SKILLED NURSING CARE FACILITIES

NAICS CODE

623110 Nursing Care Facilities

(Skilled Nursing Facilities)

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

Hazardous Materials

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product used in your workplace.

2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", and “Caustic" or "Poisonous".

3. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

4. Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage".

5. Before pouring, dispensing, or transferring any liquid from a bulk container labeled "Flammable", observe the following safety procedure:

□ Only use red color-coded, metal containers for transferring the liquid.

□ Electrically ground and bond the containers as follows:

(1) Attach the clip at one end of the grounding wire to the rim of the dispensing container and then attach the clip at the other end of the grounding wire to a ground source, such as a ground driven steel stake.

(2) Attach the clip at one end of the bonding wire to the rim of the dispensing container and then attach the clip at the other end of the bonding wire to the rim of the receiving container.

(3) You are now ready to dispense the liquid from the bulk container into the opened receiving container. Upon completion, replace the lid on the receiving container and remove the bonding wire.

6. Before using the chemical exhaust hood, manually flip the fan motor switch to the "on" position.

7. Do not use chemicals from unlabeled containers and unmarked cylinders.

8. Do not drag containers labeled "Flammable".

9. Use a rubber cradle when transporting unpacked glass bottles of chemicals.

10. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic".

11. Wear chemical goggles and a face shield when using, applying, or handling chemical liquids or powders from containers labeled "Caustic" or "Corrosive".

Personal Protective Equipment

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.

2. Wear earplugs or earmuffs in areas posted "Hearing Protection Required".

3. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.

Lifting Procedures

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

8. Keep your back straight.

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 tailgate before attempting to lift them off a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

Housekeeping

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

2. Mop up water around drinking fountains, drink dispensing machines and ice machines.

3. Do not store or leave items on stairways.

4. Do not block or obstruct stairwells, exits or accesses to safety and 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. Do not use gasoline for cleaning purposes.

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

Office Safety

1. Close drawers and doors immediately after use.

2. Open one file cabinet drawer at a time.

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

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

5. Do not stand on furniture to reach high places.

6. Use a ladder or step stool to retrieve or store items that are located above your head.

7. Do not kick objects out of your pathway; pick them up or push them out of the way.

8. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.

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

10. Carry pencils, scissors, and other sharp objects with the points down.

11. Do not tilt the chair you are sitting in on its back two legs.

12. Position hands and fingers on the handle of the paper cutter before pressing down on the blade.

13. Keep the paper cutter handle in the closed/locked position when it is not in use.

14. Do not use paper-cutting devices if the finger guard is missing.

15. Keep floors clear of items such as paper clips, pencils, tacks, or staples.

16. Keep fingers away from the ejector slot when loading or testing stapling devices.

17. Point the ejector slot away from yourself and bystanders when refilling staplers.

18. Use a staple remover, not your fingers, for removing staples.

19. Do not use extension or power cords that have the ground prong removed or broken off.

20. Use a cord cover or tape the cord down when running electrical or other cords across aisles, between desks or across entrances/exits.

21. Do not connect multiple electrical devices into a single outlet.

22. Turn off and unplug office machines before adjusting, lubricating, or cleaning them.

23. Do not use fans that have excessive vibration, frayed cords, or missing guards.

24. Do not use frayed, cut, or cracked electrical cords.

25. Do not place floor type fans in walkways, aisles, or doorways.

26. Do not place your fingers in or near the feed of a paper shredder.

27. Do not throw matches, cigarettes, or other smoking materials into trash baskets.

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

29. Use handrails when ascending or descending stairs or ramps.

30. Obey all posted safety and danger signs.

31. Do not run-on stairs or take more than one step at a time.

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

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.

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

3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

4. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.

5. Do not place a ladder in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.

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

7. Face the ladder when climbing up or down.

8. 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.

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

10. Do not stand on the top two rungs of any ladder.

11. Do not stand on a ladder that wobbles, or that leans to the left or right.

12. When using a ladder, extend the top of the ladder at least 3 feet above the edge of the landing.

13. Secure the ladder in place by having another employee hold it.

14. Do not move a rolling ladder while someone is on it.

15. Do not place ladders on barrels, boxes, loose bricks, buckets, concrete blocks, or other unstable bases.

16. Do not carry items in your hands while climbing up or down a ladder.

17. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

18. Do not use a ladder as a horizontal platform.

Hand Truck Operations

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

2. Push the tongue of the hand truck all the way under the load to be moved.

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

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

5. Push the load so that the axle and not the handles will carry the weight. The operator should only balance and push.

6. Place the load so that it will not slip, shift, or fall. Use straps, if provided, to secure the load.

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

8. For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.

9. Do not walk backward with the hand truck, unless going up stairs or ramps.

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

11. Move hand trucks at a walking pace.

12. Store hand trucks with the tongue under a pallet, shelf, or table.

13. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

Carts

1. Do not exceed the manufacturer's load rated capacity noted on the manufacturer's label on the cart.

2. Use a spotter to help guide carts around corners and through narrow aisles.

3. Do not stand on a cart or float or use it as a work platform.

Pallet Jack Use

1. Only pallet jack operators 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 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 pallet before releasing the load.

