act on these instructions immediately.**

**DEPARTMENT OF CULINARY ARTS**

**PARENT SIGNATURE SHEET**

**Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period \_\_\_\_\_\_\_\_\_\_\_**

**Instructional Kitchen Safety Parent Agreement**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (parent/guardian’s name) have read and understand each of the above safety guidelines expected of my student. I will not hold the teacher responsible for injuries or accidents that occur while in the Instructional Kitchen Facility. I understand that my student is responsible for following these guidelines to ensure their safety and the safety of others. I support and acknowledge the fact that the teacher may forbid my student to participate in a cooking experience in which one or more of these Instructional Kitchen Safety guidelines is broken, causing them to complete an alternate assignment or receive a zero as a lab grade, for the protection of my student & other students within the classroom.



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

**Parents/Guardians**:

After reading the following statements please initial the space provided to the left of each statement and sign below.



\_\_\_\_\_\_ I have seen the **Syllabus, Class Expectations, Grading Policies,** and **Industrial Kitchen Safety Agreement.** I agree to support the enforcement of these policies and procedures with my student.



\_\_\_\_\_\_ I give my student permission to view all videos included to enhance the course curriculum.



\_\_\_\_\_\_ I give my permission to use pictures taken of my student in class for department news/promotion on the Boerne Culinary Arts Instagram & Twitter (@BoerneCulinary) or school website. Only a first name & last initial will be used, if any.

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**FOOD ALLERGIES**

If your student has any specific food or cleaning product allergies, please list them below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_