

	<b>RESOURCE LIBRARY - KITCHEN</b> <b>Kitchen Management</b>	<i>CODE:</i> 03.15.015
		<i>EDITION:</i> 1
		<i>PAGE</i> 1 OF 1

## KITCHEN INCIDENT REPORT

### **Purpose :**

To keep an accurate record of all major incidents in the outlet involving guests and staff so that it can be used as a reference for the future.

### **Procedure :**

Any incidents in the kitchens involving staff should be reported immediately to the Chef's Office so that it can be used as a reference for the future. The employee incident/accident report form must be completed by the injured employee or observer/ supervisor. White and Pink copies of the completed incident/ accident report form are to be sent or dropped into the Collection Box, The Blue copy will be retained for the employee department file, located in the Chef's Offices. This incident also needs to be noted in the kitchen Log Book.

The Executive Sous Chef should be informed immediately of any major incidents which occur in the kitchens.

Examples of incidents can range from a fight amongst employees to a staff member slipping on the floor and hurting himself/ herself.

It is the responsibility of the Duty Sous Chef to thoroughly research the incident by interviewing the persona involved or any eye witnesses.

### **Persons Responsible :**

Executive Sous Chef  
Executive Pastry Chef  
Senior Sous Chef  
Sous Chefs