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Restaurant – Kitchen

Safety Manual

Revised February 2005

BOARD OF TRUSTEES

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Serving Mississippi's Hospitality Industry

RESTAURANT SAFETY MANUAL

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Section I

MANAGEMENT COMMITMENT AND POLICY STATEMENT

We are committed to providing our employees with a safe and healthful workplace. **It is our policy that employees report unsafe conditions and do not perform work tasks that are considered unsafe.**

Employees must report all accidents, injuries, and unsafe conditions to management.

Employee recommendations to improve safety and health conditions are encouraged and will be given thorough consideration by management. We will give top priority to and provide the financial resources for the correction of unsafe conditions. We will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and could result in termination of employment.

The Safety Coordinator is responsible for the implementation, and maintenance of our safety program is:

Name: _____

Title: _____ **Telephone:** _____

Safety Coordinator will be actively involved with employees in establishing and maintaining effective safety practices. The safety program coordinator or other members of our management team will participate with you in ongoing workplace safety and health practices.

This policy statement serves to express our commitment to and involvement in providing our employees with a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for our organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of Manager

Date

Section II

SAFETY AND HEALTH TRAINING

Safety and Health Orientation:

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

SAFETY COMMITTEE

Safety Committee Organization:

A safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following supervisory and non-supervisory members of our organization:

_____	Safety Program Coordinator
_____	Supervisory Employee Member
_____	Supervisory Employee Member
_____	Non-Supervisory Employee Member

Responsibilities

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings

Safety committee meetings are held quarterly and more often if needed. The safety program coordinator will post the minutes of each meeting within one week after each meeting.

- **Safety Committee Members should be notified of all workplace injuries as soon as possible following the injury.**

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____

Time: _____

Minutes Prepared By: _____

Location: _____

Members in Attendance

Name

Name

Name

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Recommendations from Anonymous Employee(s):

Suggestions From Employees:

Recommended Updates to Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

FIRST AID

EMERGENCY PHONE NUMBERS

Safety Coordinator	_____	Clinic Address	_____
First Aid	_____	Poison Control	_____
Ambulance	_____	Fire Department	_____
Medical Clinic	_____	Police	_____

Minor First Aid Treatment

First aid kits are kept in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on accident investigation report, and replenish kit.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

Section III

ACCIDENT INVESTIGATION

Accident Investigation Procedures:

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports (see page 2) are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

ACCIDENT INVESTIGATION REPORT

Company: _____ **Address:** _____

1. Name of Injured: _____ S.S. #: _____ - _____ - _____

2. Sex M F Age: _____ Date of Accident: _____

3. Time of accident: _____ a.m. _____ p.m. Day of the week: M T W T F S S

4. Employees job title: _____

5. Length of experience on the job: _____(years) _____(months)

6. Address of location where the accident occurred: _____

7. Nature of injury, injury type, and part of body affected: _____

8. Describe the accident and how it occurred: _____

9. Cause of accident: _____

Was personal protective equipment required?

Yes No

Was it provided? Yes No

Was it being used? Yes No

If "no" explain.

Was it being used as trained by supervisor or designated trainer? Yes No

10. Witness(es): _____

11. Safety training provided to the injured? Yes No If "no" explain.

12. Interim corrective actions taken to prevent recurrence: _____

13. Permanent corrective action recommended to prevent recurrence: _____

14. Date of report: _____

Supervisor (Signature) _____ Date: _____

15. Status and follow-up action taken by safety coordinator:

Safety Coordinator (Signature) _____ Date: _____
Manager/Supervisor

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture.

Injury Type: First aid-injury resulted in minor injury/treated on premises; Medical-injury treated off premises by physician; Lost time-injured missed more than one day of work; No Injury-no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, where it happened, and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory.

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14) Self-explanatory.

(Item 15) Self-explanatory.

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

RECORDKEEPING PROCEDURES

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports
- Workers' Compensation First Report of Injury or Illness Form B-3; and
- Any summary logs of accidents such as the OSHA 200 form.
- Record of reported claims and status can be accessed thru www.mrawct.com website. Click on Claims Login and follow instructions.

