Name of Policy:	Safety	}	
Policy Number:	3364-104-712	MEDICAL CENTER	
Department:	Food & Nutrition		
Approving Officer:	Director, Food & Nutrition		
Responsible Agent:	Food & Nutrition Management		
Scope:	Food & Nutrition Services	Effective Date:6/1/2022Initial Effective Date:8/2002	
New policy proposal X Minor/technical revision of existing policy   Major revision of existing policy Reaffirmation of existing policy			

## (A) Policy Statement

To protect the health and safety of our employees, patients, visitors and staff, Food and Nutrition Services takes preventive measures to avoid injury and accidents.

## (B) Purpose of Policy

Safety is essential and actions are taken in order to avoid unnecessary accidents.

## (C) Procedure

- 1. Instruct employees to report defective equipment to their supervisor. Use of such equipment will be discontinued until repairs are made and it is safe to resume operation of the equipment.
- 2. Encourage all employees to report all accidents or injuries to the supervisor, no matter how minor.
- 3. Avoid electrical shocks and burns by handling electrical equipment with dry hands. To clean; disconnect all electrical equipment. Employees are instructed to report bare wires and malfunctions to the supervisor.
- 4. Prevent injury by mechanical equipment. Workers are to make use of safety devices on equipment and to report defective equipment promptly. Protective clothing, such as gloves, aprons, masks and hairnets are to be worn by employees as situations warrants.
- 5. Prevent falls and slips on floor surfaces. Employees on duty to wear firm sole, non-slip shoes.. Encourage traffic on wet floors to keep to one side and hold on to rails where such are provided. Wipe up spills from floors immediately.
- 6. Take steps to prevent cuts from knives and other sharp instruments. Sharp knives are provided so that dull ones need not be used. Direct employees to use knives most suited to the job being performed. The proper procedure of cutting away from the body will be demonstrated to employees. Knives are not to be used for prying off lids or opening cans. Store knives and sharp instruments in holders or racks following use. They are not to be placed in sinks to be left for washing.
- 7. Dispose of sharp edge containers or broken dishes in special containers provided for the same. Lids from empty cans are to be placed inside of can to avoid cuts in removal or rubbish.
- 8. Acquaint all department personnel with location of all fire extinguishers and use of fire reporting system. Hoods over stove and other equipment are to be kept clean and free of grease accumulation. Pots and pans containing grease are to be removed from oven and range. Grease is not to be allowed to accumulate in broiler drip pans.
- 9. Avoid back strain and injury by instructing employees to proper procedures for lifting heavy loads or equipment with minimum effort or strain.
  - a. Size up load and if help in needed, get it.
  - b. Get a solid footing and get close to the load.

- c. Keep the back straight, bend the knees and let the muscled do the lifting. Never squat, as more effort is required to straighten up.
- d. Take a firm grip on objects to be lifted, noting the feel of one's muscles and body in the process. Avoid twisting or jerking. If edges of object are rough, wear protective gloves.
- e. Loads should not be high enough to obstruct the vision of the transporter.
- f. Exercise caution in releasing of load. Keep fingers away from pinch points and be aware of one's feet.
- 10. Move through traffic-ways with care. Keep traffic aisles clear of objects and spills. Walk, never run; approach corners, swinging doors and congested areas carefully and slowly. When in motion with dangerous object of materials, make the person in front of you aware of your presence as you approach from the rear.

Approved by:		<b>Review/Revision Date:</b> 8/2002
/s/	5/3/22	6/2005 6/2/2008
Joshua Krupinski Director, Food & Nutrition	Date	7/1/2011 7/1/2014 3/3/2017 4/23/2019 5/1/2022
Review/Revision Completed By: Food & Nutrition		Next Review Date: 5/1/2025