



# Work **SAFE**

Smart, Accident-Free Environments



# Safety Tips for the Food Service Industry

The main goal of this document is to explain in easily understood terms the safe work practices food service management can utilize to eliminate injury and assist in meeting some OSHA requirements.

This handout does not replace any requirements detailed in actual OSHA regulations for food service and it should be used only as a companion to the actual regulations.



## ***The WorkSAFE System***

A **WorkSAFE** company is one that strives to create and maintain an injury-free workplace as demonstrated through a systematic approach using sound safety practices, accountability, training and resources.

The **WorkSAFE** system consists of four critical components:

1. **Management Commitment** – Management's Commitment to keeping the workforce safe.
2. **Education** – All employees are properly trained on how to work safely.
3. **Best Safety Practices** – Consists of all those policies, procedures, best practices, and equipment that encourage and enable employees to work safely.
4. **Injury Management** – Actions taken to reduce the severity and cost of an accident after it has occurred.

The **WorkSAFE** system applies to all types and sizes of business.

Management Commitment must exist for the WorkSAFE system to work.

The extent of Education, Best Safety Practices and Injury Management tools required will depend on the hazard and potential for loss.

To find out more about MEM's WorkSAFE System, call the toll-free safety resource hotline at 1-888-499-SAFE (7233) to request information or an onsite visit from one of our Loss Prevention Consultants.

# INTRODUCTION TO FOOD SERVICE SAFETY

Restaurants and other eating and drinking businesses employ 11.6 million people in the United States.

Nearly 30% of these employees are under 20 years of age.

More than 3 million teens leave their classrooms each summer to find work, and the National Institute for Occupational Safety and Health (NIOSH) estimates that nearly 230,000 of them will be injured on the job each year.

Establishing a safe and healthful working environment requires every employer—large and small—and every worker to make safety and health a top priority

The entire work force—from the CEO to the most recent hire—must recognize that worker safety and health is central to the mission and key to the profitability of the American company.

All food service employees should know about and follow safe work practices, recognizing the potential for injury at work.

Food service workers are exposed to a multitude of hazards on the job such as:

- Lifting heavy and bulky objects;
- Vehicle collision for delivery drivers;
- Hand and finger lacerations;
- Slips, trips and falls;
- Burns;
- Workplace violence;
- Machine hazards;
- Fire and electrical hazards.

This document provides general information on the various hazards of the food service industry and techniques for protecting those involved.

It does not provide food handling information.

# FOOD SERVICE SAFETY: OSHA'S E-TOOL

Found on the OSHA webpage, [www.osha.gov](http://www.osha.gov).

Refer to the E-Tool "Teen Worker Safety in Restaurants."

The "Teen Worker Safety in Restaurants" E-Tool is a fantastic reference for restaurant safety. We recommend that online tool be used by anyone in the food service industry.

The image shows a screenshot of the OSHA eTool "Teen Worker Safety in Restaurants" website. The browser address bar shows the URL <http://www.osha.gov/SLTC/youth/restaurant/index.html>. The page features a navigation menu with categories: Home, Serving, Clean-up, Drive-thru, Cooking, Food Prep, Delivery, General, and Resources. The "Food Prep" category is selected. The main content area displays a photograph of a restaurant kitchen with two workers. To the right of the photo, the section is titled "Food Preparation" and contains the following text: "The Food Preparation area of a restaurant offers teen workers an opportunity for developing skills in culinary art, sanitation principles, and in the use of kitchen equipment. Teen workers in this area may also be exposed to the following hazards:" followed by a list of hazards: Machine Guarding, Knives, Kitchen Equipment, Strains/Sprains, and Slips/Trips/Falls. At the bottom of the content area, there are two buttons: "Take the Quiz" and "Safety Poster".

**Many free safety resources are available online.**

Perform a simple internet search for safety information, and you will be surprised at all of the information that becomes available!

Contact MEM for food service safety information & resources or for industry safety training.

# FOOD SERVICE SAFETY: KNIFE SAFETY

- ✓ When handing a knife to a co-worker – set it down – don't pass it from hand to hand.
- ✓ Don't leave knives out on countertops.
- ✓ Don't throw knives into dish water with other dishes.
- ✓ Clean the knife immediately after use or place it in a dishwasher or a container labeled "for knives only."
- ✓ Do not throw knives/other sharp objects into sinks between periods of use.
- ✓ Avoid placing knives near the edge of a countertop.
- ✓ Do not try to cut while distracted or when having a conversation.
- ✓ Slow down when cutting with a sharp knife.



**HAZARD: Knife left out!**



**HAZARD: Knife left out!**

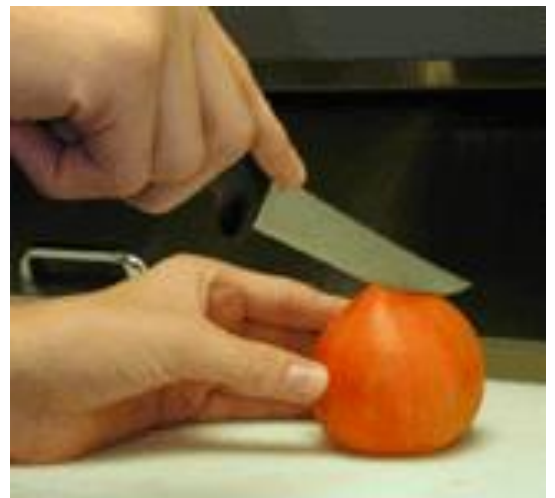
Replace knives after use.  
Cover the sharp blades to prevent accidental cuts!



