

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy, either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. (There should be a 36 inch clearance around fire extinguishers.) Employees should not fight fires that are beyond their fire training and limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.
6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.

Food Service Safety Manual

9. Tobacco products will not be allowed at any facility or in a school vehicle. (Texas State Law: Local School Board Policy “GKD.”)
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a step ladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use, put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
18. Only qualified, designated employees should work on electrical wiring and equipment.
19. Horseplay or practical jokes will not be tolerated.
20. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins, and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.
24. Report all accidents to your supervisor.

FOOD SERVICE SAFETY RULES

The following are some important general food service safety rules that each employee is required to follow:

1. Keep floors free from wet spots and debris. Wipe up spills immediately and until the floor is completely dry, use a “wet floor” safety sign. Keep all equipment clean.
2. Walk, never run. Rushing is especially hazardous when carrying hot foods, dishes, and glassware.
3. Closed-toe slip-resistant shoes should be worn at all times.
4. Report injuries and near misses to the manager.
5. A school kitchen is no place for horseplay and practical jokes.
6. Know the location of the nearest fire extinguisher and emergency exit. Know your school’s emergency evacuation plan.
7. Use equipment only after you have received proper instruction. Never talk to others or allow yourself to be distracted while you are operating equipment, especially the meat slicer and mixer.
8. Use carts to move large quantities of food rather than carrying by hand. Never obstruct your view by overloading mobile carts. If necessary, ask for help in moving or lifting heavy loads. Use proper lifting techniques.
9. Guide a baker’s rack by walking beside it rather than in front or behind it. Be sure to have good visibility when moving the rack.
10. Use dry cloth, mitts, or potholders to pick up hot receptacles. Have an area clean for placing hot items.
11. Never pour boiling liquids into glass jars, plastic, or foam containers.
12. Before cleaning steam tables or electrically powered machines, make certain that the steam and/or electricity has been shut off and equipment is cool enough to handle. Ovens and stoves should also be allowed to cool before cleaning.
13. Remove the cover from a pot or pan so that the steam will be directed away from you; stand to the side when opening oven doors, steamer doors, or the lids to kettles and braising pans. Also be sure that the surrounding area is clear of other people whenever steam is to be released. The contents and/or liquids must be removed with extreme care.
14. Shut off the switch and pull the plug before cleaning any electrical appliance, stationary or portable. Wait until the machine comes to a full stop.
15. Sharp knives and glass objects should never be placed in any sink. A specific place should be designated to put soiled knives for washing. Sharp knives must be placed point down in dishwasher racks.
16. Return knives to their proper place with points and blades to the rear. Racks or sheaths should be provided and used.
17. Handle open cans with care. Never open cans with a knife. Use care when discarding can lids.
18. Discard broken glass, can lids, or other sharp refuse into special containers and not with regular trash.
19. Store heavy utensils or stacks of dishes flat on the middle storage shelves for safer handling and so that they will not jar off.
20. Place cooking utensils so handles do not protrude beyond the edge of the range or table.
21. Guards on kitchen equipment are for your protection and should never be removed except for cleaning and then immediately replaced. Inform co-workers when the guards are off the equipment.
22. Keep oven doors closed when not in use.

Food Service Safety Manual

23. Special care should be used when lighting equipment with pilots.
 - a. Oven doors should be opened before lighting burners.
 - b. If any odor of gas is detected, let it fully escape before striking a match.
 - c. Always light the match before turning on the gas.
 - d. At the end of the day, the person using any piece of gas-fired equipment must inspect it carefully to ensure that all jets are properly closed.
24. If the smell of gas is present when entering the kitchen, do not turn on the lights, and call maintenance for assistance.
25. Fill pans no more than 2/3 full.
26. Use care in handling produce crates to avoid slivers, nails, or jagged wires.
27. Keep all crates and boxes off the floor and away from walkways.
28. Cover all containers when stored in coolers or storage spaces.
29. Observe cleanliness rules and wash hands thoroughly.
30. Avoid wearing jewelry, necklaces, or loose clothing while working around rotating machinery.
31. Use a step stool or ladder for reaching above shoulder height. Never stand on stacked boxes, cans, shelving, chairs, etc.
32. CPR and choking posters must be posted in the cafeteria.
33. Never leave greasy pans in the oven.
34. Never melt fat in its original container or in shallow pans.
 - a. If it is full, it may run over and cause a burn or start a fire.
 - b. Raw grease against coils in a deep-fat-fryer can catch fire.
35. A buildup of grease can present a fire hazard. Clean grease off equipment, such as stove tops, hoods, drip pans, cooking pans, and utensils.

KITCHEN EQUIPMENT

Accidents can happen easily when a tool is used incorrectly. Pay close attention to what you are doing and to what is going on around you.

