

Safety and Sanitation Guidelines Notes (Key)

List important safety guidelines for each box in each section.

Procedures	Safety Guidelines	Occupational Safety and Health Act	Causes of Accidents	Prevention Programs
<ul style="list-style-type: none"> • Safety • Accident • Emergency 	<ul style="list-style-type: none"> • Be sure to locate: • Potential dangers • Emergency exits and routes • Handwashing stations • First aid kits • MSDS information 	<ul style="list-style-type: none"> • Protects employee health and safety • Passed in 1970 • Requires employers to make the workplace free of hazards 	<ul style="list-style-type: none"> • Poor accident prevention plan • Employee lack of knowledge and skills • Employee negligence • Employee fatigue 	<ul style="list-style-type: none"> • Business Responsibility • Rules and Policies • Safety Training • Safety Inspections • Employee Responsibility • Pay attention to work • Asking questions • Follow all rules and policies • Getting sufficient sleep • Getting good nutrition • Getting appropriate exercise

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Emergencies

- Emergency action plan
 - Detailed plan describing what to do
- Emergencies include:
 - Fire
 - Natural disasters
 - Medical emergencies
 - Industrial accidents
 - Civil disturbances

Security Threats

- People
- Hazards and Accidents
- Natural Disasters

Cleaning and Sanitizing

- Cleaning removes food and dirt from surface
- Sanitizing reduces pathogens on a surface to safe levels
- Prevents the spread of pathogens to food.
- Steps:
 - Clean the surface
 - Rinse the surface
 - Sanitize the surface
 - Allow the surface to air-dry

Storage

- A well-organized kitchen has a logical place for everything
- Equipment
 - Large, heavy equipment belongs in low cabinets
 - Appliances can be stored in low cabinets or in a storage area
- Tools
 - Store utensils where you use them most often
 - Keep knives in drawers or butcher block