Use the correct knife handling technique.  
Protect the hands and fingers!



Avoid serious lacerations!  
Keep fingers out of the blade's line of fire!



# FOOD SERVICE SAFETY: KITCHEN MACHINE SAFETY

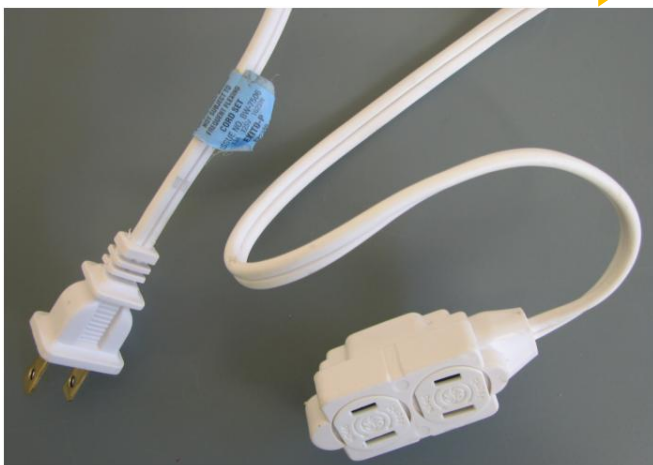
- ✓ Use caution when working around power-driven equipment.
- ✓ Turn off and unplug machinery before cleaning or removing a blockage.
- ✓ Use any machine guarding that is provided.
- ✓ Get properly trained before using any equipment.
- ✓ Ask that machinery be securely fixed to benches or tabletops.
- ✓ Don't put hands into machinery. Use pushers or tamps to move food in machinery.
- ✓ Avoid loose clothing or jewelry that could become caught in machinery; such items caught in machinery can pull you into machinery causing injury and or death.



**This cord has damage and is unsafe.  
Remove from service and repair.**



**Remove unsafe kitchen machines  
from service.**



**Light, undersized extension cords are a  
shock and fire hazard.**



# SAFE DRIVING FOR DELIVERY AND CATERING DRIVERS

Roughly 42,000 people died on American highways in 2007.  
Nearly 1,000 people died on Missouri highways in 2006.  
Many of these fatality accidents were preventable.

## PREVENTING ACCIDENTS THROUGH SAFE DRIVING

- ✓ **Slow down.** Increased vehicle speeds limit the effectiveness of the braking system.
- ✓ **Scan ahead.** Look out for changes in traffic, stopped traffic and debris or wildlife in the road.
- ✓ **Reduce distractions.** Cell phones, GPS, note taking, eating and drinking reduce the driver's capability to drive the vehicle safely. Distractions take the driver's eyes and mind off of the road.
- ✓ **Don't tailgate.** Tailgating accidents are 100% preventable. Use a safe following distance. 3 seconds is a recommended safe following distance.
- ✓ **Wear your seat belt.** 3 of 4 people killed in traffic collisions are ejected from the vehicle. Seat belts prevent your body from contacting objects in the car during a crash like the steering wheel and windshield.
- ✓ **Maintain your vehicle.** Perform a 360-degree walk-around of your vehicle before driving it. Perform weekly maintenance checks on your vehicle. Report maintenance or safety concerns.



Inspect your vehicle often for hazards.  
Do you notice the missing lug nut?

Can you count all of the distractions?



Wear your seat belt.  
Slow down.  
Scan ahead.  
Don't tailgate.  
Minimize cell phones / texting.



# MEAT SLICERS CAN SEVERELY LACERATE THE HANDS AND FINGERS.

**Take extra time to make the job safe, and avoid painful, costly hand injuries!**

- ✓ Unplug the machine when cleaning to avoid accidental activation of the slicer.
- ✓ Follow manufacturer's cleaning and maintenance instructions.
- ✓ Unplug the machine & set blade adjustment to zero before cleaning or moving.
- ✓ Contact the manufacturer for copies of the user's manual of meat slicers.
- ✓ CAREFULLY clean the blade by wiping outward from the center of the blade.
- ✓ Use a spoon wrapped with a cloth to clean the blade, working from the center to the outside.
- ✓ Wear metal mesh or Kevlar gloves when cleaning the blade.
- ✓ Before plugging back into the outlet, make sure the switch is in the "off".

**Using & cleaning meat slicers is dangerous!**

**Know the manufacturer's warnings.**



**This is an example of a cut-resistant glove that can be worn when cleaning, using or moving meat slicing machines.**

**Minimal expense compared to a debilitating hand injury!**



Use a scoop for ice. To prevent cuts & glass in the ice, do not use glasses to scoop ice.



