FOOD PREPARATION,

NOT ELSEWHERE CLASSIFIED

NAICS Code

311830 Tortilla Manufacturing

311911 Roasted Nuts and Peanut Butter Mfg.

311941 Mayonnaise, Dressing, and Other Prepared Sauce Mfg.

311942 Spice and Extract Mfg.

311991 Perishable Prepared Food Mfg.

311999 All Other Misc. Food Manufacturing

Section 9

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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ALL EMPLOYEES

Lifting Procedures

 1. Plan the move before lifting; remove obstructions from your pathway.

 2. Test the weight of the load before lifting by pushing the load along its resting surface.

 3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.

 4. If assistance is required to perform a lift, coordinate, and communicate your movements with those of your co-worker.

 5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.

 6. Face the load.

 7. Bend at the knees, not at the back.

 9. Get a firm grip on the object with your hands and fingers. Use handles when present.

 10. Never lift anything if your hands are greasy or wet.

 11. Wear protective gloves when lifting objects with sharp corners or jagged edges.

 12. Hold objects as close to your body as possible.

 13. Perform lifting movements smoothly and gradually; do not jerk the load.

 14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

 15. Set down objects in the same manner as you picked them up, except in reverse.

 16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

 17. Slide materials to the end of the tables or shelves before attempting to lift them.

Housekeeping

 1. Do not place materials such as boxes or trash in walkways and passageways.

 2. Do not store or leave items on stairways.

 3. Do not block stairwells, exits or accesses to safety & emergency equipment such as fire extinguishers or fire alarms.

 5. Straighten or remove rugs and mats that do not lie flat on the floor.

 6. Return tools to their storage places after use.

 7. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

Step Ladders

 1. Do not use a ladder that wobbles or leans.

 2. Do not use a ladder that has loose rungs, cracked or split side rails, missing rubber foot pads or other visible damage.

 3. Allow only one person on the ladder at a time.

 4. Face the ladder when climbing up or down.

 5. Maintain a three-point contact by always keeping both hands and one foot or both feet and one hand on the ladder when climbing up or down.

 6. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.

 7. Do not carry items in your hands while climbing up or down the ladder.

OFFICE SAFETY

Ergonomics / Video Display Terminals

 When using Video Display Terminals or Computers

 1. Locate and place documents, video screen and monitors in front of you. Allow 18 to 20 inches between you and the document, monitor or video screen. Position the center of the screen so that the viewing angle is 15 to 25 degrees below eye level.

 2. Place the keyboard low enough so that you are not required to reach up or out for the keys.

 3. Take periodic breaks from the video display terminal by standing up and stretching for few minutes.

 4. For additional lower back support, place a pillow or bundled clothing in the chair at the small of your back.

Doors

 1. Open swinging doors slowly by pushing on the handle or push plate.

 2. Keep doors in hallways fully open or fully closed.

Files

 1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.

 2. Put heavy files in the bottom drawers of file cabinets.

 3. Use the handle when closing doors, drawers, and files.

Sharp Objects

 1. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the tips pointing down in a container.

 2. Carry pencils, scissors and other sharp objects with the tips pointing down.

PRODUCTION OPERATIONS

General Rules

 1. Keep hands inside of racks and handles on pan trucks when moving them. Push the racks instead of pulling.

 2. When moving trays or dollies, keep hands on them until you reach your destination.

 3. Turn the electrical power off to any machine before removing or dislodging objects.

 4. Do not reach inside the bowl of the mixer until the agitator has come to a complete stop.

 5. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket.

 6. Wear ear plugs or earmuffs in areas posted "Hearing Protection Required".

Mixer Operators

 1. Do not use the horizontal mixer if the safety interlock mechanism is not operating.

 2. Verify operation of safety interlock by opening lid of mixer; machine should shutdown.

 3. When cutting bags of ingredients open, cut in the direction away from your body.

 4. Store knives in knife blocks or in sheaths after use.

 5. Do not use knives with dull blades.

 6. When moving the mixing tubs (troughs) to the next operation, use the following procedures:

 a) Firmly grasp tub/trough and pull toward you.

 b) Do not let your feet get under the edge of the trough when pulling.

 c) Double check to make sure that your route of travel is clear before pushing the container.

 d) Keep your hands on the inside of the trough.

 7. After weighing and placing ingredients into buckets, firmly grasp bucket with both hands before pouring contents into mixer.

 8. When material is being discharged form mixer into containers, stand to the side of the mixer door.

 9. When closing top door of mixer or ingredient lid, keep hands away from the opening. Use handle on top to close door or lid.

Grinding Operators (Ingredients, Spices)

 1. Select the designated grinding speed.

 2. Grip ingredient bag with both hands

 3. Slip a bag over the drop spout.

 4. Push the start button.

 5. After the grinding procedures, turn the grinder to the "OFF" position and remove the bag from the spout.

Vacuum Packing Machines

 1. Replace the guards before starting the vacuum packing machine and after cleaning or performing maintenance to the machine.

