

TOOL BOX TALKS

Food Service Safety Rules

With so many people involved in the food service industry, there is a high probability of injury in the workplace. Recognizing and preventing possible injuries is crucial to operating a safe, successful commercial kitchen. These safety rules will assist in creating guidelines to follow.

Food Service Safety Rules

- Wear slip-resistant footwear when working in the kitchen area.
 - When using knives and cutting tools keep hands and fingers out of the line of fire.
 - Keep knives and cutting tools sharp.
 - Place unused knives back in storage and do not leave unused knives out.
 - Do not hand knives to coworkers.
 - Pick up knives by the handle only.
 - To prevent fire, keep long clothes, dish towels and aprons clear of hot cook tops and burners.
 - To prevent entrapment keep long clothing, jewelry and aprons clear of industrial dough mixers.
 - Turn handles of hot pots and pans in to prevent them from being knocked over.
 - Use correct potholders to handle hot pots and pans.
 - To prevent steam burns do not use wet wash rags to clean hot surfaces.
 - Wear long, protective gloves and a proper apron when handling hot liquids or grease.
 - Prevent falls by cleaning up spills of food, grease and liquids immediately.
 - Keep emergency exits clear and unlocked.
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- Do not use water on a grease fire. Cover grease fires with lids or use a foam or ABC dry-chemical fire extinguisher.
 - To prevent slips and falls keep trash and waste piles cleaned up.
 - Keep fire extinguishers, hood fire and fire alarm pull stations clear and unblocked.

Slip, Trip and Fall Prevention Safety Rules

- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Do not stand on boxes, carts or tables.
- When extra height is needed use only approved footstools, step stools, ladders or platforms.
- Do not stand on the top two rungs of step ladders.
- Do not overload or overreach on ladders.
- Secure all ladders from tip-over or kick-out.
- Wear appropriate slip-resistant footwear when working.
- Prevent falls by cleaning up spills of food, grease and liquids immediately.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- Do not wear inappropriate footwear like sandals or heels when working during winter weather.
- Keep desk chairs and desk drawers pushed in.

Work **SAFE**

Smart, Accident-Free Environments

- Clean up spills of liquid and water immediately.
- Pick up trip hazards once discovered.
- Do not run.
- Horseplay is prohibited.
- Use the handrail when on stairs and do not carry heavy or bulky items or things that block vision.
- Use elevators, when provided, when bulky or heavy items must be moved from floor-to-floor.
- Do not store materials on stairs. Keep stairs clear of buildups of grease, trash.
- Store oily rags or combustible/flammable waste in safety waste cans.
- Straighten floor runners or rugs that could trip fellow employees.
- Wear protective gloves when cleaning restrooms.
- Wear rubber gloves when handling sharps containers or contaminated waste.

Custodian Safety Rules

- Wear slip-resistant footwear while at work.
- Chemical containers must be labeled and closed when not in use.
- Do not use vacuums or other electrical machines that are damaged or unsafe.
- Use a proper step stool or ladder, do not use crates, chairs or desks.
- Employees must clean up spills of liquid like cleaners or water immediately.
- Empty overflowing trash receptacles or recyclables containers whenever discovered.
- Never over-fill trash cans – empty often to prevent trip hazards and back injuries
- Do not use your hands or feet to compress garbage in trash cans.
- Keep floors, aisles, passageways, furnace rooms, entrances and exits clean and orderly.
- Warn others with warning cones or signs when floors are wet from cleaning or waxing.
- Shelve, stack and store material in a stable and organized manner to prevent falls or trip hazard.
- Wear personal protective equipment when cleaning up blood or body fluids.

Food Delivery Driver Safety Rules

- Employees must wear their seat belts when driving on company business.
- All occupants of the company car must be seated and belted when the car is moving.
- Do not deliver to any commercial or residential locations that appear unsafe.
- Report maintenance needs or hazards before the end of your work shift.
- Perform a written vehicle safety inspection of your vehicle on a regular basis. If it is unsafe, do not use it for company business.
- Report incidents or injuries immediately.
- Do not run when delivering food.
- Wear appropriate footwear for winter weather.
- Non-slip footwear is required.
- Leisure footwear or flip-flops are not allowed.
- All loose contents, supplies or materials must be secured within the car before traveling.
- To prevent theft keep all valuables out of the cab of the vehicle and do not carry excess cash.
- Keep windshield, mirrors and side glass clean.
- Make all adjustments to the seat, mirrors and comfort controls prior to driving.



These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

Catering Van Safety Rules

- Employees must wear their seat belts when driving on company business and must be seated and belted when the vehicle is moving.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Perform a written vehicle safety inspection of your vehicle on a regular basis.
- Report incidents or injuries in writing immediately.
- Maintain the accident documentation kit, a dry chemical fire extinguisher and the contents of the first aid kit in your company van.
- All loose contents, supplies or materials must be secured within the van before traveling.
- Do not perform maintenance on your company van unless trained and authorized.
- Make all adjustments to the seat, mirrors and comfort controls prior to driving.
- Do not drive with any part of the glass obstructed by fog, ice or snow or materials.
- Do not tailgate other motorists.
- Do not use cell phones, texting or multifunction phones while driving.
- Do not drive distracted or fatigued.
- Maintain a safe speed and follow posted limits.
- Park in a manner to reduce the need to back.
- Back the vehicle at walking speed only.
- Do not tailgate other motorists.
- Do not use cell phones, texting or multifunction phones while driving.
- Make a full stop at all stop signs.
- Do not drive distracted or fatigued.
- Maintain a safe speed and follow posted limits.

Cleanup and Dishwashing Safety Rules

- Place unused knives back in storage and do not leave unused knives out.
- Do not hand knives to coworkers. Pick up knives by the handle only.
- Let a falling knife fall – don't try to catch it.
- Knives that need to be washed must be kept away from other utensils that must be washed.
- Do not pick up broken glass by hand. Use a broom and dustpan.
- Wear provided personal protective equipment, especially heavy-duty gloves, while cleaning the bathroom.
- Do not touch any needles or drug items. If you see these anywhere, report it to your supervisor.
- Do not compress garbage bags with your body (for example, stepping on a bag to smash it down); sharp items inside may stick or cut you.
- Report immediately to your supervisor if you think you have been stuck or cut by a needle or any object that you believe has human blood on it.
- When cleaning up waste in the parking lot wear a high-visibility vest.



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Cleanup and Dishwashing Safety Rules, continued

- Use a trash pole, broom and dustpan to clean up waste. Do not pick up parking lot waste by hand.
- To prevent steam burns do not use wet wash rags to clean hot surfaces.
- Wear long, protective gloves and a proper apron when handling hot liquids or grease.

Serving Safety Rules

- Keep chairs, high chairs pushed in when not in use.
- Do not use glass cups to scoop ice.
- To prevent steam burns do not use wet wash rags to clean hot surfaces.
- Do not carry a large amount of plates or trays as this activity could lead to a strain or sprain injury.
- Use a cart when possible for serving multiple customers.
- Stand by the person you are serving if possible, rather than reaching across tables and over people. In booths, pass the plates along, requesting that the people sitting closest to the edge of the booth assist you in passing the plates.
- Make sure serving trays are clean and dry before using them.
- When pouring liquids like coffee or water, move the cup toward you versus reaching to fill cups.
- Do not carry multiple pots of hot coffee at once.
- Do not carry multiple pitchers in a single hand.
- To avoid injuries when cleaning up tables, do not overload totes with dishware.

- Do not move tables by yourself. Get help when moving restaurant furniture.
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