# FOOD SERVICE SAFETY: MIXERS

- ✓ **Tie back** loose clothing, hair or jewelry when using mixer machines.
- ✓ **Do not** attempt to remove items from dough while mixing.
- ✓ **Do not** open processor lids to stir contents while food is processing.
- ✓ **Turn processor off** to add items, stir or open lid.
- ✓ **Turn off & unplug** machinery before cleaning.
- ✓ **Use** any machine guards that were provided with the machine.
- ✓ **Keep the operators / owner's manual for the machine.**
- ✓ **Do not** wear loose clothing or jewelry that could become caught in machinery.
- ✓ **Unplug** when servicing machine.

Loose clothing, hair or jewelry can be entangled in the rotating parts of a mixer.

Tie these things back!



What makes this mixer unsafe?

Do you notice any hazards?

Is it lacking safety devices?

# MICROWAVE OVENS

- ✓ **Make** sure the microwave is located at approximately waist level and within easy reach – makes it safer to lift heavy food containers.
- ✓ **Follow** manufacturer's instructions for operating microwave ovens.
- ✓ **Keep the owners / operators manual handy.**
- ✓ **Cover** foods cooked in microwaves to avoid splattering – can cause splash burns.
  
- ✓ **Use** caution when opening tightly covered containers.
- ✓ Open containers away from your face because they may be under pressure and could be extremely hot – steam burns are terrible.
- ✓ **Use** appropriate personal protective equipment like hot pads when removing foods from microwave.
- ✓ **Make** sure door seals are in good condition and free from food or grease buildup.
  
- ✓ **Do not** use a microwave if it has a door that is damaged or doesn't lock properly.
- ✓ Damaged ovens may emit harmful radiation.
- ✓ **Do not** microwave metals, foil, or whole eggs.
  
- ✓ **Keep** the interior of the microwave clean to avoid splattering and popping.
- ✓ **If** you notice any sparking inside the microwave, immediately turn off the microwave, unplug it, report it to the supervisor, and do not use it.
- ✓ **Microwaves** may interfere with the workings of pacemakers.
- ✓ Food cooked in the microwave can remain hot long after the microwave turns off.

***PREVENT BURNS BY USING PROPER HOT MITTS.***

***DO NOT CLEAN HOT SURFACES WITH WET RAGS.***

***STEAM CAN BURN.***

# SAFETY: YOUNG WORKERS

Approximately 2.3 million adolescents aged 16 to 17 years worked in the U.S. in 2005.

In 2004, 35 youth under 18 years of age died from work-related injuries.

In 2003, an estimated 54,800 work-related injuries and illnesses among youth less than 18 years of age were treated in hospital emergency departments.

As only one-third of work-related injuries are seen in emergency departments, it is likely that approximately 160,000 youth sustain work-related injuries and illnesses each year.

**Remember: Child Labor Laws do not permit employees younger than 18 to operate, set up, adjust, clean, oil, or repair power-driven equipment such as meat slicers or bakery mixers.**

**Label** equipment that young workers **are not allowed** to operate.

The [DOL YouthRules!](#) website has available [downloadable stickers](#) for employers to place on hazardous equipment to alert all workers that no one under 18 years of age may operate the equipment.

**Example of the DOL sticker to be placed on equipment young workers are not allowed to operate.**

**YOU MUST BE 18  
TO OPERATE OR CLEAN  
THIS EQUIPMENT**



# SAFETY FOOTWEAR

- ✓ When purchasing slip-resistant footwear, always consider quality.
- ✓ Get the data that backs up how safe the footwear actually is.
- ✓ Always remember that there is no standard measurement for slip resistance – meaning anyone can call their shoe a “slip resistant” shoe!

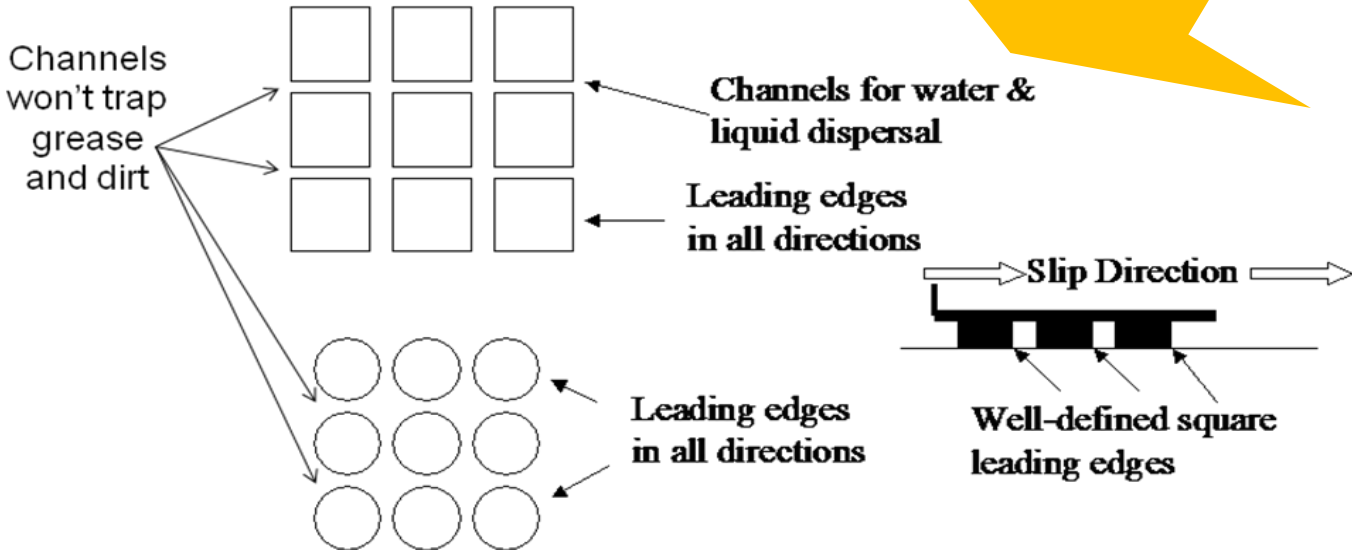
Examples of slip resistant shoe manufacturers:

