



FARMERS

EATING PLACES

SAFETY AND HEALTH PROGRAM

POLICY DIRECTIVE

SIC CODE 5812

For further information on safety programs developed by the University of South Florida's Consultation Program, call (866) 273-1105 or send us an e-mail through our WEB site at <http://publichealth.usf.edu/consult>

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PREFACE

How to Use This Manual

To The Employer:

The purpose of this safety and health program manual is to establish standards for industry-specific safety and health programs for establishments covered under Standard Industrial Classification (SIC code): 0000, Policy Directive. The Florida Division of Safety developed parts of this manual with voluntary input from Florida employers, workers' compensation insurance carriers, labor organizations, trade associations, and other industry leaders. The manual was revised and updated by the University of South Florida's Consultation Program Staff in January 2001.

This manual is intended to serve as the basis for an employer integrated safety and health management program. The essential elements of this program include: top management's commitment and involvement; the establishment and operation of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the needs of your establishment, it may be used exactly as written. If you have previously established and are maintaining a safety program, you can continue to use your program provided that the essential elements covered in this safety program are also addressed in your program. Use of all or part of this manual does not relieve employers of their responsibility to comply with other applicable federal laws.

It is intended that this manual be enhanced and continuously improved by the employer. The employer to accommodate actual operations and work practices, provided that the original intent of that section is not lost, may modify any section of this manual. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated in Section VII of this manual to prevent their recurrence.

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Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT

POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

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

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: _____
Title: _____ Telephone: _____

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

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

Signature of CEO/President

Date

Section II.

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established as a management tool 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 employer representatives will not exceed the amount of employee representatives.

Responsibilities

The safety committee will be responsible for assisting management in communicating procedures 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.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

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.

Management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.

Management will post the minutes of each meeting (see page) in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____

Time: _____

Minutes Prepared By: _____

Location: _____

Members in Attendance

<u>Name</u>	<u>Name</u>	<u>Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Recommendations from Anonymous Employees:

Suggestions From Employees:

Recommended Updates To Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

Section III.

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, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. 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.

Their supervisors will instruct all employees 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.

Section IV.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

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

Minor First Aid Treatment

First aid kits are stored 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 the accident investigation report.
- 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, if necessary.
- 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.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

- Thermal (Heat)
- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dries the area and cover it using sterile gauze or a clean cloth.
- Chemical
- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section V.

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 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

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 accident: _____

4. Employee's job title: _____

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

6. Address of location where the accident occurred: _____

7. Nature of injury, Injury type, and Part of the body affected: _____

8. Describe the accident and how it occurred: _____

9. Cause of the accident: _____

10. 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 If "no",
explain. _____

11. Witness(es): _____

12. Safety training provided to the injured? yes no If "no", explain: _____

13. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective action recommended to prevent recurrence: _____

15. Date of report _____

Prepared by: _____

Supervisor (Signature) _____ Date: _____

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

Safety Coordinator (Signature) _____ Date: _____

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, and where 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.

Section VI.

RECORD KEEPING PROCEDURES

Record keeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate and include:

- Log & Summary of Occupational Injuries and Illnesses as required by **State and/or Federal Law**;
- Accident Investigation Reports;
- Workers' Compensation Notice of Injury Reports; and

Section VII.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained in **Section VII** have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

TO ALL PERSONNEL: Section VII Rules

1. All personnel shall follow the rules outlined in this Safety and Health Procedures Manual.

ALL EMPLOYEES

General Safety/Security Rules

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

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.

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.

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) 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, pin holes, 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/cones to barricade slippery areas such as freshly mopped floors.

Ladders and Step Ladders

1. Read and follow the manufacturer'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 which 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.
11. Do not carry items in your hands while climbing up or down a ladder.
12. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

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-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
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.

DISHWASHERS/SERVICE ASSISTANTS

Disposer and Dish Machine

1. Wear rubber gloves when washing and sanitizing dishes and cooking equipment.
2. If glassware breaks in the sink, use tongs to remove the large fragments of glass; open the drain; run the water to wash any remaining small glass fragments down the drain.
3. Remove all chipped or cracked dishes and glassware from use.

KITCHEN/COOKING 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 to 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

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

Fryers

1. Use protective gloves when removing the crumb tray during filtering of shortening.

Grills

1. Wear heat resistant gloves when cleaning grills.

Knives/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.

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.

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.
11. Position hands and fingers onto the handle of the paper cutter before pressing down on the blade.
12. Keep the paper cutter handle in the closed/locked position when it is not in use.
13. Do not use paper cutting devices if the finger guard is missing.
14. Keep fingers away from the ejector slot when loading or testing stapling devices.
15. Point the ejector slot away from yourself and bystanders when refilling staplers.
16. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.
17. Do not place your fingers in or near the feed of a paper shredder.
18. Do not connect multiple electrical devices into a single outlet.
19. Do not throw matches, cigarettes or other smoking materials into trash baskets.
20. Keep doors in hallways fully open or fully closed.
21. Use a staple remover, not your fingers, for removing staples.
22. Turn off and unplug office machines before adjusting, lubricating or cleaning them.
23. Do not use fans that have excessive vibration, frayed cords or missing guards.
24. Do not place floor type fans in walkways, aisles or doorways.
25. Use handrails when ascending or descending stairs or ramps.

STOREROOM/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 weight will be carried by the axle and not the handles. 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 manufacturer'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 manufacturer'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.
9. Keep your feet clear of the pallet when releasing the load.