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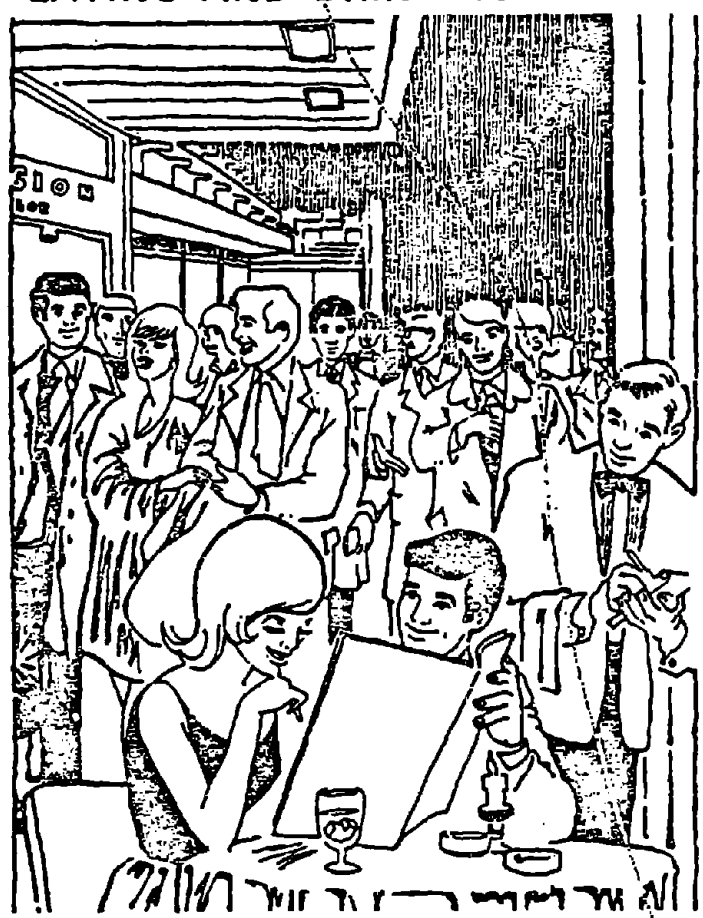
HEALTH AND SAFETY GUIDE FOR EATING AND DRINKING PLACES



U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service
Center for Disease Control
National Institute for Occupational Safety and Health

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CONTENTS

INTRODUCTION

The Williams-Steiger "Occupational Safety and Health Act of 1970" was passed into law "to assure safe and healthful working conditions for working men and women. . ." This Act established the National Institute for Occupational Safety and Health (NIOSH) under the Department of Health, Education, and Welfare (DHEW) and the Occupational Safety and Health Administration (OSHA) under the Department of Labor (DOL). The Act provides for research, information, education, and training in the field of occupational safety and health and authorizes enforcement of the standards. As part of these activities, surveys have been made by NIOSH to determine the most common health and safety problems in small businesses. This Guide includes a "Guidelines" section and a section on "Frequently Violated Regulations"; it is being distributed throughout the industry.

While the aim of this Guide is to assist in providing a safe and healthful workplace by describing safe practices and helping to correct some of the more frequently encountered violations of the safety and health standards, it is not intended to provide total information in all areas of compliance. Additional information can be found in "General Industry Standards," Code of Federal Regulations Title 29 — Part 1910.

Words such as "must," "shall," "required," and "necessary" appearing in the text, indicate requirements under the Federal Regulations. Procedures indicated by "should," "suggested," etc., constitute generally accepted good practices.

In some states, the federal government has delegated enforcement authority for occupational safety and health to the state government. Although state standards sometimes differ, they must be at least as effective as the federal standards.

On the last few pages of the Guide are listed addresses of NIOSH and OSHA regional offices where additional information and materials can be obtained. Consultation resulting from requests for assistance will not precipitate a compliance visit by OSHA.

HEALTH AND SAFETY GUIDELINES

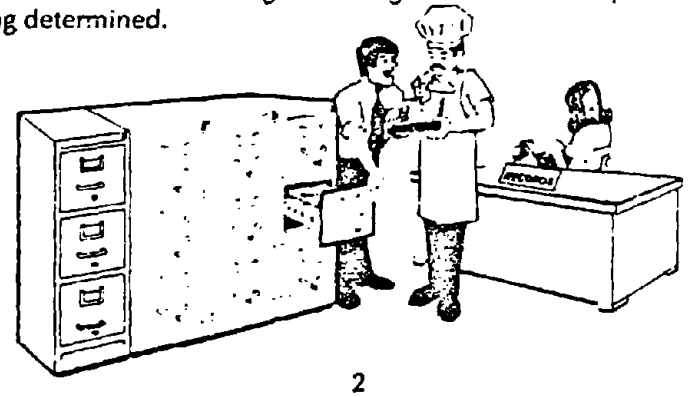
GENERAL PHILOSOPHY REGARDING HEALTH AND SAFETY

Through the use of a health and safety program, existing unsafe acts or conditions should become apparent. For many of these there may not be specific standards. Nevertheless, it is important to find a solution to these recognized problems.

During the analysis of the workplace for health and safety problems, it may also become apparent that "the letter of the law" is not being met. This may be particularly noticeable where dimensions are given for ladders, stairs, railing, etc. If it is apparent to all concerned that the "intent" of the law is being met, instead of making changes, a variance may be requested. Considerable discretion must be exercised in this area and the decision not to make changes should be made with the concurrence of OSHA.

When new buildings are being constructed, renovations are being made, or new equipment is obtained, the standards must be followed.

It is desirable that an employer demonstrate a willingness to comply with the intent of the law by operating an effective, ongoing safety and health program, by correcting existing hazards in the workplace, and by maintaining records of purchases, installations, and other compliance-promoting activities. Therefore, after an OSHA compliance visit and a possible citation, the manager can substantiate intent to provide a safe and healthy workplace by demonstrating records which document the purpose, and may be given the benefit of having shown "good faith" when penalties are being determined.



HEALTH AND SAFETY PROGRAM

Hazardous conditions or practices not covered in specific OSHA standards are covered under the general duty clause of the Act which states "Each employer shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

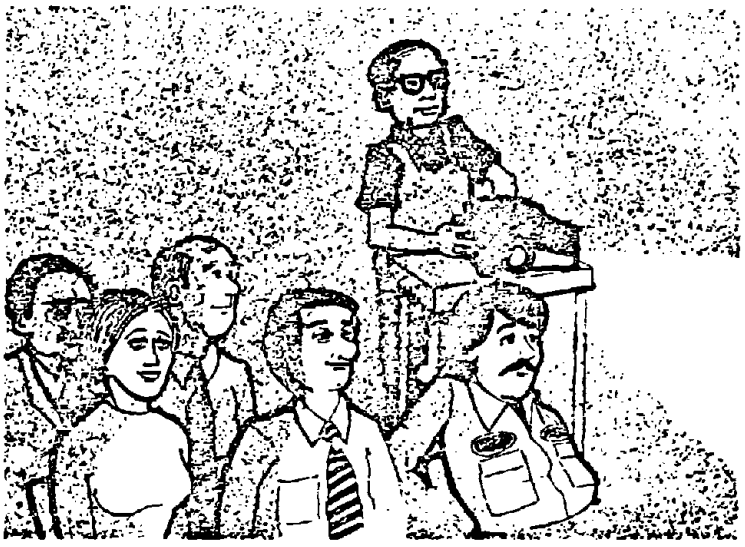
A health and safety program is an effective way of recognizing, evaluating, and controlling hazards and potential hazards in the workplace. Hazards may be identified by performing self-inspections, soliciting employee input (interviews, suggestions, and complaints), promptly investigating accidents, reviewing injury and illness records, and using the material in this Guide and from other information sources.

Safety teams can provide leadership in an emergency.

Typical examples of hazards are unsafe walking surfaces, unguarded machinery, electrical hazards, improper lifting, and air contaminants. The "Checklist" in the back of this book is of particular importance in identifying hazards. It should be customized to fit the needs of your program.

HEALTH AND SAFETY GUIDELINES

The most severe problems or situations which occur more frequently should be given priority for corrective action.



Management should assign safety and health responsibilities in the areas of both program development and implementation. Regular meetings or informal discussions can be held to discuss safety promotions, hazards, and injury and illness records. To ensure program success, management leadership is necessary. The person assigned responsibility, for instance the supervisor, must be delegated the authority and have management support to carry out the part of the program assigned. Everyone in the establishment should be aware of the activities of the program through a systematic interchange of information. Employees cannot take an interest in the program if they are unaware of what is occurring. Conversely, well-informed employees will likely show interest and a desire to participate.

EMPLOYEE TRAINING

A safe operation depends largely upon employees who are properly informed and aware of potential hazards. Training needs will vary according to the complexity of the operation. Some suggestions are to:

1. Impress upon the employees the need for constant awareness — even during automatically controlled operations.

2. Be sure all employees know when and how to use appropriate personal protective equipment.

3. Develop and maintain check points to be observed as a part of standard and emergency procedures during each shift.

4. Post appropriate warning signs and operating procedures.

5. Instruct employees in the use of portable fire extinguishers. (Refer to fold-out chart in this booklet and post in a conspicuous place.)

6. Have at least one person trained in first aid available.

7. Be sure employees authorized to use motorized equipment are thoroughly instructed in its operation and potential hazards.

8. Develop a "good housekeeping" awareness to reduce accidents and to develop the employees' sense of pride in their surroundings. Specific responsibility for clean-up should be assigned.

9. Instruct employees in safe-lifting practices. Such instructions may prevent many injuries. An easily understood chart, "How to Lift Safely," is included in the back of this book for posting where it may be seen by employees.

GOOD HOUSEKEEPING

Maintaining a clean and orderly workplace reduces the danger of fires. Rubbish should be disposed of regularly. Combustible material of any type should only be kept in places which are isolated by fire-resistant construction. If it is necessary to store combustible waste materials, a covered metal receptacle is suggested.

The materials used for cleaning can create hazards. Combustible sweeping compounds such as oil-treated sawdust can be a fire hazard. Floor coatings containing low flash point solvents can be dangerous if used near sources of ignition. All oily mops and rags must be stored in closed metal containers.

Some common causes of fires in all businesses are:

1. electrical malfunctions
2. friction
3. open flames
4. sparks
5. hot surfaces
6. smoking.

Proper maintenance and awareness of these conditions through a safety program can reduce these hazards.

Not only does good housekeeping contribute to a safer workplace by reducing the potential for fire, it also reduces accidents from slips, trips, and falls. Falls are one of the chief causes of injury in all industries. Accumulations of waste and scrap and spills of slippery material (oil) must be cleaned up promptly so they do not constitute a hazard.

Good housekeeping also contributes to increased safety during materials handling and storage. An orderly workplace with unobstructed aisles and passageways can significantly reduce injuries.

AUTOMATIC SPRINKLER SYSTEMS

When automatic sprinkler systems are provided, they must meet design requirements of the National Fire Protection Association's Standard for the Installation of Sprinkler Systems (NFPA No. 13—1969) as well as OSHA requirements.

Every automatic sprinkler system must have at least one automatic water supply of adequate pressure, capacity, and reliability. There must be one or more fire department connections through which water can be pumped. No shut-off valve is allowed in this connection. The entire system must be kept in good operating order. Functional tests are required at least once a year.

The clearance between sprinkler heads and the top of combustible storage must be at least 36 inches. If the piles are less than 12 feet high with horizontal channels, or solid and less than 15 feet high a clearance of 18 inches is allowed.

All automatic sprinkler installations must be equipped with alarm systems audible to all employees.

HEALTH AND SAFETY GUIDELINES

CONTROL OF HAZARDOUS MATERIALS

In the occupational environment, persons may be exposed to excessive levels of a variety of harmful materials, including gases, dusts, mists, vapors, fumes, certain liquids and solids, noise, heat, cold, and the like.

Health hazards often are not recognized because materials used are identified only by trade names; materials often contain mixtures of substances, making identification still more difficult. To begin identifying potential health hazards, a materials analysis (product inventory) should be made and all hazardous substances listed and evaluated. If the composition of a material cannot be determined, the information should be requested from the manufacturer or supplier who often will provide Material Safety Data Sheets for the product. These Sheets contain information about the material such as toxicity levels, physical characteristics, incompatibility with other substances, and safety and health controls.

A process analysis should be performed noting all chemicals used and all products and by-products formed. For example, when certain cleaning agents such as ammonia and bleach are mixed, poisonous gases such as chlorine are formed. When such an analysis is performed, allied activities such as maintenance and service operations should also be included.

Skin conditions such as chemical burns, skin rashes, and dermatitis constitute over half of all occupational health problems. Good personal hygiene practices, the use of proper personal protective equipment and clothing, and protective creams or lotions can often prevent skin problems.