- |                        |                    |
|------------------------|--------------------|
| <b>Shoes for Crews</b> | <b>Sketchers</b>   |
| <b>Safe Trax</b>       | <b>Lehigh</b>      |
| <b>Safe T Step</b>     | <b>Tred Safe</b>   |
| <b>Keuka Café</b>      | <b>Cougar Paws</b> |

A slip-resistant shoe sole is soft but durable, designed to grab the floor surface.

A quality slip-resistant shoe also has ankle and arch support.

The quality slip-resistant shoe has a protective toe and insole.



Keep floors dry and clear of trip hazards.  
Wear proper footwear.

# SAFE FLOORS & WALKING SURFACES

In a slip, the foot slips forward and the body falls backwards.

In a trip, the foot stops and the body swings & falls forwards.

Clean up spills immediately.

Eliminate clutter & don't run.

- Floors are most slippery when wet, greasy.
- Maintain maximum floor roughness & maximum slip resistance.
- Develop a cleaning procedure.
- The cleaning procedure must take into account type of floor.
- Take into account type of contaminant, like grease, food liquids.
- Use the best cleaner for the job.

**MOST FLOORS ARE SLIP RESISTANT WHEN THEY'RE CLEAN AND DRY.**

When inspecting floor surfaces, look for the following:

- ✓ Water spills
- ✓ Grease buildup
- ✓ Slick spots
- ✓ Lubricant leaks or spills
- ✓ Buildups of granular material
- ✓ Protrusions
- ✓ Changes in floor surfaces

**Everyone in the organization is responsible for keeping floors safe!**



Scan the walkway as you work: Chairs, table legs, table cloths can all be trip hazards.

# PREVENTING SLIPS AND TRIPS

## SLIPS, TRIPS, AND FALLS CAN OCCUR WHILE EMPLOYEES ARE:

- ✓ Working around ice bins and water fountains, where ice & water can easily fall onto the floor, causing puddles.
- ✓ Walking in outside environments with rain and snow falling.
- ✓ Working in busy, congested areas.
- ✓ Walking or running on slippery or uneven floor surfaces.
- ✓ Carrying dishes around blind corners or stairs.
- ✓ Using single door entry to and from the kitchen area.



Example of Slip Resistant Footwear

Examples of the  
**WRONG**  
footwear for the  
job!



**Wipe up** any ice that falls on the floor around the ice maker immediately.

**Wipe up** spills immediately.

**Clean** or pick up things (such as food spills) from floors as soon as possible.

**Wear** non-slip shoes, and avoid wearing sandals or open toe shoes, high heels, or shoes made out of canvas.

**Carry** items only at a height that you can safely see over.

If you're helping the delivery driver, use safe lifting techniques.

Use carts and dollies to move goods.

Don't slip and fall down the ramp or out of the truck.





# PRINCIPLES OF SAFE LIFTING

## **The back is the most frequently injured part of the body.**

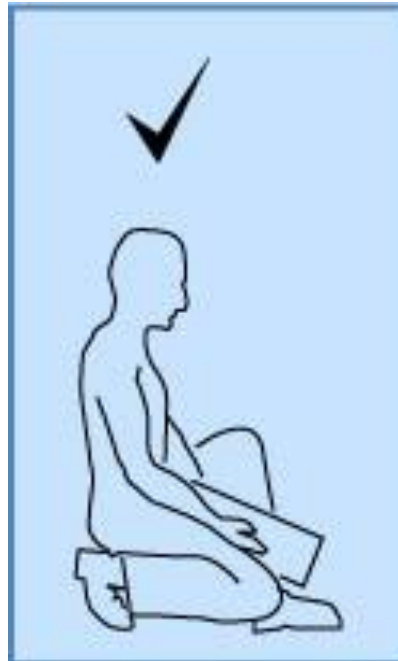
- ✓ 95% of adults complain of back pain.
- ✓ Back injuries are the result of improper lifting.
- ✓ Get close to the object before lifting – get into a correct lifting position.
- ✓ Keep the spine straight – lifting with the back results in injury.
- ✓ Lift with the legs, and not the back.
- ✓ Lifting with the back places extreme pressure on the discs in the spine.

