

TOOL BOX TALKS

Hospitality General Safety Rules

Keeping hospitality service employees safe and preventing on-the-job accidents poses special challenges. That's because hotels/motels are really four businesses rolled into one: maintenance, housekeeping, security and food service. All these operations present a unique set of risks. The safety rules listed below should serve as guidelines for safety procedures in each hospitality environment.

Hospitality General Safety Rules

- Employees must wear their seat belts when driving on company business and must be seated and belted when the vehicle is moving.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Report incidents or injuries in writing immediately.
- Horseplay is not prohibited at work.
- Wear slip-resistant footwear while at work.
- Know severe weather shelter locations within the building.

Food Service General Safety Rules

- Wear slip-resistant footwear when working in the kitchen area.
- When using knives and cutting tools keep hands and fingers out of the line of fire.
- Keep knives and cutting tools sharp.
- Place unused knives back in storage and do not leave unused knives out.
- Do not hand knives to coworkers.
- Pick up knives by the handle only.
- To prevent fire, keep long clothes, dish towels and aprons clear of hot cook tops and burners.

- To prevent entrapment keep long clothing, jewelry and aprons clear of industrial dough mixers.
- Turn handles of hot pots and pans in to prevent them from being knocked over.
- Use correct potholders to handle hot pots and pans.
- To prevent steam burns do not use wet wash rags to clean hot surfaces.
- Wear long, protective gloves and a proper apron when handling hot liquids or grease.
- Prevent falls by cleaning up spills of food, grease and liquids immediately.
- Keep emergency exits clear and unlocked.
- Do not use water on a grease fire. Cover grease fires with lids or use a foam or ABC dry-chemical fire extinguisher.
- Keep fire extinguishers, hood fire and fire alarm pull stations clear and unblocked.

Slip, Trip and Fall Prevention Safety Rules

- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Do not stand on boxes, carts or tables.
- When extra height is needed use only approved footstools, step stools, ladders or platforms.
- Do not stand on the top two rungs of step ladders.
- Empty overflowing trash receptacles or recyclables

Work **SAFE**

Smart, Accident-Free Environments

- Do not overload or overreach on ladders.
- Secure all ladders from tip-over or kick-out.
- Wear appropriate slip-resistant footwear when working.
- Prevent falls by cleaning up spills of food, grease and liquids immediately.
- Wear proper footwear for winter weather and beware slip and trip hazards in the parking lot.
- Do not wear inappropriate footwear like sandals or heels when working during winter weather.
- Keep desk chairs and desk drawers pushed in when not in use.
- Straighten floor runners or rugs that could trip fellow employees.
- Clean up spills of liquid and water immediately.
- Pick up trip hazards once discovered.
- Do not run.
- Horseplay is prohibited.
- Keep employee and visitor entrances clear of ice, snow and water.
- Use the handrail when on stairs and do not carry heavy or bulky items or things that block vision.
- Use elevators, when provided, when bulky or heavy items must be moved from floor-to-floor.
- Do not store materials on stairs. Keep stairs clear of buildups of grease, trash.

Custodian/Housekeeping Safety Rules

- Chemical containers must be labeled and closed when not in use.
- Do not use vacuums or other electrical machines that are damaged or unsafe.
- Use a proper step stool or ladder; do not use crates, chairs or desks.

containers whenever discovered.

- Never over-fill trash cans – empty often to prevent trip hazards and back injuries
- Do not use your hands or feet to compress garbage in trash cans.
- Keep floors, aisles, passageways, furnace rooms, entrances and exits clean and orderly.
- Warn others with warning cones or signs when floors are wet from cleaning or waxing.
- Shelve, stack and store material in a stable and organized manner to prevent falls or trip hazard.
- Store oily rags or combustible / flammable waste in safety waste cans.
- To prevent slips and falls keep trash and waste piles cleaned up.

Catering Van Safety Rules

- Perform a written vehicle safety inspection of your vehicle on a regular basis.
- Report incidents or injuries in writing immediately.
- Maintain the accident documentation kit, a dry chemical fire extinguisher and the contents of the first aid kit in your company van.
- All loose contents, supplies or materials must be secured within the van before traveling.
- Do not perform maintenance on your company van unless trained and authorized.
- Make all adjustments to the seat, mirrors and comfort controls prior to driving.



These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

- Employees must clean up spills of liquid like cleaners or water immediately.
- Do not drive with any part of the glass obstructed by fog, ice or snow or materials.
- Do not tailgate other motorists.
- Do not use cell phones, texting or multifunction phones while driving.
- Do not drive distracted or fatigued.
- Maintain a safe speed and follow posted limits.
- Park in a manner to reduce the need to back.
- Back the vehicle at walking speed only.

Catering Safety Rules

- Wear slip-resistant footwear only.
- Wear an apron to protect you from splashes of hot water or food.
- Do not carry items that are too heavy.
- Use carts or dollies to move heavy or bulky items.
- Team-lift heavy objects like tables, stacks of chairs or food service materials.
- Items moved in a vehicle must be stacked in an orderly fashion to reduce the chance of a back injury.
- Secure all catering supplies and tools before moving the vehicle.
- Do not hold hot or cold food items or food service tools while riding in a catering vehicle.
- Use a spotter when backing into congested areas.
- Walk and do not run when carrying items or when breaking down.
- Use potholders when carrying hot trays of food.
- Use gloves or potholders when steam may be encountered.
- Move tablecloths, trays, chairs that could become trip hazards.

- Do not use glassware to scoop ice.

Office Safety Rules

- Keep desk chairs and desk drawers pushed in when not in use.
- To prevent musculoskeletal injuries, report concerns with your computer, keyboard or mouse.
- Report security concerns, door locks or security system components that don't function.
- Keep the area around surge protectors clean and clear to allow for cooling airflow.
- Do not use cords in aisles or in an area that creates a trip hazard.
- Never "piggyback" surge protectors or use multiple extension cords.
- Keep desk chairs and desk drawers pushed in when not in use.
- To prevent musculoskeletal injuries, report concerns with your computer, keyboard or mouse.
- Get help to team lift heavy objects like office furniture, boxes of paper or other supplies.
- Report security concerns, door locks or security system components that don't function.



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Bloodborne Pathogen Safety Rules

- To hasten post-incident treatment, report needlesticks immediately after the occurrence.
- Wear gloves during patient contact or during body fluid cleanup.
- Treating students without gloves is not permitted.
- Wash hands before & after patient contact.
- When warm water and germicidal soaps are not available, use antiseptic gel.
- Wear protective gloves and use a germicidal cleaner when cleaning up body fluids.
- Cleaning contaminated surfaces or equipment without gloves is not permitted.
- Wear a HEPA face mask along with eye protection when potentially exposed to body fluid mists, splashes, sprays or possible tuberculosis exposure.
- Use a protective gown when exposed to gross amounts or the potential for gross amounts of body fluids.
- Prevent tracking of body fluids throughout the facility by wearing shoe covers when gross amounts of body fluids are encountered.
- Replace sharps containers when they're 2/3 full.
- Do not hand needles to co-workers. Set the needle on a tray for the coworker to pick it up.
- Do not place sharp objects in the trash.
- Do not take contaminated personal clothing out of the building.
- Do not eat or drink in contaminated areas or during contaminated area cleanup.
- Do not smoke or eat before washing hands.



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