

2011

Workplace Safety Booklet FOOD SERVICE WORKERS



KITIGAN ZIBI ANISHINABEG

MORE INFORMATION REGARDING THE CONTENTS OF THIS BOOKLET CAN BE FOUND IN THE *KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY PREVENTION PLAN*. PLEASE CONTACT YOUR DIRECTOR IF YOU WISH TO CONSULT THE MANUAL.

KITIGAN ZIBI ANISHINABEG WORKPLACE SAFETY BOOKLET FOR FOOD SERVICE WORKERS 2011.

The following document was prepared for the Kitigan Zibi Anishinabeg by Deborah Decontie. This document has been adapted to meet the needs of the Kitigan Zibi Anishinabeg based on the Canada Labour Code and Federal and Provincial regulations with regards to Work Place Safety. Unless otherwise stated, references made in this document are from *An Act Respecting Occupational Health and Safety*. This current document has incorporated existing material from the *Brush cutting Health and Safety Plan* prepared for the Kitigan Zibi Anishinabeg by Linda Dwyer-Commando. In addition, I wish to acknowledge RexForet in granting permission to the Kitigan Zibi Anishinabeg Community to use certain sections within this booklet.

Introduction

This booklet is intended for people who work as Food Service Workers or Cooks within the different establishments of the Kitigan Zibi Anishinabeg.

This includes:

- KZA School Head Cook
- KZA School Assistant Cook
- Pakinawatik School Cook

- Endong Center Cook
- Endong Center Support Cook

This booklet addresses:

- rights and responsibilities of KZA Anishinabeg and its employees
- KZA safety disciplinary policy
- personal protective clothing to be worn by food service workers
- safety measures and preventative actions for food service workers
- personal and environmental hygiene for food service workers
- manual material handling measures
- KZA policy for temporary closure of buildings



Responsibilities of the Kitigan Zibi Anishinabeg as an Employer

Safe Workplace Environment

A safe workplace environment is everyone's right and responsibility, regardless of his/her role or position within the Kitigan Zibi Anishinabeg. The KZA has an obligation to ensure that the health and safety of its employees are protected while they are working. This includes the proper installation and/or regular maintenance of:

1. All KZA buildings and structures (including guards, guard rails, barricades and fences);
2. All protective devices, machinery, equipment, tools, vehicles, and mobile equipment that is property of the KZA;
3. Heating, ventilation and air conditioning systems within KZA buildings.
4. In accordance with the Workplace Hazardous Materials Information System (WHMIS), the KZA will ensure that all hazardous substances are appropriately labeled. Material Safety Data Sheets (MSDS) will also be available to all employees who may be exposed to particular substances.
5. Overall, the Kitigan Zibi Anishinabeg will ensure to provide:
 1. Safe entry and exits to and from workplaces specifically during hours of work;
 2. First-aid facilities and health services, sanitary and personal facilities, and safe drinking water;
 3. Employees with information, instruction, training and supervision to ensure their health and safety at work;
 4. Occupational health and safety training for Safety Committee members;
 5. Responses to employees who have reported hazardous circumstances for those circulating within the workplace;
 6. The necessary resources required for Safety Committees.

Safety Measures

Kitigan Zibi Anishinabeg will ensure to:

1. Investigate, record, and report all accidents, occupational diseases, and other hazardous occurrences as well as keeping and maintaining accurate health and safety records.
2. Adopt and implement prescribed safety codes and standards relating to fire safety and emergency measures.
3. Adopt and implement measures to protect against violence in the workplace, from both internal and external sources.
4. Ensure that the activities of every person granted access to the workplace do not endanger the health and safety of employees.
5. Ensure that the Safety Officer conducts monthly inspections of all or part of the workplace so that the entire workplace is inspected at least once a year.
6. Comply with oral and written direction by the Safety Officer.
7. Respond in writing to the Safety Officer's direction or report when requested to do so.

Employee Rights

Under the Canada Labour Code, employees have three key rights: the right to know, the right to participate, and the right to refuse dangerous work.

The Right to Know

Employees have the right to know about foreseeable hazards within a work area and be provided with necessary information, instructions, training and supervision to protect their health and safety. Employees may also be granted access to employer reports pertaining to work and health place safety through the Health and Safety Committee or the Safety Officer.

The Right to Participate

Employees have the right to participate in identifying and/or correcting concerns in the workplace that may be hazardous to themselves or other employees.

The Right to Refuse Dangerous Work

Employees have the right to refuse work if there is a reasonable cause that harm could come to themselves or other employees because of:

1. A dangerous workplace environment;
2. Using a machine or apparatus that may present a danger;
3. Performing an activity that constitutes a danger.

