[COMPANY LOGO]

Storing & Using Poisonous or Toxic Chemicals

Last Updated: 22/01/2024

Employee Responsible: All Kitchen Employees

Purpose:

To prevent foodborne illness by chemical contamination.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

Procedure

1. Remove all toxic chemical bottles from its delivery carton and store the bottles/jugs in the designated chemical storage area
2. Organize the chemicals neatly using the FIFO (First-in, First-out) method, ensuring that the front of the label is facing you
3. Use chemicals only as outlined on the “Instructions” section of the chemical bottle
4. Handle toxic chemicals using latex gloves and discard gloves immediately after each use of the chemical
5. Label opened and unfinished bottles of toxic chemicals with the “Date Opened” date using a sticker label and black sharpie marker

Monitoring

All managers and employees will visually observe that chemicals are being stored, labeled, and used properly during all hours of operation.

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SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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