1. Unplug electrical equipment before cleaning. Use caution when removing hot items from appliances.
2. The meat slicer should be unplugged when not in use and when being cleaned. Use the slicer only with safety guards. When the slicer is not in use, the thickness gauge is to be set at zero.
3. Keep hands and utensils out of the mixing bowl while it is in operation. Begin mixing at the lowest speed and, when the mixing is completed, return it to the lowest speed.
4. Gas and electric ovens can be extremely hazardous.
 - a. Keep hands off the tops and sides of ovens when in use because of the heat.
 - b. Always make sure the pilot light is on before turning on gas.
 - c. Clean ovens when they are cool and turned off.
 - d. Keep water away from electric cords.

- e. Ventilate a gas oven several minutes before striking a match. Then strike the match and place to the jet before turning it on. Open the gas slowly to avoid blowing the match out prematurely.
 - f. If gas is smelled when opening the kitchen in the early morning, leave the lights off, and call maintenance to inspect the premises.
5. Steam tables are another source of heat, so be careful not to touch them when they are in use. Always use hot pads when lifting hot pans from the steam table to the oven.
 6. Knives can be dangerous whether sharp or dull.
 7. It is best to use sharp knives so less pressure has to be exerted by the user and the likelihood of slippage is decreased. Cut resistant gloves may be useful.
 8. Knives should be handled carefully, even when the task is done. For example, knives should be placed (rather than tossed). Never put knives into water.
 9. The person using the knife should also wash, dry, and store the knife when finished with it.
 10. A knife should be passed handle first, or, if possible, placed on the counter and slid across to the other user.
 11. If you drop a knife, let it fall rather than trying to catch it.
 12. The food processor must be unplugged when not in use and when it is being cleaned. Its blades are sharp and must be handled cautiously. Never use hands to feed foods into the processor; use the food plunger with light pressure (not force).
 13. Vent-a-hoods are to be on during all kitchen operations.
 14. Use the appropriate size of ladder to clean the hoods.
 15. Always have assistance when removing and replacing hood filters.
 16. Oven cleaner blackens aluminum; therefore, never use this product on the vent-a-hood vents.
 17. Have plenty of ventilation when spraying inside the hoods.

KITCHEN STOREROOM SAFETY

Good storeroom safety rules are effective only when put into practice.

1. Use a ladder that is the appropriate size for the job.
2. Ensure storage shelves are well supported to hold weight of canned goods and other food items.
3. Place those items used most frequently at waist height for ease of access. Do not store heavy items above waist height. Use the top shelf as little as possible and only store lightweight items there.
4. Store chemicals separate from the food storeroom and food production areas.
5. Keep storeroom well lit.
6. Keep floor clean, dry, and free from clutter.
7. Keep aisles clear of objects. Put groceries and equipment away as soon as possible.

LADDERS

1. Completely inspect all ladder hardware and fittings before each use.
2. Inspect all ropes and cables and replace them if defective.
3. Do not use defective ladders; report them immediately to your supervisor.
4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not load a ladder more than the rated limits.
5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.
6. Be sure your shoes are free of any material which could cause you to slip while climbing.
7. Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
8. Maintain three-point contact by keeping two hands and one foot, or two feet and one hand on the ladder at all times.
9. Do not climb a ladder if you are ill or afraid of heights.
10. Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
11. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
12. Do not use a ladder which has been tagged “Dangerous — Do Not Use.”
13. Do not climb a ladder behind an unlocked door, doorway, or without someone standing guard.

The following rules apply to straight extension ladders:

1. Never stand above the top three rungs.
2. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the ground. Only when the top is secured should someone work from the ladder alone. When ladders with no safety feet are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
3. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
4. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent or steam clean.
5. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
6. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
7. Do not climb ladders when wearing high heels, sandals, or thongs.
8. Position straight ladders so that the base of the ladder is one foot out for every four feet of height to the point of support.
9. Ladders must be 3½ feet taller than the building top.

The following rules apply to step ladders:

1. Select a step ladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
2. Be sure the step ladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
3. The bracing on the back legs of a step ladder is designed for stability and not for climbing.
4. Always have someone hold your step ladder if you are climbing higher than four feet

MOPPING PROCEDURES

1. Wring out excess water from the mop to eliminate extra weight in the mop and to avoid leaving excess water on the floor.
2. Mop in an “S” motion (instead of back and forth in a sweeping motion) to relieve the back from excessive strain.
3. Use the proper cleaning agents designed for floors. This will prevent residue from building up on the floors and creating a slippery surface.
4. Put up “wet floor” signs while mopping and until the floor is dry.

GISD Safety Manual Acknowledgement

Employee Name: _____
(print name)

Campus/Department: _____

I have received, reviewed, and understand the contents of this safety manual and will observe the safe work practices as outlined. I understand that the safe work practices outlined are not an all-inclusive listing and there are other rules and procedures that I will be required to follow (i.e., Blood borne Pathogens, fire, job specific, etc.).

I also understand that I am responsible for performing my duties in a safe manner so as not to bring harm to myself or others. I am expected to correct any unsafe act or condition. If I cannot correct the unsafe act or condition myself, I will consult my supervisor.

If I am injured during the course and scope of my duties, I will immediately report the injury to my supervisor.

Employee Signature: _____

Date: _____