



### GENERAL

1. Hands need to be washed with soap and hot water and dried with single-use towel prior to returning from rest rooms.
2. Clothing appropriate for work should be worn, and should include appropriate footwear (closed toe shoes). Loose clothing, rings, or loose jewelry that can be entangled in machinery should not be worn.
3. Always use hot pads which are dry and in good condition when removing hot pans from ovens or stoves. Special protective sleeves may be required for some jobs.
4. Spilled liquids or other material shall be wiped up immediately. This must be an individual responsibility requiring top priority.
5. Walk-in ice boxes and freezer floors will be kept clear, clean, and non-slippery at all times.
6. Food or material carts should be pushed. The cart operator shall face the direction of travel.
7. Do not leave carts, cleaning materials, or equipment where anyone can trip over them.
8. Do not connect electric plugs with wet hands.
9. Never operate machines or equipment unless the guards provided are in place and operational.
10. Before using any machine, clear the immediate floor area of all tripping hazards.
11. When operating machines, give them your alert and undivided attention. Never leave a machine running without attention. Shut off the power if you must leave even for only a moment.
12. If a machine jams, shut off the power immediately and use a wooden push stick to free the blades of obstructions.
13. Make sure that portable electrical equipment is unplugged before cleaning is attempted.
14. When mopping heavily used corridors, always keep one side dry for use. Be sure to post the wet areas with warning signs.
15. Do not use drinking cups or glass jars to hold industrial cleaning chemicals or solvents.
16. Store poisons or corrosive cleaning chemicals in locked cabinets or closets.
17. Food or other supplies shall not be stored in a manner that blocks access to fire alarms, sprinkler heads, fire extinguishers, or electrical panels.
18. Open containers of cooking fat shall not be stored in the immediate area of ovens, burners, or fryers.
19. No employee may operate equipment (hand, electrical, or steam powered) before receiving proper training instructions on use and maintenance from a supervisor.
20. Food service workers should wear hair nets or other approved hair restraints to eliminate the hazard of hair entanglement in moving parts of machinery.

### CUTLERY

1. Special boner's aprons and metal mesh gloves may be required for high production boning and meat preparations.
2. Always select the correct knife for the job. Before using a knife, inspect it for defects; the handle must be dry and free from splinters and burrs, and the blade should be properly sharpened. Always cut away from the body.
3. Pay close attention to the job whenever handling sharp knives. Distractions cause accidents.
4. When not in use, knives or other sharp instruments should be stored in the racks provided. Do not cover knives with towels or aprons.

### SLICING, CUTTING, CHOPPING, AND MIXING MACHINES

1. Before starting a machine, be sure that the guards are in place and the machine is properly set to operate.
2. When using chopping or slicing attachments on the mixing machine, be sure that the attachment is firmly fixed in the operating position and the guard is in place.
3. Never place your fingers in the cutting chute; always use the plungers provided.
4. Do not test the contents of a mixing machine while it is in motion. Take time to stop the machine.
5. Always return the slicing machine table to the zero position when you have finished. This will prevent injury during cleanup of the machine.
6. Do not clean the cutting or rotating surface of cutting, slicing, or chopping machines unless you are positive that the power source has been disconnected.

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## **MEAT SAWS**

1. The floor area around the meat saw must be clean and uncluttered.
2. Before starting the machine, make sure that the guards are in place and the machine is properly set to operate. Adjust all guards to proper height and distance for the specific cutting operation to be performed
3. Feed the meat into the blade with the pusher provided. **DO NOT** place your fingers in the immediate vicinity of the blade.
4. Use the foot brake to stop the blade after turning the machine off.

## **GARBAGE DISPOSAL**

1. Do not stuff or pack waste into the opening of the disposal machine.
2. Do not allow glass, metal, crockery, or plastics to enter the grinder. If this does occur, stop the grinder immediately.
3. Electric garbage disposers operate safely and efficiently only when sufficient water is used. Make sure that water is on before starting. Do not attempt repairs or adjustments unless authorized.

## **DISHWASHERS**

1. Floors around dishwashers should be mopped frequently to prevent slips and falls.
2. When moving carts, trays, or utensils, consider your fellow workers in the area. Rush periods and close quarters call for job concentration and cooperation in order to prevent accidents.
3. Handle trays with care and do not overload the machine.
4. If a machine jams, shut off the power and the hot water immediately. Serious scalds can result from reaching into the washing area.

## **PRESSURE EQUIPMENT AND STEAM CLEANING**

1. Aprons, eye protection, rubber gloves, and boots will be worn during all steam cleaning operations.
2. Wear eye and hand protection when operating a garbage can steam cleaner.
3. Always observe the limitation for steam pressure which is marked on the equipment. Operate all steam equipment within the limits recommended by the manufacturer. The jacket should be drained of water before the steam valves are opened. Open the steam valves slowly.
4. To prevent tripping, return the steam hose to the storage rack when the operation is complete.
5. Never fill steam kettles when off balance. Use a small step stool or get help from a fellow worker.
6. Pressure cooking equipment with locked or sealed doors should not be opened unless the pressure gauge reads zero.
7. Never attempt to open stuck doors or lids on pressure cookers by increasing the pressure.
8. Clear the immediate area of all personnel during steam cleaning operations.
9. Do not spray electrical connections with steam unless you know them to be completely waterproofed.
10. Do not leave the steam cleaning nozzle unattended while it is in use.