Employee Responsibilities

Responsibilities of All Employees

For my protection, and the protection of my co-workers, it is my responsibility to:

1. Become aware of the safety regulations. I must respect these regulations as well as all health and safety procedures that have the ultimate goal of preventing accidents;
2. Wear any individual protective equipment or clothing required for my job, and/or use any safety materials, equipment, or devices provided to protect me;
3. Refrain from bringing family members to work with me, to ensure their safety and the safety of my co-workers.
4. NOT consume or have in my possession any alcoholic beverages on the job site or while driving a vehicle, and to never arrive to work under the influence of alcohol or drugs;
5. Pay close attention to fire hazards at all times;
6. Use protective fire equipment and alarms that are installed in the case of a fire only;
7. Keep my work area and environment clean and orderly;
8. Avoid using tools, equipment or other objects that would put myself or my co-workers in danger;
9. Realize that any person not respecting safety regulations may have disciplinary measures brought against him/her;
10. Inform my supervisor immediately of any accidents that may or may not have caused an injury or damages to any equipment;
11. Submit a medical certificate to my supervisor authorizing me to return to work following an injury or sick leave;
12. Cooperate with management and other employees in an attempt to eliminate injuries;
13. Report any injury, illness or property damage to the immediate supervisor as soon as possible;
14. Report hazardous conditions or unsafe work practices to the supervisor;

15. Know the location of all first aid equipment on the job;
16. Refrain from horseplay, fighting or practical jokes while working;
17. Operate only the equipment for which you are trained and authorized;
18. Follow proper lifting procedures. (Back straight, knees bent, load close to body);
19. Attend safety meetings when appropriate.

Safety Disciplinary Policy

Health and Safety Requirements are enforced to protect all workers from injury and illness. A safety disciplinary policy is in place to provide a mechanism for disciplining employees who repeatedly violate health and safety rules and guidelines. The Kitigan Zibi Anishinabeg believes that in order to maintain a safe and healthful workplace, employees must be cognizant and aware of all KZA, Provincial and Federal safety and health regulations as they apply to the specific job duties required.

Failure of employees to comply with rules and regulations regarding Workplace Safety will lead to disciplinary consequences as outlined in the *Kitigan Zibi Human Resources Policy*.

KZA Protocol for Temporary Closure of Buildings

Due to circumstances beyond the Kitigan Zibi Anishinabeg's control, certain buildings may be temporarily considered unfit working environments. This may be caused by lack of electricity, a lack of heat (in the winter), flooding or other conditions that make the work environment unsafe.

In such instances, the Director will take immediate action to remedy the situation and notify the employees as to when and how the situation will be rectified. Employees are required to remain in the building until being notified otherwise.

If, after two hours, the situation is not resolved, **employees from the affected building** will be sent home temporarily. Employees that are sent home in the morning will be required to report back to work at 1:00 p.m., to see whether the problem has been remedied. If the situation arises in the afternoon, the employees will be sent home for the rest of the day.

Note that ONLY employees who work in the affected building may be sent home; the dismissal is not applicable to the entire sector. Also, the dismissal affects only employees who have reported to work on that particular day. Employees who did not report to work that morning, due to scheduled leave or for other reasons, will have their sick/vacation leave credits deducted as if the day was considered a regular work day.

Food Service Workers

General Safety Rules for Food Service Workers

This segment highlights safety guidelines in the areas of:

1. Personal protective clothing that should be worn by food service workers;
2. Safety measures for cooks, categorized by potential kitchen hazards
3. Personal and environmental hygiene for the safety of those who eat what has been prepared by the food service worker.

Personal Protective Clothing

When Working in Food Services, I shall:

1. Wear snug fitting **clothing** with buttons fastened (i.e., avoid loose clothing that could get caught in machinery or catch on fire).
2. Wear **aprons** that are made of flame-resistant materials.
3. Wear slip-resistant **shoes**.
4. Use appropriate **gloves** as hand protection for the specific hazard.
5. Wear a **hair-net** or other approved hair restraint.



Safety Measures for Cooks

As a food service worker, I will adhere to the following rules designed for:

Preventing Cuts

Use proper cutting boards

1. Store knives in knife rack or drawer with handle facing front.
2. Do not try to catch a knife if it falls.
3. Only use knives that are well sharpened
4. Store knives in a knife rack or drawer with the handle facing the front
- 5.
6. Use a proper chopping board or block, one preferably with a slip-resistant mat to prevent the board from slipping.
7. Clean the knife immediately after use, and avoid leaving it in dish water.
8. Working with machines that have blades:
9. Ensure blades are sharp.
10. Keep hands away from the edges of cutting blades.
11. Ensure Proper guards are in place and correctly adjusted.