Section IV

SAFETY RULES

ALL EMPLOYEES

General Safety Rules:

1. Visually inspect for sharp objects or other hazards before putting hand, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
2. Remove or bend nails and staples from crates before unpacking.
3. When cutting shrink wrap with a blade, always cut away from you and your co-workers
4. Do not try to kick objects out of pathways. Push or carry them out of the way.
5. Do not let items overhang from shelves into walkways.
6. Move slowly when approaching blind corners.
7. Place heavier loads on the lower or middle shelves.
8. Remove one object at a time from shelves.
9. Place items on shelves so that they lie flat and do not lean against each other.
10. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.
11. Use a towel to carry hot plates.
12. Obey all posted safety and danger signs.
13. Do not run on stairs or take more than one step at a time.
14. Do not jump from ramps, platforms, ladders or step stools.
15. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket and caution signs should be placed in spill area until completely dry.

Electrical Powered Appliances

1. Do not use power equipment or appliances on which you have not been trained.
2. Keep power cords away from the path of vacuum cleaners, floor polishers, and slicers.
3. Do not carry plugged in appliances with your finger on the switch.
4. Do not carry appliances by the cord.
5. Disconnect the appliance from the outlet by pulling on the plug, not the cord.
6. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
7. Do not operate appliances that have frayed, worn, cut, improperly spliced or damaged power cords.
8. Do not operate an appliance if the ground pin of the three pronged power plug is missing or has been removed.
9. Do not operate appliances with two-pronged adapters or two conductor extension cords.
10. Disconnect or close breaker and tag out when cleaning any power equipment.

Glassware

1. Do not place drinking glasses inside each other.
2. Carry one rack of glassware at a time.
3. Visually inspect all glassware for cracks or chips before handling. If chips or cracks are discovered in the glasses, place them in containers labeled "broken glass."
4. Do not use a drinking glass to scoop ice. Use the metal scoop or pan.
5. When a glass is broken in the ice bin, pour hot water into the bin to melt down the ice letting the melted ice empty through the drain, remove the glass using a whisk broom and dust pan, hose down minute pieces of glass into the drain with clean water, and wipe the bin dry with a towel before refilling it with ice.
6. Do not submerge hot glass in cold water or submerge cold glass in hot water.
7. Do not place hot or warm glass in coolers. Wait till glass has reached room temperature.
8. Do not pick up broken glass by hand use a broom and dust pan.

Hazardous Materials

1. Material Data Safety Sheets (MSDS) are required for all chemicals used or stored and must be accessible to all employees at all times. Follow the instructions on the label and in the corresponding Material Safety Data Sheet for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic", or "Poisonous."
3. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains, drink dispensing machines and ice machines.
3. Do not store or leave items on stairways.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
6. Use mats with beveled edges in areas that are prone to spilled water or grease.

Ladders and Step Ladders

1. Read and follow the manufacture's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign "Detour."
5. Allow only one person on the ladder at a time.
6. Face the ladder when climbing up or down.
7. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.

SAFE LIFTING PROCEDURES

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the others.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

KITCHEN AND DELI PERSONNEL

General Rules

1. Do not remove safety guards provided on the equipment. When a safety guard is removed for the purpose of making repairs or cleaning, replace the guard before the equipment is put into operation.
2. Do not place heated pots or pans in a position such that the handles are protruding over the edge of range, table or counter.
3. Do not fill pots, pans, buckets or cookers more than 2/3 full.
4. When adding ingredients to hot liquids, add small portions at a time to prevent splashing.
5. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
6. Transport hot liquids in closed containers.
7. Use carts for moving large hot items such as coffee urns, containers of hot water or containers of hot food.
8. Use the cart wheel locking lever to prevent movement while removing items from the cart.
9. Turn off gas supply and electrical current for appliances when they are not in use.
10. Turn off circuit breakers and tag out kitchen cooking equipment when cleaning the equipment.

Automatic Coffee Maker, Coffee Urn, Coffee Grinders

1. Turn the power switch of the equipment to “off” when it is not being used.
2. When cleaning coffee urns with hot water, be sure you have a solid footing and a firm grip on the urn.
3. When brewing coffee, wait until brewing is completed before disposing of grounds and filter.

Char-Broiler and Grooved Griddles

1. Check that the drip pan contains enough rock salt to absorb grease. If saturated with grease, replace it.

Chicken Rotisserie Ovens

1. Do not attempt to clean a hot oven, hot heating elements, or a hot quartz lamp.
2. Do not let water seep down through vent holes when cleaning top of oven.

