



ARE

EMPLOYEES ARE RESPONSIBLE TOO!

Employees are required by law to **ACT SAFE** and **THINK SAFE** when they are at work

- Don't fool around while at work!
- Don't take short-cuts!
- Follow work rules and procedures!
- Think before you Act!

Do not forget that there are hazards at work that can cause serious injury such as:

- SEVERE BURNS
- ELECTRICAL SHOCK
- AMPUTATIONS
- CRUSHED LIMBS
- CUTS & ABRASIONS
- HEAD INJURIES



Take Safety at Work Seriously or You May Regret it for the Rest of your Life!



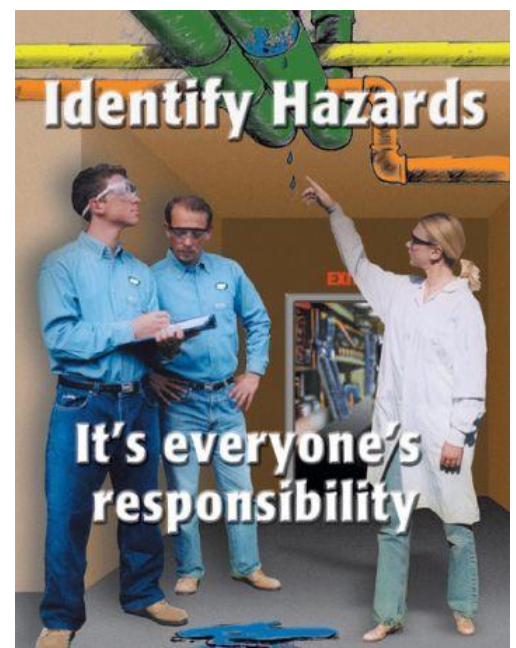
SAFETY RULES FOR EMPLOYEES

EMPLOYEES MUST COMPLY WITH THE FOLLOWING SAFETY RULES:

- **Read this safety booklet before you commence work**
- **Confirm you have understood the booklet and provide an undertaking to comply, prior to commencing work**
- **Do not cut corners and take risks**

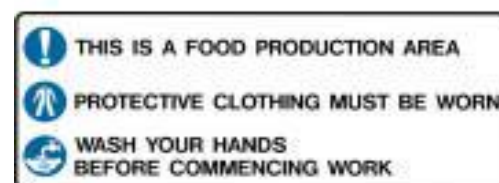
ALWAYS GIVE THE JOB YOU ARE DOING YOUR FULL ATTENTION!

- **Always do the job the way you were shown. Do not try to invent or make up your own way of doing things. If in doubt – Ask Questions**
- **Do not use equipment or operate machinery until you have been fully trained to do so**
- **Think about your own safety and the safety of those you work with**
- **Immediately notify your supervisor of any accidents or injuries**
- **Do not work if you are affected by drugs, alcohol, or medication as you might put your own and others safety at risk**
- **Wear all appropriate personal protective equipment (PPE)**



- **Use gloves to protect your hands**

- ▶ For food handling operations use light weight plastic disposable gloves
- ▶ For handling hot or slippery objects or when moving frozen stock in the cold room – use fabric gloves to improve your grip and protect yourself from burns
- ▶ For protection from cleaning chemicals, use gloves recommended by the supplier (this information will be included in the MSDS)
- ▶ For protection from accidental cuts and scratches use metal mesh gloves



- **Follow the rules of personal hygiene**

- ▶ **Avoid touching your hair, face, nose, ears and mouth**



ALWAYS WASH YOUR HANDS:

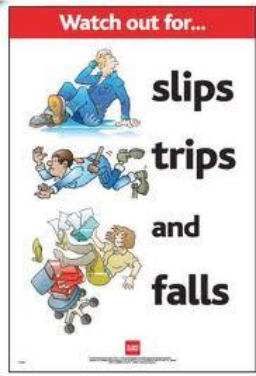
- *Before and after handling food*
- *After smoking or eating*
- *After using the toilet*
- *After coughing or sneezing*
- *After wearing gloves*

