



Foodservice



Safety Man says...

“Given the number of potential hazards in the typical foodservice environment, ensuring safety in this area is critical to the success of your overall loss control program.”

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Section I – Safety Rules

Section II – Safety Inspections

Employee Request for Correction of Safety Hazard

Employee Safety Observation

Food Service Safety Inspection



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Safety Rules

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INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should not fight



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fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.

6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
9. Smoking will not be allowed at any facility.
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your Supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
18. Only qualified, designated employees should work on electrical wiring and equipment.
19. Horseplay or practical jokes will not be tolerated.
20. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
21. Report all accidents to your supervisor.
22. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
23. Observe all warning signs, safety bulletins and posters.
24. Do not do any job that appears unsafe; ask your supervisor for guidance.



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FOOD SERVICE SAFETY RULES

The following are some important general food service safety rules that each employee is required to follow:

1. Keep floors free from wet spots and debris. Wipe up spills immediately and until the floor is completely dry, use a “wet floor” safety sign. Keep all equipment clean.
2. Walk, never run. Rushing is especially hazardous when carrying hot foods, dishes and glassware.
3. Closed toe slip resistant shoes should be worn at all times.
4. Report injuries and near misses to the manager.
5. A school kitchen is no place for horseplay and practical jokes.
6. Know the location of the nearest fire extinguisher and emergency exit. Know your school’s emergency evacuation plan.
7. Use equipment only after you have received proper instruction. Never talk to others or allow yourself to be distracted while you are operating equipment, especially the meat slicer and mixer.
8. Use carts to move large quantities of food rather than carrying by hand. Never obstruct your view by overloading mobile carts. If necessary, ask for help in moving or lifting heavy loads. Use proper lifting techniques.
9. Guide a baker’s rack by walking beside it rather than in front or behind it. Be sure to have good visibility when moving rack.
10. Use dry cloth, mitts, or potholders to pick up hot receptacles. Have an area clean for placing hot items.
11. Never pour boiling liquids into glass jars, plastic, or foam containers.
12. Before cleaning steam tables or electrically powered machines, make certain that the steam and/or electricity has been shut off and equipment is cool enough to handle. Ovens and stoves should also be allowed to cool before cleaning.
13. Remove the cover from a pot or pan so that the steam will be directed away from you; stand to the side when opening oven doors, steamer doors, or the lids to kettles and braising pans. Also be sure that the surrounding area is clear of other people whenever steam is to be released. The contents and/or liquids must be removed with extreme care.
14. Shut off the switch and pull the plug before cleaning any electrical appliance, stationary or portable. Wait until the machine comes to a full stop.
15. Sharp knives and glass objects should never be placed in any sink. A specific place should be designated to put soiled knives for washing. Sharp knives must be placed point down in dishwasher racks.



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16. Return knives to their proper place with points and blades to the rear. Racks or sheaths should be provided and used.
 17. Handle open cans with care. Never open cans with a knife. Use care when discarding can lids.
 18. Discard broken glass, can lids or other sharp refuse into special containers and not with regular trash.
 19. Store heavy utensils or stacks of dishes flat on the middle storage shelves for safer handling and so that they will not jar off.
 20. Place cooking utensils so handles do not protrude beyond the edge of the range or table.
 21. Guards on kitchen equipment are for your protection and should never be removed except for cleaning and then immediately replaced. Inform co-workers when the guards are off the equipment.
 22. Keep oven doors closed when not in use.
 23. Special care should be used when lighting equipment with pilots.
 - a. Oven doors should be opened before lighting burners.
 - b. If any odor of gas is detected, let it fully escape before striking a match.
 - c. Always light the match before turning on the gas.
 - d. At the end of the day, the person using any piece of gas-fired equipment must inspect it carefully to ensure that all jets are properly closed.
 24. If the smell of gas is present when entering the kitchen do not turn on the lights and call maintenance for assistance.
 25. Fill pans no more than 2/3 full.
 26. Use care in handling produce crates to avoid slivers, nails, or jagged wires.
 27. Keep all crates and boxes off the floor and away from walkways.
 28. Cover all containers when stored in coolers or storage spaces.
 29. Observe cleanliness rules and wash hands thoroughly.
 30. Avoid wearing jewelry, necklaces, or loose clothing while working around rotating machinery.
 31. Use a step stool or ladder for reaching above shoulder height. Never stand on stacked boxes, cans, shelving, chairs, etc.
 32. CPR and choking posters must be posted in the cafeteria.
 33. Never leave greasy pans in the oven.
 34. Never melt fat in its original container or in shallow pans.
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- a. If it is full, it may run over and cause a burn or start a fire.
 - b. Raw grease in a deep fat fryer against coils can catch fire.
35. A buildup of grease can present a fire hazard. Clean grease off equipment, such as stove tops, hoods, drip pans, cooking pans and utensils.