Fryers

1. Always use protective gloves, a apron, and face shield when filtering of shortening.
2. Never try to filter shortening until it has cooled.
3. Never over fill a fryer; only fill to the appropriate level mark.
4. All cooked food items should be removed from the fryer basket with tongs. You should never attempt to use your bare hands.
5. Transport of used shortening with specially designed equipment should be done.

Grills

1. Wear heat resistant gloves when cleaning grills.
2. Never touch the grill surface, it may actually be hot when it appears to be cool.
3. Pay particular attention when working on the back and corners, these areas are prone to slips and splashes.

SAFE HANDLING AND USE OF KITCHEN UTENSILS/EQUIPMENT

Knives and other Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after use.
4. Do not use knives with dull blades.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons, use safety box cutters.
9. Do not use knives with broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed towards the floor.
14. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheaths or holders.
15. Follow this procedure before picking up any bags that have sharp objects protruding from them:
Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

Microwave Ovens

1. Do not operate a microwave oven if it has a bent door, broken hinges or latches, or cracking in its seals.
2. Use hot pads or oven mittens when removing items from the microwave.

Mixers

1. Do not put your hands inside the mixing bowl while the mixing bowl and mixer are in operation.
2. Use the “stomper” to push meat through the grinder attachment of a mixer.

Ovens

1. Use oven mittens when removing hot food from the oven.
2. Clear a space on the table for placing hot food, before removing the food from the oven.
3. Wear eye protection, rubber gloves and apron when using an oven cleaner.

Slicers

1. Always keep your eyes on your work while you are using a slicer.
2. Do not place your hand on top of the blade guard while you are operating the slicer.
3. Replace the guards after cleaning or making any adjustments to the slicer.
4. Turn the power switch of the slicer to “off” and unplug it when it is not being used.
5. Wear a wire mesh glove when cleaning the exposed edge of the slicer blade.
5. Always set the slicer width adjustment to “0” when in is not in use.

MAINTENANCE PERSONNEL

1. Replace the guards before starting machines or appliances, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any machine or appliance.
3. Read and obey safety warnings posted on or near any machine or appliance.
4. All electrical equipment should be properly locked and tagged out before any service is attempted.
5. All electric hand tools should be inspected for defects before and after each time that they are used.
6. Only properly trained and qualified employees should attempt to repair malfunctioning equipment.
7. All hand tools should only be used for the jobs that they were intended for. Improper usage could cause injury or damage the machinery.

OFFICE PERSONNEL

1. Close drawers and doors immediately after use.
2. Open one file cabinet drawer at a time.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
5. Use the handles when closing doors, drawers and files.
6. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
7. Keep floors clear of items such as paper clips, pencils, tacks, or staples.
8. Do not tilt the chair you are sitting in on its back two legs.
9. Carry pencils, scissors and other sharp objects with the points down.
10. Use a ladder or step stool to retrieve or store items that are located above your head.

HOLD UP - ROBBERY - VIOLENT ACTS

1. Never count money in the view of customers.
2. Never open the back door after dark unless an absolute emergency exists.
3. Do not allow customers in the employee work area.
4. Do not place posters or other objects on the windows that could obstruct the view from the street into the store.
5. If a hold up occurs, cooperate with the robber completely. Do not try to struggle or reason with them. Make mental notes about the robber but do not make eye contact.
6. Do Not pursue the robber outside of the store after the hold up occurs.
7. As soon as the robber has left the area, lock the doors and call the police.
8. **If you feel that a situation has the potential to become a robbery or violent act, trigger any silent alarms or call 911 before the situation escalates.**

STOREROOM AND STOCKROOM PERSONNEL

1. Do not use pallets or skids that are cracked or split or have other visible damage.
2. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
3. Do not lift slippery or wet objects; use a hand truck.
4. Do not smoke while handling chemicals labeled "Flammable."
5. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.
6. Do not handle or load any containers of chemicals if their containers are cracked or leaking.
7. Do not leave pallet jack unattended with the load suspended.
8. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.

