



CODE OF SAFE CONDUCT FOR STAFF WORKING IN KITCHEN AND PANTRY AREAS

A. Purpose

The purpose of this policy is to provide a safe work place for employees working in kitchen areas, including kitchen storerooms, pantries, walk-in refrigerators, receiving areas, dish-washing areas, buffet lines, pickup lines and banquet dish-up areas. These safety policies affect cooks, kitchen utility, restaurant servers, room service servers, banquet servers, banquet setup staff, bartenders, management staff and all other employees and contract laborers working in and around kitchen areas.

This policy does not include health standards. For kitchen health standards, see the separate policy.

B. Responsibility

All employees and contract laborers are responsible for adhering to this Code of Safe Conduct while working in and/or passing through kitchen areas.

C. Code of Safe Conduct for Kitchens and Pantries

Follow these safety rules when working in and around kitchen areas and when just passing through these areas:

1. Wear closed-toe, closed-heel, rubber-sole work shoes in and around kitchen areas.
2. Keep floors dry (free of all moisture and grease) and free from obstructions and clutter. Use warning signs when floors are temporarily wet or obstructed.
3. Keep all walkways and exits clear and free of storage and clutter. Do not place towels and rags on floors.
4. Keep work areas, storerooms, receiving areas, equipment rooms and walk-in refrigerators neat, well-organized and free of clutter.
5. Immediately report gas odors to a supervisor.

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C. Code of Safe Conduct (Cont.)

6. Use the sharps-storage container to dispose of all waste with sharp edges, such as nails, broken glass, broken china, pins and needles.
7. Store chemicals, including detergents and other cleaning agents, in labeled containers away from food and beverage.
8. Keep anti-slip fatigue floor mats clean and well placed in all cooking lines.
9. Adhere to our Code of Safe Conduct for Storerooms.
10. Without direct supervision, only use equipment for which you are experienced and trained.
11. Wear rubber gloves when handling strong chemicals. Wear eye protection when using any chemical that could get into your eyes.
12. Use a steel glove whenever opening oysters.
13. Use thick, dry, clean kitchen towels when handling hot utensils and equipment.
14. Immediately report non-operating lights in work areas, such as cooking lines, storerooms and walk-in refrigerators.
15. Keep storage areas secured.
16. Know the location of and how to use kitchen fire extinguishers. Know how to activate the kitchen hood fire-suppression system.
17. Know the location of the kitchen first-aid kit. Report missing first-aid supplies.
18. Do not run. Do not participate in or allow horseplay.
19. Immediately report broken or unsafe equipment. Do not use damaged equipment. Store such equipment so others will not use it.
20. Report ventilation problems.
21. Keep unnecessary noise to a minimum. Do not allow any excess noise that may distract from work or interfere with safety communication. Report excess noise, such as from motors. Do not play personal radios. Do not unnecessarily shout or yell.

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C. Code of Safe Conduct (Cont.)

22. Keep those who are not cooks, kitchen utility or management from walk-in refrigerators, the food storeroom and behind cooking lines.
23. Keep gas burners off when not in use.
24. Keep doors and drawers closed on reach-in and walk-in refrigerators, cabinets, rolling food transportation units and ovens.
25. Keep knives away from table-top and counter-top edges.
26. Only use electrical equipment that is grounded. Keep all electrical wires away from water. Do not use any extension cords.
27. Use a step stool or ladder for reaching heights. Do not stand on counter tops, tables, shelves or drawers.
28. Use the correct tool or tools for every task. For example, only use a can opener to open cans.
29. Keep knives sharp and in good repair (no loose handles).

I understand and agree to follow the safety rules described in the Code of Safe Conduct for Staff Working in Kitchen and Pantry Areas.

Agreed

Date

June 18, 2005, POST