

## Volunteer Kitchen PPE Requirements

### 1 Purpose

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2020 presented FareShare with many challenges but it also allowed us the opportunity to conduct extensive interviews with our charity partners and, as a result of their input and feedback, we are beginning to roll out new styles of packaging across our kitchens.

New packaging means changes to our processes, equipment and machinery and, in anticipation of the returning volunteer shifts, we have conducted food safety and OH&S audits which has resulted in the updating of our PPE (personal protective equipment) requirements in our kitchens and food preparation areas.

### 2 Hair

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Hair coverings are required to be worn by everyone entering the kitchen or food preparation areas.

- Hair (including fringe) should be entirely covered by a cap, hat or hairnet
- Long hair should be tied back and tucked under the hair covering. If long hair cannot be kept under a cap or hat, a hair net should be used either on its own or in conjunction with the hat or cap
- Hair coverings should not have any attachments (for example pins, feathers or badges) that could come loose or fall off and contaminate food



*Correct use of a hair net*

### **3 Beards/Facial Hair**

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Short, trimmed beards do not need to be covered. However, if your beard is more bushranger in style then you will need to wear a disposable beard snood which will be provided by FareShare.

### **4 Nails**

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If you have artificial nails or nail polish, then food handling gloves are to be worn in the kitchen at all times and for every task

### **5 Band-aids/Bandages**

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Ensure all dressings are secure and/or covered.

- If band-aids/bandages are on hands or fingers, then food handling gloves should be worn at all times
- Other band-aids/bandages and dressings on exposed parts of the body should be waterproof and, if possible, covered by clothing

### **6 Headphones**

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Headphones are not to be worn in the kitchen at any time.

### **7 Earmuffs & Protective Ear-wear**

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- If ear muffs or protective ear-wear are required for a task they will be allocated by FareShare staff for the purpose of PPE and should only be worn in the area indicated.
- Please do not move around the kitchen whilst wearing earmuffs or any form of ear protection.

### **8 Jewellery**

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The only jewellery allowed in the kitchen are plain band rings (no stone settings) and stud earrings (no stone settings).

- All other jewellery, including watches, should be removed before entering the kitchen.
- When hand washing extra effort must be made to clean under and around rings
- If you have rings that you are physically unable to remove then food handling gloves should be worn for every kitchen task

Please note that FareShare staff members/reception cannot hold jewellery or items for a volunteer or staff member. We advise that, when possible, any precious jewellery be left at home.

### **9 Phones**

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Our kitchens are mobile phone free zones and phones should be left in the lockers provided.

- However, if you need to keep your phone on you for a particular shift then please let your supervisor know.
- If you need to answer a call, please exit the kitchen to do so and, upon returning to the kitchen, remove your gloves, rewash and sanitise your hands and put on fresh gloves.

## **10 Aprons**

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An apron must be worn in the kitchen at all times

- Aprons need to be laundered between shifts and be free of attachments (for example pins or brooches) that could potentially fall off and embed in food. The exceptions to this are nametags which should be pinned/clamped and cloth badges which should be sewn onto the apron.

## **11 Clothing and Footwear**

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- Clothes should be well fitted (so as to avoid catching on machinery, falling into food etc.)
- Neck scarves should not be worn in the kitchen as they may catch in machinery or food. Neck gaiters can be worn as can neck scarves that are part of head scarves worn for religious reasons
- Tops must have sleeves (short or long). No sleeveless tops are to be worn
- Long pants are preferred. However, if shorts, skirts or active wear are worn please aim to cover as much bare skin as possible
- Shoes are to be flat and fully enclosed. Heels are not to be worn, this includes wedges.