WAREHOUSE PERSONNEL

Hand Truck Operations:

1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
2. Push the tongue of the hand truck all the way under the load to be moved.
3. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
4. When loading hand trucks, keep your feet clear of the wheels.
5. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.
6. Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
7. If your view is obstructed, use a spotter to assist in guiding the load.
8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
9. Do not walk backward with the hand truck, unless going up stairs or ramps.
10. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
11. Move hand trucks at a walking pace.
12. Store hand trucks with the tongue under a pallet, shelf, or table.
13. Do not exceed the manufacture's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Pallet Jack Use

1. Only employer authorized personnel may operate pallet jacks.
2. Do not exceed the manufacture's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
3. Do not ride on pallet jacks.
4. Start and stop gradually to prevent the load from slipping.
5. Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
6. If your view is obstructed, use a spotter to assist in guiding the load.
7. Stop the pallet jack if anyone gets in your way.
8. Do not place your feet under the pallet jack when it is moving.

Forklift Use

1. Operators should visually check forklift before each shift.
2. Do not load forklifts beyond their rated lift capacity.
3. Do not move loads that block the operator's field of vision.
4. Do not back a forklift without checking behind the lift.
5. Do not operate at high speeds.
6. Be attentive to pedestrians-they have the right-of-way.
7. Do not horseplay when operating a forklift.
8. Riders are not allowed on forklifts.
9. Always keep arms and legs inside the operator's cage.
10. Face the direction of travel.
11. BE alert of oil/grease on the floor.
12. Wear your seatbelt when operating a forklift.
13. Beware of changing light, i.e. entering warehouse from outside sunlight.
14. Be aware of overhead hazards.
15. Know the positions of your forks at all times.
16. Be aware of edges on loading docks.
17. Check wheels of truck being loaded or unloaded.
18. Make sure that forks are all the way under the load before lifting or moving.
19. Never travel with your load too high or blocking your view.
20. Tilt the mast back to help control load.
21. Do not attempt to move loads with broken pallet.
22. Stop completely before raising or lowering docks.
23. Make sure that load is balanced and secure.
24. Do not make sudden turns. This can contribute to roll over.
25. Unattended fork lifts: A. Completely lower fork. B. Neutralize the Controls. C. Set the brake.
26. Forklift operators should check dock-boards to ensure they will not shift.
27. All accidents must be reported and damage must be inspected to ensure they are safe to operate.

Section VI

MISCELLANEOUS

Attached you will find various forms and programs that may be of some use in your safety program.

- First Aid Information
- Hazard Communication Program
- Hazard Communication Checklist for New Employee
- Various Store Safety Audit Checklists
- Employee Guide Acknowledgment

EMERGENCY INFORMATION

EMERGENCY PHONE NUMBERS	EMPLOYEES TRAINED IN FIRST AID
Manager: _____	_____
Poison Control: _____	_____
First Aid: _____	_____
Fire Department: _____	_____
Ambulance: _____	_____
Police: _____	LOCATION OF FIRST AID KIT
Medical Clinic: _____	_____
Clinic Address: _____	_____

HAZARD COMMUNICATION PROGRAM

I. GENERAL

To comply with the Federal Hazard Communication Standards (29 CFR 1910.1200 and 1926.59) as required by the Occupational Safety and Health Administration, the following Hazard Communication Program has been established. The following pages document the actions we have taken regarding our chemical information list, material safety data sheets, labels, and employee information and training. This program will be available in each department supervisor's office for review by all employees at any time and on all shifts.

II. EMPLOYEE TRAINING AND INFORMATION

Before starting work, each new employee will attend a safety class which will educate and train them as to:

- a. The Company's Hazard Communication Program.
- b. Processes used within their department and how they can be a hazard.
- c. Product inventory lists for their department and how to use them.
- d. Material Safety Data Sheets (MSDS)
- e. Product labeling requirements.
- f. How exposure to hazardous products/chemicals can be controlled by such means as work practices, personal protective equipment both during normal use and foreseeable emergencies.
- g. What the Company has done to lessen or prevent workers' exposure to products/chemicals.
- h. Procedures to follow if exposed to products/chemicals.

After attending the class each employee will sign a form (sample attached) stating that they have received the training outlined above.

Before any new hazardous product is introduced into any department, each employee will be given information in the same manner as when newly hired. The department supervisor will be responsible for seeing that MSDS's on the new product(s) are available.

Monthly safety meetings will be held within each department and hazardous products/chemicals used in the department will be discussed. Attendance is mandatory for all employees.

