

X. CHILD DEVELOPMENT CENTER FOOD SERVICE

A. General

Employees are expected to be alert and to use common sense at all times to avoid hazards, committing unsafe acts and creating hazards that may cause injury to other employees.

If an injury occurs, employees will notify their supervisor immediately, and in no case later than the end of their work shift on the accident. This includes illnesses thought to be work related.

Employees will immediately report any unsafe conditions, damaged tools, or defective equipment to their supervisor.

Employees will take all possible precautions to avoid being burned or creating a burn hazard for other employees.

All spills, including liquids, oil, grease, and food products shall be wiped up immediately.

Broken glass or china should be swept up and never picked up with hands. Broken glass and china should be disposed of immediately.

Employees shall keep their work areas neat and orderly, with aisles unobstructed.

B. Dress and Personal Protective Equipment

Employees are required to observe dress requirements and to wear hygienic equipment required for each position, including but not limited to, the following:

Eye protection and rubber gloves are required when handling caustics, solvents, and acids such as dishwashing machine cleaners.

Loose clothing, long sleeves, ties, gloves, or hanging jewelry are not to be worn.

Canvas topped or opened toe shoes are not to be worn. Protective shoes with composition soles are recommended, since they reduce foot injuries and minimize slipping on floors.

Employees will not wear sun glasses unless medically prescribed and approved.

C. Chemicals

Employees will never mix cleaning compounds or other chemical products.

Employees handling flammable liquids or chemicals of any type are to wear appropriate protective clothing and to comply with safety instructions on the containers.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas unless approved respirators are used.

D. Material Handling

All materials shall be stored neatly, orderly, and securely so that they do not topple or create tripping or fire hazards.

Material is to be stored on shelves whenever possible.

Hand trucks or movable tables are to be used for moving heavy items from one location to another.

E. Fire Protection

Employees will maintain free unobstructed access to fire extinguishers/equipment, fire doors and exits in the area in which they work.

F. Food Preparation

Employees are not to use kitchen tools or equipment unless prior instruction in their proper use has been received.

Employees will not use equipment for any purpose other than for which it is intended.

Employees will not tamper with or render inoperative safety guards and switches on machinery. Machine guards will be kept in place during machine operation. Operators will not reach around machine guards for any reason.

Employees will never reach into any motorized or moving equipment, such as beaters, disposals, shredders, etc.

Employees will not use electrical equipment while standing on wet surface.

Employees will not operate or attempt to repair, to clean, or to adjust equipment unless it is part of the employees' assigned duties and the employees have been properly trained.

Extreme care will be used when working with electrical devices and pressurized steam vessels.

Machinery will be shut off and locked out when being repaired or adjusted.

Removal of lockout tags or devices on any machinery by unauthorized personnel is prohibited.

When using knives, the cutting edge should never be moved toward the body. The employee should never attempt to catch a falling knife.

Employees should never drop knives in tubs of water or place them under material where other employees cannot see them or would not expect them to be left.

Employees should never leave the handles of cooking pots and pans protruding into the aisles while cooking or during food preparation.

G. Dishwashing Area

Modern soaps, and detergents, particularly those used for machine washing of dishes, pots, and pans, are extremely hard on human skin. Machine soap should never be used for hand washing. The powder or solution should be rinsed off immediately if it gets on hands or arms. Instructions for making the wash solution should be followed exactly.

Steel wool or similar abrasives should never be used in cleaning pans or equipment. Tiny pieces can get into the hands and they might also be left in the pan to later be mixed with food.