10. Do not leave pallet jack unattended with the load suspended.

Compressed Gas Cylinders

Storage and Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.

2. Store all cylinders in the upright position.

3. Place valve protection caps on gas cylinders that are in storage or not in use.

4. Do not lift cylinders by the valve protection cap.

5. Do not store compressed gas cylinders in areas where they can encounter chemicals labeled "Corrosive".

6. Place cylinders on a cradle, sling board, pallet, or cylinder basket to hoist them.

7. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

Use of Cylinders

1. Do not use dented or visibly damaged cylinders.

2. Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.

3. Do not transport cylinders without first removing regulators and replacing the valve protection caps.

4. Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.

5. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.

6. Stand to the side of the regulator when opening the valve.

7. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

8. Do not use compressed gas to clean the work area, equipment, or yourself.

9. Open compressed gas cylinder valves slowly. Open fully when in use to eliminate leakage around the cylinder valve stem.

Storeroom/Stockroom

1. Use long handled snips when cutting strapping bands away from a shipping container.

2. Wear safety glasses when cutting strapping bands, uncrating materials, and driving nails.

3. Stand to the side of the strapping band when cutting it.

4. Do not run-on stairs or take more than one step of a staircase at a time.

5. Do not jump from elevated places such as truck beds, platforms, or ladders.

6. Do not smoke while handling chemicals labeled "Flammable".

7. Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.

8. Do not handle or load any containers of chemicals if their containers are cracked or leaking.

9. Obey all safety and danger signs posted in the workplace.

10. Store case cutters, exacto knives or other tools with cutting edges in sheaths when they are not in use.

11. Visually inspect for sharp objects or other hazards before reaching into containers such as garbage cans, boxes, bags, or sinks.

12. Remove or bend nails and staples from crates before unpacking.

13. Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.

14. When manually stocking shelves, position the materials to be shelved slightly in front of you, so you do not have to twist when lifting and stacking materials.

15. Do not let items overhang from shelves into walkways.

16. Remove one object at a time from shelves.

17. Place items on shelves so that they lie flat and do not lean against each other.

18. Move slowly when approaching blind corners.

PROFESSIONAL STAFF

Moving Residents

1. Always use the two-person lifting rule.

2. Use mechanical lifts.

3. Use either the Lumbar Belt\* or the Gait Belt

\* The Lumbar Belt is an enhancement to proper lifting techniques and not to be relied on for physical support.

Bed to Gurney Transfer

1. Adjust bed to the level of gurney.

2. Lock bed and lock gurney in place by bed.

3. Place a plastic sheet beneath drawsheet to facilitate sliding the resident.

4. Keep your knee on gurney when moving resident to edge.

5. Transfer resident in two stages, first onto edge, then to middle of gurney.

Transfer from Bed to Wheelchair

1. Adjust the bed height to that of the wheelchair and lock bed in place.

2. Move the wheelchair into position and lock wheelchair into place.

3. Reduce the lifting, by supporting patient's knee between your legs.

4. Talk to resident and together move resident to a standing position. Keep your knees slightly bent and back balanced.

5. Pivot and lower the resident into wheelchair by bending your knees.

6. Allow the resident to hold on to you at your waist or shoulders, not the neck.

Moving Resident Up in Bed

1. Lock bed into place to prevent movement.

2. Adjust the bed height so it is below your waist.

3. Work from the side of the bed, point your feet in the direction you are moving the resident.

4. Use a draw sheet and adjust bed to flat position to move the resident.

5. Do not try to lift resident; reach under the resident's back and shoulders and slide resident toward head of bed.

6. Request resident to assist you in this movement by pushing with feet and elbows.

7. When performing this task, keep your feet wide apart, and knees bent.

Turning Resident Over in Bed

1. Lock the bed in place to prevent movement.

2. Adjust the bed height to mid or upper thigh.

3. Lower bed rails.

4. Cross residents’ legs and cross arms on his or her chest.

5. Place your knees against the bed for support.

6. Keep your knees bent, back balanced and use your body weight to help turn the resident.

7. Do not lift but turn the resident toward you.

A Falling Resident

1. Do not try to prevent the fall once in progress. Bend your knees and help guide the resident safely to the floor.

2. Do not try to lift the resident; get help to remove resident from floor.

Transfer Resident from Wheelchair to Toilet

1. Lock the wheelchair into place.

2. Have the resident grasp the grab bar by the toilet and the arm of the wheelchair for support. Do not lift the resident.