IMMEDIATELY NOTIFY YOUR SUPERVISOR OF ANY UNSAFE EQUIPMENT, CONDITION OR ACTIVITY



Common Fast Food Hazards

The Danger	Some of the Hazards		Consequences
BURNS Exposure to hot surfaces or equipment, hot oil, or boiling water	Hot toasters, grills, ovens or hot surfaces in general	Handling of hot oil, hot water, hot pans, hot trays	First, second or third degree burns
	Failure to wear protective equipment - No gloves provided for removal of basket from deep fryer	No filtration unit for hot oil. Failure to let hot oil cool before changing	
SLIPS, TRIPS AND FALLS Slips, trips and falls from uneven, wet or greasy floor surfaces; cluttered aisles	Incorrect footwear can cause slips	Unstable ladders can cause falls	Fractures, bruises, cuts, dislocations, concussion, headaches, dizziness, sprains/strains
	Employees mucking around washing dishes causing spills and wet floors	Failure to dry floors after spills or after mopping	
	Poor housekeeping - aisles and corridors not kept clear	Cracked tiles or uneven surfaces	
MANUAL HANDLING Unsafe lifting and moving, repetitive task	Lifting heavy soft-drink cartons; not lifting correctly	Trolleys not used to assist in moving heavy loads	Back sprains and strains; shoulder, arm and hand strains
	Inappropriate storage, poor layout	Repetitive tasks (eg making pizza dough)	
CUTS Lack of care when using knives, equipment or other items	Failure to wear protective equipment; Carelessness when using equipment	No training in the use of dangerous equipment;	Amputations; lacerations
	Cuts from equipment - dough sheeter, cutting blade	Stainless steel edges, sharp edges, can lids, opened cans	
ELECTRICAL Wet floors near electrical equipment, frayed and worn cords	Exposed electrical leads or plugs; Cleaning with water near electrical equipment, cleaning electrical equipment while power still connected	Brittle cords, damage through constant movement of equipment or exposure to heat	Electric shock, burns, loss of consciousness
HAZARDOUS EQUIPMENT Working with moving machinery, operator distractions, equipment needs maintenance	Fingers may get caught in dough mixer, dough sheeter, or dough divider	Getting hand stuck in roller; Incorrect operation of machinery	Cuts, lacerations, amputations, crushing and bruising, entanglement
	Guards removed from equipment or not installed in the first place	Slicers, mincers	
HOLD-UPS	Exposure to violence during robberies		Trauma, assault
CHEMICALS	Exposure to chemicals used in cleaning	Failure to wear protective equipment	Dizziness, vomiting, dermatitis, breathing problems, burns to skin and eyes
INFECTIONS	Moist hands combined with untreated cuts, re-using gloves		Infected wounds; warts



SLIPS, TRIPS, AND FALLS

FOLLOW THESE GUIDELINES TO REDUCE THE POSSIBILITY OF ACCIDENTS OR INJURIES:

- Never run or rush when doing a job
- Constantly monitor the condition of floor surfaces (including the floor of the cold room)
- Clean up spills and dropped food immediately and keep floors dry and clean at all times
- Use floor cleaning products that remove oil and grease
- Check that floor surfaces are even (no loose, cracked, or uneven tiles)
- Apply an effective slip resistant cover to floor surfaces
- Suitable footwear must be worn at all times (eg non-slip soles)
- Keep ladders secure and stable



BURNS AND SCALDS

PREVENTATIVE MEASURES TO REDUCE THE RISK OF INJURY:

- Take action to prevent burns from hot oil
- If possible, eliminate the need to handle hot oil by using an oil filtration system
- Cleaning and oil filtering should be planned prior to opening rather than during the closing down procedure as this ensures time for the oil to cool
- Maintain seals regularly on deep fryers
- Use covers on deep fryers when not in use
- Pat food dry before dipping in fat (reduces spitting)
- Place warning signs or stickers near hot equipment or surfaces



How to handle hot items:

Burns resulting from the use of espresso machines are common!

- ▶ Open doors and lids of steam heated equipment away from the body
- ▶ Place pans so that handles are not over hotplates
- ▶ Use dry cloths to pick up hot items to avoid steam burns
- ▶ Ensure heat resistant gloves and aprons are available and worn

IMMEDIATE FIRST AID TREATMENT FOR BURNS AND SCALDS:



- ▶ Flush affected area with cold running water for 15 minutes
- ▶ Do not remove any clothing sticking to the skin
- ▶ Remove jewellery as quickly as possible before swelling occurs (the jewellery may still be hot)
- ▶ Cover the burn with a dry sterile bandage
- ▶ Seek medical treatment as soon as possible

TOOLS, EQUIPMENT AND MACHINERY

- Ensure that you are trained in the safe use of tools, equipment or machinery **BEFORE** using the tools or operating the equipment or machinery



