

# HSE & COMPLIANCE NEWSLETTER

## OPENING REMARKS

Dear CK Family,

Trust you all are keeping well and safe! I am making a few changes in the HSE&C Newsletter and excited to share them through this newsletter with each one of you!

One of the primary changes is setting a **SOP in Focus** goal for each month. The topic(s) for each month is based on our Standard Operating Procedures (SOPs) and can vary from Food Safety to general HSE. It is expected for OM's to train each KM on this topic during their visit and more importantly for KM's to train their teams on site!

The month of September has truly put our HSE & Compliance systems to the test. But as with each challenge comes an opportunity to improve!

We are currently on schedule and working in achieving the ISO 9001:2015 & ISO 22000:2018 soon. Thanks in advance for your patience as we continually work on making improvements.

Stay safe and I look forward to seeing you all very soon!

Yours in Safety,

Gordon Joseph  
HSE & Compliance Manager.



*Inside this Issue*

**FACTS ON  
FACEMASKS**

*Page 2*

**MONTHLY  
SOP IN  
FOCUS**

*Page 3*

### REMINDER

All OM's are required to plan and perform their Monthly HSE & C Inspections on time! Refer to **SOP 0058**.

Do not forget to send in your Reports, Corrective Actions and Photographs to the HSE & C Manager and the CEC!

*"Safety brings First Aid to the uninjured"*


*– F.S. Hughes*

# FACTS ON FACE MASKS

Considerable research into the general use of facemasks and its effectiveness continues to emerge from trusted global resources such as the FDA & CDC. Even recent articles highlight the effectiveness of at least 2-Ply masks against the spread of COVID-19.

It is important for us to remember that the use of facemasks is mainly to prevent an asymptomatic person from unknowingly spreading the virus. Personal protection from breathing the virus is only secondary in purpose and effectiveness!

As with before, the best way to help prevent the spread of the virus is to use minimize unwanted outings in public, to always use a facemask when outside and most importantly washing and sanitizing your hands frequently.



## GUIDELINES | CK FACEMASK

SAFETY FOCUS 08

Reusable cloth face masks are now a part of CK uniform. These facemasks can be washed and used inside the kitchen to ensure we are taking active measures to always protect our customers and each other! Use the following guidelines.

**Pre-use Instructions**

1. Facemasks are to be treated like regular uniform and for exclusive use when working inside the kitchen.
2. Wash the Mask before first use.
3. The filter inside can be removed. 2 Ply masks are sufficient for use inside the controlled kitchen environment.
4. Wash and sanitize your hands before putting on our mask.

**Wearing the Mask**

1. Hold the mask using the ribbons. Do not touch the mask with your hands.
2. Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
3. Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.


**Removing your mask**

1. Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened. If you untie the top first, the mask will fall down to your clothing/skin, contaminating it.
2. Place your mask in a bag or proceed to wash.


**Washing you Mask**

1. Wash gently with regular detergent and air dry.
2. Do not use a laundry dryer.


**WEARING THE MASK**




STEP 01



STEP 02



STEP 03



Sample of the CK Facemask

For questions, comments, or feedback  
gordon@cezarskitchen.com

HSE & COMPLIANCE

This month's Safety Focus 08 focuses on providing guidelines for the wearing and proper use of facemasks inside your kitchens.

Always remember that you and all members of your team are required to wear facemask before entering the kitchen and handling any food.

Always remember to respect your masks as you would to any part of your Uniform.

***Fact: Wearing a facemask is primarily to protect others around you. Self protection comes secondary as an objective!***

# SOP IN FOCUS

## Allergy Management

**SOP# 0078**

**Standard Operating Procedure (SOP)**

**BENTO BOX ALLERGY TAG USAGE GUIDELINES**

**Purpose:**  
The purpose of this procedure is to on how to complete bento box allergy cards.

**Scope:**  
Kitchen Manager (KM), Outlet Manager, Dietitian, Kitchen Staff, Operations Manager (OM), Regional Executive Chef, Corporate Executive Chef, Dietitian, HSE & Compliance Manager.

**Materials and Equipment:**

- Bento Box Allergy Tag
- The Bento Number/ Name list with Allergies from the School Nurse or responsible person
- Erasable Marker - Black or Blue only
- SOP 0034 Bento Production Policy

**Procedure:**

**1.0 INTRODUCTION**  
Bento boxes with allergens may be prepared for a vulnerable age group of children as young as 2 years until elementary school aged students. This age group is more sensitive to food allergies. It is important for kitchen staff to be careful when labelling food as some allergies can lead to serious ill health and can even be fatal.

**2.0 SOURCING THE ALLERGY INFORMATION:**

- The allergy information will be provided by the school or by having parents answer a questionnaire regarding student's allergy.
- KMs or Outlet Manager will receive the information and prepare allergy tags for each student.

**SOP#0034**

**Standard Operating Procedure (SOP)**

**BENTO (PACKED MEAL) PRODUCTION POLICY**

**Purpose:**  
The purpose of this procedure is to provide guidelines on production of Bento (packed meals).

**Scope:**  
Kitchen Manager (KM), Operations Manager (OM), Outlet Manager, Regional Manager, Kitchen Staff, HSE & Compliance Manager, Corporate Executive Chef (CEC), Dietitian

**Materials and Equipment:**

- Approved Bento Boxes
- Approved Transportation boxes
- Roll Book
- Probe Thermometer
- Infrared Thermometer

**Procedure:**

**1.0 GENERAL GUIDELINES FOR PREPARATION**

- Always wash & sanitize the work bench surfaces before starting any preparation work.
- It is important to know what time the Bento box is being consumed. Bento Boxes must be prepared in consideration to the lunch time.
- Rice and food preparation must begin in the appropriate time frame with maximum consideration towards the expected time of consumption.
- CHECK THE POSTED ALLERGY NOTES and separately prepare the allergy noted bento boxes.**
- Separate bento boxes by school and class.
- When dishing the items, first begin with the rice and then follow with the other items.

**SOP#0069**

**DC#0021**

## Allergy Management is a continual learning and improvement process.

## Learning BEGINS with you!

Welcome to the first SOP Monthly Focus! The focus for the month of October will be Allergy Management. Active demonstration of efforts will be made by all levels of supervision to ensure all levels of members in your team are trained on Allergy Management. The ultimate goal is creating a habit of professional continuous learning!

We are continually working towards improving and enhancing our Food Allergy Management and the management of allergenic food inside the kitchen.

- Requirements:
- Operations Managers are required to train their KM's during the Monthly HSE&C Inspection.
  - Kitchen Managers are to train their onsite teams.
  - All trainings must be documented, and the sign-in sheet used!