SAFETY

SAFETY IN THE DIETARY DEPARTMENT

POLICY

This facility will provide a safe environment for performing dietary duties. Staff members will be trained in following proper procedures.

PROCEDURE

The Dietary Manager is responsible for maintaining safety standards, and for reviewing these with new staff members. The safety procedures and standards are reviewed periodically with all personnel in the Dietary Manager.

The Dietary Manager enforces Dietary Department safety procedures and limits the operation of dietary equipment to authorized, trained personnel. A check list may be used in establishing and checking safety procedures. The Dietary manager is responsible for instructing the staff members in the proper use and maintenance of equipment.

The Dietary Manager notified the Maintenance Department of any safety hazards or equipment breakdowns. A preventive maintenance program is developed to avoid unnecessary breakdowns and hazards.

The Maintenance Department is responsible for routine inspection of items such as vents, ducts, fans, and large equipment.

The Dietary Manager has a copy of the fire and disaster plans for the department and reviews these with new staff members and with the entire department at least two times a year: one time for review of fire policies and another for review of disaster policies.
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Lifting or moving objects in done correctly to avoid accident or injury.

1. A staff member requests assistance for a heavy load. When two people are working together, one of them gives verbal signals so that both of them lift and move at the same time.

2. The staff member checks the size and the weight of a load and clears a space for that object before moving it.

3. When lifting, the staff member places feet slightly apart (shoulder width), bends at the knees, takes a firm grip on the load, and lifts slowly and evenly by straightening the legs, keeping the load close to the body. To avoid injuring the back when turning with a load, the staff member changes the position of the feel rather than twisting the body.

4. The staff member always uses carts to transport heavy objects.

Falls are prevented by careful maintenance and cleaning.

1. The staff member removes all spills from the floors immediately. If this is not possible he or she marks the spill for other staff members until it is cleaned up.

2. A staff member who drops something picks it up immediately.

3. The floor is clean, has non-slip wax finish or no wax at all, and is free of hazardous objects.

4. “Wet Floor” signs caution staff members when the floor is being mopped.

5. All aisles are free of obstructions.

6. Mats, when used, are properly placed so that staff members do not trip over them. They are useful in areas where water could make the floor slippery, such as the dish room and the pot and pan sink area. They may be used in areas such as the tray line, where staff members stand for long periods of time.

7. A staff member discovering any leaks, drips, or items that need repair reports these to the Dietary Service Manager.
8. Adequate light throughout the kitchen helps the staff member to see to perform their tasks. These lights are shielded for safety.

Hot items are handled properly.

1. Sufficient pot holders and insulated gloves are provided for staff members when they are handling hot utensils and products. These are dry and in good repair.

2. Before moving a hot item, the staff member cleans a place to receive the item and asks for help if it is heavy.

3. Pot and lid handles are tightly secured.
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Handles are turned away from aisles and are not placed directly over a flame or heat. Partially filled kettles provide room for liquids to boil and can be moved safely. When checking an item in a pot with a lid, the staff member tips the lid away from self to avoid steam burns. Long handled spoons, forks, and paddles protect the staff member from heat. Before moving hot food to the steam table, the staff member clears sufficient space. Hot items are ladled into the steam table container, rather than poured. All ovens, stoves, and steam tables are allowed to cool before they are cleaned. Burners are turned off before the pans are removed from the stove. All oven doors are properly latched, not left open and unattended.

Cutting tools and materials are handled properly.
1. Knives are sharpened properly and stored in a knife rack
2. Staff members cut away from themselves when peeling or cutting.
3. Approved cutting boards are used for cutting and chopping. Wooden surfaces are avoided because of splinters and cross-contamination.
4. Use knives only for cutting, never prying.
5. Staff members are taught to let sharp objects fall without trying to catch them.
6. Can opener blades are kept sharp.

Steel wood or any similar metal scrubber is not used in the kitchen for cleaning pots and pans, as bits of metal may get into the food.