HEALTH AND SAFETY GUIDELINES

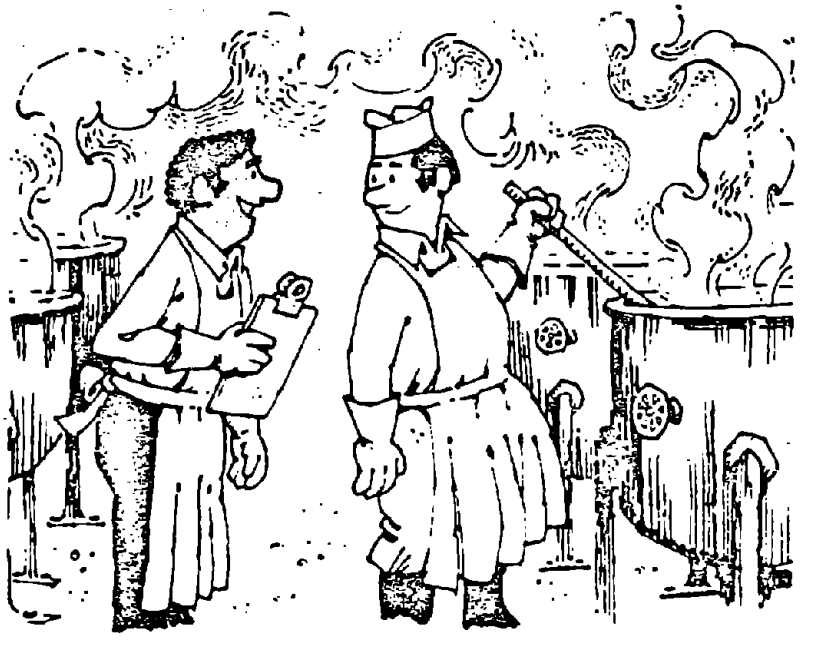
EATING AND DRINKING PLACES — SPECIFIC AREAS

This Guide covers establishments primarily engaged in the retail sale of prepared food and drinks (alcoholic beverages) for consumption on the premises. Drinking establishments also include those places that offer entertainment such as cabarets and discotheques. This section lists the most common problems found in eating and drinking places. More detailed discussions on some of the items can be found in a later section of this Guide.

Eating and drinking places vary in size, number of employees, and the type of food, drink, or entertainment offered. Since this Guide is written to cover the entire industry, some operations will be discussed which may not be applicable to your own facility.

KITCHENS

In eating places or in drinking establishments that also offer food for consumption, the kitchen area has the greatest activity and,



KITCHENS (cont.)

therefore, has the most potential for accident or injury to occur. The equipment in kitchens is designed to either heat, cut, or grind food and the increased activity and pressure during peak serving times heightens the chance of an injury or accident unless proper care is exercised. In kitchens the following items should be noted:

1. The floor must not be slippery. In wet or greasy areas such as near stoves, dishwashers, and ice machines the floor should be made of non-skid material or be covered with washable mats.
2. Broken slats in wooden mats must be repaired or replaced.
3. Spilled food and broken dishes should be cleaned up immediately. Brooms and dustpans or a vacuum should be used for cleaning up broken glass and crockery.
4. All electrical equipment must be grounded. Even small appliances such as fans, toasters, hot plates, blenders, coffee machines, and the like must be grounded.
5. All exposed drive belts and chain and sprocket drives must be guarded.
6. Exhaust hoods and ducts must be cleaned regularly.
7. Carts, boxes, trash cans, and other items must never block exits, passageways, fire extinguishers, or electrical breaker panels.
8. Portable fire extinguishing equipment must be of the proper

KITCHENS (cont.)

type, properly located, and kept in working order.

9. Where automatic fire control systems are used, the head of the nozzle must be directed toward the potential fire area.

10. It is suggested that steam, gas, and water pipes be identified as such. All steam pipes located within 7 feet of the floor or working platform which the employee may contact must be properly insulated, covered, or guarded.

11. Carbon dioxide bottles (tanks) should be stored and secured where they cannot be knocked over. All gauges on the tank should be in good working order.

12. Trash compactors should not be operable with the lids open. If they are operable with the lids open, other safety devices such as two-hand controls, electric eyes, or emergency shut-off bars must be installed.

13. All fans (including fans in coolers and refrigeration units) less than 7 feet from the floor must be guarded with openings no larger than ½ inch.

14. Microwave ovens should be cleaned often and checked periodically with a special instrument to ensure that there is no microwave radiation leakage.

15. Metal treadle guards should be placed over foot controls on steam cleaning machines for garbage cans or other items to prevent accidental operation of pedals.

KITCHENS (cont.)

16. All steam equipment should be operated within the manufacturer's recommended limits. Steam kettles should be drained of water before the steam valves are opened.

17. Automatic coffee makers of the filter type with rotating hot water pipes can cause severe burns if accidentally turned on while over an employee's hand. Employees should be alerted to this hazard.

18. Hot water relief valves should be inspected regularly.

19. Heavy lids on equipment such as steam kettles should have a means for securing them to prevent accidental falling.

20. Machines used for slicing, cutting, grinding, etc. should have guards placed on all toggle switches to prevent accidental starting.

21. Walk-in freezers should have an inside light switch and a way of opening the door from the inside. It is suggested that an alarm system be installed in case an employee becomes locked inside.

22. Knives and cutting tools should be kept sharp.

23. Knives and cutting tools should be stored with blades protected and placed so that they do not protrude into walkways.

KITCHENS (cont.)

24. Proper precautions should be taken when handling hot items. Busboys or dishwashers should be warned if items are still hot.

25. Several glasses should not be picked up in one hand by placing fingers into the glasses and bringing them together. Glasses carried in this manner may break.

26. Employees should not wear clothing that can easily be caught or burned.

27. Employees should not engage in horseplay.

28. It is suggested that counters or tables in the kitchen have rounded or protected edges.

MACHINE GUARDING

It is generally recognized that machine guarding is of the utmost importance in protecting the employee. In fact, it could be said that the degree to which machines are guarded in an establishment is a reflection of management's interest in providing a safe workplace.

Personnel cannot always be relied upon to act safely around machinery in motion to avoid accidents. People react differently to the same environment because of physical, mental, or emotional changes — sometimes reacting safely, sometimes not. Even the well-coordinated and highly trained individual may at times perform unsafe acts which could lead to injury and death, and therefore, machine guarding is important.

In the food industry, machinery having cutting, grinding, shearing, rolling, punching, pressing, mixing, or similar actions is common and represents potential safety hazards unless properly guarded. The following equipment must be guarded at the point of operation:

1. meat saws (band saws)
2. meat and vegetable choppers ("buffalo choppers")
3. meat and vegetable slicers
4. meat, fish, and other food grinders
5. garbage disposals.

BAKERY EQUIPMENT

Many restaurants have some bakery equipment on the premises. Included in the OSHA General Industry Standards is a special section on bakery equipment such as dough rollers, moulders, mixers, and the like. This contains specific requirements for bakery equipment and should be referred to. A Health and Safety Guide for Bakeries has been published (see inside front cover) which may be useful to some restaurant managers.

The most applicable bakery equipment standards for eating establishments are:

1. Vertical mixers must be provided with positive means to prevent injury to the operator during speed-change manipulations.
2. Bowl-locking devices on vertical mixers must be of a positive type which requires the attention of the operator to unlock.
3. Devices must be made available for moving bowls weighing more than 80 pounds, with contents, into and out of the mixing position.
4. All bread slicing machines must have a mechanical device to push the last loaf through the slicer knives.

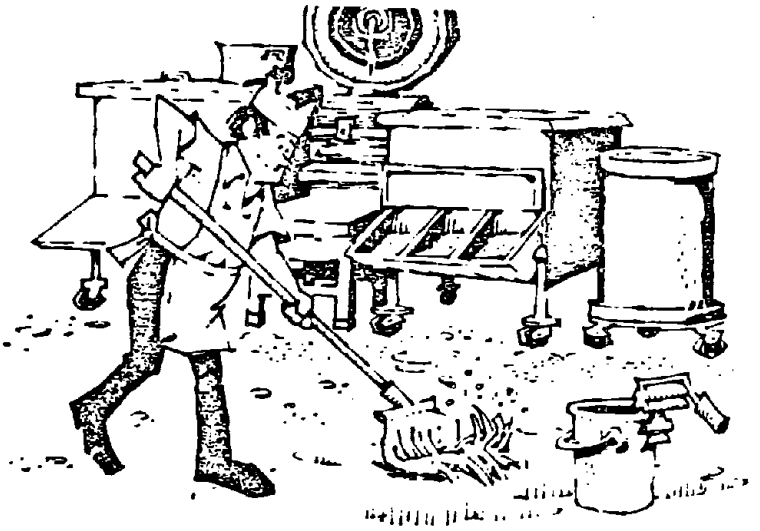
FREQUENTLY VIOLATED REGULATIONS

This section outlines the OSHA regulations which are most applicable to general plant conditions and operations throughout the industry. The standards are listed and the important parts of each standard are summarized.

General conditions and controls are discussed. Your particular operation may vary, so some of these standards may not apply or additional standards may also be applicable. The control methods presented are only a brief, general suggestion as to how hazards may be corrected. For detailed information on controls where specific designs must be implemented for such problems as noise, air contaminants, and machine guarding, you may need the services of a professional consultant.

FREQUENTLY VIOLATED REGULATIONS

WALKING AND WORKING SURFACES



GENERAL REQUIREMENTS

1. The workplace must be maintained clean, orderly, sanitary, and as far as possible, in a dry condition. Spills should be cleaned up promptly.

2. Areas which are constantly wet should have nonslip surfaces where personnel normally walk or work.

3. Every floor, working place, and passageway must be maintained free from protruding nails, splinters, holes, and loose boards.

4. All permanent aisles must be easily recognizable, be maintained to allow clear passage, and provide sufficient clearance for traffic and materials handling equipment.

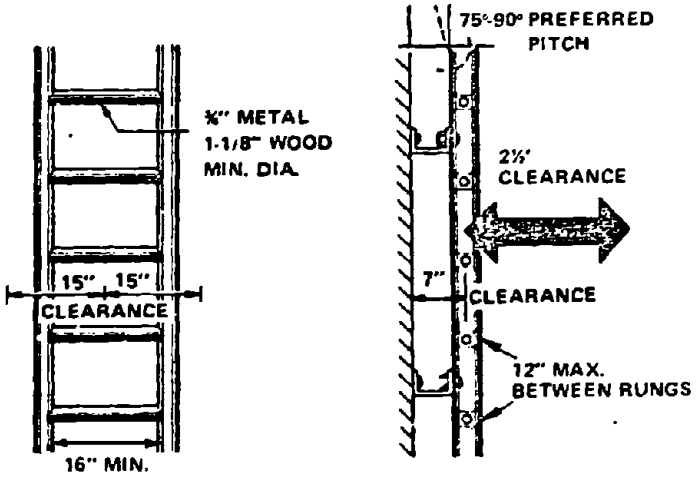
5. The floor load capacity is the maximum weight which can be safely supported by the floor, expressed in pounds per square foot. Floor load capacities must be posted in a readily visible location (except for slab floors with no basements). When this information is not available, and when floor load capacity is in doubt, it is suggested that a competent engineer be consulted.

WALKING AND WORKING SURFACES (cont.)

FIXED LADDERS MUST:

1. be designed to withstand a single concentrated load of at least 200 pounds.

2. have rungs with a minimum diameter of ¾ inch for metal ladders, or 1⅛ inches for wood ladders.



3. have rungs at least 16 inches wide spaced no more than 12 inches apart.

4. be painted (if metal), or otherwise treated to resist deterioration when location demands.

5. have a preferred pitch of 75°-90° for safe descent.

6. have 2½ feet clearance for ladders with 90° pitch and 3 feet for 75° pitch on the climbing side of ladder (unless caged).

7. have at least a 7 inch clearance in back of the ladder to provide for adequate toe space.

8. be equipped with cages if they are longer than 20 feet.

9. have landing platforms if they are more than 20 feet long. A platform every 30 feet for caged ladders and every 20 feet for unprotected ladders is required.

10. have side rails extend 3½ feet above landings.

11. have a clear width of 15 inches on each side of the center line of the ladder (unless with cages or wells).

FREQUENTLY VIOLATED REGULATIONS

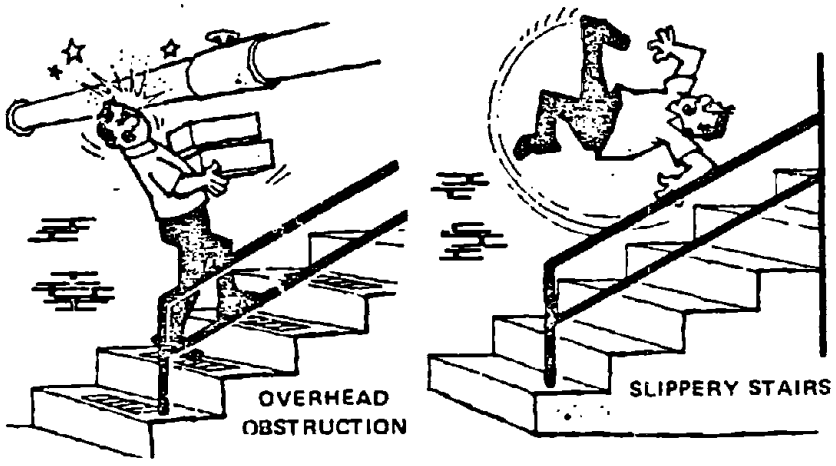
WALKING AND WORKING SURFACES (cont.)