 2. Do not remove, alter, or bypass any safety guards or devices when operating the vacuum packing machine.

 3. Turn the vacuum packing machine off when you finish using it.

KITCHEN/COOKING PERSONNEL

General Rules

 1. Do not remove safety guards provided on the equipment. When a safety guard is removed for the purpose of making repairs or cleaning, replace the guard before the equipment is put into operation.

 2. Do not fill pots, pans, buckets, or cookers more than 2/3 full.

 3. When adding ingredients to hot liquids, add small portions at a time to prevent splashing.

 4. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.

 5. Turn off gas supply and electrical current for appliances when they are not in use.

 6. Turn off circuit breakers to kitchen cooking equipment when cleaning the equipment.

Pushing Carts

 1. Move carts by pushing them rather than by pulling them.

 2. If your view is obstructed, use a spotter to assist in guiding the cart around corners and through corridors.

 3. Transport hot liquids in closed containers.

 4. Use carts for moving large hot items such as, containers of hot water or containers of hot food.

 5. Use the cartwheel locking lever to prevent movement while removing items from the cart.

Knives/Sharp instruments (lettuce/vegetable cutters)

 1. When handling knife blades or other cutting tools, direct the sharp points and edges away from you.

 2. Cut in the direction away from your body when using knives.

 3. Do not use knives that have dull blades.

 4. Do not attempt to catch a falling knife.

 5. Do not use knives with broken or loose handles.

 6. Do not pick up knives by their blades.

 7. Do not carry knives or other cutting tools in your pockets or in your apron. Carry them in their sheath or scabbard.

 8. Do not use a scabbard, sheath or holder that does not cover the entire length of the blade.

Ovens/Fryers/Grills

 1. Do not attempt to clean a hot oven, hot heating elements, or a hot quartz lamp.

 2. Do not let water seep down through vent holes when cleaning top of oven.

Fryers

1. Use protective gloves when removing the crumb tray during filtering of shortening.

Grills

1. Wear heat resistant gloves when cleaning grills.

Pan Stackers

 1. Wear protective gloves when handling stackers.

 2. If a pan gets stuck in the machine, walk to the machine. Do not run. Use the following procedures to remove the jammed pan:

 a) Shut off the power to the machine.

 b) Using gloves or hot pads, reach into the machine and remove the jammed pan.

 c) Turn on the power to the machine - only when you have removed the jammed pan.

 3. Do not try to catch any stacks of falling pans.

 4. When handling pans, grasp the pans on the outside to avoid pinch points.

 5. Keep racks or pallets close to the oven when stacking pans on pallets or racks.

Kitchen Appliances

 1. Replace the guards before starting grinders and slicers, after adjusting or repairs.

 2. Do not remove, alter, or bypass any safety guards or devices when operating any piece of equipment or machinery.

 3. Do not wear loose clothing or dangling jewelry when working in the kitchen.

 4. Long hair must be contained under a hat or hair net, regardless of gender while working in the kitchen.

 5. Turn off slicers, mixers, and meat grinders before making measurements, adjustments, or repairs.

 6. Keep hands away from the exposed blade of meat slicers.

 7. Do not try to stop any foods as they go through the meat grinders or mixers.

 8. If the machine becomes jammed, disconnect the power before clearing the jam.

 9. Do not use cords that have splices, exposed wires or cracked or frayed ends.

 10. Disconnect the appliance from the outlet by pulling on the plug, not the cord.

 11. Turn the appliance off before plugging or unplugging it.

 12. Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors.

 13. Turn off gas appliances when not in use.

 14. Position pots and pans on the stove tops so that the pot handles do not protrude over the edge of the range.

Lockout/Tagout

NOTE: Devices such as padlocks shall be provided for locking out the source of power at the main disconnect switch. Before any maintenance, inspection, cleaning, adjusting, or servicing of equipment (hydraulic, electrical, mechanical or air) that requires entrance into or close contact with the machinery or equipment, the main power disconnect switch or valve, or both, controlling its source of power or flow of material, shall be locked-out or blocked off with a padlock, blank flange or similar device.

 1. Do not perform any maintenance, inspection, cleaning, adjusting, or servicing of any equipment without following the employer lockout / tagout program.

 2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must always have your personal padlock with your name on it and personal key on your person.

 3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or its approaching unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.

 4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.

 5. Replace all guards before removing personal padlocks from the control.

 6. Do not use or remove another employee's protective locks. Do not remove a lock from equipment unless you placed it there.

 7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement/sound warning to fellow employees.

SHIPPING/RECEIVING PERSONNEL

Refrigerated Warehousing

 1. Wear warm clothing such as earmuffs, hats, gloves, and coats when working in freezers or refrigerated trucks.

 2. Do not use pallets or skids that are cracked or split or that have other visible damage.

 3. Do not close refrigeration doors without visually verifying that no one else is approaching the doorway.

Hand Trucks

 1. Tip the load slightly forward so that the tongue of the hand truck goes under the load.

 2. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.