## **Ask these questions before lifting:**

- ✓ Should I lift this object in the first place?
- ✓ Are there any tools available that can help lift? (dollies, carts, team-lifting)
- ✓ Where am I going with it and is the path clear?
- ✓ Are there obstacles in my path that can cause a trip or slip?
- ✓ Where are the handles or hand holds located? IS the object bulky?
- ✓ How much does it weigh? Can it be broken down into smaller loads?
- ✓ Is anyone near that can help me lift? Can I get help?

## **Shelving the supplies:**

- ✓ Place heavy items waist high.
- ✓ Break down cases of supplies to reduce overall weight.
- ✓ Place light items on shelves above the shoulders or below the knees.
- ✓ Store items neatly and remove waste, wrappers, straps.



# BURN PREVENTION

- ✓ There are almost too many hot processes in the kitchen to list.
- ✓ Severe burns can occur in the kitchen from:
- ✓ Grease & deep fat fryers;
- ✓ Hot water from the tap or steam from dishwashers.
- ✓ Fire from gas burners & ovens;
- ✓ Hot surfaces like oven doors and grilles;
- ✓ Hot pans or items like kitchen utensils.



Example of Burn Resistant  
Gloves

## What can employees do?

- ✓ Use **caution** when working around hot cooking or appliances.
- ✓ Get **trained** on the equipment you are using.
- ✓ Follow safety **rules** and use protective equipment.
- ✓ Long sleeves, long pants (cotton) may be required when working around grease or hot oil.
- ✓ Gloves (oven mitts or pot holders) must be worn when handling hot items.
- ✓ Keep gloves in good shape.
- ✓ Wear an apron.
- ✓ **Keep** stoves clear of grease build-up.
- ✓ **Avoid** reaching over fryers and other hot surfaces.
- ✓ Avoid storing items over hot fryers as these items could fall into the oil and splash.
- ✓ Uncover a container of steaming materials by lifting the lid open away from your face.
- ✓ Get help when lifting pots of hot food, liquids or grease.
- ✓ Do not run in the kitchen area.
- ✓ **Keep** floor surfaces clean and dry to prevent slipping or falling onto hot surfaces.
- ✓ Wear slip-resistant shoes.

## Burns Continued:

- ✓ **Assume** that pots, pot handles, and utensils in pots are hot
- ✓ **Adjust** burner flames to cover only the bottom of the pan.
- ✓ **Ask** for help when moving or carrying a heavy pot off the burner.
- ✓ **Pot** handles or cooking utensils must not to stick out from counters.
- ✓ **Keep** pot handles away from burners.
- ✓ **Avoid** overfilling pots and pans.
- ✓ **Do not** clean vents over grill areas if the grill is hot.
- ✓ **Do not** pour or spill water or ice into oil, especially hot oil. It will cause splattering.
- ✓ **Do not** leave hot oil or grease unattended.
- ✓ **Do not** use a wet cloth to lift lids from hot pots.

## Burns by Steamers

- ✓ Use tongs and oven mitts to remove hot items from steamers.
- ✓ Place hot steamed items on trays to carry.
- ✓ Dripping or sloshing hot water can cause slips and falls.
- ✓ Open ovens or steamers by standing to the side, keeping the door between you and the steamer.
- ✓ Do not reach above -Hot air and steam rises and you could be burned.
- ✓ Do not open when they are under pressure.

# SECURITY: SUSPICIOUS PERSONS

- ✓ An unidentified individual loitering around the building entrance and lobby for an extended period of time.
- ✓ There's an unidentified person walking through the facility.
- ✓ Person is dressed in oversized or inappropriate clothing.
- ✓ Individual is performing surveillance of the facility, taking photos or drawings.
- ✓ When challenged, an unidentified individual cannot provide a reasonable explanation for their actions.

## DELIVERY AREA SAFETY (LOADING DOCKS)

- ✓ Keep areas clear of trip hazards
- ✓ Remove snow and ice
- ✓ Prepare ice melt in buckets, provide scoop
- ✓ Beware backing trucks
- ✓ Never "dock jump"
  
- ✓ Enhance your situational awareness.
- ✓ Wear proper footwear.
- ✓ Be aware of changing weather.
- ✓ Wear a reflective vest.
- ✓ Place ice-melt often when icy.
- ✓ Look left and right before crossing.
- ✓ Scan for reverse lights & backing vehicles.
- ✓ Never assume drivers can see you.