PORTABLE LADDERS

1. Must be maintained in good condition at all times.
2. Should be kept coated with a suitable protective material.
3. Must be inspected frequently. Those which have developed defects must be tagged, "DANGEROUS — DO NOT USE" and be removed from service for repair or destruction.
4. If wooden, should be stored where they will not be exposed to the elements and where there is good ventilation.
5. Metal ladders must not be used near energized electrical equipment.
6. Must be placed so that the side rails have a secure footing. They may not be placed on boxes, barrels, or other unstable bases to obtain additional height. Nonslip bases should be used.
7. Any purchase order for ladders should include the requirement that they meet OSHA Standards.

FIXED INDUSTRIAL STAIRS

1. Riser height and tread width must be uniform throughout any flight of stairs.
2. All treads must be reasonably slip resistant.
3. Vertical clearance above any stair tread to any overhead obstruction must be at least 7 feet, measured from the leading edge of the tread.



4. The minimum permissible width is 22 inches (if a means of exit access, at least 28 inches).

FREQUENTLY VIOLATED REGULATIONS

WALKING AND WORKING SURFACES (cont.)

5. The angle to the horizontal made by the stairs must be between 30° and 50°.

6. All stairs should be adequately lighted.

7. If the tread is less than 9 inches wide, the risers should be open.

8. If the flight of stairs has 4 or more risers:

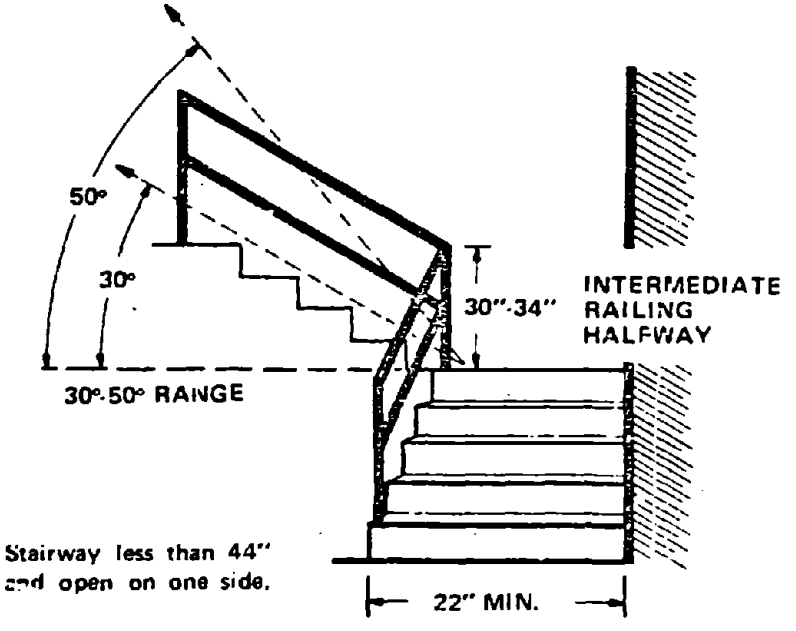
a. a stair railing on each open side is required.

b. a hand rail on each enclosed side is required if greater than 44 inches.

c. and both sides are enclosed on a stairway less than 44 inches wide, at least one handrail is required, preferably on the right side descending.

d. and if the stairway is 88 or more inches wide, an intermediate stair railing located midway is required.

9. The vertical height of the railing must be 30 to 34 inches and of construction similar to the standard guard railing described later in this section.



WALKING AND WORKING SURFACES (cont.)

THE STANDARD GUARD RAILING AND TOEBOARD

A standard guard railing consists of a top rail, intermediate rail, and posts. The distance from the upper surface of the top rail to the floor, platform, runway, or ramp must be 42 inches. The intermediate rail must be approximately halfway between the top rail and the floor.

A standard guard railing can be of any configuration and construction that meets the basic dimension requirements (42 inches high with midrail) and can withstand 200 pounds applied in any direction at any point on the top rail. For wood railings, the rails and posts must be at least 2" x 4" stock with posts spaced not more than 6 feet.

For pipe railings, rails and posts must be at least 1½ inch outside diameter pipe with posts spaced not more than 8 feet.

For structural steel railings, posts and rails must be of 2 x 2 x ⅜ inch angles or other metal shapes of equivalent strength with posts spaced not more than 8 feet.

The standard toeboard must be approximately 4 inches in height from the floor to its top edge, with no more than a ¼ inch gap between the toeboard and the floor. It may be constructed of any substantial material either solid or perforated, as long as the openings are smaller than 1 inch.

WHERE A STANDARD GUARD RAIL IS REQUIRED

1. Every open-sided floor or platform 4 feet or more above the adjacent floor or ground level must be railed on all open sides except where there is entrance to a ramp, stairway, or fixed ladder.

2. Every stairway floor opening must be guarded on all exposed sides except the entrance to the stairway.

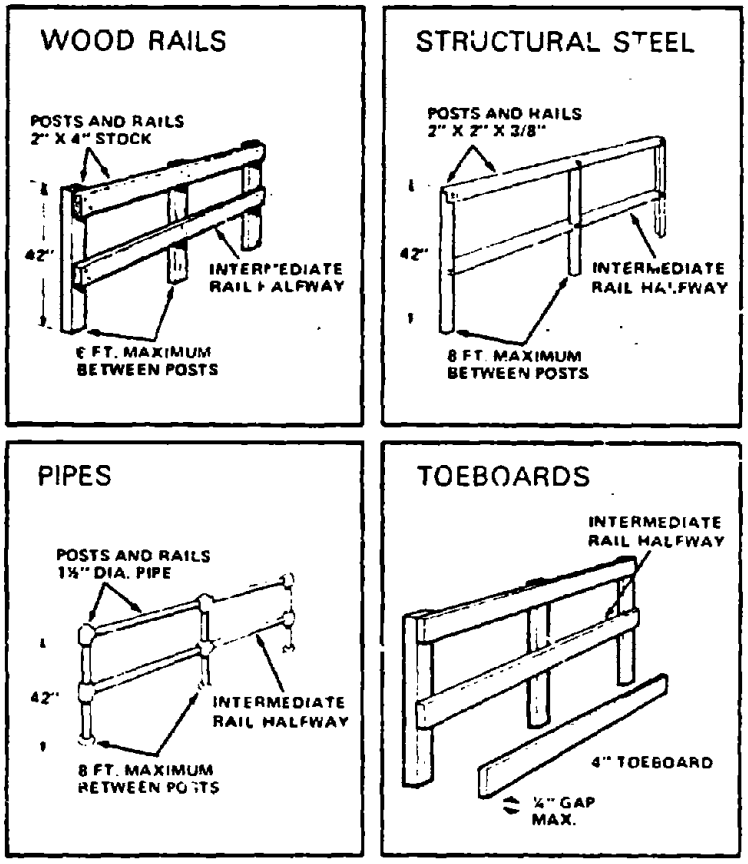
3. Every ladderway floor opening must be guarded by a standard railing and toeboard on all sides, with passage through the railing constructed so as to prevent a person from walking directly into the opening.

4. Every runway or catwalk 4 feet or more above ground or floor level must have railings on all open sides.

FREQUENTLY VIOLATED REGULATIONS

WALKING AND WORKING SURFACES (cont.)

As a general condition: a standard toeboard and railing are required wherever people walk beneath the open sides of a platform or under similar structures or where things could fall from the structure (for example, into machinery below).



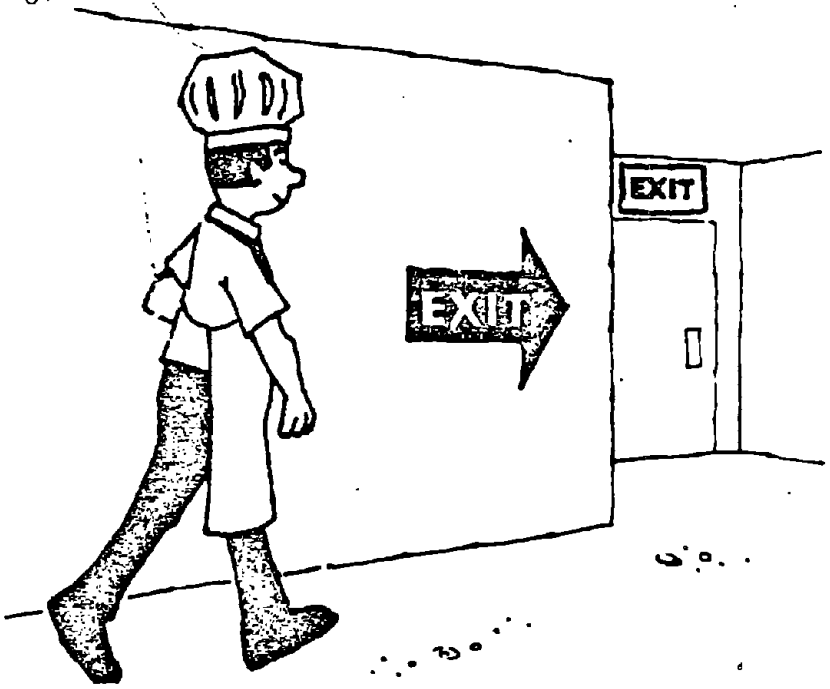
FREQUENTLY VIOLATED REGULATIONS

EXITS AND EXIT MARKINGS

EXITS AND EXIT MARKINGS

1. Every exit must have the word "EXIT" in plain legible letters not less than 6 inches high with the strokes of the letters not less than ¾-inch wide.

2. Doors, passageways, or stairways which are neither exits nor ways to an exit, but may be mistaken for an exit, must be clearly marked "NOT AN EXIT" or by a sign indicating their actual use e.g., "STORAGE ROOM" or "BASEMENT."



3. When the direction to the nearest exit may not be apparent to an occupant, an exit sign with an arrow indicating direction must be used.

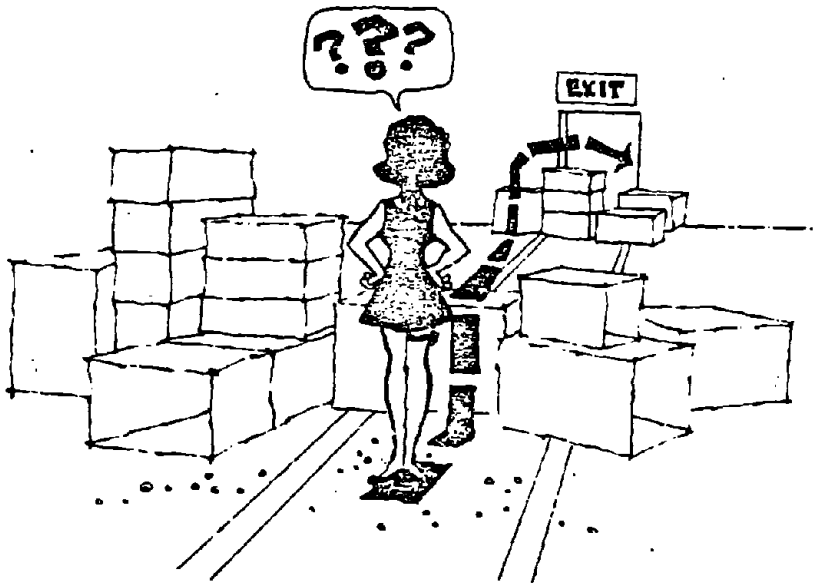
4. Exit access must be arranged so that it is unnecessary to travel toward any area of high hazard potential in order to reach the nearest exit (unless the path of travel is effectively shielded by suitable partitions or other physical barriers).

5. Nothing may impair the visibility of the exit sign, such as decorations, furnishings, or other signs.

FREQUENTLY VIOLATED REGULATIONS

EXITS AND EXIT MARKINGS (cont.)

6. A door from a room to an exit or to a way of exit access must be of the side-hinged swinging type. It must swing out in the direction of travel if 50 or more persons occupy the room or the exit is from an area of high hazard potential.



7. Areas around exit doors and passageways must be free of obstructions. The exit route must lead to a public way.

8. If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs must be suitably illuminated by a reliable light source.

9. No lock or fastening may be used to prevent escape from inside the building.

10. Where occupants may be endangered by the blocking of any single exit due to fire or smoke, there must be at least two means of exit remote from each other.

FREQUENTLY VIOLATED REGULATIONS

OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROLS

Persons working in eating and drinking establishments can be exposed to several potential occupational health problems. The most common are:

1. **AMMONIA** solution is frequently used as a cleaning agent. The employees should avoid skin contact by wearing protective clothing such as rubber gloves. If skin or eye contact occurs, the affected area must be washed promptly. Ammonia gas is released from the solution and therefore, good ventilation must be provided. For example, the hood should be operating when employees are cleaning grease from the range.

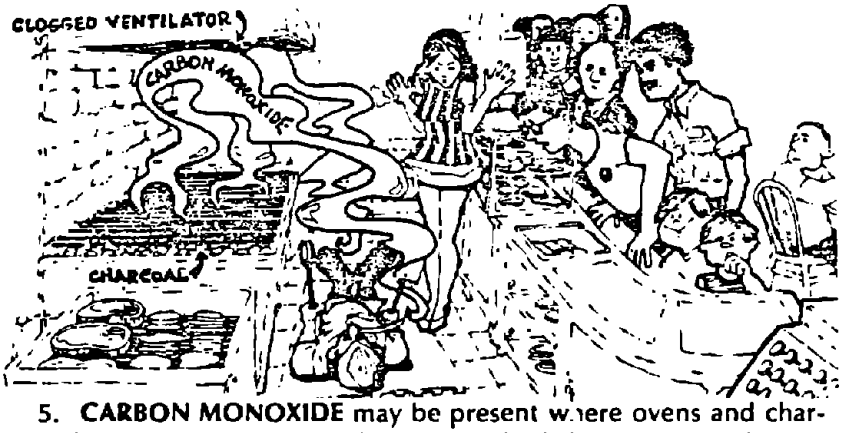
2. **DRAIN CLEANERS** cause skin burns and damage to the eyes. If there is the possibility of splashing, rubber gloves and goggles and/or a face shield must also be worn by employees using drain cleaners.