 3. When loading hand trucks, keep your feet clear of the wheels.

 4. Do not try to catch the load if it is falling or slipping. Get out of the way.

 5. Do not walk backward with the hand truck unless you are going up stairs or ramps.

 6. When going down an incline, keep the hand truck in front of you so that it can be always controlled.

 7. Move hand trucks at a walking pace.

 8. Store hand trucks with the tongue under a pallet or shelf.

Pallet Jacks

 1. Only employer authorized personnel may operate pallet jacks.

 2. Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.

 3. Do not ride on pallet jacks.

 4. Start and stop gradually to prevent the load from slipping.

 5. Pull manual pallet jacks; push them when going down an incline or passing close to walls or obstacles.

 6. If your view is obstructed, use a spotter to assist in guiding the load.

 7. Stop the pallet jack if anyone gets in your way.

 8. Do not place your feet under the pallet jack when it is moving.

 9. Keep your feet and other body parts clear of the pallet before releasing the load.

Forklifts

General Rules

 1. Do not use the forklift if any of the following conditions exist:

 • The horn is not working properly.

 • The mast has broken or cracked weld-points.

 • Forks are unequally spaced, or cracks exists along the blade or at the heels.

 • Hydraulic lines and fittings have excessive wear or are crimped.

 • Fluid is leaking from the lift or the tilt cylinders.

 • Batteries have cracks or holes, uncapped cells, frayed cables, broken cable insulation, loose connections, or clogged vent caps.

 2. Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.

 3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.

 Starting the Forklift

1. Apply the foot brake and shift gears to neutral before turning the key.

 Driving Rules

 1. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.

 2. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.

 3. Do not drive over objects in your pathway.

 4. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.

 5. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.

 6. Sound the horn when approaching blind corners, doorways, or aisles to alert other operators and pedestrians.

 7. Drive in reverse and use a signal person when your vision is blocked by the load.

 8. Look in the direction that you are driving; proceed when you have a clear path.

 9. Drive loaded forklifts forward up ramps.

 10. Drive loaded forklifts in reverse when driving down a ramp.

 11. Drive unloaded forklifts in reverse when going up a ramp and forward when going down a ramp.

 Picking up a Load

 1. "Square up" on the center of the load and approach it straight on with the forks in the travel position.

 2. Stop when the tips of your forks are about a foot from the load.

 3. Level the forks and slowly drive forward until the load is resting against the backrest of the mast.

 4. Lift the load high enough to clear whatever is under it.

 5. Back up about one foot, then slowly tilt the mast backwards to stabilize the load.

 Putting a Load Down

 1. Square up and stop about one foot from desired location.

 2. Level the forks and drive to the loading spot.

 3. Slowly lower the load to the floor.

 4. Tilt the forks slightly forward so that you do not hook the load.

 5. When the path behind you is clear of obstructions, back straight out until the forks have cleared the pallet.

 Shutting Off the Forklift

1. Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

Loading Docks

 1. Keep the forklift clear of the dock edge while vehicles are backing up to the dock.

 2. Do not begin loading until the truck has come to a complete stop, the engine has been turned off, and the wheels have been chocked.

 3. Examine the bridge or dock plate for cracks and replace repair as needed.

 4. Attach the bridge or dock plate before driving the forklift into the truck.

 5. Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.

 6. Drive straight across the bridge plates when entering or exiting the trailer.

 7. Use dock lights or headlights when working in a dark trailer.

 8. Wear warm clothing such as earmuffs, hats, gloves, and coats when working in refrigerated trucks.

 9. Do not close refrigeration doors without visually verifying that no one else is in the truck trailer.

Truck Drivers

 1. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.

 2. Shut all doors and fasten your seat belt before moving the vehicle.

 3. Always obey all traffic patterns and signs.

 Fueling Vehicles

 1. Turn the vehicle off before fueling.

 2. Do not smoke while fueling a vehicle.

 3. Wash your hands with soap and water if you spill gasoline on them.

MAINTENANCE PERSONNEL

Hand Tools

 1. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

 2. Do not use a tool if its handle has splinters, burrs, cracks, or if the head of the tool is loose.

 3. Do not use impact tools such as hammers, chisels or punches that have "mushroomed" heads.

 4. When using knives, shears, or other cutting tools, cut in a direction away from your body.

 5. Do not perform "make-shift" repairs to tools.

 6. Do not throw tools from one location to another, from one employee to another or from elevated platforms

 7. Use tied off containers to keep tools from falling off elevated work platforms.

Electrical Safety

 1. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".

 2. Turn the tool off before plugging or unplugging it.

 3. Disconnect the tool from the outlet by pulling on the plug, not the cord.

 4. Do not use cords that have splices, exposed wires, and frayed ends, or that have the ground prong removed or broken off.

 5. Do not use an adapter such as a cheater plug that eliminates the ground.

 6. Do not run extension cords through doorways, through holes in ceilings, walls, or floors.

Bench Grinders

 1. Do not use a grinding wheel that has chips, cracks, or grooves.

 2. Do not grind on the side of an abrasive wheel labeled "Type 1".

 3. Do not try to stop the wheel with your hand.

 4. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage; tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.

 5. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.

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