USE OF KITCHEN EQUIPMENT

Accidents can happen easily when a tool is used incorrectly. Pay close attention to what you are doing and to what is going on around you.

1. Unplug electrical equipment before cleaning. Use caution when removing hot items from appliances.
2. The meat slicer should be unplugged when not in use and when being cleaned. Use the slicer only with safety guards. When the slicer is not in use, the thickness gauge is to be set at zero.
3. Keep hands and utensils out of the mixing bowl while it is in operation. Begin mixing at the lowest speed and, when the mixing is completed, return it to the lowest speed.
4. Gas and electric ovens can be extremely hazardous.
 - a. Keep hands off the tops and sides of ovens when in use because of the heat.
 - b. Always make sure the pilot light is on before turning on gas.
 - c. Clean ovens when they are cool and turned off.
 - d. Keep water away from electric cords.
 - e. Ventilate a gas oven several minutes before striking a match. Then strike the match and place to the jet before turning it on. Open the gas slowly to avoid blowing the match out prematurely.
 - f. If gas is smelled when opening the kitchen in the early morning, leave the lights off and call maintenance to inspect the premises.
5. Steam tables are another source of heat, so be careful not to touch them when they are in use. Always use hot pads when lifting hot pans from the steam table to the oven.
6. Knives can be dangerous whether sharp or dull.
7. It is best to use sharp knives so less pressure has to be exerted by the user and the likelihood of slippage is decreased. Cut resistant gloves may be useful.
8. Knives should be handled carefully, even when the task is done. For example, knives should be placed (rather than tossed). Never put knives into water.
9. The person using the knife should also wash, dry, and store the knife when finished with it.
10. A knife should be passed handle first, or if possible placed on the counter and slid across to the other user.
11. If you drop a knife, let it fall rather than trying to catch it.



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12. The food processor must be unplugged when not in use and when it is being cleaned. Its blades are sharp and must be handled cautiously. Never use hands to feed foods into the processor; use the food plunger with light pressure (not force).
13. Vent-a-hoods are to be on during all kitchen operations.
14. Use the appropriate size of ladder to clean the hoods.
15. Always have assistance when removing and replacing hood filters.
16. Oven cleaner blackens aluminum; therefore, never use this product on the vent-a-hood vents.
17. Have plenty of ventilation when spraying inside the hoods.

KITCHEN STOREROOM SAFETY

Good storeroom safety rules are effective only when put into practice.

1. Use a ladder that is the appropriate size for the job.
2. Ensure storage shelves are well supported to hold weight of canned goods and other food items.
3. Place those items used most frequently at waist height for ease of access. Do not store heavy items above waist height. Use the top shelf as little as possible and only store lightweight items there.
4. Store chemicals separate from the food storeroom and food production areas.
5. Keep storeroom well lit.
6. Keep floor clean, dry, and free from clutter.
7. Keep aisles clear of objects. Put groceries and equipment away as soon as possible.

MOPPING PROCEDURES

1. Wring out excess water from the mop to eliminate extra weight in the mop and to avoid leaving excess water on the floor.
2. Mop in an “S” motion (instead of back and forth in a sweeping motion) to relieve the back from excessive strain.
3. Use the proper cleaning agents designed for floors. This will prevent residue from building up on the floors and creating a slippery surface.
4. Put up “wet floor” signs while mopping and until the floor is dry.



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LADDERS

1. Completely inspect all ladder hardware and fittings before each use.
2. Inspect all ropes and cables and replace them if defective.
3. Do not use defective ladders; report them immediately to your supervisor.
4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not load a ladder more than the rated limits.
5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.
6. Be sure your shoes are free of any material which could cause you to slip while climbing.
7. Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
8. Do not climb a ladder if you are ill or afraid of heights.
9. Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
10. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
11. Do not use a ladder which has been tagged “Dangerous — Do Not Use.”
12. Do not climb a ladder behind an unlocked door, doorway, or without someone standing guard.