3. **STRONG CAUSTIC SOLUTIONS** are often used for cleaning reusable filters for range, grill, and broiler exhaust hoods. Protective clothing and equipment may be required to avoid skin or eye contact.

4. **SOAPS AND DETERGENTS** may cause contact dermatitis (skin rashes) or throat irritation may occur from inhalation of soap dust. Disposable respirators (face masks) may be needed by employees who are sensitive to the dust.

FREQUENTLY VIOLATED REGULATIONS

OCCUPATIONAL HEALTH ENVIRONMENTAL CONTROLS (cont.)



5. **CARBON MONOXIDE** may be present where ovens and charcoal broilers are not properly ventilated. If the restaurant has an enclosed parking facility, the attendants may be exposed to harmful levels of carbon monoxide present in automobile exhaust.

6. **MICROWAVE OVENS** are becoming a standard appliance in many restaurants. As ovens get old, hinges and catches may loosen, and microwaves may leak. The units should be cleaned regularly, since spilled food can prevent oven doors from closing properly. If the interlock system fails, the unit may not shut off when the door is opened. Units should be checked periodically for leaks by properly equipped and trained persons.

7. **ULTRAVIOLET RADIATION** can be harmful to the skin and eyes. Examples of low-intensity ultraviolet radiation sources are low-pressure mercury vapor lamps and black-light lamps.

8. **HEAT STRESS** may be a problem in kitchen areas. High heat levels can cause heat-related illnesses and employees should be made aware of the symptoms of heat disorders and the need for water and salt replacement.

9. **NOISE** exposure that exceeds the allowable limits can occur in cabarets, bars, lounges, etc. where live entertainment is featured. Noise exposure can be reduced by reducing sound amplifier volume and/or instituting administrative controls to limit the time of exposure.

OCCUPATIONAL HEALTH ENVIRONMENTAL CONTROLS (cont.)

OCCUPATIONAL NOISE EXPOSURE

Excessive noise can cause permanent hearing damage. It is management's responsibility to make sure employees are not exposed to noise levels in excess of the standard. The current standard is 90 decibels A-weighted (dBA) for an eight hour exposure. Even at this noise level, hearing damage can be expected in some individuals. It may soon be a requirement, and it is considered good practice, to have hearing checked (audiometric testing) on an annual basis, for all employees exposed to 85-90 dBA noise levels for eight hours daily. If no hearing loss is observed, ear protection is not required.

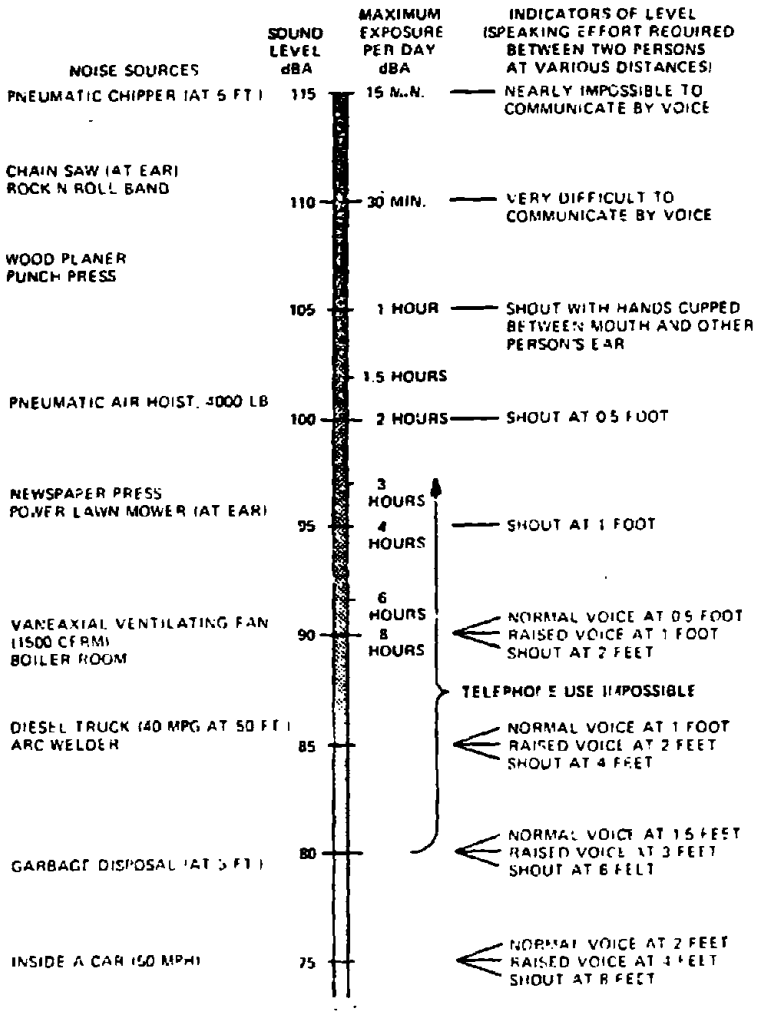
At greater than 90 dBA exposures (eight hours per day) or for higher noise levels in excess of the allowable time (e.g., 100 dBA for more than two hours) a continuing, effective hearing conservation program must be administered. Reference to the following table gives estimates of noise levels and the maximum allowable exposure times. It is required that either engineering controls such as enclosing noisy equipment, or administrative controls, such as limiting time of exposure, be utilized to reduce noise level or the exposure time to comply with the standard. If these control measures are not feasible, then effective personal protective equipment is required. There are many forms and types of ear protection that can be considered such as ear muffs or ear plugs. Some are more useful than others, depending on the noise level, the frequency of the noise, and how well they fit the individual. It is necessary to provide protection that is effective and reasonably comfortable to the wearer.

The following table is provided to assist in the evaluation of the noise levels in the workplace. If referral to the table indicates that levels and time of exposure are such that corrective action is needed, it is recommended that professional help be sought to correct the problem. A noise survey by adequately equipped and trained personnel should be made before implementing engineering and administrative controls, and or setting up a hearing conservation program.

FREQUENTLY VIOLATED REGULATIONS

OCCUPATIONAL HEALTH ENVIRONMENTAL CONTROLS (cont.)

PERMISSIBLE NOISE EXPOSURES



FREQUENTLY VIOLATED REGULATIONS

PERSONAL PROTECTIVE EQUIPMENT

GENERAL

Personal protective equipment may not be used as a substitute for feasible administrative or engineering controls. While these controls are being implemented, or if it has been determined that control methods are not feasible, personal protective equipment is required whenever there are hazards that can do bodily harm through absorption, inhalation, or physical contact. This equipment includes respiratory and hearing protective devices, special clothing, and protective devices for the eyes, face, head, and extremities. All personal protective equipment must be of safe design and construction for the work to be performed and must be maintained in a sanitary and reliable condition.

EYE PROTECTION

Eye protection is required where there is a possibility of injury from caustic cleaning materials, flying particles, hot fat splatters, chips, etc.

HEARING PROTECTION

Appropriate hearing protection must be used where employees are exposed to noise levels in excess of 90 dBA. Such sound intensity may occur around live musical groups.

GLOVES

When handling caustic cleaning materials, employees must wear gloves which are impervious to such materials. The gloves must be long enough to protect the forearms.

APRONS

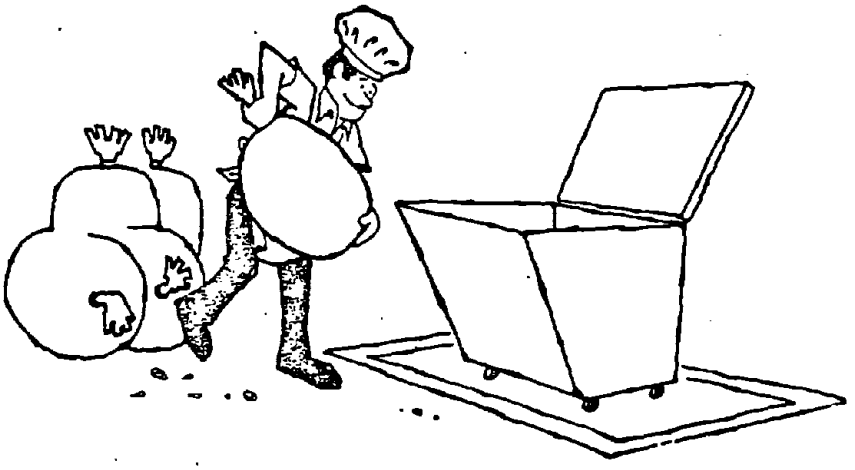
If aprons are used as protection from caustics and other hazardous materials, they must be impervious to such materials.

FOOT PROTECTION

Non-skid shoes should be worn in all areas of restaurants and bars where floors may become wet or greasy.

FREQUENTLY VIOLATED REGULATIONS

GENERAL ENVIRONMENTAL CONTROLS



RODENT, INSECT, AND VERMIN CONTROL

Every enclosed work place and personal service room must be constructed, equipped, and maintained to prevent the entrance or harborage of rodents, insects, and vermin of any kind.

FREQUENTLY VIOLATED REGULATIONS

GENERAL ENVIRONMENTAL CONTROLS (cont.)

1. Safe drinking water must be provided in all places of employment. The use of a common drinking cup is forbidden.

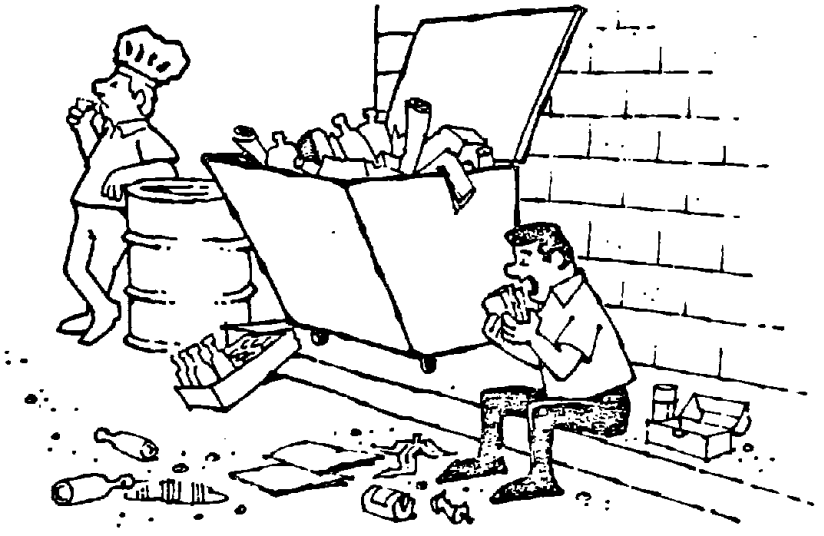
2. Receptacles for waste food must be covered and kept in a clean and sanitary condition.

3. Restrooms must be kept in a clean and sanitary condition, including covered containers for sanitary napkins.

4. Separate toilet facilities must be provided for each sex. The exception to this is if only one person at a time uses a toilet room and the door can be locked from the inside.

5. One toilet and one lavatory must be provided for approximately every 15 employees.

6. Each lavatory must have hot and cold or tepid running water, hand soap, individual hand towels, or warm air blowers.



7. Beverages or food must not be stored or consumed in a toilet room or in an area exposed to materials which could be hazardous if ingested.

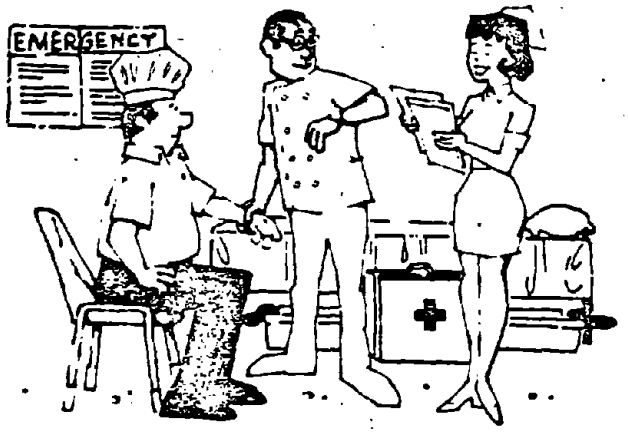
FREQUENTLY VIOLATED REGULATIONS

MEDICAL AND FIRST AID

The employer interested in maintaining production, preventing loss of work time, receiving efficient employee performance, and achieving good morale should adopt ways of preserving employees' health. A good practice is to require preplacement medical examinations to insure that prospective employees are physically able to do the specific work. Periodic health evaluations for hazardous jobs and early treatment of any illness or injury should also be encouraged.

Medical personnel must be readily available by phone or on-site for advice and consultation.

Emergency phone numbers should be posted near telephones (see "Emergency Information Chart" on the back cover). Stretchers and blankets should be available for prompt transportation of injured or ill employees to a hospital.