Preventing Burns and Scalds

1. Open hot water taps slowly to avoid splashes.
2. Follow all electrical and fire safety guidelines.
3. Follow the manufacturer's instructions for all equipment.
4. Wear proper personal protective equipment.
5. Turn off any elements when not in use.
6. Use the right size burner for your pot or pan.

7. Report anything defective to your supervisor.
8. Do not overfill pots and pans.
9. Remove metal spoons from a pot when cooking.
10. Ensure pot handles do not stick out from the cooking surface.
11. Use oven mitts or a dry cloth to lift lids from hot pots.

Preventing Slips and Falls

1. Always use a ladder or footstool for climbing, instead of other substitutes like chairs or boxes.
2. Close cupboard doors when not in use.
3. Replace burnt out lights as soon as possible.
4. Ensure areas to receive deliveries or take out garbage are free from obstructions.
5. Keep floors and stairs, clean, dry, and non-slippery.
6. Wear proper shoes with slip-resistant soles.

Working with Electric Devices

1. In the kitchen, always comply with the manufacturer's instructions when using any equipment or machinery, or electric devices (e.g., blenders, food processors, etc.)
2. When using devices with blades:
 - a) Always use the attachment that pushes food toward any type of blade.
 - b) Ensure that any chopping devices have proper guards and that they are in place.
 - c) Turn off and unplug and processor before cleaning/changing blades.



Personal and Environmental Hygiene

As an employee working in a food service field,

6. I will ensure to maintain proper personal hygiene, which includes daily bath/shower, clean clothes and clean nails, as well as good dental hygiene.
7. I understand that regular hand washing is imperative to avoid the spread of germs and transmitting contaminants to food.

I will ensure to WASH MY HANDS after:

- a) Eating or drinking
- b) Smoking
- c) Taking out garbage
- d) Touching my face, especially the mouth or nose area
- e) Blowing my nose
- f) Using the washroom
- g) Handling raw food, particularly meat or poultry



8. **Gloves**

1. I will wear gloves if I have any type of cut or infection on my hands.
2. I will keep the cut/infection bandaged and wear gloves over top.
3. I will change my gloves if I touch anything that requires washing my hands afterwards.
4. I will avoid wearing latex/rubber gloves near open flames or heat sources where there is a possibility that my gloves could either melt or catch on fire.

9. **Hair**

1. I will take precautions to keep loose hair out of the food I prepare by either wearing a hairnet or a hat, and/or keep any long hair tied back.

10. **Utensils:**

1. I will use utensils to serve food and keep from touching the food to a bare minimum.
2. I will use a clean spoon for each time that I sample the food.

11. **Kitchen Area**

1. Using hot water and soap, I will ensure to thoroughly clean after every use:
 - a) Surface areas including countertops, stoves, and sinks
 - b) Cutting boards, especially after cutting raw meat or poultry.
 - c) Can openers
 - d) All dishes, forks, knives, platters and containers
 - e) Any kitchen tools such as blenders, food processors, meat grinders etc.
2. I will regularly clean with soap and hot water:
 - a) Pantry areas
 - b) Inside/Outside of fridge
 - c) Inside/Outside of microwave

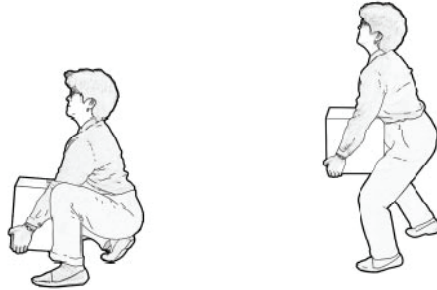


Manual Material Handling

Workers assigned to the handling of loads or persons shall be instructed in the proper manner of performing their work safely.

O.C. 885-2001, s. 166.

12. I will use proper ergonomic techniques for picking up heavy loads such as boxes or other objects.



This lift is the most common method of good lifting technique. Use the basic lift for objects small enough to straddle where you have enough room to use a wide stance.

Safe Lifting Technique

1. Get close to the object.
2. Stand with a wide stance: put one foot forward and to the side of the object.
3. Keep your back straight, push your buttocks out, and use your legs and hips to lower yourself down to the object.
4. Move the load as close to you as possible.
5. If the box has handles, grasp the handles firmly and go to step 9.
6. Put the hand (that is on the same side of your body as the forward foot) on the side of the object furthest from you.
7. Put the other hand on the side of the object closest to you. Your hands should be on opposite corners of the object.
8. Grasp the object firmly with both hands.
9. Prepare for the lift: look forward.
10. Lift upwards following your head and shoulders. Hold the load close to your body. Lift by extending your legs with your back straight, your buttocks out, and breathe out as you lift.

SOURCE: U.S. Army Center for Health Promotion and Preventative Medicine, Ergonomics Program.
("Copying and distribution of this pamphlet is authorized and encouraged").