The following rules apply to straight extension ladders.

13. Never stand above the top three rungs.
14. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the ground. Only when the top is secured should someone work from the ladder alone. When ladders with no safety feet are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
15. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
16. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent, or steam clean.
17. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.



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18. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
19. Do not climb ladders when wearing high heels, sandals, or thongs.
20. Position straight ladders so that the base of the ladder is 1/4 of the ladder length, or approximately 75°, with the horizontal.
21. Ladders must be 3½ feet taller than the building top.

The following safety rules pertain to stepladders.

22. Select a stepladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
23. Be sure the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
24. The bracing on the back legs of a stepladder is designed for stability and not for climbing.
Always have someone hold your stepladder if you are climbing higher than four feet



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Acknowledgement of General Safety Rules for Food Service

I have received the General Safety Rules for Food Service and fully understand the rules. If in the future I have any questions regarding any of the Rules I will seek clarification from my Supervisor immediately.

Name: (printed)

Name: (Signature)

Date: _____



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Safety Inspections

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As a supervisor, you should always be on the lookout for hazardous conditions or practices in your workplace. One way to keep track of these factors is to make inspections. Informal safety inspections are a part of daily work activities and require that supervisors and their employees constantly be on the lookout for hazards on the job. Formal inspections should be more intentional and include a review of all aspects of the operations.

GOALS OF THE SAFETY INSPECTION

The basic purposes of safety inspections are to ensure compliance with standards and to serve as a tool to evaluate safety performance activities. Prompt correction of substandard or hazardous conditions detected in an inspection shows that the organization is seriously concerned with accident prevention. Also, if it is discovered that workers are not following safety procedures while performing their jobs, appropriate actions can be taken to educate or retrain employees in safety policies and guidelines.

FORMAL SAFETY INSPECTIONS

In addition to informal or continuous inspections, formal inspections should be made at least annually. These formal inspections are a vital part of a strong loss control program.

When conducting an inspection, it is important to categorize the different areas at each campus to perform a thorough site audit. Categories include, but are not limited to:

- Gymnasiums
- Maintenance areas
- Boiler rooms
- Cafeterias
- Industrial/Fine Arts shops
- Classrooms
- Storage areas
- Science storage areas
- Laboratories
- Offices

All noted unsafe conditions should be corrected immediately to prevent injury to staff and students or damage to property. Documentation of these inspections should be kept on file for at least three years. An informal inspection (not documented) should be conducted daily by supervisors and employees before each shift. Hazards that cannot be corrected immediately should be documented so that responsibility for corrective action can be assigned.

A sample *Employee Safety Observation, Safety Inspection Checklist* and an *Employee Request for Correction of Safety Hazard Form* are presented here as a guide to assist the district in formulating and carrying out a formal safety inspection procedure.

Discuss any substandard inspection results with your workers. Regularly reinforce, or retrain, your employees in safe work practices. Discuss with them the hazards they face with the materials or conditions in their work area. Encourage workers to notify you of any hazards they might discover by utilizing the *Employee Request for Correction of Safety Hazard Form*. It is up to you to set the standard for safety and motivate your workers to develop and maintain appropriate safety practices.



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EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD

This form is to be completed when an employee has noted a hazardous situation. It is the responsibility of the site administrator, or supervisor, to ensure that follow-up and corrective measures are taken.

To: _____ (Site Administrator)

This is a request that the following safety hazard be investigated and/or corrected.

Dept. _____ Bldg. _____ Room _____

Location of hazard _____

Specific description of hazard _____

What measures were taken to temporarily control the hazard?

Signed: _____

Employee

Date

Administrator Recommendation:

1. Corrective action will be taken by:

Name: _____ Due Date: _____

2. Referred to Maintenance for immediate action;

3. Other: _____

Signed: _____

Site Administrator

Date

Date Hazard Corrected: _____



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EMPLOYEE SAFETY OBSERVATION

EMPLOYEE: _____ **DATE:** _____

WORK PRACTICE OBSERVED: _____

1. Unsafe or Awkward Positions

- | | |
|------------------------|------------------------------|
| _____overreaching | _____under overhead work |
| _____bending/stooping | _____overcrowding |
| _____lifting/back bent | _____near heat/cold extremes |
| _____obstructed sight | _____aisle obstructed |
| _____other | _____ |