In the absence of an infirmary, clinic, or hospital which is used for treatment of injured or ill employees in near proximity to the workplace, at least one employee must be adequately trained to render first aid. The American Red Cross, the U.S. Bureau of Mines, some insurance carriers, local safety councils, and others with OSHA approved programs provide acceptable training.

FREQUENTLY VIOLATED REGULATIONS

MEDICAL AND FIRST AID (cont.)

First aid supplies must be readily available and approved by a consulting physician. These supplies should be in sanitary containers with individually sealed packages for material such as gauze, bandages, and dressings that must be sterile. Other items often needed are adhesive tape, triangular bandages (to be used as slings), inflatable plastic splints, scissors, and mild soap for cleansing of wounds or cuts.

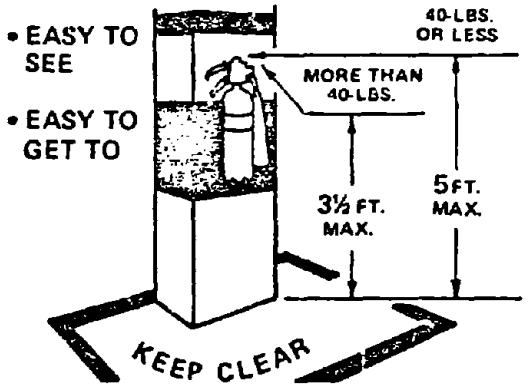
Some states have laws concerning first aid requirements including supplies (kits), training, and instructions on first aid given by the lay person. Trained employees should understand where first aid ends and treatment by a physician begins.

NOTE: First aid is immediate, temporary treatment given in the event of accident or illness — before the doctor arrives. Immediate first aid (within four minutes) may be the difference between complete recovery, permanent impairment, or death.

"Recordkeeping Requirements" toward the back of this Guide gives a discussion of records which must be maintained for occupational injuries and illnesses.

FREQUENTLY VIOLATED REGULATIONS

FIRE PROTECTION



PORTABLE FIRE EXTINGUISHERS MUST:

1. Be kept fully charged and in their designated places.
2. Be located among normal paths of travel.
3. Not be obstructed or obscured from view.
4. Not be mounted higher than five feet (to the top of the extinguisher) if 40 pounds or less, or 3½ feet if heavier.
5. Be inspected by management or a designated employee at least monthly to ensure that they:
   a. are in their designated places.
   b. have not been tampered with or actuated.
   c. do not have corrosion or other impairments.
6. Be examined at least yearly and or recharged or repaired to insure operability and safety — a tag must be attached to show the maintenance or recharge date and signature or initials of the person performing the service.
7. Be hydrostatically tested — the extinguisher sales representative usually will perform this service at appropriate intervals.
8. Be selected on the basis of type of hazard, degree of hazard, and area to be protected.
9. Be placed so that the maximum travel distances, unless there are extremely hazardous conditions, do not exceed 75 feet for Class A or 50 feet for Class B.

A chart showing fire extinguishers by class and how to use them, is located in the back of this booklet.

FIRE PROTECTION (cont.)

FIXED FIRE SUPPRESSION EQUIPMENT

Dry Chemical Systems

Dry chemical fire protection systems are the most common fire suppression systems found in restaurant kitchens. Dry chemical fire protection systems must meet the design requirements of the National Fire Protection Association (NFPA No. 17-1969). Alarms or indicators of systems operation are required. These systems must be maintained in adequate operating condition at all times and thorough inspections should be made regularly.

Carbon Dioxide Systems

Carbon dioxide (CO_2) systems are much less common in restaurant kitchens than the dry chemical type. If a CO_2 system is installed, the following requirements apply:

1. When a CO_2 system is discharged, an oxygen deficient atmosphere may exist. Suitable safeguards must be provided to ensure prompt evacuation of and to prevent entry into such atmospheres.

2. All CO_2 systems must be thoroughly inspected and tested for proper operation at least annually.

3. All high pressure cylinders must be weighed twice a year. If the net contents show a loss of more than 10%, it must be refilled or replaced.

4. If low pressure containers show a loss of 10% or more, they must be refilled unless minimum gas requirements are provided.

FREQUENTLY VIOLATED REGULATIONS

MACHINERY AND MACHINE GUARDING

GENERAL REQUIREMENTS FOR MACHINE GUARDING

One or more methods of machine guarding must be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in-running nip points, rotating parts, flying chips, and sparks. All such hazards located seven feet or less above the ground, floor, or working platform, must be guarded to prevent accidental contact. Guards must be attached to the machine or secured elsewhere if attachment to the machine is not possible. The guard must not offer an accident hazard in itself. Machines designed for fixed locations must be securely anchored to prevent "walking" or tipping.

A booklet entitled "The Principles and Techniques of Mechanical Guarding," OSHA 2057, can be obtained by writing to OSHA Regional Offices listed in the back of this book. Many equipment representatives can assist in obtaining the necessary protective devices.

The following pages contain examples of hazards, methods of guarding, and illustrations of enclosure and barrier guards.

ROTATING, RECIPROCATING, AND TRANSVERSE MOTION

Rotating, reciprocating, and transverse motions create hazards in two general areas — at the point of operation where work is being done, and at the point where power or motion is being transmitted from one part of a mechanical linkage to another. Even smooth, slowly rotating shafts can grip clothing or hair, and through mere skin contact force an arm or hand into a dangerous position.

Collars, couplings, cams, clutches, flywheels, shaft ends, spindles, lead screws, and horizontal or vertical shafting are typical examples of common rotating mechanisms which are hazardous. The danger increases when rotating bolts, oil cups, nicks, abrasions, and projecting keys or screw threads are exposed.

CUTTING ACTIONS

Cutting action results when rotating, reciprocating, or transverse motion is imparted to a tool so that material removed is in the form of chips. The danger of cutting action exists at the movable cutting

MACHINERY AND MACHINE GUARDING (cont.)

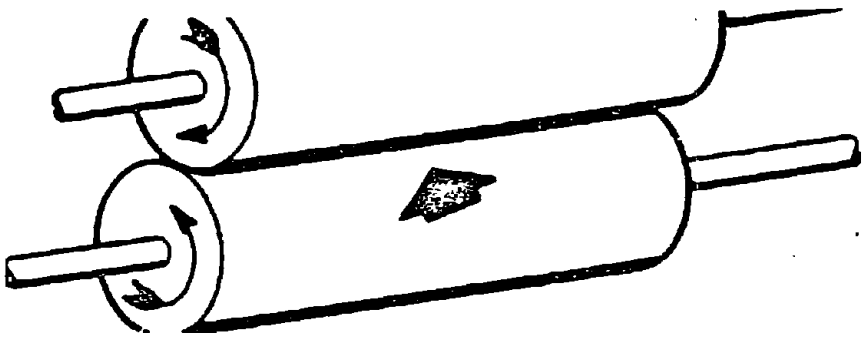
edge of the machine as it approaches or comes in contact with the material being cut. Such action takes place at the point of operation in cutting wood, metal, or other materials as differentiated from punching, shearing, or bending by press action.

Typical examples of mechanisms involving cutting action include band and circular saws, milling machines, planing or shaping machines, turning machines, boring or drilling machines, and grinding machines.

IN-RUNNING NIP POINTS

In-running nip points are a danger created through the action of rotating objects. Whenever machine parts rotate toward each other, or where one rotates toward a stationary object, an in-running nip point is formed. Objects or parts of the body may be drawn into this nip point and be bruised and crushed.

Typical examples of nip point hazards are the inside of mills and calendars, rolls used for dough handling, and stock conveyors, in-running side of a chain and sprocket, belt and pulley, a gear rack, a gear and pinion, and a belt conveyor terminal.



FREQUENTLY VIOLATED REGULATIONS

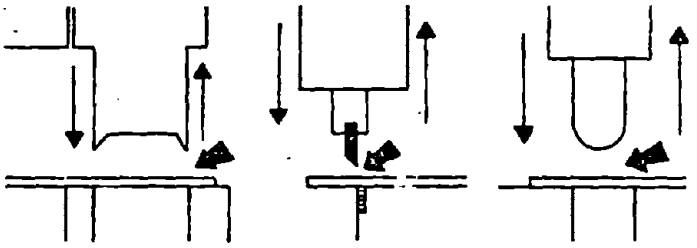
MACHINERY AND MACHINE GUARDING (cont.)

PUNCHING, SHEARING, AND BENDING ACTIONS

Punching, shearing, or bending action results when power is applied to a ram (plunger) or knife for the purpose of trimming, punching, shearing, stamping, or shaping material. The danger of this type of action lies at the point of operation where stock is inserted, maintained, and withdrawn.

Typical examples of equipment involving punching, shearing, or bending action includes foot and hand presses, bending presses or brakes, as well as squaring, guillotine, and alligator shears.

EXAMPLES OF PUNCHING, SHEARING, AND BENDING ACTIONS



MACHINERY AND MACHINE GUARDING (cont.)

CLASSIFICATION OF GUARDS

ENCLOSURE GUARDS

Fixed enclosure guards should be used in preference to all other types. They always prevent access to dangerous parts by enclosing a hazardous operation completely. Because of limited feed-size openings, enclosure guards admit stock, but will not admit an employee's hand into the danger zone. They may be constructed so as to be adjustable to varied opening size, but once adjusted, should be fixed. As a general rule, power transmission apparatus can be protected by enclosure guards.

INTERLOCKING GUARDS

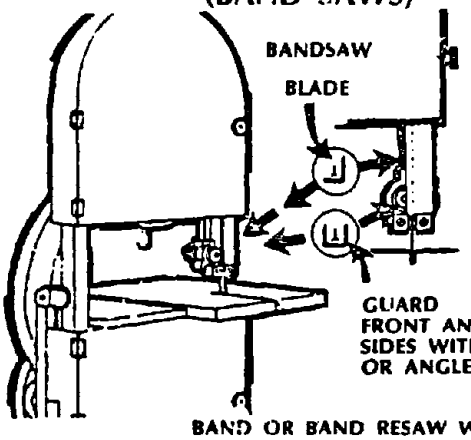
When a fixed enclosure guard is not practicable, an interlocking enclosure or barrier should be considered as the first alternative.

An interlocking enclosure guard is not fixed and may be opened or adjusted as the operation requires. These guards utilize an electrical or mechanical connection interlocked with the operating mechanism. The operation of the machine is prevented until the guard is returned to a closed position and the operator can no longer reach the point of danger.

FREQUENTLY VIOLATED REGULATIONS

MACHINERY AND MACHINE GUARDING (cont.)

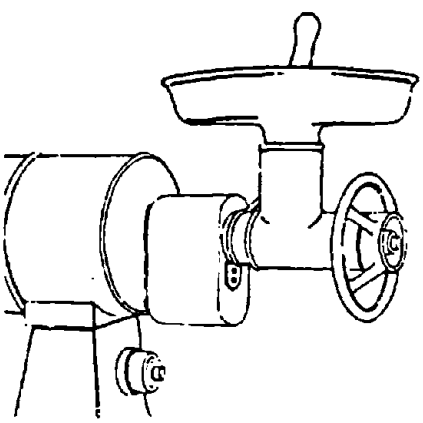
GUARDING CUTTING ACTIONS ON MEAT SAWS (BAND SAWS)



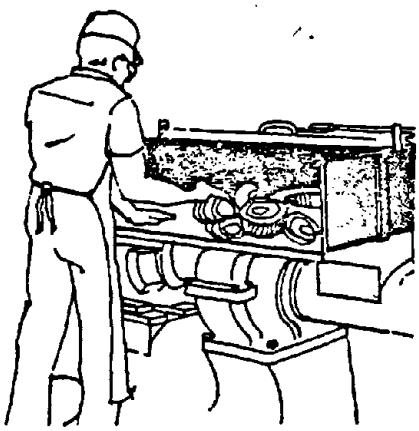
BAND OR BAND RESAW WHEELS MUST BE COMPLETELY ENCLOSED AND ALL PORTIONS OF THE BLADE SHOULD BE GUARDED, EXCEPT THAT PORTION BETWEEN THE GUIDE ROLLS AND THE TABLE

GUARDING CUTTING ACTIONS BY POSITION

FOOD GRINDERS



HOPPER OF SUCH SIZE AND NECK SO SMALL THAT OPERATOR'S FINGERS CANNOT COME IN CONTACT WITH THE WORM.

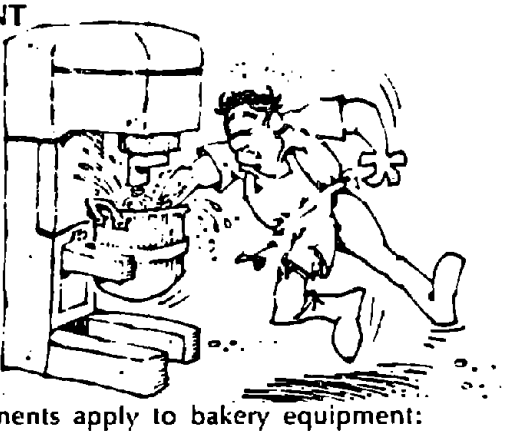


DISTANCE FROM FRONT OF HOPPER TO OPENING OVER WORM IS SUCH THAT OPERATOR CANNOT REACH INTO THE WORM.

FREQUENTLY VIOLATED REGULATIONS

MACHINERY AND MACHINE GUARDING (cont.)