- ✓ **Keep the parking lot and dumpster areas well lit.**
- ✓ **Follow the facility security plan.**
- ✓ **Keep back doors closed & locked.**
- ✓ **Stay abreast of crime trends in your area.**
- ✓ **Report suspicious activity.**
- ✓ **Report problems with facility security equipment.**
- ✓ **Report others that bypass security equipment.**
- ✓ **Maintain a good dialogue with law enforcement.**
- ✓ **Report abandoned vehicles & have them removed.**

## PREVENTING WORKPLACE VIOLENCE

- ✓ Keep the cash register closed when not in use.
- ✓ Keep cash register in line of sight of other employees.
- ✓ Do not count cash in front of customers.
- ✓ Help establish and follow lock-up procedures like:
  - Know how to report and log incidents of threats or violence.
  - Use the safety plan when dealing with unsatisfied customers, robbery, or theft.
  - Keep the back doors locked unless you are receiving a delivery.
  - Use the "buddy system" when jobs require employees to be outside after dark.
  - Provide escorts for anyone leaving late at night and walking through a dark parking lot to their vehicle.
  - Keep the back doors locked and set regular times for deliveries.
  - Use panic bars on exit doors so they can be locked but employees can safely exit if they need to.
  - Know how to contact law enforcement quickly.
  - Report and log threats of violence.

# PARKING LOT & DRIVE-THROUGH SAFETY

## DUMPSTER AREA SAFETY

- ✓ Don't fill trash bags too full – they become too heavy to lift safely.
- ✓ Don't throw trash bags as a serious shoulder injury could result.
- ✓ Keep the dumpster area cleaned up.
- ✓ Keep dumpster lids closed to keep animals out & waste from blowing out.
- ✓ Don't smoke near dumpster areas. A dumpster fire is very dangerous.
- ✓ Keep dumpster areas well lit.
- ✓ If dumpster areas are surrounded by a fence & gate, keep gate closed & locked.
- ✓ Remember that people rummage through dumpsters. Scan the area before entering.
- ✓ When dumpsters are full, have them emptied promptly.
- ✓ If the trash service arrives, stay clear of the trash truck & don't get in-between the dumpster & the truck.



Scan dumpster areas before entering. Keep dumpster areas clean and well lit. Keep dumpster doors closed.



UNSAFE! This waste pile is a fire & animal hazard.



Always remember that drivers are distracted. Never assume they can see you. Wear a reflective vest to improve your visibility.



WATCH OUT! Keep an eye out for ice & frozen drainage during the wintertime!

# COMPRESSED GAS CYLINDER SAFETY

- ✓ When not in use, keep compressed gas cylinder valves OFF.
- ✓ Compressed gas cylinders that are in storage must have the protective valve caps in place.
- ✓ Have a Material Safety Data Sheet for all gases in the building.
- ✓ Train users of compressed gas cylinders in the safe handling, use and storage of gas cylinders.
- ✓ Clearly mark gas cylinders "FULL" or "EMPTY".
- ✓ Empty gas cylinders must be stored with the valve "OFF".
- ✓ Make sure gas cylinders are chained to the wall to prevent them from being knocked over.



**UNSAFE: Un-labeled gas cylinder that is not chained to the wall. This cylinder does have the protective valve cap in place.**

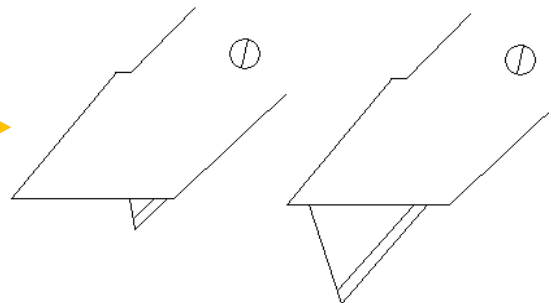


**Even small compressed gas cylinder can become lethal rockets when the valve is knocked off!**

## BOX KNIFE SAFETY

- ✓ Box knives are a common cause of painful, damaging hand and finger injuries.
- ✓ Box cutter injuries require stitches, orthopedic therapy and can leave the hand or fingers slightly disabled.
- ✓ Never leave with the blade out.
- ✓ Use only enough of the blade to cut.
- ✓ Get in the habit of changing blades often.
- ✓ Wear a protective glove on the exposed hand.
- ✓ Verify that the body is clear of the blade path!
- ✓ Never use a knife with a dull blade.
- ✓ A dull blade requires more hand force – force that is transferred the body resulting in dangerous injuries.