Notices will be posted on the employee bulletin boards that provide an explanation of our container labeling system and the location of the written hazard communication program.

III. Container Labeling

The supervisor will verify that all product/chemical containers received for use by the department are clearly labeled with:

- a. the trade name of the product;
- b. the name and address of the manufacture; and,
- c. the appropriate hazard warnings (target organs and type of protective equipment required).

No containers will be released for use until the above data is verified. Material in unlabeled piping will be addressed in the same manner. If hazardous products/chemicals are transferred from the original shipping containers to other containers, the department supervisor is responsible for the labeling with the appropriate from a. & c. above.

IV. Material Safety Data Sheets (MSDS's)

It is our company policy not to use a hazardous chemical for which no MSDS has been received. We therefore require all suppliers of hazardous chemicals to provide an appropriate MSDS. Our company will not accept any new hazardous materials without an accompanying MSDS for the product.

Copies of MSDS's for all of the hazardous products to which department employees may be exposed will be kept in the department supervisor's office (with this program) and in the plant office.

MSDS's will be available to all employees during each workshift. Copies of MSDS's will be made available to any employee upon request to the department supervisor.

It is important to know what a MSDS is and what it's designed to do; they help you identify health and physical hazards of the chemicals you work with.

Please note that the information of a MSDS may not be in the exact same order about to be addressed, but will be very similar. While MSDS's may take different shapes, they must all contain the information identified.

V. Additional Provisions:

A. INFORMING CONTRACTORS: It is the responsibility of the Facility Manager to coordinate with the department supervisor(s) to ensure that contractors and their employees are provided with the following information prior to entering the worksite:

1. Hazardous products to which they may be exposed while on the job site;
2. Measure the employee may take to lessen the possibility of exposure;
3. Steps the company has taken to lessen the risks;
4. MSDS's for all hazardous products are on file in the plant office and the department supervisor has a copy of each one; and,
5. Procedures to follow if they are exposed.

By the same token, contractors must notify the facility manager of the hazardous materials which they will be using. The facility manager must then notify the plant employees of this information.

B. HAZARDOUS NON-ROUTINE TASKS: It is the Company's policy that no employee will begin any "non-routine" task without first receiving a safety briefing. Each "non-routine" task must be described in detail and the following information discussed:

1. Specific chemical hazards;
2. Protective equipment and safety measures the employee(s) are to use.
3. Measures the company has taken to lessen the hazards (engineering controls, protective equipment, additional employees, and emergency procedures).

VI. INVENTORY OF HAZARDOUS MATERIALS

Attached is an inventory of hazardous products used in each department. The list is arranged alphabetical by common name and either the chemical name or common name is the identity shown on the MSDS and container labels. Further information on each hazardous product listed can be obtained by reviewing the product's MSDS in the supervisor's office. (Use the corresponding MSDS # for quick cross-reference).

<u>Product Trade Name</u>	<u>Manufacturer/ Address</u>	<u>Phone #</u>	<u>MSDS NO</u>
<hr/>			

Manager

EMPLOYEE ACKNOWLEDGMENT
OF
HAZARD COMMUNICATION TRAINING

I, _____, have been trained in the company's hazard communication program. The materials/processes in my work area have been explained and I am aware of the material safety data sheets (MSDSs) which apply as well as their location.

Employee's Signature

Date

Supervisor's Signature

Date

HAZARD COMMUNICATION CHECKLIST FOR NEW EMPLOYEES

- Introduction to the work area.
- Hazard recognition.
- Emergency procedures.
- Location and use of fire extinguishers.
- Personal Protective Equipment (PPE) required and reason for use.
- Procedures for reporting safety deficiencies.
- Proper attire for work.
- Employee rights under the law.
- Chemicals used in job function.

A. _____

B. _____

C. _____

D. _____

Employee Name

Date

Supervisor Name

Department

RESTAURANT SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
FIRE PROTECTION EQUIPMENT AND TRAINING			
1. Are all fire extinguishers properly mounted, locations labeled, and accessible?			
2. Are all fire extinguishers inspected and tagged noting monthly inspection and annual maintenance check?			
3. Are extinguishers of proper size and type for the hazards?			
4. If property is protected by automatic sprinklers, has the system been inspected in the past year and is it currently operable?			
5. Has the automatic fire protection system over the cooking area been inspected within the past year?			
6. Are manual control panels to the automatic fire protection system clearly visible and access to them unimpeded?			
7. Is the grease collection hood clean?			
8. Have employees been trained on how to use fire extinguishers?			
9. Do employees know where the fire extinguishers are located?			
10. Do employees know where the automatic fire protection system is, the wall control switch locations, and the location of the manual control panel?			
11. Are emergency telephone numbers posted?			
12. Are employees trained on what to do in a fire emergency?			