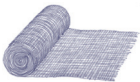


First Aid

The Kitigan Zibi Anishinabeg will ensure that:

1. Each building and/or construction site within the Kitigan Zibi Anishinabeg will be equipped with an adequate number of first aid kits.
2. The kits must be readily accessible, transportable and available at all times.
3. It does not take more than five minutes to access a kit. If this is the case, the KZA will remedy the situation by adding additional kits to their buildings or construction sites.
4. First Aid kits are kept clean, fully equipped, and in good condition.
5. The expiry dates of the contents are checked regularly and replaced as required.
6. Partially used sterile material will be discarded.

First Aid Kit Contents

1. In addition to the standard items (see chart on next page), it is strongly recommended that these items be added to the first aid kit:
 1. Pocket mask;
 2. Disposable gloves;
 3. Antiseptic soap
2. The kit must not contain any medication. First aiders in the workplace are not authorized to give medication in any form whatsoever, unless they have received additional training to administer oxygen or adrenaline.

Standard Items	Description	Notes
First Aid Manual	First Aid Manual and Guide	Must be a CSST approved manual
1 pair of Bandage Scissors 	Metal scissors with a rounded tip used to cut gauze strips or adhesive tape.	Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure the scissors are sturdy and of good quality.
 Splinter Forceps	Pointed forceps used to remove small foreign bodies such as splinters.	Disinfect with alcohol (or with another disinfectant solution) before and after use. Thoroughly wash and dry before storing. Make sure that the forceps are sturdy and of good quality.
12 Safety Pins of Assorted Sizes	Useful for fastening triangular bandages, gauze bandages, etc.	
25 sterile bandages, individually wrapped	Useful for protecting a wound	Avoid touching the surface of the gauze so as to prevent contamination. Avoid fastening the bandage too tightly when applying it to an extremity. Discard any bandage that is not in an airtight wrapper or that has been damaged by water or moisture.
 Sterile Gauze Squares (25) (4 in. x 4 in.) (Individually wrapped)	Useful for covering larger wounds or applying pressure to an area that is bleeding.	Open the envelope where indicated and remove the gauze by holding onto one corner so as not to contaminate the square. Always avoid touching the gauze surface that covers the wound.
Rolls of Sterile Gauze Bandage (4) 50 mm x 9 m (2 in. x 30 ft.) (Individually wrapped) Rolls of Sterile Gauze Bandage (4) 101.6 mm X 9 m (4 in. x 30 ft.) (Individually wrapped)	 Strips of sterile gauze or cotton bandage used to hold sterile gauze squares in place.	Always apply from the bottom of the injury to the top.
 Triangular Bandages (6)	Used to immobilize a limb or stabilize a limb	
Sterile Bandage Compresses (Pressure Dressings) (4) 101.6 mm x 101.6 mm (4 in. x 4 in.) (Individually wrapped)	Bandages consisting of several layers of sterile gauze, filled with cotton batting and fastened using strips of gauze. Used to apply fast, effective pressure in case of profuse bleeding.	When opening, be careful not to touch the gauze; apply directly over the wound. Wrap the gauze strip firmly around the injured limb so as to reduce or stop bleeding. Make sure that the bandages and compresses applied directly over the wound are sterile.
Roll of Adhesive Tape (1)	Adhesive tape used to fasten bandages or protective dressings.	Avoid using in case of allergies (an anti-allergic tape is available on the market). Never apply directly on the face.
Alcohol Swabs (25)	Small swabs filled with an antiseptic solution and packaged in sealed envelopes.	

SOURCE: *First Aid in the Workplace*, 6th Edition, prepared by the Commission de la santé et de sécurité du travail du Québec.

First Aiders

Depending on the type of work activity being carried out, a minimum number of people qualified to provide first aid must be present.

NUMBER OF FIRST AIDERS:	NUMBER OF WORKERS ASSIGNED TO A GIVEN SHIFT	MINIMUM NUMBER OF FIRST AIDERS REQUIRED FOR THIS SHIFT
At an Establishment	50 or less	1 first aider
	51-150	2 first aiders
	151 or more	Starting with this number, add 1 first aider for every additional 100 workers or fraction thereof assigned to the shift.
At a Construction Site:	10-50	1 first aider
	51-100	2 first aiders
	151 or more	Starting with this number, add 1 first aider for every additional 100 workers or fraction thereof assigned to the shift. NOTE: <i>At a construction site, all first aiders must identify themselves by wearing a hard hat bearing a cross.</i>
At a Forestry Enterprise	5 or less	1 first aider
	6-10	2 first aiders
	11 or more	Starting with this number, add 1 first aider for every group or portion of a group of 5 workers.



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