3. Have the resident pivot, helping to position his or her body. Do not lift the resident.

4. Bend your knees and assist resident but do not position resident by trying to lift him/her.

Mechanical Apparatus

1. Do not lift; use transfer belts for safely moving residents from beds, chairs, cars, and toilets.

2. Do not lift; use a roller board to move resident between gurney and bed.

3. Do not lift; have the resident use the trapeze to assist you during movement from or in bed.

NURSES

Infection Control

1. Do not bend, recap, remove, shear, or purposely break any contaminated needle.

2. Discard disposable needles or medical sharps into the containers labeled "Biohazard Sharps".

3. Do not reach into containers when discarding the sharp items.

4. Wash or flush areas with water if your skin surface, eye, or mouth is splashed or spattered with blood or other bodily fluids.

5. Wear non-permeable gloves when contact with blood, non-intact skin, mucous membranes, or other infectious material is possible.

6. Do not use gloves that are torn, cut, or punctured.

7. When required to wear protective gloves do not use hand to face movements when handling materials that are visibly contaminated with human blood.

8. Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or the waterless cleaner immediately upon removal of protective gloves.

9. Wear latex or vinyl gloves and full face and body protection whenever large amounts of blood or body fluids are present or anticipated.

10. Place protective equipment contaminated with human blood in the red containers labeled "Biohazard"; these containers prevent leakage during collection, handling, storage, and transport.

11. When performing emergency medical care, wear latex or vinyl gloves. When finished using the gloves, discard them immediately into the "Biohazard" marked bag/container for disposal.

12. Wear full face protection whenever administering care to patients who are vomiting, coughing, choking, sneezing, or being intubated.

13. Clean up any broken glass using a dustpan and broom. Do not pick up broken glass with your hands.

14. Use bag-valve masks or pocket "mask to mouth" devices when performing CPR.

MAINTENANCE

Machine Guarding

1. Replace the guards before starting machines, after adjusting or repairs.

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

Hand Tool Safety

1. Tag worn, damaged or defective tools "Out of Service" and do not use them.

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

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

4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.

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

6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels, or files in your pocket unless the tool or pocket is sheathed.

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

8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.

9. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.

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

Files/Rasps

1. Do not use a file as a pry bar, hammer, screwdriver, or chisel.

2. When using a file or a rasp, grasp the handle in one hand and the toe of the file in the other.

3. Do not hammer on a file.

Chisels

1. Keep the cutting edge of the chisel sharp.

2. Do not use chisels with damaged striking ferrules.

3. Hold a chisel with a tool holder if possible.

4. Clamp a small work piece in a vise and chip towards the stationary jaw when working with a chisel.

Hammers

1. Use a claw hammer for pulling nails.

2. Do not strike nails or other objects with the cheek of the hammer.

3. Do not strike a hardened steel surface, such as a cold chisel, with a claw hammer.

4. Do not strike one hammer against another hammer.

5. Do not use a hammer if your hands are oily, greasy, or wet.

6. Do not use a hammer as a wedge or a pry bar or for pulling large spikes.

7. Use only a sledge type hammer on a striking face wrench.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.

2. Do not use an adjustable blade saw such as a hacksaw, coping saw, keyhole saw or bow saw, if the blade is not taut.

3. Do not use a saw that has dull saw blades.

4. Oil saw blades after each use.

5. Keep hands and fingers away from the saw blade while using the saw.

6. Do not carry a saw by the blade.

7. When using a hand saw, hold the work piece firmly against the worktable.

Screwdrivers

1. Always match the size and type of screwdriver blade to fit the head of the screw.

2. Do not hold the work piece against your body while using a screwdriver.

3. Do not put your fingers near the blade of the screwdriver when tightening a screw.

4. Use an awl, drill, or nail to make a starting hole for screws.

5. Do not force a screwdriver by using a hammer or pliers on it.

6. Do not use a screwdriver as a punch, chisel, pry bar or nail puller.

7. Use a screwdriver that has an insulated handle for electrical work.

8. Do not carry a screwdriver in your pocket.

9. Do not use a screwdriver if your hands are wet, oily, or greasy.

10. Do not use a screwdriver to test the charge of a battery.

11. When using a spiral ratchet screwdriver, push down firmly and slowly.

Wrenches

1. Do not use wrenches that are bent, cracked, or badly chipped, or that have loose or broken handles.

2. Do not slip a pipe over a single head wrench handle for increased leverage.

3. Do not use a shim to make a wrench fit.

4. Size the adjustable wrench to fit the nut before turning.

5. Use a split box wrench on flare nuts.

6. Do not use a wrench with broken or battered points.

7. Use a hammer on striking face wrenches.

8. Discard any wrench with spread, nicked or battered jaws, or if the handle is bent.

9. Use box or socket wrenches on hexagon nuts and bolts as a first choice, and open-end wrenches as a second choice.

Pliers

1. Do not use pliers as a wrench or a hammer.

2. Do not attempt to force pliers by using a hammer on them.

3. Do not slip a pipe over the handles of pliers to increase leverage.

4. Use pliers with an insulated handle for electrical work.

5. Do not use pliers that are cracked, broken, or sprung.

6. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Vises

1. When clamping a long work piece in a vise, support the far end of the work piece by using an adjustable pipe stand, sawhorse, or box.

