

Restaurant Supervisor Safety Training Program

Welcome to the Restaurant Supervisor Safety Training Program! The materials in this packet will help you train your staff to make your restaurant safer. Some are for you to use and some are for your employees. Feel free to use these materials in whatever way seems best to you. Be creative and have fun!

WHY USE THIS PROGRAM?

Employers in California experience higher costs for workers' compensation medical care than employers in most other states, and California ranks among the highest in workers' compensation premium rates. Work injuries and illnesses also result in days away from work and lost productivity. The best way to reduce costs, retain jobs, and maintain a productive workforce is to reduce injuries.

One of the best strategies to prevent job injuries and illnesses is regular health and safety training for employees. Regular training helps employees learn how to avoid hazards, keeps lines of communication open between you and your employees about hazards you may not be aware of, and lets employees know that you are serious about promoting sound safety policies and work practices in your restaurant.

This short training program is designed to help you work together with your staff to design a creative, simple health and safety plan for your restaurant. This training can also help you meet some of the requirements of Cal/OSHA's Injury and Illness Prevention Program standard. In addition to training, part of your plan should be regular safety meetings to discuss the hazards in your restaurant and generate ideas for correcting them.

We encourage you to use this new training program to improve the health and safety of your employees, to increase productivity, and to lower workers' compensation costs. A similar health and safety program used in restaurants in the State of Washington resulted in a 20% decrease in injuries and illnesses on the job statewide over a two-year period.

MATERIALS INCLUDED:

- **Restaurant Safety Training Guide**

A guide for conducting a 1 hour health and safety workshop or series of safety meetings with your employees. Includes Handouts #1–3 for participants.

- **Safety Tipsheets**

Designed to be used by employees as part of the Restaurant Safety Training activity, these tip sheets can also be used by managers to identify new protective measures you can put in place, or issues to emphasize in employee training.

- *Preventing Burns from Hot Stuff*
- *Preventing Cuts from Sharp Stuff*
- *Preventing Injuries from Slips and Falls*
- *Preventing Injuries from Ergonomic Hazards*
- *Preventing Injuries from Robberies and Assaults*
- *Planning for Emergencies on the Job*
- *Dealing with Injuries on the Job*

- **Safety Orientation Checklist**

This form can be used for new employees but also for periodic review for current employees, or whenever a new procedure or process is initiated.

- **Model Shoe Policy**

Slips and falls are a major contributor to injuries in restaurants. Having a shoe policy that employers enforce can greatly reduce the chance of injury.

- **Facts for Employers: Safer Jobs for Teens**

This factsheet contains key information on health and safety and child labor laws, as well as tips for training and supervising young employees.

- **Employing 14-17-Year-Olds in Restaurants**

This factsheet provides a summary of the kinds of work teens under age 18 are prohibited from doing, under federal and California labor laws.

- **“Rated R” Stickers**

This sticker can be used on any type of machinery prohibited for use by teens under age 18. Examples include meat slicers, forklifts, powered tools, etc. You can print them yourself or order more copies by calling 360-902-5316.

Restaurant Employee Safety Orientation Checklist

Instructions: Instructions: Each employee should receive a safety orientation before beginning work. Please check each item that was covered in the orientation.

The employee (name) _____ has been:

- Informed about the elements of the company's written safety program.
- Informed about the regular crew safety meetings.
- Told to immediately report all injuries and shown how to do this.
- Told to immediately report all hazards to her/his supervisor and shown how to do this.
- Informed about the following machinery hazards and, if under 18 years of age, instructed about prohibited duties.

- Informed about all other hazards and how to protect themselves (chemicals, ladders, slippery floors, etc.).
- Shown where the first aid supplies are located and whom to contact for first aid.
- Told what to do during any emergencies that might occur.
- Shown how to operate a fire extinguisher.
- Informed of and trained on chemical hazards according to the Cal/OSHA Hazard Communication training requirements, including what an MSDS is, how to read a label, and what precautions to take.
- Trained on safe methods for performing the specific job the employee was assigned, including any hazards associated with that job, such as proper lifting, use of knives, grill and fryer operation, spill clean-up, etc.

Initial job assignment: _____

Initial formal training given: _____

Date: _____ Supervisor: _____

Date: _____ Employee: _____

Model Shoe Policy for Restaurant Safety

TO PREVENT SLIPS AND FALLS USE:

- Slip-resistant soles with a good tread
- Shoes that are laced and tightly tied
- No leather or smooth soles
- No open-toed shoes
- No platform or high heels
- No dress shoes
- No porous fabrics such as canvas

RESOURCES

Some shoe manufacturers have products with slip-resistant soles and also provide special employer purchasing arrangements. The following listing is not complete and does not constitute a product endorsement. Also consult your Yellow Pages under “Safety Equipment and Clothing.”

Iron Age Shoes: www.ironageshoes.com

Shoes for Crews: www.shoesforcrews.com

Employing 14–17 Year Olds in Restaurants: What Work Can They Do?

16- and 17-Year-Olds

16- and 17-year-olds may do most kinds of work in restaurants, but are **prohibited** from doing the following types of hazardous work:

- **Working with power-driven meat processing machines.**

This includes meat slicers, saws, patty forming machines, grinders, or choppers. Employees under 18 are not permitted to operate, feed, set-up, adjust, repair, or clean such machines.

- **Working with commercial mixers and certain power-driven bakery machines.**

Employees under 18 are not permitted to operate, feed, set-up, adjust, repair, or clean such machines.

- **Driving.**

Generally, no employee under 18 may drive on the job or serve as an outside helper on a motor vehicle on a public road. But 17-year-olds who meet certain specific requirements may drive in very limited situations. Such minors are prohibited from making time-sensitive deliveries (such as pizza deliveries or other trips where time is of the essence) and from driving at night.

See the Dept. of Labor's Fact Sheet #34, www.dol.gov/esa/regs/compliance/whd/shdfs34.htm.

However:

- Cooking on a grill or fryer is **not** prohibited.
- Use of non-powered knives is **not** prohibited.
- Selling to motorists from a window-counter is **not** prohibited.

14- and 15-Year-Olds

14- and 15-year-olds may work in restaurants and quick-service food establishments, but only in certain jobs:

- They **may** do kitchen work and other work involved in preparing food and beverages, including the operation of dishwashers, toasters, milk shake blenders, coffee grinders, etc.
- They **may** do cashiering, table service, “busing,” and clean-up work using vacuum cleaners and floor waxers.
- They **may** perform limited cooking duties involving electric or gas grills that do not involve cooking over an open flame. They may also cook with deep fat fryers that automatically raise and lower the “baskets” into and out of the hot grease of oil. They may not operate NIECO broilers, rotisseries, pressure cookers or fryolators.
- They **may** dispense food from cafeteria lines and steam tables and heat food in microwave ovens that do not have the capacity to heat food over 140°F.
- They **may** clean kitchen surfaces and non-power-driven equipment, and filter, transport and dispose of cooking oil, but only when the temperature of the surface and oils do not exceed 100° F.
- They **may not** perform any baking activities.
- They **may not** operate power-driven lawn mowers or cutters.
- They **may not** work in freezers or meat coolers.
- They also **may not** do any of the work prohibited for 16- and 17-year-olds, described above.

See the enclosed factsheet, *Facts for Employers: Safer Jobs for Teens* for important information on work permits and on the hours teens can work.