BAKERY EQUIPMENT



These specific requirements apply to bakery equipment:

Any machinery using electric current must have the frame and electrical components grounded.

All gears, sprockets, and belt drives within reach from floors and platforms, or less than 8½ feet from the floor must be enclosed.

All rotating parts must be smooth. For example, lubrication fittings or any other member which is not flush with the rotating part must be recessed or guarded.

Manually fed dough brakes must be equipped with protection for the top roll. An emergency stop bar must be provided and located so that the body will press against it if the operator slips and falls toward the rolls, or if the operator gets a hand caught in the rolls. The operation of the emergency stop bar must be tested at least every 30 days.

All slicers must be provided with a mechanical device to push the last loaf of bread through the slicer knives.

Doughnut machines must have separate venting flues for vapors from the frying section and the heating chamber for the fat. A type "B" fire extinguisher must be readily available in the area of the doughnut fryer.

FREQUENTLY VIOLATED REGULATIONS

MACHINERY AND MACHINE GUARDING (cont.)

BAKERY EQUIPMENT (cont.)

Horizontal mixers with either power or manual dumping arrangements must be equipped with safety devices which engage both hands of the operator while the agitator is in motion under power, when the bowl is open more than one-fifth of its total opening. Both hands of the operator must be engaged to start the agitator when the bowl is more than one-fifth open.

Devices must be available for moving bowls weighing 80 lbs. or more with contents, into and out of the mixing position of vertical mixers.

All dumpbins must be of a suitable height from the floor to enable the operator to dump flour from bags without undue strain or fatigue. Where the edge of any bin is more than 24 inches above the floor, a bag rest must be provided. Openings in chutes must be protected by means of bars or grids. If the grids are made of mesh, the openings must not be larger than 3 inches in length or width. A control device for stopping the dumpbin and blender must be close to the normal location of the operator.

FREQUENTLY VIOLATED REGULATIONS

HAND AND PORTABLE POWERED TOOLS

The following is a partial list of regulations governing use of hand tools:

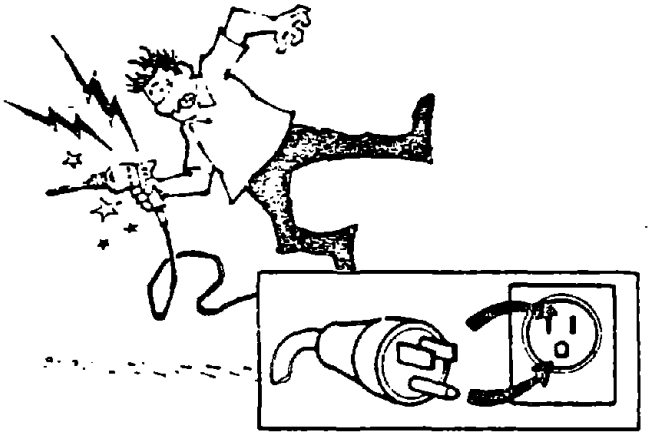
1. **Each employer is responsible for the safe condition of tools and equipment used by employees, including tools and equipment which may be furnished by employees.**

2. Hammers with broken or cracked handles, chisels and punches with mushroomed heads, or bent or broken wrenches should not be used.

3. Most hand-held powered tools must be equipped with a "dead-man" or quick release control so that the power is automatically shut off whenever the operator releases the control.

4. Portable circular saws must be equipped with guards above and below the base plate or shoe. The lower guard must retract when the blade is in use, and automatically return when the tool is withdrawn from the work.

5. All hand-held portable electrical equipment must have its frame grounded or be double-insulated and identified as such.



FREQUENTLY VIOLATED REGULATIONS

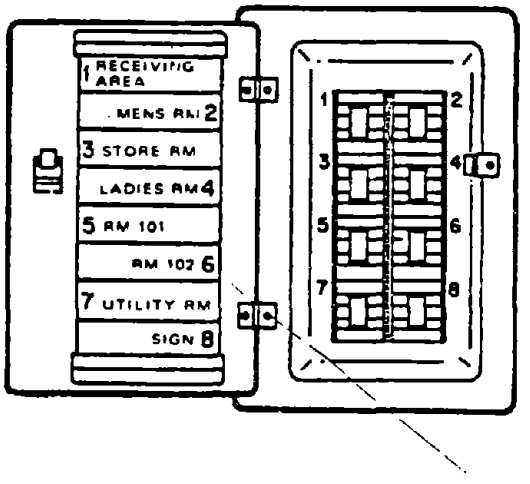
THE NATIONAL ELECTRICAL CODE (NEC)

ELECTRICAL REQUIREMENTS

MORE FIRES ARE CAUSED BY ELECTRICAL MALFUNCTION THAN ANY OTHER CAUSE, and standards pertaining to electrical equipment and its use in all industries have been cited as violations more frequently than any others.

The National Electrical Code, NFPA 70-1971; ANSI C1-1971 has been adopted as a national consensus standard by OSHA (refer to "Information Sources"). The purpose of the NEC is the practical safeguarding of persons and buildings and their contents from hazards arising from the use of electricity. The code contains basic minimum provisions considered necessary for safety. The electrician should be familiar with these requirements.

1. Each disconnecting means (e.g., circuit breaker or fuse boxes) must be legibly marked to indicate its purpose unless its purpose is evident.



PROPER LABELING OF CIRCUIT BREAKERS

2. Frames of electrical motors, regardless of voltage, must be grounded.

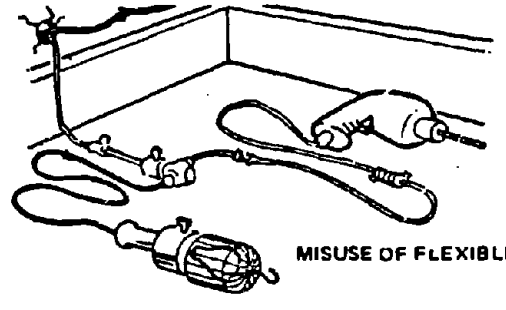
FREQUENTLY VIOLATED REGULATIONS

THE NATIONAL ELECTRICAL CODE (NEC) (cont.)

3. Exposed noncurrent-carrying metal parts of fixed equipment that may become energized under abnormal conditions must be grounded if:
   a. in wet or damp locations.
   b. in electrical contact with metal.
   c. operated in excess of 150 volts to ground.
   d. in a hazardous location (e.g., flammable liquid storage).

4. Exposed noncurrent-carrying metal parts of the following plug-connected equipment which are liable to become energized, must be grounded or double-insulated and distinctly marked:
   a. portable hand-held motor-operated tools
   b. appliances
   c. any equipment operated in excess of 150 volts to ground.

5. Outlets, switches, junction boxes, etc., must be covered.



MISUSE OF FLEXIBLE CORDS

6. Flexible cords may not be:
   a. used as a substitute for fixed wiring.
   b. run through doors, windows, etc.
   c. run through doors, windows, etc.
   d. attached to building surfaces.

7. Flexible cords must be:
   a. continuous lengths without splices or taps.
   b. fastened so that there is no pull on joints or terminal screws.
   c. replaced when frayed or when insulation has deteriorated.

RECORDKEEPING REQUIREMENTS

Recordkeeping requirements under OSHA compile factual information about accidents that have happened. These records provide employers with a measure for evaluating the success of their safety and health activities and of identifying high risk areas of their businesses to which attention should be directed. Employers must report within 48 hours to OSHA (or a state agency in states which have operational safety and health plans) any incident or accident which results in hospitalization of five or more employees or a fatality.

Federal regulations require that employers with eleven or more employees at any time during the preceding calendar year are required to complete OSHA Forms 100, 101 (or equivalent), and 102. The following types of cases must be recorded on the OSHA Form 100 (Log of Occupational Injuries and Illnesses): every death, every illness, and any injury which results in loss of consciousness, loss of time, restriction of work or motion, temporary or permanent transfer to another job, or medical treatment other than first aid. Illnesses and injuries are classified as to lost workdays, restriction of duties or "light duty," and no lost time.

A supplementary record must be completed for each recordable case. OSHA Form ~~101~~ may be used; a state workers' compensation report or other form is acceptable if it contains the equivalent information as the OSHA 101. Forms 100 and 101 must be kept current to within six days.

RECORDKEEPING REQUIREMENTS (cont.)

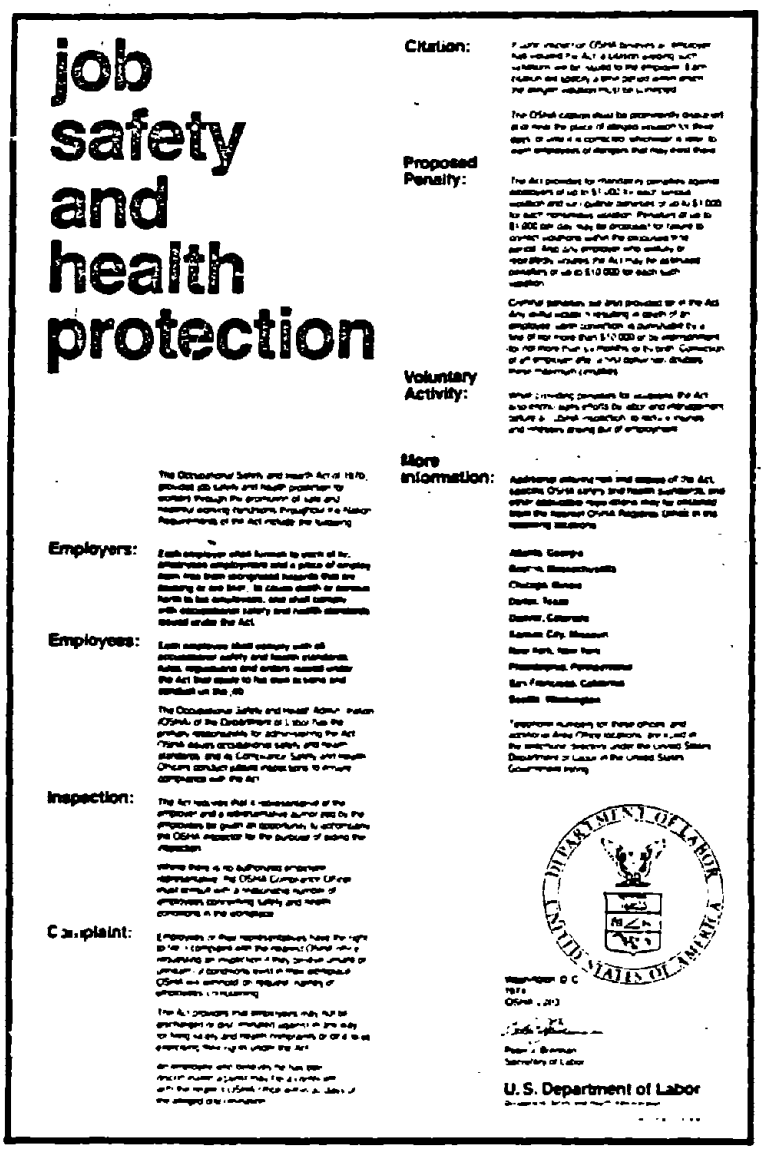
An annual summary, OSHA Form 102 must be posted for the entire month of February in a place where all employees are likely to see it. All of these forms (100, 101, and 102) must be retained for five years, excluding the current calendar year.

A booklet "Recordkeeping Requirements Under the Williams-Steiger Occupational Safety and Health Act of 1970" which provides a supply of forms and more detailed information is available from OSHA regional or area offices or from the regional offices of the Bureau of Labor Statistics.

Employers are also required to maintain accurate records of certain potentially toxic or harmful physical agents which must be monitored or measured and to promptly advise employees of any excessive exposure and the corrective action taken. In certain cases, physical examinations and testing are required. Examples of these agents are asbestos, ionizing radiation, etc. Any OSHA office can supply a list of these hazardous substances and explain what records may be required.

RECORDKEEPING REQUIREMENTS (cont.)

Employers must post one of the full-size versions (10x16) of this type of OSHA poster or a state-approved poster where required.



job safety and health protection

Citation:

Proposed Penalty:

Voluntary Activity:

More information:

Employers:

Employees:

Inspection:

Complaint:

U.S. Department of Labor

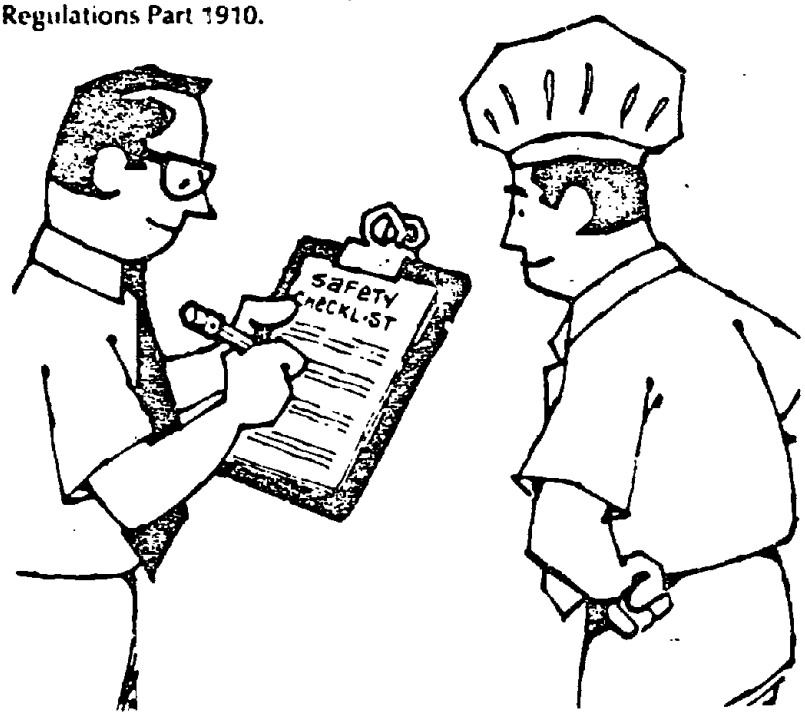
CHECKLISTS

Since safe conditions depend on vigilance for possible hazards and immediate remedial action, periodic inspections are one of the most important aspects of a successful safety and health program.

Management will find a checklist, such as the one presented on the following pages, helpful in performing a self-inspection of the facility. Because businesses vary, it is best that each business develop a customized list from the information in this booklet and a walk-through inspection.

Using this checklist, the manager, supervisor, or employee representative makes periodic inspections (preferably at least once each month) to identify problem areas so that corrective action may be taken.

Reference made in the "Checklist" subtitles refers to appropriate sections of "General Industry Standards," Title 29 Code of Federal Regulations Part 1910.



CHECKLISTS (cont.)

WALKING AND WORKING SURFACES — (29 CFR 1910.22-.27) AISLES AND FLOORS	Yes	No
Are all places of employment kept clean and orderly?	☐	☐
Are floors, aisles, and passageways kept clean and dry and all spills cleaned up immediately?	☐	☐
Are floor holes, such as drains covered?	☐	☐
Are wet and/or greasy areas covered with non-slip materials or mats?	☐	☐
Are mats (rubber and wood) in good repair?	☐	☐
Is spilled food cleaned up immediately?	☐	☐
Are broken dishes picked up immediately?	☐	☐

STORAGE LOFTS, SECOND FLOORS, ETC.	Yes	No
Are signs showing floor-load capacity present?	☐	☐
Are platforms, storage lofts, balconies, etc. that are more than 4 feet above the floor protected with standard guardrails?	☐	☐
Are all platforms, lofts, and balconies (above where people or machinery could be exposed to falling objects) also guarded with standard 4-inch toe-boards?	☐	☐

LADDERS	Yes	No
Have defective ladders (e.g., with broken rungs or side rails) been tagged as "DANGEROUS, DO NOT USE" and removed from service for repair or destruction?	☐	☐

CHECKLISTS (cont.)

	Yes	No
Is the use of the top step of an ordinary step ladder as a step prohibited?	☐	☐
Do fixed ladders have at least 3½ feet of extension at the top of the landing?	☐	☐
Is the distance between the centerline of rungs on a fixed ladder and the nearest permanent object in back of the ladder at least 7 inches?	☐	☐
Do all fixed ladders have a preferred pitch of 75°-90°?	☐	☐

STAIRS

Are there standard stair rails or handrails on all stairways having 4 or more risers?	☐	☐
Are stairways at least 22 inches wide?	☐	☐
Do stairs have at least a 7-foot overhead clearance?	☐	☐
Do stairs angle no more than 50° and no less than 30°?	☐	☐

EGRESS (29 CFR 1910.36-.37)

Are all exits marked with an exit sign and illuminated by a reliable light source?	☐	☐
Is the lettering at least 6 inches high with the principal letter strokes at least ¾ of an inch wide?	☐	☐
Is the direction to exits, when not immediately apparent, marked with visible signs?	☐	☐

CHECKLISTS (cont.)

	Yes	No
Are doors or other passageways, that are neither exits nor access to an exit, and located where they may be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.?	☐	☐
Are exit doors side-hinged?	☐	☐
Are all doors that must be passed through to reach an exit or way to an exit, always free to access with no possibility of a person's being locked inside?	☐	☐
Are all exit routes always kept free of obstructions?	☐	☐

OCCUPATIONAL HEALTH AND ENVIRONMENTAL CONTROL (29 CFR 1910.1000)

Is management aware of the hazards caused by various materials used (ammonia, drain cleaners, caustics, detergents, etc.)?	☐	☐
Are eye wash fountains provided in areas where corrosive chemicals such as drain cleaners or caustic solutions are used?	☐	☐
Is management aware of the hazards of microwaves, ultraviolet radiation, and heat stress?	☐	☐
Are all containers, such as vats and storage tanks, labeled as to their contents?	☐	☐
Are employees required to wear personal protective equipment when handling hazardous materials to avoid skin and eye contact?	☐	☐

	Yes	No
OCCUPATIONAL NOISE EXPOSURE (29 CFR 1910.95)		
If a noise problem is suspected, have noise levels been accurately measured?	☐	☐
If a noise problem exists, have plans to reduce noise levels by engineering methods been formulated (e.g., enclosure, maintenance, different methods of processing)?	☐	☐
If engineering controls cannot reduce the noise to safe levels:		
1. have administrative controls, such as limiting worker-exposure in a given area, been started?	☐	☐
2. are affected employees given annual audiometric tests, if necessary?	☐	☐
3. do all employees in high-noise areas wear hearing protection?	☐	☐
4. are annual noise surveys made to reevaluate the problem?	☐	☐
PERSONAL PROTECTIVE EQUIPMENT (29 CFR 1910.132-.137)		
Is personal protective equipment provided, used, and maintained wherever it is necessary?	☐	☐
Is employee-owned personal protective equipment, such as gloves and protective footwear, adequate, and properly maintained?	☐	☐
Is eye and face protection required and used to prevent injury from caustic cleaning materials or flying debris?	☐	☐
When engineering and/or administrative controls are not feasible, are ear plugs or muffs provided and worn during noisy conditions?	☐	☐

	Yes	No
GENERAL ENVIRONMENTAL CONTROLS SANITARY (29 CFR 1910.141)		
Are restrooms and washrooms kept in clean and sanitary condition?	☐	☐
Are covered receptacles for sanitary napkins provided in the women's restroom?	☐	☐
Are covered receptacles for waste food kept in clean and sanitary condition?	☐	☐
Has pest control been exercised?	☐	☐
MEDICAL AND FIRST AID (29 CFR 1910.151)		
Is at least one employee on each shift currently qualified to render first aid in the absence of a nearby clinic or hospital? (Some states require first aid trained persons regardless of nearby clinics or hospitals.)	☐	☐
Are first aid supplies readily available, inspected, and replenished?	☐	☐
Are first aid supplies approved by a consulting physician, indicating that they are adequate?	☐	☐
Are medical personnel readily available for advice and consultation on matters of employee health?	☐	☐
Is there a first aid kit easily accessible to the work area?	☐	☐
Are emergency phone numbers posted?	☐	☐
Where employees may be exposed to injurious corrosive materials, are they provided with quick-drenching and flushing facilities for immediate emergency use?	☐	☐

	Yes	No
FIRE PROTECTION (29 CFR 1910.157)		
Are extinguishers selected for the types of combustibles and flammables in the areas where they are to be used? Class A Ordinary combustible material fires Class B Flammable-liquid, or grease fires Class C Energized electrical equipment fires	☐	☐
Are extinguishers fully charged and in their designated places?	☐	☐
Are extinguishers located along normal paths of travel?	☐	☐
Are extinguisher locations free from obstruction or blockage?	☐	☐
Are extinguishers not mounted too high? If 40 pounds or less, the top must be below 5 feet above floor; greater than 40 pounds, the top must be below 3½ feet above floor.	☐	☐
Have all extinguishers been serviced, maintained, and tagged at intervals not to exceed one year?	☐	☐
Are all extinguishers checked (by management or designated employee) monthly to see if they are in place or if they have been discharged, etc.?	☐	☐
Have all extinguishers been hydrostatically tested according to schedules set for the type of extinguisher?	☐	☐

CHECKLISTS (cont.)

OTHER FIRE SUPPRESSION SYSTEMS (if applicable)

	Yes	No
SPRINKLER SYSTEMS (29 CFR 1910.159)		
Is there at least one automatic water supply of adequate pressure, capacity, and reliability?	☐	☐
Are water-flow alarms provided on all sprinklers?	☐	☐
Are the sprinkler systems periodically inspected and continuously maintained?	☐	☐
Are the heads of nozzles pointed in the direction of the potential fire?	☐	☐
DRY CHEMICAL SYSTEMS (29 CFR 1910.160)		
Does a competent inspector make annual inspections and perform tests on all dry chemical systems?	☐	☐
Are the inspector's reports kept on file?	☐	☐
Are visual inspections regularly made?	☐	☐
Are all dry chemical systems continuously maintained?	☐	☐
CARBON DIOXIDE (CO_2) SYSTEMS (29 CFR 1910.161)		
Are the CO_2 systems inspected and tested yearly?	☐	☐
Are the cylinders weighed or pressure checked twice a year and refilled or replaced if they show a loss of 10% or more?	☐	☐

CHECKLISTS (cont.)

	Yes	No
MACHINERY AND MACHINE GUARDING (29 CFR 1910.212-.215)		
Are belts, pulleys, and rotating shafts properly guarded?	☐	☐
Are chains, sprockets, and gears properly guarded?	☐	☐
Are all in-going nip points properly guarded?	☐	☐
Are rotating shafts that are not smooth properly guarded?	☐	☐
Are all rotating parts (lubrication, fittings, etc.) recessed or covered with collars?	☐	☐
Are all pieces of equipment with an electric motor or any electrical connection effectively grounded?	☐	☐
Are sprockets and belt drives within reach of platforms and passageways or less than seven feet from the floor completely enclosed?	☐	☐
Are fans less than seven feet above floor guarded, having openings ½ inch or less?	☐	☐
Are meat saws (band saws) properly guarded?	☐	☐
Are blades on food grinders, choppers, and disposers properly guarded?	☐	☐
Is all fixed machinery securely anchored to prevent movement?	☐	☐

CHECKLISTS (cont.)

	Yes	No
HAND AND PORTABLE POWER TOOLS (29 CFR 1910.242-.244)		
Are tools and equipment in good condition?	☐	☐
Has compressed air used for cleaning been reduced to 30 psi when dead ended?	☐	☐
Have employees been instructed that the use of compressed air to blow debris from clothing or body is prohibited because it can enter the body and cause serious harm?	☐	☐
Have employees been made aware of the hazards caused by faulty or improperly used hand tools?	☐	☐
BAKERY EQUIPMENT (CFR 1910.263) MIXERS		
Are horizontal mixers equipped with safety devices which engage both hands of the operator when bowl is more than one-fifth open with agitator in motion under power?	☐	☐
Do vertical mixers have devices available for moving bowls weighing 80 lbs. or more with contents, into and out of the mixing position on the machine?	☐	☐
MANUALLY FED DOUGH BRAKES		
Is top roll protection provided?	☐	☐
Is an emergency stop bar provided and located so that the body will press against it if the operator slips and falls toward the rolls, or if the operator gets a hand caught in the rolls?	☐	☐
Is the emergency stop bar checked every 30 days?	☐	☐

CHECKLISTS (cont.)

	Yes	No
DOUGHNUT MACHINES		
Are separate flues provided for venting vapors from the frying section and venting products of combustion from the heating chamber used to heat the fat?	☐	☐
Is a type "B" fire extinguisher readily available in the area of the doughnut fryer?	☐	☐
Are goggles or face shields provided to prevent injury from hot fat splashes?	☐	☐
SLICERS		
Are all slicers provided with a mechanical device to push the last loaf through the slicer knives?	☐	☐
NATIONAL ELECTRICAL CODE (1910.308-.309) ELECTRICAL WIRING		
Have exposed wires, frayed cords, and deteriorated insulation been repaired or replaced?	☐	☐
Are junction boxes, outlets, switches, and fittings covered?	☐	☐
NATIONAL ELECTRICAL CODE		
Have exposed wires, frayed cords, and deteriorated insulation been repaired or replaced?	☐	☐
Are junction boxes, outlets, switches, and fittings covered?	☐	☐
Is all metal fixed electrical equipment grounded?	☐	☐

CHECKLISTS (cont.)

	Yes	No
Does all equipment connected by cord and plug have grounded connections?	☐	☐
Are electrical appliances such as vacuums, blowers, vending machines, etc. grounded?	☐	☐
Are all portable electrical hand tools grounded? (Double-insulated tools are acceptable without grounding.)	☐	☐
Are breaker switches identified as to their use?	☐	☐
Do flexible cords and cables not run through holes in wall or ceiling or through doorways or windows?	☐	☐

INFORMATION SOURCES

AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI)
1430 Broadway
New York, N. Y. 10018

- ☐ A12.1 Floors and Wall Openings
- ☐ A14.1 Portable Wood Ladders
- ☐ A58.1 Minimum Design Load
- ☐ A64.1 Fixed Stairs
- ☐ B15.1 Mechanical Power Transmission
- ☐ C1 National Electric Code
- ☐ Z4.1 Sanitation in Places of Employment

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)
470 Atlantic Ave.
Boston, Mass. 02210

- ☐ NFPA-10-1970 Installation of Portable Fire Extinguishers
- ☐ NFPA-101-1970 Life Safety Code
- ☐ NFPA-13A-1971 Sprinkler Systems, Maintenance
- ☐ NFPA-17-1969 Dry Chemical Extinguishing Systems
- ☐ NFPA-70-1971 National Electric Code

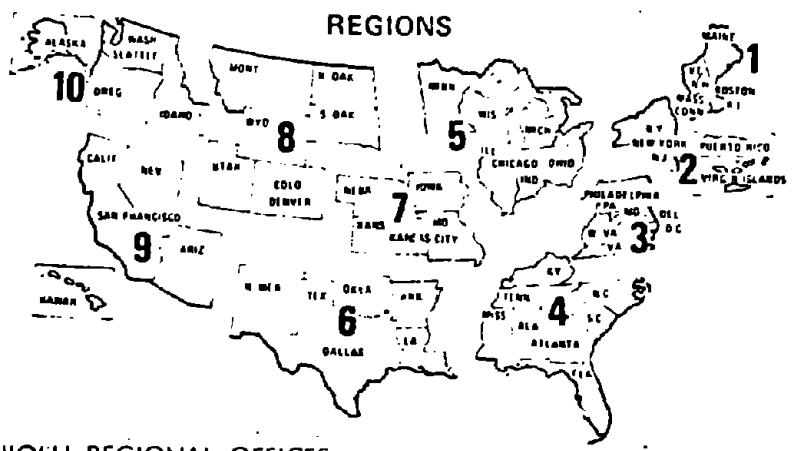
NATIONAL SAFETY COUNCIL
425 North Michigan Ave.
Chicago, Illinois 60611

NIOSH AND OSHA REGIONAL DIRECTORS

Trade associations, state and local governmental agencies, and insurance companies can also provide useful information. The Small Business Administration will provide information concerning procedures for securing economic assistance for compliance with the OSHA Standards (if needed).

NIOSH AND OSHA REGIONAL OFFICES

The following pages list NIOSH and OSHA regional offices which can provide information on the OCCUPATIONAL SAFETY AND HEALTH ACT including questions on standards interpretations, voluntary compliance information, copies of the OSHA Standards, OSHA Act, Employee Rights Posting Notice, and publications.



NIOSH REGIONAL OFFICES

DHEW, Region I
Government Center (JFK Fed. Bldg.)
Boston, Massachusetts 02203
Tel.: 617/223-6668/9

DHEW, Region II — Federal Building
26 Federal Plaza
New York, New York 10007
Tel.: 212/264-2485/8

DHEW, Region III
3525 Market Street, P.O. Box 13716
Philadelphia, Pennsylvania 19101
Tel.: 215/596-6716

DHEW, Region IV
50 Seventh Street, N.E.
Atlanta, Georgia 30323
Tel.: 404/526-5474

DHEW, Region V
300 South Wacker Drive
Chicago, Illinois 60607
Tel.: 312/886-3651

DHEW, Region VI
1200 Main Tower Building, Room 1700-A
Dallas, Texas 75245
Tel.: 214/655-3081

DHEW, Region VII
601 East 12th Street
Kansas City, Missouri 64106
Tel.: 816-374-5332

DHEW, Region VIII
19th & Stout Streets
9017 Federal Building
Denver, Colorado 80202
Tel.: 303/837-3979

DHEW, Region IX
50 Fulton Street (223 FOB)
San Francisco, California 94102
Tel.: 415/556-4781

DHEW, Region X
1321 Second Avenue (Arcade Bldg.)
Seattle, Washington 98101
Tel.: 206/442-0530

OSHA REGIONAL OFFICES

Region I
U.S. Department of Labor
Occupational Safety and Health Administration
JFK Building, Room 1804
Boston, Massachusetts 02203 .....Telephone: 617/223-6712/3

Region II
U.S. Department of Labor
Occupational Safety and Health Administration
1515 Broadway (1 Astor Plaza), Room 3445
New York, New York 10036 .....Telephone: 212/971-5941/2

Region III
U.S. Department of Labor
Occupational Safety and Health Administration
15220 Gateway Center, 3535 Market Street
Philadelphia, Pennsylvania 19104 .....Telephone: 215/596-1201

Region IV
U.S. Department of Labor
Occupational Safety and Health Administration
1375 Peachtree Street, N.E., Suite 587
Atlanta, Georgia 30309 .....Telephone: 404/526-3573/4 or 2281/2

Region V
U.S. Department of Labor
Occupational Safety and Health Administration
230 S. Dearborn, 32nd Floor
Chicago, Illinois 60604 .....Telephone: 312/353-4716/7

Region VI
U.S. Department of Labor
Occupational Safety and Health Administration
555 Griffin Square Building, Room 602
Dallas, Texas 75202 .....Telephone: 214/749-2477/8/9 or 2567

Region VII
U.S. Department of Labor
Occupational Safety and Health Administration
Federal Building, Room 3000, 911 Walnut Street
Kansas City, Missouri 64106 .....Telephone: 816/374-5861

Region VIII
U.S. Department of Labor
Occupational Safety and Health Administration
Federal Building, Room 15010, 1961 Stout Street
Denver, Colorado 80202 .....Telephone: 303/837-3883

Region IX
U.S. Department of Labor
Occupational Safety and Health Administration
9470 Federal Building, 450 Golden Gate Avenue
Post Office Box 36017
San Francisco, California 94102 .....Telephone: 415/556-0584

Region X
U.S. Department of Labor
Occupational Safety and Health Administration
6048 Federal Office Building, 909 First Avenue
Seattle, Washington 98174 .....Telephone: 206/442-5930

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KIND OF FIRE

DECIDE THE CLASS OF FIRE YOU ARE FIGHTING. . .

. . .THEN CHECK THE COLUMNS TO THE RIGHT OF THAT CLASS

APPROVED TYPE OF EXTINGUISHER

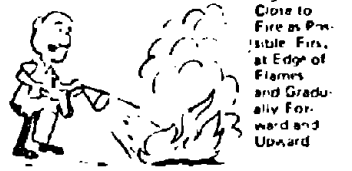
MATCH UP PROPER EXTINGUISHER WITH CLASS OF FIRE SHOWN AT LEFT

	FOAM Solution of Aluminum Sulphate and Bicarbonate of Soda	CARBON DIOXIDE Carbon Dioxide Gas Under Pressure	SODA ACID Bicarbonate of Soda Solution and Sulphuric Acid	PUMP TANK Plain Water	GAS CARTRIDGE Water Expelled by Carbon Dioxide Gas	MULTI-PURPOSE DRY CHEMICAL	ORDINARY DRY CHEMICAL
CLASS A FIRES USE THESE EXTINGUISHERS ORDINARY COMBUSTIBLES • WOOD • PAPER • CLOTH ETC.	✓	✗	✓	✓	✓	✓	✗
CLASS B FIRES USE THESE EXTINGUISHERS FLAMMABLE LIQUIDS, GREASE • GASOLINE • PAINTS • OILS, ETC.	✓	✓	✗	✗	✗	✓	✓
CLASS C FIRES USE THESE EXTINGUISHERS ELECTRICAL EQUIPMENT • MOTORS • SWITCHES ETC.	✗	✓	✗	✗	✗	✓	✓

HOW TO OPERATE

FOAM Don't Play Stream into the Burning Liquid. Allow Foam to Fall Lightly on Fire

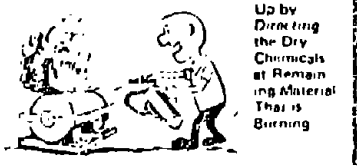
CARBON DIOXIDE. Direct Discharge at Close to Fire as Possible. First at Edge of Flames and Gradually Forward and Upward



SODA-ACID, GAS CARTRIDGE. Direct Stream at Base of Flame

PUMP TANK. Place Foot on Footrest and Direct Stream at Base of Flames

DRY CHEMICAL. Direct at the Base of the Flames. In the Case of Class A Fires, Follow Up by *Directing* the Dry Chemicals at Remaining Material That is Burning

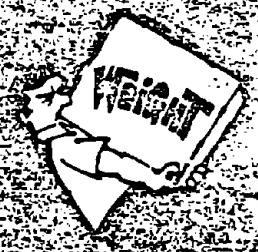


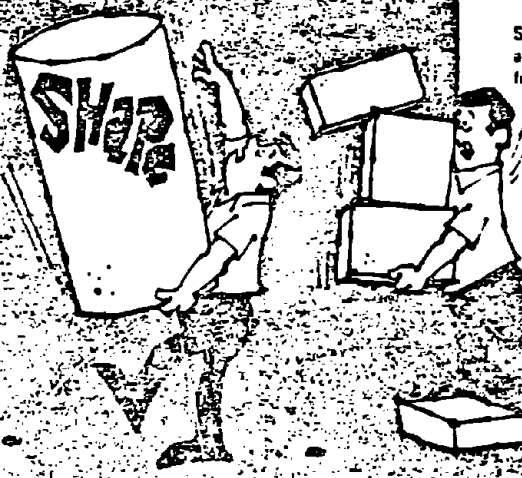
IMPORTANT! USING THE WRONG TYPE EXTINGUISHER FOR THE CLASS OF FIRE MAY BE PARTICULARLY

TABLE

HOW TO LIFT SAF

The factors that contribute to safe lifting are:





1. Approach the load and size it up (weight, size and shape.)
Consider your physical ability to handle the load.

2. Place the feet close to the object to be lifted 8 to 12 inches apart for good balance.

3 Bend the knees to the degree that is comfortable and get a good handhold. Then using both leg and back muscles. . .

4. Li
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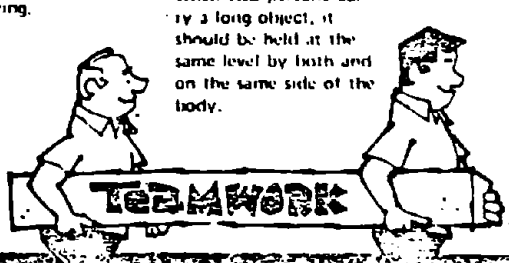
Stack material in such a manner as to permit full view while carrying.

When lifting and carrying with another person – teamwork is important.
The load should be equally distributed. Movements must be coordinated so you both start and finish the lift action at the same time and perform turning movements together.

When two persons carry a long object, it should be held at the same level by both and on the same side of the body.

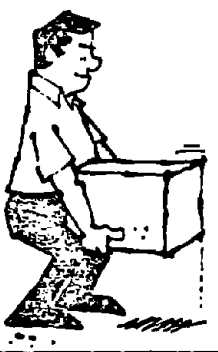


FT SAFELY

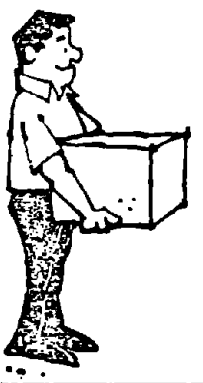
The following safe practices should be observed in order to avoid injury.

3. Bend the knees to the degree that is comfortable and get a good handhold. Then using both leg and back muscles. . .

4. Lift the load straight up - smoothly and evenly. Pushing with your legs, keep load close to your body.

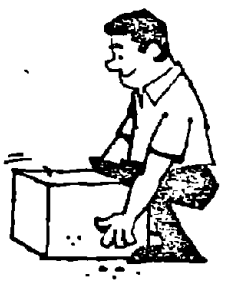


5. Lift the object into carrying position, making no turning or twisting movements until the lift is completed.



6. Turn your body with changes of foot position after looking over your path of travel making sure it is clear.

7. Setting the load down, is just as important as picking it up. Using leg and back muscles, comfortably lower load by bending your knees. When load is securely positioned, release your grip.



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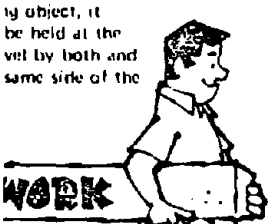
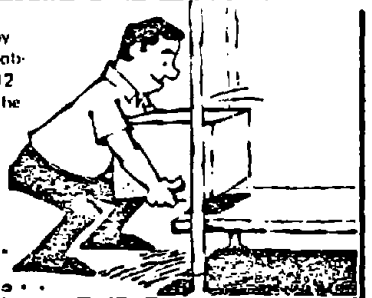


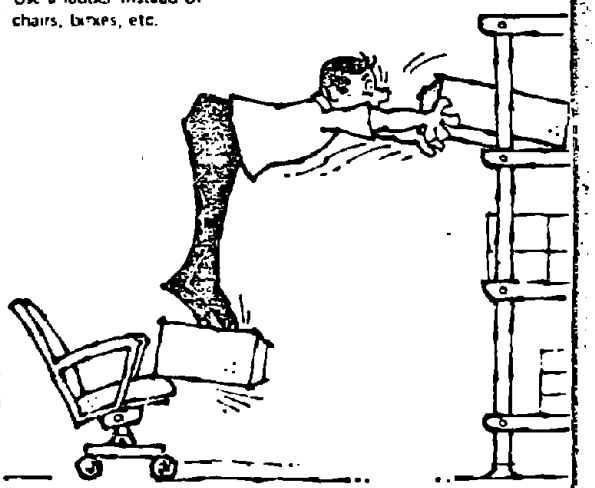
WORK

Avoid strain by storing heavy objects at least 12 inches above the floor.



Avoid awkward positions or twisting movements while lifting.

Over-reaching and stretching to reach overhead objects may result in strains or falls.
Use a ladder instead of chairs, boxes, etc.



NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH