

Mankato Area Public Schools

**Food Service Staff**

**Injury Prevention**

**Guide**







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**CONTACTS**

**Food Service Director: 507-388-7442**

**Director of Facilities ~ Health & Safety: 507-345-5311**

8/15/2017

**A. Job Screening**

1. New employee candidates are required to pass a pre-employment exam prior to qualifying for employment.

2. This pre-planned exam is scheduled by the District Human Resources Department after the person has been selected for a position resulting in the ability to perform essential job functions.

**B. Uniform & Footwear Allocations**

1. Refer to contract for allocations available to District Food Service Staff for uniform and footwear purchases.

**C. Physical Therapist**

1. The District contracts with a local physical therapist for:

 A. Annual kitchen visits for work station assessments.

 B. Personal injury consultations.

2. Contact the District Director of Facilities for this service.

**D. Injury & Illness Prevention**

Mankato Area Public Schools believes strongly that injury and illness prevention is a high priority. The District Safety Committee wants to ensure that you are working in safe environments and following all policies and procedures in order to perform your job safely.

**E. Employee Injuries, First Report of Injury, Supervisors Reports and**

**Worker’s Compensation.**

In the event there is an employee injury, you will complete a **First Report of Injury** form. These can be obtained from each site main office secretary or your supervisor. Send completed forms within 24 hours to the District Facilities Director at the Business Office.

The corresponding **Supervisors Report** should be completed by the employee’s direct supervisor.

**F. Employee Assistance Program – Vital Work Life**

Your Employee Assistance Program (EAP) is a professional support service that offers you and your family members free, confidential assistance.

Counseling is available 24 hours per day, 7 days a week, for life’s struggles, such as Financial, Marital, Emotional, Physical.

Call the number listed below to talk with a specialist or log on to the website for more information.

Toll Free #: 1-800-383-1908

Website: [www.VITALWorkLife.com](http://www.VITALWorkLife.com)

User Name: mankatoschools

Password: member

**G. First Aid Kits**

1. Each School has a certified First Aid and CPR Team on site and can be dispatched by contacting the school office by dialing “0”.

2. First Aid Kits – every kitchen staff has access to a First Aid Kit either located in the kitchen or a space nearby such as a Custodial Receiving Room.

3. For burn gel or cream, band aids, contact the Food Service Director.

**H. Personal Protective Equipment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | GLOVES | EYES | ARMS | FEET | HANDS |
| TASK | Mesh Steel | Oven Mitts | Cotton Liners | NitrileVinyl Playtex | Goggle | Hot Pads | Sleeve | Shock Insoles | Floor Mats | Freezer Gloves | Hobart Guard |
| Cleaning Slicer | X |  |  |  |  |  |  |  |  |  |  |
| Removing Food from Oven |  | X |  |  |  |  |  |  |  |  |  |
| Hot Water Protection |  |  |  | X |  |  |  |  |  |  |  |
| Hand Chafing Protection |  |  | X |  |  |  |  |  |  |  |  |
| Chemical Handling |  |  |  |  | X |  |  |  |  |  |  |
| Oven Cleaning |  |  |  | X | X |  |  |  |  |  |  |
| Hot Equipment Handling |  |  |  |  |  | X |  |  |  |  |  |
| Oven Steam Arm Protection |  |  |  |  |  |  | X |  |  |  |  |
| Food Preparation |  |  |  | X |  |  |  |  |  |  |  |
| Working on Hard Surface |  |  |  |  |  |  |  | X | X |  |  |
| Handling Frozen Items |  |  |  |  |  |  |  |  |  | X |  |
| Lifting Items |  |  |  |  |  |  |  |  |  | X |  |
| Mixer Use |  |  |  |  |  |  |  |  |  |  | X |

**I. Ergonomics**

Stretching & Strengthening Posters

1. Daily exercises are posted in District Kitchens.

2. Daily exercises will help develop a fitness level required for meeting the physical demands for the Food Service Dept.

3. The School District Food Service Manager encourages site cooks to regularly engage in daily stretching and strengthening exercises.

**Washing & Serving Postures**

|  |  |  |
| --- | --- | --- |
| DSC00309 | DSC00308 | DSC00310DSC00312 |
| **⇧ 3 Good Posture Positions ⇧** | **Not a good posture. ⇧****This stance puts** **pressure on the back.** |

**J. ABC Safe Lifting Technique**  **“Always Be Careful”**

1. Position object close to body.
2. Straddle load.
3. Bend knees.
4. Lock back, neutral curve.
5. Head up, hold chest out, lift object close to body.

OR

1. Use two wheel cart.
2. Buddy lift.
3. Last resort, Wait - Don’t do it alone. Ask for help!

**Points To Emphasize:**

1. Bend knees to lift an object - don't stoop.
2. Keep your back straight by tucking in your chin.
3. Lift with the strong leg muscles, not the weaker back muscles.
4. Don't attempt the lift by yourself if the load appears to be too heavy or awkward.
5. Lower object the same way you picked it up. Move your feet, don’t twist at the waist.

**K. Storage**

1. Stock items weighing 20 lbs and more should be stored on shelving located between hip and shoulder level.

2. Storage below the hip should be used for items used infrequently.

3. Use dunnage to store items off floors.

4. Use can racks for easy access.

5. No lifting above the shoulders.

**L. Equipment**

1. Keep pan sized small to prevent back and shoulder injuries.

 Use pan liners to decrease dishwashing time and efforts.

2. Service Counters: train children to serve themselves so staff is not

 over-reaching.

3. Hobart Mixing Guards: Guards must be in place while mixing.

**M. Equipment Repairs & Replacement**

1. For immediate needs contact your Building Head Custodian and Food Service Director.

2. For general repair fill out a district work order and submit it to the District Food Service Director.

**N. Indoor Air Quality**

All District kitchen hood exhaust systems are equipped with manometers. Head Kitchen Managers should periodically confirm hood operation by reading the hood manometer gauge.

**O. Annual Training**

District Health & Safety will provide annual in-service training covering:

 1. Employee Right-To-Know

 2. Blood Borne Pathogens

 3. Fire Extinguishers

 4. Ergonomic Practices

 5. Lifting Training

 6. Personal Protective Equipment

**P. Heat Exhaustion & Heat Stroke**

Exposure to excessive heat may cause: **Heat Exhaustion or Heat Stroke**

**Heat Exhaustion:** Results from excessive loss of body fluids and body salts. The internal body temperature remains close to normal.

 1. Symptoms:

* Pale and clammy skin
* Heavy perspiration
* Weak pulse
* Shallow breathing
* Headache and vomiting

2. First Aid:

* + - * Rest in cool area with feet elevated
			* Also use cool water compresses and a fan
			* Sip minimal salty water or electrolyte solution
			* Never be given medication used to reduce fever such as aspirin
			* Serious cases, medical care is required.

**Heat Stroke:** A malfunction of the heat-control centers in the body,

This is far more serious and occurs less often than heat exhaustion.

 1. Symptoms:

* Hot and flushed skin
* Absent perspiration
* Rapid but weak pulse
* Rapid breathing
* High body temperature
* Fell dizzy and lose consciousness

2. First Aid:

* + - * Victim should be aggressively and rapidly cooled
			* Should not be given anything by mouth
			* Feet should not be raised
			* Must be taken immediately to an emergency care center

**Q. Certification Licensure**

1. District Head Cook Managers and 2nd Cooks are required to hold current MN Dept. of Health Certification.

2. MDH licensure must be updated every 3 years.

3. Licensure must be visibly posted in kitchen area.

4. Continuing education courses are available to all Food Service Staff at no cost. The School Nutrition Association offers several opportunities annually and can be accessed by contacting the Food Service Director.

**R. Recycling**

1. District Kitchens provide containers and storage for site recycling of glass, steel cans, aluminum and plastic.

2. District Custodial Staff coordinate recycling efforts for cardboard, Styrofoam and paper.

**S. Composting**

Specific containers for composting are assigned and will be managed by the Custodial Dept. If you have any questions or concerns about the composting please ask your Head Custodian.

**T. Safety Inspections**

The MN Dept. of Health & MN Dept. of Education will conduct semi-annual inspections for all school district Kitchens. Corrective action will be the responsibility of the site Head Cook and the District Food Service Director.

**U. Food Service Dept. Annual Self Inspection Check List**

|  |  |  |  |
| --- | --- | --- | --- |
| School: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Head Cook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SUBJECT** | **Yes** | **No** |
| 1. Chemical Right-To-Know |  |  |
|  A. Chemical containers are labeled |  |  |
|  B. Safety Data Sheets are up to date and available to all Staff |  |  |
| 2. Personal Protective Equipment |  |  |
|  A. Eye Wash is flushed and initialed monthly |  |  |
|  B. Hobart Mixers guarded with safety switch and working |  |  |
|  C. First Aid Kit stocked with basic supplies, burn gel |  |  |
|  D. Safety gloves for cleaning meat slicer available |  |  |
|  E. Insulated Gloves and Pot Holders available for handling hot items |  |  |
|  F. Rubber Gloves area available for dish washing |  |  |
|  G. Eye Protection is available for handling products that require it. |  |  |
| 3. Electrical |  |  |
|  A. All cords without tape, splices, fraying are repaired |  |  |
|  B. All cords are grounded with a 3rd prong |  |  |
|  C. Panel circuit breakers labeled |  |  |
|  D. No plug adaptors or extension cords used. Only use approved power strips. |  |  |
| 4. Tornado / Fire Evacuation Maps posted and staff made aware |  |  |
|  A. Exits clearly marked with signage |  |  |
|  B. Fire extinguishers are inspected and initialed monthly |  |  |
|  C. Emergency light is working |  |  |
| 5. Kitchen Housekeeping / Storage Rooms |  |  |
|  A. Area clear, free of trip hazards |  |  |
|  B. No storage on top of freezer, refrigerators, etc. |  |  |
|  C. Emergency exits are clear |  |  |
|  D. Store heavy items on shelf between knees and chest if possible |  |  |
| 6. Gas Ovens |  |  |
|  A. Pilots serviced annually Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| 7. Injury Prevention |  |  |
|  A. Use of Spoodles |  |  |
|  B. Rubber mats located in standing areas |  |  |
|  C. Head stroke information available |  |  |
|  D. Annual lifting training completed |  |  |
|  E. Stretch / strengthening posters – daily exercises for arms, sides, back |  |  |
| 8. Respirator - Voluntary Use - Sign Off |  |  |
| 9. Repairs need to be made to: |  |  |
|   |  |  |

**V. Blood Borne Pathogens**

**Protect Yourself While Providing First Aid:**

1. Instruct the injured person in **self care** whenever possible. Do not care for a bleeding injury in which the person could care for themselves.

2. Send another person for help and/or to call 911.

3. Provide First Aid Safely. If you must touch body fluid, use gloves and other barriers as appropriate to the situation.

4. Treat “Universal Precautions”. Treat all blood and body fluids as if contaminated.

**Use Approved Blood Cleanup Procedures:**

1. Call your building Custodian for cleanup of any body fluids. If you must clean up body fluids or blood, follow these instructions.

2. Protect yourself, use gloves, isolate the area.

3. Remove body fluids safely. Soak up liquids with disposable towels.

4. Clean area with soap and water with disposable towels. Rinse.

5. Disinfect with approved disinfectant – Air Dry.

6. Dispose of all materials in plastic trash bag, seal. Place in dumpster.

7. Wash your hands with soap and water.

**If you have Exposure to Blood:**

1. An exposure occurs with someone else’s blood:

 A. Punctures into your skin with contaminated object or,

 B. Splashes into your eyes, nose or mouth (mucous membrane contact),

 C. Contacts with a sore or cut less than 24 hours old.

2. If you have a blood exposure:

 A. Flush and wash the area exposed to blood or fluids with water.

 B. Report the exposure to your supervisor and fill out a First Report of Injury.

 C. Fill out an exposure incident report with your site School Health Service.

 D. Contact the District Director of Facilities Office at 345-5311.

**W. Fire Extinguishers**

1. If you are going to extinguish a fire, remember the following procedure

 **PASS: PULL – AIM – SQUEEZE – SWEEP.**

2. Know where all your fire extinguishers are located, primary and secondary.

3. Do not store anything closed that 24” from the ceiling.

4. Do not block any hallway that is used as a fire exit.

5. Do not tamper with fire doors or emergency exits.

6. Know the posted fire evacuation route for your area.

7. Be sure to read your site “Emergency Procedures Hard Card” which has information regarding procedures. There is also a section in the District Emergency Procedures Manual which discusses all of our policies on Life Safety.

**X. Employee Right-To-Know and Safety Data Sheets**

The Minnesota Employee Right-To-Know Act of 1983 and the Federal Hazard Communication Act of 1986 were adopted to ensure that employees know how to work safely with hazardous chemicals in the workplace.

**How does this affect me?** Mankato Area Public Schools has conducted a survey to determine where chemical hazards are present and as to which employees are anticipated to have routine exposure to such chemicals. Once the determination has been made, steps are taken to provide employees with information and training on how to work safely with these materials. Departments include: Art, Tech Ed., Science, Food Service, and Custodial & Maintenance.

**What is a Safety Data Sheet (SDS)? -** This is a system of identifying properties and characteristics of a certain chemical or product to enable the end user to work knowledgeably with the product. SDS Binders are located in the specific department in which the chemical is used. If you notice you do not have an SDS for a specific product in your area, contact the District Facilities Office at 345-5311.

**Product Labeling.** All containers with hazardous chemical substances must be labeled with the name of the chemical or product and the appropriate hazard warning. Any employee who finds a container not labeled should label the container with the correct label or contact their supervisor.