
Best Management Practice: Workplace Safety

IAW Policy: ISU Dining Health and Safety Policy
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Introduction:

Dining centers, cafes and food service production areas present multi-faceted hazard and injury risks; for employees, there is the possibility of slip and fall incidents, cuts from food preparation, burns from deep fryers or ovens, or injuries from lifting boxes of food and supplies. There are also risks associated with fire and chemical hazards.

Under the General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act of 1970 (OSH Act), employers are required to provide their employees with a place of employment that “is free from recognizable hazards that are causing or likely to cause death or serious harm to employees.” The courts have interpreted OSHA’s general duty clause to mean that an employer has a legal obligation to provide a workplace free of conditions or activities that either the employer or industry recognizes as hazardous and that cause, or are likely to cause, death or serious physical harm to employees when there is a feasible method to abate the hazard.

Practice Statement:

Simple actions can be taken to ensure workplace safety risks are minimized:

1. All employees should follow these safe practice rules and report all unsafe conditions or practices to a manager and/or supervisor. To stay safe at work, employees should be aware of their surroundings and be aware of machinery and the potential hazards it poses.
2. Anyone known to be under the influence of alcohol and/or illicit drugs should not be allowed on the job while in that condition. Employees with symptoms of alcohol and/or drug abuse are encouraged to discuss problems with a manager/supervisor or seek help from a medical professional.
3. Employees should not be permitted or required to work while his or her ability or alertness is impaired by fatigue, illness, or other causes that might expose the individual or others to injury.

4. Employees are responsible for keeping work areas neat and orderly, maintaining halls and floors free of slip and trip hazards, and removing of waste materials (e.g., paper, cardboard) and other fire hazards from work areas. Good housekeeping is also a basic part of incident and fire prevention.
5. Employees must ensure that all guards and other protective devices are in proper place and adjusted, and report deficiencies or broken equipment.
6. Approved personal protective equipment shall be worn in specified work areas and while utilizing specific equipment and chemicals.
7. Horseplay, scuffling, rushing/running and other acts that tend to endanger the safety or well-being of employees are prohibited.
8. Employees must be monitored and supervised to prevent injuries when working with equipment and handling heavy materials.
9. When lifting heavy objects, employees should bend their knees and use the large muscles of the legs instead of the smaller muscles of the back. Back injuries are the most frequent and often the most persistent and painful type of workplace injury. When lifting awkward or heavy loads, employees should utilize a two person lift or use lift assists, such as forklifts, dollies, carts, or hand trucks.
10. Employees should not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.
11. All injuries must be reported promptly to the manager/supervisor so that arrangements can be made for medical and/or first aid treatment. All accidents, injuries or near miss events should be documented using the [First Report of Injury incident portal](#).
12. In the case of any emergency, employees should call 911.

Slip and Fall Protection

Slips and falls account for a substantial amount of workplace accidents and injuries. Wet and slippery floors due to spills (like grease/oil from cooking, water, etc.) and lack of housekeeping can cause slips and falls. The same goes for ISU Dining guests – slips can occur due to rainwater or snow accumulating around entrances and other high traffic areas.

- Employees should maintain workspaces free of clutter.
- Employees should ensure slip-resistant mats with beveled edges are placed in wet areas.
- Employees must store all floor mats vertically and tightly rolled when not in use.
- Employees must immediately clean up spills or place a wet floor sign over the area if the spill cannot be immediately cleaned; any debris should be cleaned up immediately.
- Degreasers should be used for areas in and close to culinary production areas.

- Employees should wear slip-resistant shoes while working in production and service areas.

Cuts and Strains Protection

Cuts

Cut-related injuries are a risk for any ISU Dining employee. For example, slicing machines without proper guards in place can lead to cuts, amputation and even death. Cuts from knives, blades or equipment can also occur. To help avoid these injuries:

- Employees should use designated buckets to dispose of broken glass, bottles, and plates – do not use regular trash.
- Employees should use cut gloves when handling knives, blades or slicing equipment (food slicers, tomato slicers, mandolin, etc.) to prepare food. The use of cut-resistant gloves is mandatory and enforced.
- All employees should be trained and utilize best knife practices: which knife to use, how to use it, proper maintenance/storage, and proper PPE usage.
- Store plastic wrap below eye level in all kitchens.
- Beware of cuts while hand washing slicer blades and knives. Knives and blades should never be left unattended or sent unattended to the dish room.
- Employees should never attempt to catch a falling knife or blade.

Strains

- Provide lifting aides such as dollies, carts, or another employee to assist with heavy or awkward items.
- Objects over 50 pounds require a two-person lift.
- In coolers, freezers, and dry storage racks, ensure that heavier products (over 35 pounds) are stored at mid-body heights.

Burn Protection

Hot surfaces, deep fryers and hot liquids, foods and grease can lead to severe burns.

- Employees must use proper hot food handling protection (hot pads, burn mitts, burn sleeves, etc.) when working with hot foods or equipment. Never use a wet towel as a potholder.
- Employees should use a cart to move hot and/or awkward pans.
- Employees must pay close attention to task at hand when working with hot liquids and foods.
- When working with fryers, fill baskets no more than halfway, shake off excess ice crystals before placing fryer baskets in hot oil and follow directions when adding or disposing of oil.
- All staff should be aware of the location of first-aid kits, and managers/supervisor should ensure that the kit is properly stocked.

- Policy
- Standard Operating Procedure
- Emergency Operating Procedure
- Best Management Practice



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- Employees should wear slip-resistant, closed-toe shoes while working in the kitchen.
- In the event of a hot liquid and/or oil spill, spill should be cleaned up immediately and grease/oil spill kit and procedures should be used.

Protect Against Chemical Exposure

Exposure to cleaning, disinfecting and maintenance chemicals can cause respiratory problems, blindness, and irritate the skin and eyes.

- Employees must read and understand the Safety Data Sheet for each product used and wear proper Personal Protective Equipment when called for.
- All chemicals should be inventoried and stored in designated storage areas below eye level.

Results:

Facility management responsibilities:

- Train all dining employees at designated locations on the Workplace Safety best management practices (BMP).
- Workplace safety shall be an ongoing topic of discussion at regular meetings.
- Monitor and ensure adherence to the best management practices for Workplace Safety
- Take corrective actions as needed.
- Maintain records in employee’s permanent file.
- Retrain any Dining Services employee not following procedures in this BMP

Employee’s responsibilities:

- Always follow ISU Dining’s Workplace Safety Best Management Practices.
- Report any concerns to management immediately.

Accountability:

Failure to follow the best management practice will result in mandatory documented re-education by the direct supervisor within 14 days.

Employee Signature

Date

Supervisor Signature

Date