



SAFETY NEWSLETTER

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FIRST AID AT WORK



As a minimum, a workplace should have a first-aid box and a person appointed to take charge of first-aid arrangements, such as calling the emergency services if necessary. Employers must provide information about first-aid arrangements to their employees.

What an Employer needs to do:

Employers are responsible for ensuring that employees receive immediate attention if they are taken ill or are injured at work. Accidents and illness can happen at any time and first aid can save lives and prevent minor injuries from becoming major ones.

Your employer is expected to have:

- completed a first-aid needs assessment
- ensured that there is either an appointed person to take charge of first-aid arrangements or there are appropriate numbers of suitably trained first-aiders
- Ensured there are adequate facilities and a suitably stocked first aid kit
- provided you with information about the first-aid arrangements

What to do in an emergency

Priorities Your priorities are to:

- assess the situation – do not put yourself in danger;
- make the area safe;
- assess all casualties and attend first to any unconscious casualties;
- send for help – do not delay. Check for a response Gently shake the casualty's shoulders and ask loudly, 'Are you all right?' If there is no response, your priorities are to:
 - shout for help;
 - open the airway;
 - check for normal breathing;
 - take appropriate action.

Severe bleeding

If there is severe bleeding:

- apply direct pressure to the wound;
- raise and support the injured part (unless broken);
- apply a dressing and bandage firmly in place.

Broken bones and spinal injuries

If a broken bone or spinal injury is suspected, obtain expert help. Do not move casualties unless they are in immediate danger.

Burns

Burns can be serious so if in doubt, seek medical help. Cool the affected part of the body with cold water until pain is relieved. Thorough cooling may take 10 minutes or more, but this must not delay taking the casualty to hospital.

Certain chemicals may seriously irritate or damage the skin. Avoid contaminating yourself with the chemical. Treat in the same way as for other burns but flood the affected area with water for 20 minutes. Continue treatment even on the way to hospital, if necessary. Remove any contaminated clothing which is not stuck to the skin.

Preventing back pain and other aches and pains to kitchen and food service staff

Avoid the risk

Your first priority should always be to avoid the risks entirely, if reasonably practicable. Examples of ways to avoid risks include:

- reorganising the layout of the kitchen to avoid unnecessary stretching and/or lifting;
- using a dishwashing machine;
- where a job may be a risk, look at having breaks or using job rotation to minimise the time each individual spends on it.

If the risk cannot be avoided

You can improve workplace conditions. For example:

- replace or repair uneven or slippery floors;
- provide trolley ramps at changes in floor level;
- keep all catering equipment well maintained;
- ensure shelving is not overloaded;
- install automatic doors if staff have to carry things through them frequently.

You can use mechanical aids to make it easier, including:

- four-wheeled trolleys (with adjustable height or lockable castors, if needed);
- large mixer bowls on wheeled dollies;
- sack trucks;
- providing false bottoms in deep sinks to reduce awkward bending at the waist.

You can redesign individual tasks. You should try to:

- reduce the amount of twisting, bending, stooping, stretching, pushing and pulling;
- reduce the number of times it is necessary to do the task (but without increasing the load each time);
- store heavy items on shelves at waist height;
- use team working for tasks such as moving a heavy pot.

You can make loads easier to handle. For example:

- buying cooking oil in easier-to-handle cardboard boxes with sturdy handles/grips;
- breaking down trays of A10 size cans before loading onto storage shelving;
- using smaller containers for cleaning chemicals and/or appropriate siphons or pumps to avoid handling bulk containers;
- putting heavy equipment such as chest freezers on (lockable) castors to make cleaning routines easier.

Continued...

You can provide appropriate tools, equipment and protective clothing. For example:

Dishwashing

- Provide dishwashers.
- Provide rollers or conveyors.
- Provide trolleys to move large quantities of dishes.
- Provide cleaning tools with good grips when heavy duty cleaning is required.
- Provide appropriate gloves and non-slip shoes where required. Gloves should have extra grip on palms and fingertips to reduce the gripping force needed to handle greasy dishes.
- Provide foot rails or a step to shift body weight and reduce stress on employees' lower back and legs, when standing for long periods.

Pot washing

- Provide pot-washing dishwashers if possible.
- Provide false bottoms in deep sinks to reduce awkward bending at the waist.
- Provide water jet sprays.

Food preparation

For chopping and cutting:

- provide utensils and knives with ergonomic handles designed for comfort and those that allow for power grips;
- make sure knives are in good condition and kept sharp to reduce the force required by the user;
- provide chopping machines for vegetables to reduce manual chopping or buy in pre-prepared vegetables;
- where practical, consider workbenches of different heights.

For soup kettles and heavy pots:

- large soup kettles with extended handles make it easier to tip the kettle when pouring soup into smaller containers.

For storage areas:

- store areas should be as close to the working area as possible to reduce carrying distances;
- consider keeping food localised, eg installing chilled storage under working surfaces;
- buy bulk goods in smaller, easier to handle containers;
- consider the height and situation of shelving or racks.

For cleaning:

- provide long-handled brushes where reaching is required;
- provide cleaning tools that have soft rubber-like handles to reduce gripping force;
- provide a platform of adequate size to minimise excessive reaching.

Removing waste:

Waste removal will involve lifting heavy rubbish bags, which carries the risk of forceful exertion:

- provide smaller refuse bags;
- put up signs near bins to remind staff not to overfill them.



Your Restaurant is our Passion

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about your workers com-
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WORKERS COMPENSATION SAFETY NEWSLETTER

This Complimentary Newsletter is sent to you by

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And

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