

## **SAFETY ACTS**

Safety is everyone's business. Your responsibility for safety to yourself, as well as your fellow workers, has been delegated to you all the way from the Superintendent and Board of Trustees.

1. Report any unsafe conditions you observe immediately to your manager/supervisor.
2. Do not create unsafe conditions for yourself or other employees.
3. Anyone seeing foreign matter on floors should either mop it or pick it up, and if it cannot be done immediately, post a "Wet Floor" sign and warn others who may be walking toward that area. Spills should be dried up immediately.
4. Report all injuries, no matter how slight, and secure immediate first aid.
5. Walk; don't run, especially in hallway. Keep to the right, use special caution at intersections when pushing carts.
6. A kitchen is no place for horseplay or practical jokes.
7. When in doubt about anything, ask your manager/supervisor.
8. Do not consume the following on the job or prior to coming on the job: Alcoholic beverages, amphetamines, narcotic drugs or derivatives and cold medication that causes drowsiness or dizziness.
9. Know your school's fire safety plan, where the fire suppression system pull station is located in the kitchen and gathering point in playground area after evacuation.
10. Defective or broken equipment should be reported immediately to your manager/supervisor.
11. Pull all carts through doors using two people. Never push them through.
12. Ask for assistance in lifting heavy objects.
13. When lifting keep back straight, bend knees, and use leg muscles.
14. Wear your safety belt.
15. Use dry cloth, mitts, long gloves, potholders, or pan lifters to pick up hot containers.
16. Before cleaning steam tables, electrically-powered machines, or dish machines, make certain that the steam and/or electricity has been shut off and the equipment is cool enough to handle.
17. Remove a cover from a pot or pan so that the steam will be directed away from you.

18. Before cleaning any electrical appliance, shut off the electrical disconnect, switch and/or pull the plug. Wait until the machine comes to a full stop.
19. Report all leaks or unusual noises in equipment.
20. Return knives to their proper place with points and blades to the rear. Racks or sheaths should be provided and used.
21. Store heavy items or containers below shoulder height shelves whenever possible for safer handling.
22. Place cooking utensils so handles do not protrude beyond the edge of the range or table.
23. Guards on kitchen equipment are for your protection and should never be removed except for cleaning, and then immediately replaced before using the machine.
24. Use a hook if pans are to be placed or removed from the back of the oven.
25. Use carts to move large quantities of food rather than carrying them by hand. Pay close attention that pans are not filled to the rim.
26. Use care in handling produce boxes and crates to avoid loose staples, splinters, nails, or jagged wires.
27. Keep all crates and boxes off the floor.
28. Cover all containers stored in coolers or storage spaces. Label each container with contents and date of storage.
29. Observe sanitation rules. Wash hands thoroughly. Personal hygiene is of the utmost importance.
30. NEVER LIFT AND TWIST YOUR BACK.
31. Avoid wearing jewelry, necklaces, or loose clothing while working around rotating machinery.
32. Use pushers when operating food choppers, grinders, slicers, etc. Get a firm grip.
33. Keep slicer guard on "zero" when not in use. Clean only with a brush and safety gloves, never with a damp cloth or bare hands. Unplug first.
34. Keep all moisture/water from splashing into hot oil or grease since it can explode.
35. Never leave a machine such as a mixer or slicer running unattended.
36. Never reach across, through, over, or under a machine in motion.

37. Never operate a machine if you are subject to fainting, loss of balance, or are on medication.
38. Never start/stop a machine for anyone while he or she is near it.
39. Report illnesses, any sores, or if you are on medication to your manager/supervisor before reporting to work.
40. Other rules