

NDSU Dining Services

I. Introduction

Safety is everyone's responsibility. Improper procedures used by employees can cause injury, disability or even death. By outlining and following safe operating procedures, we learn to prevent injuries and safeguard our coworkers and ourselves.

II. Purpose

To ensure all employees know and understand the guidelines for safe work practice and the safe operating procedures for the equipment used in Dining Services.

III. Goals

To reduce the risk of a work-related injury or death by maximizing personal safety while on the job.

IV. Procedures

A. General Safety

1. Be careful and stay aware of your surroundings at all times. Do not rush. Unsafe acts and unsafe conditions cause most incidents.
2. Use chemicals for their intended purpose only. When using chemicals, know what you are using and how to properly use it. Refer to the Material Safety Data Sheets (MSDS) located in each unit for the safe use of each chemical. When the MSDS recommends personal protective equipment (goggles, gloves, mask, etc.), you are **required** to use them.
3. Do not use equipment unless you have been trained to properly operate it. See your supervisor for instruction.
4. Immediately report any dangerous electrical, plumbing or equipment problems to your supervisor.
5. Assume all pots, pans, stoves, ovens, steam kettles, pipes etc. are hot before attempting to touch them. Use dry mitts, cloths or potholders to pick up hot equipment.
6. Before cleaning any equipment, be sure the power and/or steam have been shut off, the cord is unplugged from the wall receptacle and the equipment is cool enough to handle.
7. Open the lids on pans so steam will be directed away from you.
8. If glass or china is broken near the food, feel personally responsible for seeing that food, which might contain pieces of broken glass or china, is not served. Remove broken glass and china from the floor immediately using a broom and dustpan. Never handle broken glass or china with your hands. Sweep first, then clean up spilled foods or liquids with a mop. Inform your supervisor of the incident.
9. Horseplay, scuffling and other acts, which have an adverse bearing on the safety or well being of an employee or coworker, is prohibited. Worker's Compensation will not cover injuries resulting from horseplay. Concentrate on your work. Don't disturb or startle others.
10. Practice general safe housekeeping in your work area. Maintain a neat and orderly work area safe from accidents and injuries, and in compliance with building and fire codes. Keep things picked up and in their proper place. Don't litter any part of the building with rags, papers or debris of any kind.

11. Stairways, aisles, doorways and electrical panels are to be kept clear and free of obstruction at all times.
12. Use an approved ladder or step stool to reach high places. Do not use a box or chair, and never over reach.
13. Always clean up floor spills immediately, whether or not you are responsible for the spill.
14. Always use proper lifting techniques and body mechanics. Never attempt to lift or push an object that is too heavy. Seek assistance and use carts and dollies when needed.
15. Always push; never pull a loaded cart or rack. Be alert – corners and doorways can be hazardous.
16. Use knives only for purpose designed. Do not leave them lying on tables, cutting boards or in places where they are hard to see, such as a sink of soapy water. Return them to proper storage after hand washing. Never try to catch a falling knife.
17. Never touch blood or other body fluids with bare hands. Contact your supervisor immediately.
18. Report any incident/near miss or potential hazard immediately to the supervisor and complete the necessary report forms.

Also see Dining Services policy ***“Prevention of Injuries”***.

B. Personal Hygiene

Foodhandlers can contaminate food at every step in its flow from arrival at the loading dock to delivery of finished product to the customer. Good personal hygiene is a critical protective measure against contamination and foodborne illness. A neat, clean personal appearance is critical to the professional image we must portray to customers.

1. Employees must diligently follow hygienic hand practices. See Dining Services policy ***“Guidelines for Routine Handwashing, Hand Maintenance and Glove Usage”*** for specifics.
2. Maintain personal cleanliness and appearance:
 - Bathe or shower before work.
 - Keep hair clean and properly restrained.
 - Use of deodorant or antiperspirant.
 - Practice good dental hygiene.
 - Avoid excessive make-up and strong cologne or perfume.
 - Facial hair must be shaved daily. A neatly trimmed and clean mustache, sideburns or covered beard may be permitted at the discretion of the manager.
 - Keep uniform clean, free of wrinkles and in good repair. See Dining Services policy ***“Dress Code”*** for specifics.
 - Remove aprons when leaving food-preparation areas. Change apron after handling garbage, soiled dishes or using the restroom.
 - Only small, stud-type pierced earrings may be worn. Bracelets, necklaces and rings, other than plain wedding bands, are not permitted.
3. Avoid unsanitary habits and actions:
 - Smoking is not allowed on campus. Employees are permitted to smoke only during breaks or meal periods and only off campus. There will not be any extra break time allowed to make it off campus during breaks for smoking.

- Eating or drinking is not permitted in food preparation/serving areas and dishwashing areas. The only exception is food production staff properly taste-testing foods being prepared.
 - Chewing gum, chewing tobacco, spitting or sucking candy/cough drops is not permitted while on duty.
4. Employees must report health problems to their supervisor before working with food.
- a. If the employee's health condition could contaminate food or equipment, the employee must stop working and seek medical attention. The employee will be restricted from working with or around food if the employee has:
 - Fever
 - Diarrhea
 - Vomiting
 - Sore throat with fever
 - Jaundice (yellowing of the skin and eyes)
 - b. The employee will be excluded from working and local regulatory agencies notified if the employee has been diagnosed with a foodborne illness. Management must work with the local regulatory agency to determine when the employee can safely return to work.
 - c. Cuts, burns, boils, sores, skin infections or infected wounds will be covered with a bandage when the employee is working with or around food or food contact surfaces. Bandages will be clean, dry and prevent leakage from the wound. Disposable gloves or finger cots will be worn over bandages on hands.

C. Syringe/Needle Disposal

To dispose of a needle/syringe you have used:

- A needle disposal unit is located in each unit's office area and in public restrooms for needle disposal. Place needles in the disposal unit. Do not throw needles in the regular trash.
- Wash hands thoroughly before returning to work.

If you find a needle/syringe:

- Put on disposable gloves.
- Carefully pick it up and place it on a tray or plate for transport.
- Carry the tray or plate to the office and place the needle in the needle disposal unit.
- Take the tray to the dish room for washing/sanitizing.
- Remove and dispose of gloves in the trash.
- Wash hands thoroughly.

When needle disposal unit is 2/3 full:

- Unit clerk will call University Safety and Police (231-7759) for pick-up and replacement of needle disposal unit.