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| **Sample Food Service Safety Rules** |
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| **General Safety**  1. **Accident Reporting:** Report all accidents or near misses to your supervisor immediately. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated. 2. **Alcohol and Illegal Drugs:** Being under the influence of illegal drugs and alcohol will not be allowed on company property. Employees will notify their supervisor of any prescription drugs that might impair their judgment. 3. **Driving:** While driving a company vehicle or driving your own vehicle for company business, obey all traffic laws at all times. Wear your seat belt at all times. Do not drive at speeds that exceed the posted speed limits. Never use your cell phone or text while driving. 4. **Hazard Reporting:** Notify a supervisor immediately of any unsafe condition and/or practice. 5. **Horseplay:** Wrestling, running, pushing, throwing any item in play, or other disorderly conduct is forbidden while on the job. 6. **Housekeeping:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas. 7. **Slip-Resistant Shoe Guidelines:** Proper slip-resistant shoes are required for most food service positions. Your choice of slip-resistant shoes must be approved by your supervisor before your first shift. Regular replacement of your shoes will also ensure they continue to provide adequate slip resistance. 8. **Signs/Labels:** Always refer to signs and labels for instructions on proper use of any hazardous chemicals. Never mix chemicals with other chemicals or cleaning products.   I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand that if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Kitchen and Cooking Staff**  **Safety Rules** |
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| Avoiding Cuts   1. Follow your employer’s cut-glove program. 2. Tuck your fingers in when slicing. 3. Keep your eyes on the product being cut. 4. Ensure knife blades are sharp. 5. Do not attempt to catch falling knives.   Hand Safety: Working with Grinders   1. Use a stomper when pushing food through a grinder.   Avoiding Kitchen Burns: Cooking with Oils   1. Wear long sleeves and pants. Avoid loose clothing. 2. When adding ingredients to hot liquids, add small amounts at a time to prevent splashing. 3. Raise and lower fryer baskets gently. 4. Do not lean over hot oil.   Avoiding Kitchen Burns: Steam   1. Use caution when opening lids, containers and oven doors.   Avoiding Kitchen Burns: Transferring Oil  1) Let oil cool before transferring it in a closed container.  2) Ensure pathways are clear before transferring the oil.  Avoiding Kitchen Burns: Working with Hot Objects  1) Use appropriate kitchen mitts or a towel when handling hot objects.  2) Do not place hot pots or pans with the handles hanging over the edge of the stove, table or counter.  Protecting Yourself from Strains   1. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting.   Preventing Slips, Trips and Falls   1. Wear slip-resistant footwear. 2. Report or fix all kitchen floor mats that do not lie flat or are torn. 3. Maintain good housekeeping. 4. Clean up spills immediately. 5. Do not allow food to accumulate on the floor.   Working with Slicers  1) Use guides when using electric slicers. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Food Preparation Staff**  **Safety Rules** |
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| Avoiding Cuts   1. Follow your employer’s cut-glove program. 2. Tuck your fingers in when slicing. 3. Keep your eyes on the product being cut. 4. Ensure knife blades are sharp. 5. Do not attempt to catch falling knives.   Protecting Yourself from Strains   1. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting.   Preventing Slips, Trips and Falls   1. Wear slip-resistant footwear. 2. Report or fix all kitchen floor mats that do not lie flat or are torn. 3. Maintain good housekeeping. 4. Clean up spills immediately. 5. Do not allow food to accumulate on the floor.   Working with Slicers  1) Turn off and unplug machinery before cleaning or removing an obstruction.  2) Use machine guarding that is provided. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Stockroom Staff  Safety Rules** |
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| Avoiding Cuts   1. Use the proper blade for the task. 2. Use retractable blades, and cut away from the body. 3. Always retract the blade when not in use.   Protecting Yourself from Strains   1. Stack heavy or bulky storage containers on the middle and lower shelves of storage racks. 2. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting. 3. Maintain good housekeeping.   Preventing Slips, Trips and Falls   1. Wear slip-resistant footwear. 2. Maintain clear walkways. 3. Use a stepladder or footstool to reach products. Never use boxes or chairs. 4. Maintain good housekeeping. 5. Never allow food or packing debris to accumulate on the floor. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Dishwashers and Service Staff  Safety Rules** |
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| Avoiding Cuts   1. Use a dustpan and broom or small brush to pick up broken glass. 2. Place the broken glass in a designated container.   Protecting Yourself from Strains   1. Carry one rack of glassware at a time. 2. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting.   Preventing Slips, Trips and Falls   1. Wear slip-resistant footwear. 2. Report or fix all kitchen floor mats that do not lie flat or are torn. 3. Clean up spills immediately. 4. Use caution signs and cones to barricade freshly mopped floors.   Working with Chemicals   1. Follow the instructions on the label for each chemical product.   2) Wear goggles when working with hazardous chemicals.  3) Wear rubber, elbow-length gloves when working with hazardous chemicals. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Servers, Servers’ Assistants, Hostesses and Cashiers Safety Rules** |
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| Avoiding Cuts   1. Always use a dustpan and broom or small brush to pick up broken glass. 2. Place the broken glass in a designated container. 3. Follow your employer’s cut-glove program. 4. Tuck your fingers in when slicing. 5. Keep your eyes on the product being cut. 6. Ensure knife blades are sharp. 7. Do not attempt to catch falling knives.   Protecting Yourself from Burns   1. Do not remove the coffeepot until the coffeemaker stops dripping.   2) Use trays to carry hot bowls and plates.  Protecting Yourself from Strains   1. Support your elbows against your body when carrying trays. 2. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting.   3) Push a cart, rather than pull it.  4) Do not overload carts.  Preventing Slips, Trips and Falls   1. Wear slip-resistant footwear. 2. Report or fix all kitchen floor mats that do not lie flat or are torn. 3. Clean up spills immediately. 4. Mark wet areas with caution signs or cones. 5. Do not rush. Slow down at corners and hallways. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Bartending Staff  Safety Rules** |
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| Avoiding Cuts   1. Always use tongs to remove large fragments if a glass breaks in the sink. 2. Place the broken glass in a designated container. 3. Follow your employer’s cut-glove program. 4. Tuck your fingers in when slicing. 5. Keep your eyes on the product being cut. 6. Ensure knife blades are sharp. 7. Do not attempt to catch falling knives.   Protecting Yourself from Strains   1. Support your elbows against your body when carrying heavy objects. 2. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Banquet Managers and Staff**  **Safety Rules** |
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| Protecting Yourself from Burns   1. Do not remove coffeepot until coffeemaker has stopped dripping. 2. Use an extended lighter to light Sternos. 3. Use a cloth or oven mitts when handling chafing dishes and lids. 4. Use proper equipment for smothering a flame (e.g., a snuffer paddle).   Protecting Yourself from Strains   1. Ask for help or use a dolly when moving heavy furniture or equipment. 2. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting.   3) Push a cart, rather than pull it.  4) Do not overload carts. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Delivery Staff**  **Safety Rules** |
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| Protecting Yourself from Strains   1. Use a cart or dolly to transfer large or heavy items. 2. Use proper lifting procedures:    * Lift with your legs, not your back.    * Avoid awkward positions while lifting, such as reaching or twisting.   Safe Driving   1. Always wear your seat belt and follow traffic laws. 2. Never use your cell phone or text while driving. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Security Staff**  **Safety Rules** |
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| General Safety Guidelines   1. Report poor lighting. 2. Always use the peephole to confirm someone’s identity before opening a back door. 3. Never leave a door propped open or unattended. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **General Safety and Security in the Workplace  Safety Rules** |
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| General Safety Guidelines   1. Always close any cash register drawer when it is not in use. 2. Always leave in pairs, and be aware of your surroundings. 3. Carry personal items, such as purses and keys, discreetly and out of sight. 4. In the event of a robbery, respond to the robber’s orders calmly to reduce the chance of violence. 5. Never confront a hostile customer. Get assistance from a manager, or call security or 911. 6. Always use the peephole to confirm someone’s identity before opening a back door. 7. Never leave a door propped open or unattended. |
| I, (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read/been read and understand these rules. I agree to follow all the rules at all times and understand any violation can result in disciplinary action, including termination of employment. **I understand if a safety rule violation results in a work-related injury or illness, my workers’ compensation benefits — by law — can be reduced by 50 percent.**  **Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |