

<i>Hazard Review</i>	
<ul style="list-style-type: none">• Cuts, slips and falls• Microbial contamination• Fires	
<i>Related Safe Work Practices</i>	
<ul style="list-style-type: none">• Animal and Pest Control• Housekeeping• Lifting and Body Mechanics• Rodent Material & Carcasses	
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Safety and good housekeeping and hygiene are everyone's responsibility. Kitchens are no exception!

BEFORE

1. Read and be familiar with manuals on any kitchen machine before you use it for the first time. Different units, even from the same manufacturer, can have different safety requirements. You should also review the manual every 2 years to remind yourself of the safety items related to that unit.
2. Always wash hands before conducting activities with food or beverages. Remember that **hand washing is the single most effective way to prevent transmission of any diseases** that may be present.
 - Any all-purpose mild hand soap will suffice. "Anti-microbial" products are not necessary.
3. All kitchens must have:
 - A functional fire extinguisher within easy reach, appropriately mounted.
 - A safe, non-accessible (to the public or kids) storage location for knives and other sharp objects.
 - Ground fault circuit interrupter (GFCI) outlets around sinks and other wet areas.
 - Public health signs as mandated by the City/County over every kitchen sink instructing on proper hand washing.

4. Know your kitchen appliances and supplies.
 - If a microwave oven is used, a sign warning of potential radiation effects to people with pacemakers should be affixed on or around the appliance.
 - If gas appliances are used (e.g. gas oven), detailed instructions on how to shut off the gas to the building, in an emergency/fire, need to be clearly posted and understood.
 - If a garbage disposal is installed, the manufacturer's recommendations for its safe use and function must be clearly understood and communicated to staff.
5. Inspect utensils, appliances, and electrical cords for damage and discard or service items which are problematic.
6. Store heavy pots and other objects at waist height if possible. If not, store below waist level and use proper lifting techniques (see Lifting and Body Mechanics). In general, get mechanical or human assistance to help lift heavy or awkwardly placed items.
7. Keep all areas free of food or beverage spills and debris. Good housekeeping is the best way to prevent many health and safety hazards, including insect and rodent problems, slips, trips, falls, fire, etc. A crumb or a drop of soda is a feast for an ant!
 - Store food items particularly attractive to pests (such as sugar, syrup, honey or other sweet items) in closed (plastic) containers or in the refrigerator.
 - Keep the outer surfaces of containers, countertops and appliances washed and free of residue.
 - Routinely clean out the refrigerator to eliminate "expired" foods/drinks and internal spills on shelves.
 - Cleaning up insects, rodents, or their debris shall be done as needed for good housekeeping.
8. Keep storage areas under sinks uncluttered. Access to water shutoffs and plumbing should be kept clear.
9. Storage of all materials such as plastic utensils, cups, and plates should be neat and orderly. Organize materials into sealable containers or bags to keep them clean.
10. No ant, insect or rodent sprays, traps or the like are to be purchased or initiated by general staff. All pest management issues and actions must be referred to and coordinated by the Department's Integrated Pest Management (IPM) unit (see *Animal and Pest Control*).
 - Use of soap and water to cleanup ants and incidental debris is recommended for interim controls.

DURING

1. Wash hands as needed to keep food or beverage handling sanitary.
2. **DO NOT:**
 - Put cooked food on the same plate, tray or cutting board as raw food.
 - Leave a knife or other sharp object out or unattended where children may access it.
 - Use reflective objects in the microwave oven such as aluminum/tin foil or other metallic coated items.
 - Put sharp knives or objects in a sink full of water. Wash separately.
3. Store paper products, cloth towels and any other easily ignitable items away from the oven and other heat sources.
4. Empty and rinse out soft drink and other beverage containers prior to placing them into garbage cans or recycle bins.
5. Thoroughly clean up grease and spills of food or beverage **AS THEY OCCUR!** Keep counters, shelves, cupboards, kitchen appliances, sinks, and garbage disposals clean.
6. To remove an avocado pit, do **NOT** strike the seed with a knife. Gently slide a spoon underneath the pit and lift it out. You may then use your fingers or a spoon to remove the flesh from the skin.¹
7. When using a meat slicer²:
 - Use guards and glides at all times.
 - Secure meat properly in the slicer, and ensure that the slicer is in the proper setting before cutting.
 - Never reach across the blade.
 - Turn the slicer off after use, setting the calibration back to zero.
 - Unplug the slicer before cleaning it.

AFTER

1. Oven and all appliances must be clean and turned off before leaving the kitchen.

¹ "Selecting, Handling and Storing Avocados", California Avocado Commission, 2004, www.avocado.org/avocado-facts/fruit-selection.php

² Workers' Compensation Board Hazard Alert, "Using Extreme Caution when Using Meat Slicers", <http://www2.worksafefbc.com/i/posters/1999/ha9906.html>, 5/16/07

2. Dirty pots, pans or dishes should be cleaned and NOT left overnight, even in a dishwasher!
3. All foodstuffs must be placed in sealed containers, securely wrapped, and/or placed in the refrigerator.
4. Counters, appliances, cracks and crevices must be wiped off with mild soap to remove food and debris. Note: for heavy pest infestations, use of a HEPA (high efficiency particulate air) filter equipped vacuum may be prudent and necessary.
5. Garbage should be taken outside and not stored indoors overnight. Remove trash to outside garbage dumpsters or other storage areas prior to the end of your work shift. If garbage must be stored indoors, containers with tight-fitting lids should be used (do not overfill!).

KNIFE SAFETY³

1. Keep all knives sharpened and in good condition. Let other staff know when knives are newly sharpened.
2. Use a knife only for its intended purpose.
3. Use the appropriate knife for the job.
4. Carry knives with the cutting edge slightly away from your body.
5. Store knives properly.
6. Keep the blade clean.
7. Never:
 - Touch knife blades.
 - Catch a falling knife; let it fall.
 - Hand a knife to someone. Put it on the counter and let them pick it up.
 - Leave a knife soaking in a sink of water.
 - Talk to people while using a knife.

BOXCUTTER OR UTILITY KNIFE SAFETY⁴

1. Be sure that the blades are properly seated before using, and that the box cutter is properly closed or fastened together before use.
2. If you are opening a container, there may be instructions on how to open. If so, read before opening.
3. Always pull, never push the box cutter.
4. Make sure no body parts are in the cutting path.
5. Take your time.
6. When not using the box cutter, make sure the blade is retracted.
7. Use only sharp blades. When a blade starts to tear instead of cut, its time to get a new blade.
8. Do not use box cutter blades to open cans or pry loose objects. Do not bend or apply side load forces to the blade.
9. Discard the used blade in a safe place. Carefully wrap it in several layers of tape to cover sharp sides and points if putting in standard garbage can. Or dispose of in a metal scrap bin.
10. When changing a blade:
 - Carefully remove the blade from the knife.
 - Always hold the blade on the non-sharp side.
 - Discard the used blade in a safe place. Carefully wrap it in several layers of tape to cover sharp sides and points.
 - Make sure to re-assemble the knife correctly. Make sure the screw is tight.

³ Federal OSHA, Easy Dos and Don'ts for Teen Workers - Safer Knife Handling, http://www.osha.gov/SLTC/youth/restaurant/poster_knives_text.html

⁴ Razor Knife Safety, Boise Packaging; <http://siri.uvm.edu/ppt/razorknifesafety/>

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