COMMENTS:

RESTAURANT SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
KITCHEN AND PREP AREA			
1. Aisleways and traffic ways unobstructed?			
2. Floors clean of grease, debris, and clean and dry?			
3. Portable signs available and used to indicate wet mopped floors or temporary hazards?			
4. Lighting adequate and appropriately guarded in case of bulb breakage?			
5. Grease hoods free from accumulated grease?			
6. Grease filters clean?			
7. Deep fry grease receptacles being emptied regularly?			
8. Slicing machines turned off when not in use or unattended?			
9. Guards for slicers, blades, and drives in place?			
10. Cutting attachments firmly fixed and guard in place before slicer is used?			
11. Slicer switch guarded to protect against accidental activation?			
12. Does the physical placement of the slicer on the counter provide protection from accidental contact?			
13. Protective gloves available and being used when cleaning or disassembling meat slicing equipment?			
14. Have employees been instructed in the safe use and cleaning of slicer?			
15. Employees disconnect machines before removing food or before cleaning.			
16. Knives and cutting blades stored, used and cleaned safely?			
17. Knives kept properly sharpened?			
18. Can opener blades clean and in good repair?			
19. Microwave ovens in good repair, especially doors, seals, and handles?			
20. Microwave ovens checked at least annually for leakage?			
21. All fixed machines and appliances securely anchored to prevent walking or moving?			
22. Ice machines protected to prevent accidental presence of foreign objects and is proper scoop utensil provided?			
23. Floor in front of ice machine dry? If not is a mat provided?			
24. Compressed gas cylinders securely anchored to protect from accidental fall?			
25. Compressed gas cylinders capped when not in use?			
26. Precautions taken to keep flammable materials separated from items that will readily support combustion?			
27. Heated appliances located with ample clearance from combustible materials?			
28. Employees required to wear non-slip shoes?			

COMMENTS:

RESTAURANT SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
ELECTRICAL SAFETY			
1. Electrical equipment properly grounded?			
2. Use of multiple plugs examined to prevent overloading of circuits?			
3. Electrical cords have no splices, cuts, or taped areas?			
4. Electrical plugs in good condition with no missing ground plug?			
5. Switches for electrical equipment located so that employees do not have to lean on or against metal equipment to reach them?			
6. Electrical switches so located so that they can be reached easily in case of an emergency?			
7. Switches guarded to prevent inadvertent or accidental switching on of the equipment?			
8. All switches and receptacles provided with cover plates?			
9. Circuit breaker box kept closed?			
10. All electrical switch boxes, switch gear panels labeled to identify each individual circuit breaker function?			
11. All live parts of electrical equipment guarded by approved/listed cabinets or enclosures to prevent accidental contact?			
12. Gaps in circuit breaker slots guarded with a filler plate?			
13. Electrical panel not obstructed and readily accessible in case power needs to be cut off at the circuit breaker?			
14. Thermostat and temperature controls on cooking equipment serviced and inspected by an authorized maintenance professional?			
15. Extension cords are not being used for permanent power?			
16. Battery or emergency generator operated lights in good working order?			

COMMENTS:

RESTAURANT SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
EXTERIOR SURROUNDINGS, PARKING LOTS AND WALKWAYS			
1. All means of egress from parking lots to thoroughfares have clear view in both directions.			
2. Are paths of travel to exterior ways of access unobstructed, free from carts, boxes, cans, and other debris which constitute a hazard?			
3. Are means available for good lighting of walks and parking lots during night hours?			
4. Are hanging signs, awnings, menu boards, unit signs, and other accessories safely secured?			
5. Are bottled gas cylinders or gas pipes and meters properly supported and guarded from physical damage?			

