

Employee Safety Handbook

Food Service Employees



SAFETY RULES, POLICY AND PROCEDURES

Sumter County Schools

Safety is everyone's job

Introduction

The goal of this Safety and Health Loss Training Manual is to provide employees with guidelines and standards to improve the safety, health, and welfare of employees and students.

Safety is of the utmost importance to the Sumter County School Board; only when safety is achieved can all other goals be meaningfully obtained. The responsibility for safety is shared throughout the organization and our collective best efforts are necessary to promote safety for ourselves and those with whom we work.

It is necessary that you carefully study this manual, participate in district safety in-service and receive site based on-site job training. All these efforts are directed at insuring that you possess adequate information to enable you to be a SAFE employee.

In Safe Schools, Everyone Wins!

General Safety Rules

1. Wear personal protective equipment, such as foot protection, back supports, bloodborne pathogen protection, and safety glasses or face shields as directed by your supervisor.
2. Damaged or unguarded equipment is not to be used.
3. Do not work or drive while under the influence of alcohol or drugs. Report medications to your supervisor that may impair your ability to operate equipment or vehicles.
4. Use every safeguard provided. After removing guards for maintenance, cleaning or repairs, replace at once.
5. Walk (do not run); watch your step; keep firm footing and balance at all times.
6. When working around equipment, do not wear loose clothing, torn sleeves, key chains, rings, watches or any item that could become entangled in the equipment.
7. Horseplay or practical jokes are prohibited. Avoid distracting others.
8. Long hair must be tied back, wrapped or confined in a manner to prevent being caught in any equipment.
9. Frayed, cut or cracked electrical cords are not to be used. Turn them in to your supervisors for repair or replacement.
10. Use only ladders and step stools to get additional height. (Do not attempt to get additional height from a climbing device by placing it on a box, crate, or other improvised stand.)

General Safety Rules
Continued

11. Equipment is not to be altered, i.e., removing protection guards.
12. Work only in properly lit areas.
13. Never leave materials, tools, or equipment in a position to slide or fall.
14. Keep your work area clean and free of loose objects, stumbling or slipping hazards.
15. Review the safety educational material posted on bulletin boards or distributed in work areas.
16. Report all accidents/injuries, no matter how minor, to your supervisor.
17. Report all unsafe work conditions or procedures observed during the course of work activities to your supervisor.
18. Always keep hands and feet clear of pinch points.
19. Be sure all electrical devices are properly grounded at all times.
20. Never leave an unsafe condition unguarded or unmarked, even temporarily.
21. Inspect each ladder or step stool before using. Be sure ladder is properly positioned and secure at top and bottom.
22. Know the location of fire extinguishers and the policy for their use.
23. Do not walk or run in front of or behind moving equipment.
24. Vehicles, equipment, and tools will be removed from service when unsafe to operate.

General Safety Rules

Continued

Lifting

Injuries can be caused by improper lifting techniques and excessive weight.

1. Size up the load; if there is any doubt in your mind of your ability to lift it, get help!
2. Make sure your footing is secure.
3. Place feet close to the base of the object to be lifted.
4. Get a firm grip on the load.
5. Position your feet 6" to 12" apart.
6. Bend at knees, not at back.
7. Keep your back straight.
8. Lift slowly and evenly with your leg muscles and not with your weaker back muscles.
9. Keep objects as close to your body as possible.
10. Set objects down in the same manner as you picked them up, but in reverse.
11. Avoid twisting your back to turn when lifting. If you must change direction while lifting, pivot with your feet and turn your entire body to change direction.
12. Perform movements smoothly and gradually.
13. Hands should be dry and free of grease when lifting.

General Safety Rules Continued

HANDLING MATERIALS

1. Prior to use, inspect materials for slivers, jagged edges, burrs, rough or slippery surfaces.
2. Wipe off greasy, wet slippery or dirty objects before trying to handle them. Keep hands clean and free of grease and oil.



3. When adjusting or changing a grip, set the object down.
4. Never carry glass under an arm. (A fall could sever an artery.)

5. When moving materials on hand trucks or dollies, push rather than pull whenever possible.

6. Get help if the weight, size, bulk, or shape of the article prevents you from maintaining balance and/or puts excessive strain on back or abdominal muscles.



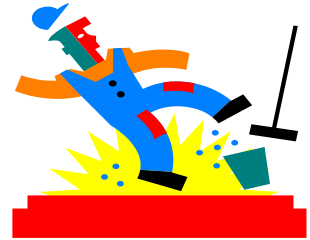
7. When two or more persons are carrying materials, all should face forward whenever possible. If a person must walk backwards, others should be especially alert to slipping, tripping or bumping hazards and issue appropriate verbal directions to the individual.
8. Avoid getting hands or other body parts pinched between the load and other objects around or near it.

General Safety Rules

Continued

SLIPS, TRIPS, AND FALLS

1. Immediately clean up spills, water, oil, and other liquids from the floor by using mop, bucket, oil dry materials, sand, paper towels, and cloth materials. Use caution signs/cones to warn of slippery areas.
2. Pick up all foreign objects from floor surfaces, tiles or stairs to prevent slipping.
3. Be sure that mats and carpets lie flat on the floor.
4. Take short steps, walk slowly, and use hand rails when you have to walk on slippery surfaces or in congested conditions.
5. Keep drawers and doors closed.
6. Avoid blocking your view by carrying/pushing objects so large that you cannot see where you are going.
7. Do not tilt chairs back on two legs.
8. Avoid wet, slick or oily areas by walking around them.
9. Use protective covers when running electrical and other cords across doorways, aisles, or landings.



