

SAFETY RULES

HOSPITALITY

Employee Safety

The main operations of hotels and motels, which include maintenance, housekeeping, security and food service, all present a unique set of workplace injury risks. Therefore, safety rules should be put in place to serve as guidelines in each type of hospitality environment.

WorkSAFE Tips

- Employees must wear seat belts when driving on company business.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries in writing immediately.
- Horseplay is prohibited.
- Wear slip-resistant footwear.
- Know severe weather shelter locations within the building.
- When using knives or cutting tools, keep hands and fingers out of the way.
- 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 kitchen equipment.
- Prevents slips and falls by cleaning up spills of food, grease and liquids immediately.
- Keep fire extinguishers, hood fire and fire alarm pull stations clear and unblocked.
- To reach items, use proper foot stools or ladders and never stand on chairs, tables or desks.
- Use elevators, whenever possible, when moving bulky or heavy items from floor to floor.
- Chemical containers must be labeled and closed when not in use.
- Do not use damaged or unsafe vacuums or other electrical machines.
- Do not use your hands or feet to compress garbage in trash cans.
- Keep floors, aisles, passageways, furnace rooms, and entrances and exits clean and orderly.
- When working in an office, report concerns with your computer, keyboard, workstation or mouse to prevent musculoskeletal injuries.
- Report any door locks or security system components that don't function.

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.

For more information:



www.mem-ins.com



1.800.442.0593