EXTERIOR GARBAGE, TRASH STORAGE AND DISPOSAL AREA			
1. Is disposal area free from broken glass, metal cans, and food spillage?			
2. Is safe access to garbage and trash containers maintained?			
3. Are fences, gates and pads, if present, well maintained around disposal areas?			
4. Are dumpster containers fitted with tight closing lids or doors?			
5. Are drive surfaces around disposal areas free of trash and grease spillage?			
6. Is combustible trash stored away from the building?			
7. If present, do employees operate compactors in a safe manner properly using guards and protective devices?			

EXITS			
1. Are there sufficient exits to permit prompt escape in the case of a fire or other emergency?			
2. Is every exit in the building clearly marked with a standard sign and visible?			
3. Are exit facilities clearly illuminated?			
4. Are non-exit doorways, which could be mistaken for exits, marked to avoid confusion?			
5. Are paths of travel to exits clearly evident and are they free of cartons, trash, equipment, and supplies?			
6. Are all exit doors provided with approved emergency hardware? Do they work?			
7. Can all exit doors be opened from the inside during occupied periods? Do they open toward the outside?			
8. Do emergency lights work? Are they tested on a regular schedule?			
9. Are exit door jams, threshold plates and doors themselves in good repair and operating condition?			

COMMENTS:

RESTAURANT SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
FOOD STORAGE – REFRIGERATED AND FROZEN			
1. Are floors of walk-in refrigerators and freezers clean, dry, and non slippery?.			
2. Are entrances areas dry? Are mats, if used, in good condition?			
3. Are aisle spaces free from obstacles?			
4. Are heavy items stored on lower shelves?			
5. Is the light fixture operative in walk-in?			
6. Is the emergency interior door latch assembly or handle in good working condition?			
7. Are blower fans properly guarded?			
8. Is electrical wiring properly shielded or guarded?			

FOOD STORAGE-DRY			
1. Are heavier or bulkier items stored on pallets or shelves near the floor?			
2. Are precautions taken to keep cleaning agents, chemicals, paints, etc. stored below eye level of all employees?			
3. Are cartons stored away from wetness or dampness which could cause their collapse?			
4. Are items properly stacked to avoid tipping or tumbling?			
5. Are aiseways in the storage room unobstructed?			
6. Is lighting adequate?			
7. Are light fixtures guarded and stored items kept at least two feet away from light fixtures?			

CHEMICALS			
1. Are detergents, drying agents, sanitizers, and pesticides stored away from food and utensils and separated from other chemicals?			
2. Are polishes, acids, paints, and other chemicals stored away from food and separated from pesticides and detergents?			
3. Are all chemical containers properly marked and tightly covered?			
4. Is only a reasonable amount of detergent and sanitizer located near dish washing and utensil washing stations?			
5. Are only non-flammable solvents or cleaning acids used for hoods, fans, ducts, and grease removal devices?			
6. Is proper protective equipment available and used when handling chemicals?			
7. Are Material Safety Data Sheets (MSDS) available for all chemicals?			

COMMENTS:

RESTAURANT SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
PREVENTING BACK INJURIES			
1. Are hand trucks available for moving heavy loads?			
2. Are employee instructed to ask for help when lifting heavy loads?			
3. If possible, are you having the distributor set beer kegs, soda syrup, and other heavy items?			
4. Have you asked distributors to deliver goods in smaller portions, to reduce the weight of supplies?			
5. Are you storing heavy items off the floor, so that an employee does not need to lift below knee level or above shoulder height?			
6. Are carts available for moving goods? Store goods at cart level for easy transfer of heavy items from the shelf to the cart.			
7. Are abdominal (back) belts being used? If so, have the employees received training on how to use the back belt and its limitations?			
8. Are all new employees being trained in proper lifting techniques during their initial training period?			
9. Are employees that must stand in one area provided with floor mats to help reduce back and spine stress?			

COMMENTS:

EMPLOYEE SAFETY GUIDE ACKNOWLEDGMENT

I have read and understand the contents of the safety guide for:

Any questions I may have had concerning the safety guide and/or safety procedures have been answered by the manager or my supervisor. I now agree that I will abide by the safety rules, regulations, guidelines and policies of this company. I further understand that the contents of this safety guide may be unilaterally amended, added to or deleted without prior notice by this company. I also understand this safety guide does not constitute a contract between this company and me.

Employee Signature

Date

Supervisor/Manager Signature

Date