Each staff member is responsible for reporting unsafe conditions to the Dietary Service Manager and for using common sense and care in the execution of his or her job responsibilities.
DISH HANDLING

POLICY

Dishes and other small wares will be handled in a safe manner to prevent injury to personnel.

PROCEDURE

Use care in handling glasses and dishes.

Use a pan and broom to sweep pieces of broken glass. Use a dampened towel for cleaning slivers of glass.

Glass and china articles should not be placed in the pot and pan sin.

When there is broken glass or dishware in soapy water, drain the water first. Then carefully remove broken pieces.

Do not use glassware in forming or preparing food such as for cutting biscuits.

Glasses must be air dried.

When china and glassware are carried from one location to another, staff members shall be alert and move cautiously. Maintain complete control of the load at all times.

Do not overload carts with dishes and trays. Staff members should always be able to see where they are going.

Tray carts should be pushed never pulled.

Care should be taken in stacking dishes on trays when removing them from tables.

Any broken china or dishes should be reported and the area cleaned.

China, glassware, and silver should be separated once collected for cleaning.

Use special caution when preparing dish washing solutions. Carefully follow the instructions as to quantities, temperatures, etc.

After dish racks have been emptied, they should be stored carefully so that they will not topple or trip staff members. Racks must be stored off of the floor.
SAMPLE SAFETY CHECKLIST

(Place a check mark after the procedure when the standard is met.)

DATE OF SURVEY _________________________

Follow the directions for operating all equipment.
Follow the directions for preparation of products.
Cooperate with and assist fellow employees.
Report to work on time to avoid rushing.
Do not engage in horseplay at work.
Do not have radios on during periods of concentration, such as when working in the tray line.
Wear clean clothing, not loose or with ties or decorations that could get caught in the equipment.
Wear jewelry limited to wedding rings, watches, and pierced stud earrings.
Wear shoes with closed toes, non-skid soles, and low heels.
Use no chipped, broken, or unglazed dishes and see that cracked glasses are discarded.
Pick up immediately items that are dropped.
Use a camp paper towel to pick up broken glass.
See that spills are wiped up immediately.
Keep aisles and the preparation areas free of clutter.
Require that employees wear the recommended apron (cooks, cloth; dishwashers, plastic.)
Require that mats are used in wet areas.
Report malfunctioning equipment, leaks, and drips to the dietary manager.
Provide adequate light.
Require that proper lifting procedures are used.
Require that cart are used when needed.
See that pot holders and gloves are available and used properly.
Require that assistance is used when transferring hot, heavy liquids.
Suggest that the lid is tipped away from the employee when checking cooking items.
See that handles on pots and pans are tight.
See that handles on pots and pans are kept away from traffic areas and burner.
Require that pans are not overfilled.
Require that long-handled spoons and equipment are used for stirring and portioning.
Suggest that equipment is cooled before cleaning.
Require that proper procedures are used in opening boxes and crates.
Require that knives are sharp and handled and stored properly.
Suggest that employees do not hold items in their hands when cutting and cut away from body.
Require that knives are washed separately and never left in the sink. See that can opener labels are clean and sharp.

See that can lids are removed completely.
Require that equipment is turned off when plugged in, or is unplugged. Require that the proper equipment guards and other safety equipment are used (i.e. the pusher for the meat grinder.)
Require that equipment cords are in good condition.
Require that all lights have covers.
Require that ovens and range vents are clean.
Require that nonfood supplies are not stored with food.
Require that there is a ladder or stool in the storeroom.
SECURITY GUIDELINES

POLICY

Each facility will establish its own kitchen security guidelines which will be followed to assure that staff members and supplies are safe.

SAMPLE GUIDELINES

All doors to the Dietary Department will have secure locks. The door from the kitchen leading to the outside shall remain locked unless a delivery is in progress. It is recommended that the door to the outside have a peephole to the kitchen.

Only designated personnel will have access to Dietary Department keys.

Storage room doors and windows must have secure locks. Keys to the storage room and walk-in freezers and refrigerators will be controlled by the Dietary Service Manager.

Staff members may not remove food or other items from the facility.