**USE ONLY ENOUGH OF THE BLADE TO MAKE THE CUT.  
TOO MUCH BLADE EXPOSE DMAY LEAD TO A LACERATION!**

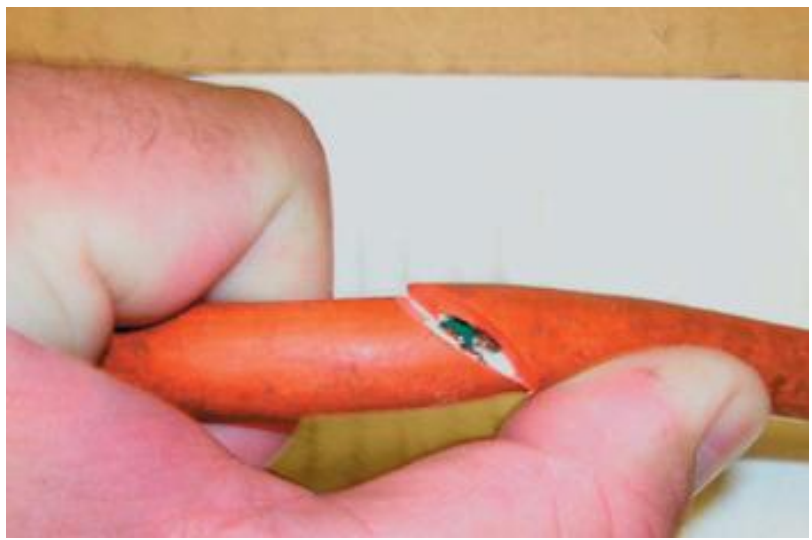


# ELECTRICAL SAFETY: EMPLOYEES SHOULD KNOW...

- **Emergency** procedures and policies for their workplace.
- **How** to shut off the current in case of an emergency.
- **Pull** the plug, not the cord when unplugging equipment.
- **Keep** power cords clear of equipment during use.
- **Don't** touch a worker being shocked until power has been turned off.
- **Don't** use faulty equipment or damaged receptacles and connectors.
- **Don't** plug in electrical equipment while touching a wet, damp surface.
- **Don't** use cords that are worn or damaged or cords which are warm.
- **Report** unsafe equipment and work practices to your employer



**UNSAFE: The ground prong is missing. There is no path to ground, meaning the user could experience a dangerous shock.**



**Inspect cords for cuts, crushed areas, burned areas & remove from service if found damaged or abused.**

# SAFE USE OF CLEANERS & CHEMICALS

- Read the product label and follow instructions on the label.
- Have MSDS (material safety data sheet) for each chemical in the facility.
- Create a cleaning procedure when chemicals must be mixed.
- Make the label easy to read & understand.
- Try to buy non-hazardous materials & replace highly hazardous chemicals.
- Use the least toxic cleaning products possible.
- Use the right personal protective equipment (PPE). PPE is listed on the MSDS.
  - **gloves**
  - **eye goggles**
  - **aprons**
- Get training on the correct use of the personal protective equipment.
- Use the right gloves for the job – consider chemicals, hot, sharp objects.
- Read and know the first aid rules for each chemical.
- Have copies of MSDS immediately available in case a chemical injury occurs.
- The MSDS provide employers & employees with information to protect themselves from hazardous exposures and to work safely with chemicals.
- Do not mix chlorine bleach and ammonia products together.
- Keep the area well ventilated.

**Keep copies of the Material Safety Data Sheets in a binder that is organized and available to employees.**



**Do you have a material safety data sheet (MSDS) for each chemical used in the facility?**

# FIRE SAFETY & EVACUATION

- ✓ Keep trash cans emptied and keep waste piles picked up.
- ✓ Do not allow smoking in the facility.
- ✓ Provide cigarette waste containers & don't throw cigarettes in dumpsters.
- ✓ Regularly inspect the kitchen area for fire hazards.
- ✓ Remove bad or old surge protectors & extension cords.
- ✓ Make sure fire extinguishers are not blocked.
- ✓ Do not block hood fire systems or building fire alarm pull stations.
- ✓ Do not block emergency exits.
- ✓ Have emergency phone numbers posted.



Do not block fire exits.



Keep fire extinguishers clear.



Keep pull stations clear.



Keep trash receptacles emptied regularly.

Keep storage off cleaners & supplies organized.





# Fire Safety Tips

## NEVER USE WATER TO FIGHT A GREASE OR OIL FIRE!

- ✓ Extinguish oil by sliding lid over the top of container, or use a fire extinguisher class B or C.
- ✓ Never carry or move oil containers when the oil is hot or on fire. If you drop the pan it could seriously spread the fire.
- ✓ Never throw water on a grease fire; this will make the fire worse.
- ✓ Water causes the super-heated grease to splatter the fire all over the cook top and floor.
- ✓ Keep grill surfaces clean and free from grease accumulations & buildup that might ignite.
- ✓ Avoid being in cooking areas unless your work requires you to be there.
- ✓ Do not store flammable items near heat-producing equipment or open flames.

## If your employer expects you to fight fires:

- ✓ Get training on fire extinguishers and the emergency plan.
- ✓ Know the different types of fire extinguishers and how to use them correctly.
- ✓ Always read the fire extinguisher label before using, verify correct type to use on the fire.
- ✓ Know fire alarm locations. If there is a fire, sound the alarm & get out.
- ✓ Know **STOP, DROP and ROLL**.

**Never block fire extinguishers.**

**Fire extinguishers should be mounted in prominent, easy-to-find areas.**

**Make sure fire extinguishers are serviced and checked on a regular basis.**

**Due to the increased risk of fire in kitchen areas, employees should receive fire extinguisher training.**



# First Aid & CPR

- ✓ Have a first-aid & CPR-trained employee on staff at all times.
- ✓ Do training on a regular basis – practice skills!
- ✓ Consider purchasing an Automated External Defibrillator (AED).
- ✓ Bloodborne pathogens training must be made available to medical, first aid responders and custodial staff.
- ✓ Train in needle-stick prevention and safe public restroom area cleanup.
- ✓ Provide a bloodborne pathogen cleanup kit in areas where spills are frequent.
- ✓ Provide a stocked first aid kit.
- ✓ Have extra supplies for serious burns or lacerations.
- ✓ Provide extra CPR masks – two or three at a minimum.
- ✓ Post emergency phone numbers like ambulance, fire department and law enforcement.
- ✓ Post the local emergency phone number or 911.
- ✓ Post a list of first aid responders for others in your organization to refer to.