2. Unsafe Work Procedures

- | | |
|---------------------------------------|----------------|
| _____improper tool/equipment | (specify)_____ |
| _____work exceeds capability | (specify)_____ |
| _____work endangers others | (specify)_____ |
| _____hazardous chemicals or materials | (specify)_____ |
| _____personal protection | (specify)_____ |

3. Other Concerns

Work Practices Remarks:



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SAFETY INSPECTION CHECKLIST

Location: _____ Date: _____

Inspector: _____

	Storage Areas	OK	Needs Improvement	Date Corrected
1	Are floors clean, dry and in good condition?			
2	Are aisles free of boxes or clutter?			
3	Are electrical panels accessible and properly labeled?			
4	Are doors and latches working properly?			
5	Are products or supplies properly stored? Light items on top, arranged to avoid tipping			
6	Is shelving in good condition?			
7	Are shelves adequate to bear weight of items stored?			
8	Are combustibles kept away from heat sources?			
9	Are outlets, switches and electrical components working properly?			
10	Are ladders in good condition and properly stored?			
11	Are chemicals separated from foodstuffs?			
12	Is trash compactor in good repair?			
13	Is the first aid kit readily accessible and adequately stocked?			
14	Are all lights working properly?			
	Food Preparation and Cooking Areas	OK	Needs Improvement	Date Corrected
1	Are floors clean, dry and in good condition?			
2	Are aisles free of clutter?			
3	Are drain screens cleaned properly?			
4	Drain and other floor holes are covered?			



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5	Are doors and latches working properly?			
6	Is food preparation and storage equipment in good shape?			
7	All electric food- processing equipment is equipped with ground wire and 3-prong plugs.			
8	There are sufficient electrical outlets so cords for appliances do not cross traffic areas.			
9	Are electrical cords and plugs in good condition, without nicks or bare wires?			
10	Has Ansul extinguishing system been inspected and serviced within last 6 months?			
11	Is the manual switch to activate the kitchen range hood extinguishing system easily accessible?			
12	Have portable fire extinguishers and Ansul system been inspected and serviced within past year?			
13	Is a first aid kit readily available and fully stocked?			
14	Emergency plan posted and emergency telephone numbers are checked regularly?			
15	Are combustibles kept away from heat sources?			
16	Are outlets, switches and electrical components working properly?			
17	Is lighting adequate and lights working properly?			
18	Does a plastic shield or cover protect the fluorescent tubes in kitchen fixtures?			
19	Are exit signs illuminated?			
20	Is access to breaker panels, fire extinguishers, and fire exits unobstructed?			
21	Are floors in walk-in freezers free of ice?			



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22	The emergency interior door latch to the walk-in freezer or refrigerator is in good working condition?			
	Work Practices	OK	Needs Improvement	Date Corrected
1	Are "Wet Floor" warning signs displayed when needed?			
2	Are employees wearing proper slip-resistant footwear?			
3	Are employees using proper lifting techniques?			
4	Are knives cleaned and stored safely?			
5	Are slicers cleaned and stored safely?			
6	Are cleaning supplies properly labeled?			
7	Are Material Safety Data Sheets readily available?			
8	Employees do not reach into food chopping, slicing mixing machinery while in operation.			
9	Are food processing machines disconnected prior to cleaning or maintenance?			
10	Are ladders inspected prior to use for condition?			
11	The proper height of ladder is used for task at hand?			
12	No jewelry worn that could get caught in machinery			
13				
14				
	General Worksite	OK	Needs Improvement	Date Corrected
1	Workers Compensation posters displayed			
2	Safety signs and warnings are posted			
3	"Caution – Wet Floor" signs available			
4	First Aid Kit readily available?			
5	Is fire extinguisher readily available?			
6				



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7				
	Health and Safety Training	OK	Needs Improvement	Date Corrected/Initials
1	New employees receive orientation training			
2	Safety meetings are held regularly			
3	Employees know how to report hazards, and potential hazards?			
4	Employees know how to report an on the job accident.			
5	All employees receive training to include:			
	Work Area Hazards			
	Emergency Action Plan			
	Equipment Operations			
	Personal Protective Equipment			
	Hazard Communication			
	Lockout/Tagout			
6	Safety Rule acknowledgement on file for every employee			