2. Position the work piece in the vise so that the entire face of the jaw supports the work piece.

3. Do not use a vise that has worn or broken jaw inserts or has cracks or fractures in the body of the vise.

4. Do not slip a pipe over the handle of a vise to gain extra leverage.

Snips

1. Wear safety glasses or safety goggles when using snips to cut materials.

2. Wear work gloves when cutting materials with snips.

3. Do not use straight cut snips to cut curves.

4. Keep the blade aligned by tightening the nut and bolt on the snips.

5. Do not use snips as a hammer, screwdriver, or pry bar.

6. Use the locking clip on the snips after use.

Toolboxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door.

2. Tape over or file off sharp edges on toolboxes, chests, or cabinets.

3. Do not stand on toolboxes, chests, or cabinets to gain extra height.

4. Lock the wheels on large toolboxes, chests, or cabinets to prevent them from rolling.

5. Push large chests, cabinets, and toolboxes; do not pull.

6. Do not open more than one drawer of a toolbox at a time.

7. Close and lock all drawers and doors before moving the tool chest to a new location.

8. Do not use a toolbox or chest as a workbench.

9. Do not move a toolbox, chest, or cabinet if it has loose tools or parts on the top.

Electrically Powered Tools

1. Do not use power equipment or tools on which you have not been trained.

2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons, and presses.

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

4. Do not carry plugged in equipment or tools with your finger on the switch.

5. Do not carry equipment or tools by the cord.

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

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

8. Do not leave tools that are "On" unattended.

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

10. Do not operate spark-inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.

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

12. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.

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

14. Do not connect multiple electrical tools into a single outlet.

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

16. Do not drive over, drag, step on or place objects on a cord.

17. Do not use a power hand tool to cut wet or water-soaked building materials or to repair pipe leaks.

18. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.

19. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.

20. Do not operate a power hand tool or portable appliance if the ground pin from the three-pronged power plug is missing or has been removed.

21. Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two-conductor extension cord.

22. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

Grinders

1. Do not use grinding wheels that have chips, cracks, or grooves.

2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".

3. Do not try to stop the wheel with your hand, even if you are wearing gloves.

4. Do not use grinder if it is not firmly anchored to the workbench.

5. 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 ringing sound, do not use the wheel.

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

7. Do not clamp a portable grinder in a vise to use it as a bench grinder.

8. Do not use grinding wheels if the tool rest is not adjusted to one-eighth of an inch from the wheel.

9. Do not use grinding wheels if the tongue guard is not adjusted to one-fourth of an inch from the wheel.

KITCHEN 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 position heated pots or pans with the handles protruding over the edge of range, table, or counter.

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

4. When adding ingredients to hot liquids, add small portions to prevent splashing.

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

6. Transport hot liquids in closed containers.

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

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

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

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

Knives/Sharp Instruments

1. When handling knives and other cutting tools, direct sharp points, and edges away from you.

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

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

4. Do not use knives with dull blades.

5. Do not use honing steels that do not have disc guards.

6. Do not attempt to catch a falling knife.

7. Use knives for the operations for which they are named.

8. When opening cartons, use safety box cutters. Do not cut with the blade extended beyond the guard.

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

10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.

11. Do not leave knives in sinks full of water.

12. Do not pick up knives by their blades.

13. Carry knives with their tips pointed towards the floor.

14. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheaths or holders.

15. Follow this procedure when picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

16. Do not submerge hot glass in cold water or submerge a cold glass in hot water.

ADMINISTRATION / SOCIAL SERVICES PERSONNEL

Driving Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.

2. Do not smoke while fueling a vehicle.

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

Driving Rules

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

2. Always obey all traffic patterns and signs.

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

4. Keep windows and windshield clean.

5. Do not operate vehicle if you are ill or fatigued.

6. Do not operate a vehicle if you are taking any medication whose container label indicates that the medication may cause drowsiness or other side effects.

7. Only employer authorized personnel may operate any company vehicle.

Obtained from Toolboxtopics.com, Skilled Nursing Care, https://www.toolboxtopics.com/menu\_programs.html (Accessed August 14, 2024).