**Keep the first aid kit stocked & check it regularly for use & pilferage.**

## The Dangers of Heat

**Excessive heat may lead to heat exhaustion, heat stroke, and possible death.**

- ✓ **Wear** cool, comfortable, breathable clothing like cotton.
- ✓ **Tell** your co-workers if you are not feeling well.
- ✓ **Recognize** and be able to treat the early symptoms of heat illness.
- ✓ **Take** a break from the hot environment to allow your body to cool down.
- ✓ **Do not** drink alcoholic beverages or beverages that contain caffeine while working in hot environments. These beverages make the body lose water and increase the risk of heat illnesses.
- ✓ **Drink** plenty of water.
- ✓ **Observe** any safety procedures or wear any protective equipment (such as gloves, mitts, protective aprons) provided for your use while working in hot environments.

**Heat exhaustion** symptoms include dizziness, lightheadedness, weakness, blurred vision, and nausea.

**Treatment:** You must lower the employee's body temperature to prevent the progression of symptoms.

Remove employee from the hot environment and give cool water to drink.

Lay the person on his or her back and raise the legs. If the person is sick to his or her stomach, lay him or her on their side. If the person does not feel better in a few minutes, call for emergency help.

**Heat stroke** symptoms include severe headache, mental confusion, loss of consciousness, flushed face, and hot, dry, skin, with no sweating. If someone has stopped sweating, seek emergency medical attention immediately.

**Treatment:** Get emergency medical help. You must try to lower the employee's body temperature while waiting for medical help to arrive. Provide a cool environment, remove excessive clothing, and wet and fan the workers' skin.



**Drink water often.  
If you're not making regular restroom trips,  
you are not drinking enough water.**

## Severe Weather

### PRACTICE and TRAINING

Employees must know where the severe weather shelters are located within the building.

All employees should know the signal for severe weather and when to seek shelter.

Supervisors and supervisor trainees must know severe weather notification methods.

Send employees for storm spotter training, which can be obtained through the local emergency preparedness committee.

Perform severe weather drills often. Drills keep everyone ready and prepared.

### STORM MONITORING

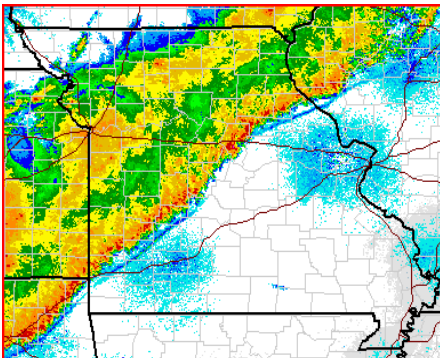
Monitor local AM and FM radio stations, with battery powered radios if power goes out.

Provide a television that gets local news stations, which provide storm information.

Monitor weather radar websites like [www.noaa.gov](http://www.noaa.gov).

Purchase and make available an emergency weather radio.

A police / fire department scanner may provide local emergency information as well weather radio.



# Communicating Safety to Employees

## Employer Responsibilities:

- ❑ Regularly communicate with employees about workplace safety and health matters and involve employees in hazard identification, assessment, prioritization, training, and program evaluation.
- ❑ Establish a way and encourage employees to report job-related fatalities, injuries, illnesses, incidents, and hazards promptly and to make recommendations about appropriate ways to control those hazards
- ❑ Employers must ensure that all employees have a safe work environment and that the employees follow safety and health standards and company policies.

This becomes more challenging when the employer is a contractor and the work sites continually change with each project.

- ❑ Employers should enforce safety and health standards along with company's safety and health policies by periodically monitoring employees work practices.

This can be accomplished by the employer routinely conducting scheduled and unscheduled work site inspections and addressing any reported or observed unsafe practices or conditions.

### Education

MEM's WorkSAFE system component "Education" places emphasis on training all employees on how to work safely.

- ❑ Workers need to know about workplace hazards to which they may be exposed,
- ❑ How to recognize hazards and;
- ❑ How to minimize their exposure.

The best way to educate employees and for them to learn is through training.

Safety training provided on a routine basis heightens awareness and changes behavior.

Safety training is always a great value and is an investment in employee safety.

The importance of written, trained and enforced safety rules, policies and procedures, as taken from the document:

ACCIDENTS CAN BE PREVENTED!

- ✓ TRAIN
- ✓ INSPECT WORK AREAS
- ✓ CORRECT UNSAFE SITUATIONS
- ✓ ENCOURAGE SAFE WORK HABITS

IT DOESN'T HURT ANYONE TO:





# Notes

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# Notes

The page contains 48 horizontal lines, organized into four groups of 12 lines each, separated by larger vertical gaps. The lines are thin and black, set against a white background.



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