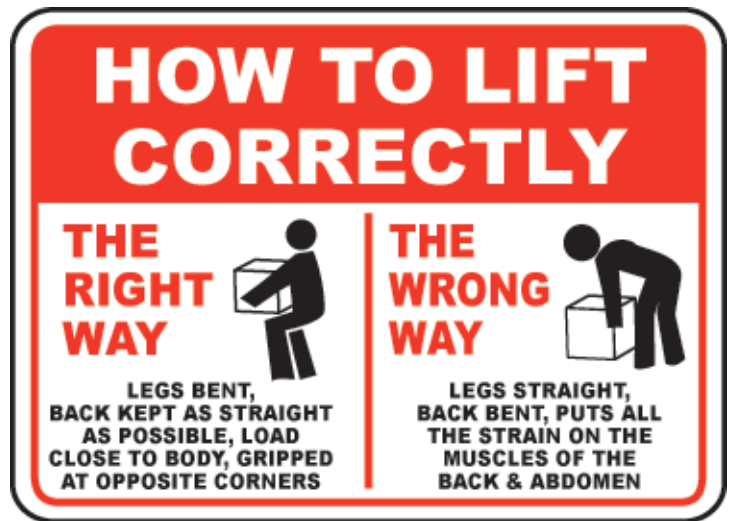
SLICERS ARE A COMMON FAST FOOD INDUSTRY HAZARD – USE GUARDS AND TRAIN EMPLOYEES HOW TO USE SLICERS SAFELY

- Make sure that safety guards are installed on all operating equipment to protect operators from moving parts
- Ensure that emergency stop buttons are clearly marked and operational
- Ensure that the area around machines and equipment is kept clean, tidy and free from obstruction
- Make sure hazards are clearly marked
- Where appropriate prohibit young employees from operating machinery or equipment
- Where necessary make sure that personal protective equipment provided is always utilised



LIFTING, MOVING AND HANDLING

Injuries at work often happen when lifting, moving, and handling objects (manual tasks). Most of these injuries could be prevented.



DESIGN AND LAYOUT

Arrange storage areas to minimise lifting problems - eg store heavy items between shoulder and knee height

SAFE LIFTING

In order to move and lift objects safely you must follow these steps:

- 1.** BEFORE LIFTING, MAKE SURE YOUR PATH IS DRY AND CLEAR OF OBJECTS THAT COULD CAUSE A FALL
- 2.** MAKE SURE YOUR FEET ARE STABLE
- 3.** BEND YOUR KNEES AND KEEP YOUR BACK STRAIGHT
- 4.** LIFT WITH YOUR LEGS - NOT YOUR BACK
- 5.** KEEP THE LOAD CLOSE TO YOUR BODY
- 6.** DON'T TWIST YOUR BODY - IF YOU MUST TURN, MOVE YOUR FEET IN THE DIRECTION OF THE TURN





CHEMICALS

You may be using chemicals for cleaning purposes. You must establish whether these chemicals are classified as “hazardous substances”.

If the chemicals are hazardous your supplier must provide you with a Material Safety Data Sheet (MSDS). The MSDS will provide you with information which you must read, understand, and act on to ensure that the use of chemicals does not cause harm to you or other employees.

The MSDS will:

- Identify the hazards associated with the use of the chemical
- Describe how the chemical can make people sick
- Tell you what to do in the event of an accident
- Show you how to use the chemical safely
- Tell you what protective equipment should be worn

You should ensure that you are familiar with this information and are given training in the safe use of chemicals including storage, use and disposal.

You should ensure that you are provided with personal protective equipment (eg glasses, disposable gloves etc) and told when to use this equipment.

WHEN USING CHEMICALS ALWAYS OBSERVE THE FOLLOWING RULES:

- Always follow the manufacturers' instructions
- Make sure that all containers which hold chemicals are labelled with information about the product's safe use
- Take care that decanted chemicals are stored in a labelled container
- Always store chemicals in a safe place. Never store chemicals near or above food storage, preparation or serving areas
- Never store chemicals in old food or drink containers
- Never leave chemical containers uncovered



SAFETY OBLIGATIONS CHECKLIST FOR NEW EMPLOYEES

Employee Name:

First Day at Work:

Employee has read and understands
the safety booklet YES

Employee has been shown hazards
or potential hazards in the workplace. YES

Employee knows what protective equipment
is available, when to use the equipment,
and how to use it. YES

Employee has been given clear instruction
in how to do each job, and how to do it safely YES

Employee has been informed of first aid
and emergency procedures YES

Employee Signature: _____ Date _____

Supervisor/Outlet Manager Signature: _____ Date _____