SAFETY FIRST!

Safety Rules-Food Service Employees

Cafeteria/Food Service Safety

1. Appliances shall be disconnected from the power source prior to servicing, cleaning, or repairing.



2. Keep aisles clean, clear, and dry at all times.

3. Closed toe and non slip shoes should be used. Shoes should be sturdy and well maintained. High heel shoes or open toes shoes are not permitted.

4. Store cleaning products separate from food products. Cleaning products are to be properly labeled at all times.

5. Use kitchen appliances only after having been properly trained and authorized.

6. Steam tables and cutting blocks must be cleaned daily.

7. Store heavy items close to the floor.



8. Pushcarts or dollies shall not be overloaded.

9. Keep sharp, protruding objects out of the aisles and away from workers; all drawers should be kept closed.

10. Place all cleaning equipment such as brooms, mops, carts/pails, etc., where they will not be a hazard to workers.

11. Know location of first aid kit. (Ensure accessibility.)

Safety Rules-Food Service Employees

Continued

12. Exhaust hood fans must be operated when ranges are in operation. Keep filters in hoods clean and free of grease.

13. Cutting utensils shall be hand washed and stored separate from other utensils.



Receiving Area

1. Keep floors in a safe condition, free from broken tile and sliding floor mats.

2. Floors and/or deck areas shall be clear and hazard free.

3. Use proper tools for opening crates, boxes, cartons, barrels, etc.

Storage Area

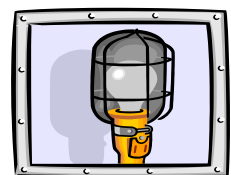
1. Shelves shall not be overloaded. They must be able to bear the weight of items stored.

2. Heavy items shall be stored on lower shelves.

3. An appropriate ladder or step stool must be available to reach all items.

4. Cartons and flammable materials must be stored away from light bulbs.

5. Light bulbs shall be guarded.



Safety Rules-Food Service Employees

Continued

Storage Area (continued)

6. Incompatible chemicals shall be stored separately (e.g., ammonia and bleach should not be stored together or one above the other).
7. Portable and stationary racks must be in safe condition and properly secured.
8. Know emergency escape procedures and how to operate escape mechanisms in the cooler and freezer.



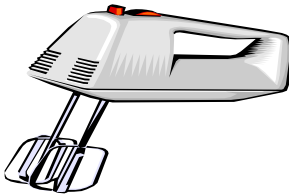
Safety Begins With You

Safety Rules-Food Service Employees

Continued

Food Preparation Area

1. Electrical equipment must be properly grounded.
2. Electrical equipment must be inspected regularly. (Look for defective cords or plugs.)
3. Avoid leaning against equipment when turning it on and off.



4. Mixers and attachments must be in safe operating condition and inspected regularly.

Safety Rules-Food Service Employees Continued

Serving Area



1. Keep serving counters and tables free from broken parts and wooden or metal splinters.



2. Glassware, china, silverware, and plastic equipment must be inspected regularly. Chipped or cracked items must be disposed of properly.

3. Use hair restraints.

You Make A Difference

Safety Rules-Food Service Employees

Continued



Personnel Protective Equipment

1. Waist lift belts are required when lifting heavy objects
2. Wear protective gloves when slicing or cutting items.

You Make A Difference

Every Day...

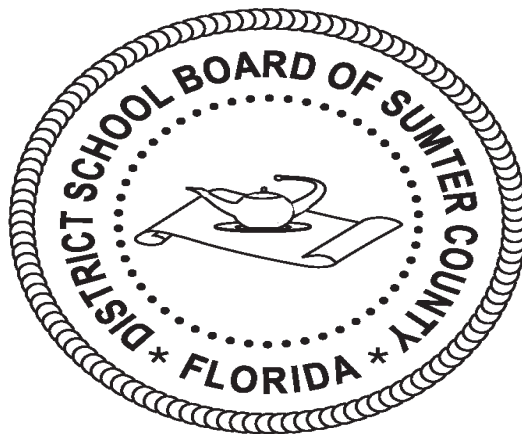
Receipt For Handbook

Acknowledgement of receipt of the Handbook will be recorded on the *Safety Checklist For New Employee Orientation* Form which must be signed, dated and submitted to Human Resources to be retained in personnel files.

Your signature verifies that you will read all sections and refer any questions to your supervisor.

Please note that the safety of all staff and students is paramount.

Welcome to Sumter County Schools.



Safety Rules-Food Service Employees

Continued



Clean + Careful = Safety

SUMTER COUNTY SCHOOL BOARD

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Schools

Bushnell Elementary School

Lake Panasoffkee Elementary School

Webster Elementary School

Wildwood Elementary School

South Sumter Middle School

Wildwood Middle High School

South Sumter High School

Sumter P.R.E.P. Academy