



SAFETY NEWSLETTER

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Inside this issue:

First Aid 1

Manual Handling 2

Manual Handling 3

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

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

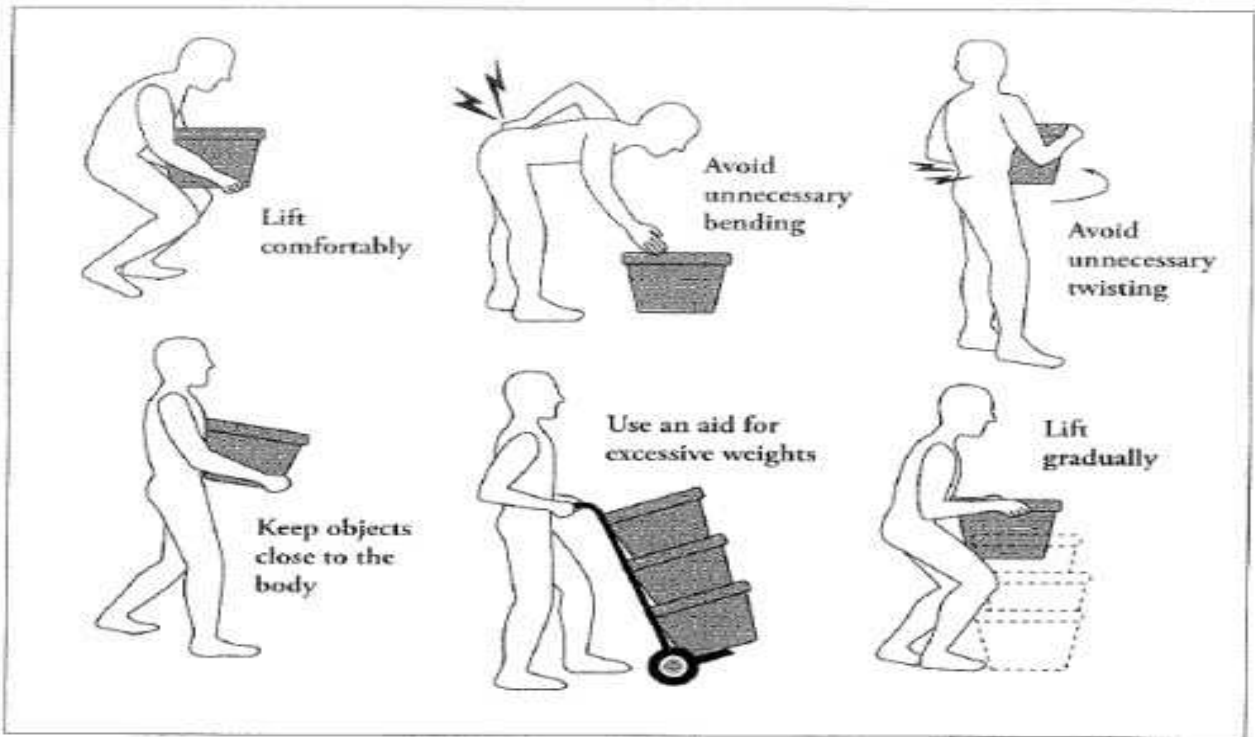
If a broken bone or spinal injury is suspected, obtain expert help. Do not move casualties unless they are in immediate danger.

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 manual handling injuries



Manual handling causes over a third of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints and repetitive strain injuries of various sorts.

Manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Manual handling injuries can have serious implications for both the employer and the person who has been injured. They can occur almost anywhere in the workplace and heavy manual labour, awkward postures and previous or existing injury can increase the risk.

To help prevent manual handling injuries in the workplace, you should avoid such tasks as far as possible. However, where it is not possible to avoid handling a load, employers must look at the risks of that task and put sensible control measures in place to prevent and avoid injury, using lifting aids where necessary.

Advice for employers

- You can easily take action to prevent or minimise this type of injury.
- The preventive measures are cost-effective.
- Involving staff is key to success.
- Training staff to use proper lifting techniques and handling aids and raising awareness of the risks will reduce the likelihood of injuries in future.
- Early detection and reporting of aches and pains is crucial.

Advice for employees

- Employees need to take care to protect their own health and safety and that of colleagues by using equipment properly, wearing protective clothing and following safe working practices.
- Cooperate with the employer in complying with their legal duties by following instructions and reporting health and safety issues, such as faulty equipment or worn personal protective equipment (PPE).



Where to start (risk assessment)

You should start by considering the jobs carried out in the kitchen and the staff who work there. Look at the areas of work where there are most likely to be significant risks and prolonged exposure – examples of common risks and suggestions on how to reduce them are provided throughout this information sheet. This information can form the basis of your risk assessment and you should concentrate on:

- the handling tasks workers are doing;
- the loads they are lifting;
- the environment they are working in;
- the individual capabilities of each worker;
- the positions they need to get in to do the job, eg twisting and stretching;
- the time spent on each task, eg regularity of lifting and break times.

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;
- having breaks or using job rotation to minimise the time each individual spends on jobs where there may be a risk.

If the risk cannot be avoided

You can improve workplace conditions. For example:

- replace or repair uneven or slippery floors;

- keep floors dry and free from contamination by cleaning up spills immediately (see CAIS6 Preventing slips and trips in kitchens and food service);
- 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;
- false bottoms in deep sinks to reduce awkward bending at the waist.

Consider redesigning individual tasks 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.

Consider making loads easier to handle. For example:

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

You must provide appropriate tools, equipment and protective clothing, based on your risk assessment.



Your Restaurant is our Passion

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For more information
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