FOOD SERVICE
HEALTH AND SAFETY TRAINING
INTRODUCTION

This training is designed to satisfy Federal and State standards for worker health and safety requirements. The topics include, but are not limited to:

- Burns
- Fire Evacuation
- Fire Extinguishers
- Electrical Hazards
- Slips, Trips and Falls
- Electrical Protective Devices
- Ladder Safety
- Strains and Sprains
- Lifting
- Cuts
- Bloodborne Pathogens
- Preventing Illness
- Machine Safety
- Hazardous Chemicals
- On The Job Injuries
- Incident Reporting

At the end of this power point is a list of links for more information on the specific topics.

This training is for all, student workers (employees), part time and full time employees.
BURN INJURIES

• Hot oil, grease, and steam from hot surfaces, hot food and beverages, and equipment such as stoves, grills, steamers, and fryers. **Deep fat fryers** are the number one cause of burns.
Avoid the Burn

• **Be** properly trained to prepare hot items. Understand how to use the equipment you will be required to operate safely.

• **Use** caution when preparing hot drinks or using machines that dispense hot liquids. Don't stick your hands into areas where hot coffee or hot liquids are dispensed.

• **Do not** remove the coffee pot until the coffee has been dispensed.

• **Use** trays to carry hot plates.

• **Use** a waiter's cloth or hot pads or oven mitts to protect your arms or hands when carrying hot plates or trays. Be aware that plates under heat lamps are hot!

• **Observe** any safety procedures or wear any protective equipment (hot pads, mitts, aprons) provided for your use while preparing hot items.

• **Do not** reach over table candles while serving or removing food from tables. Do not carry lit candles because the wax can burn.

• **Do not** use wet towels to grab or hold hot items.

• **Remember** that items heated in a microwave continue to cook or heat after the microwave turns off.
Avoid the Burn

- **Do** wear long-sleeved cotton shirts and pants when cooking. A clean, dry, properly worn apron or uniform can protect you from burns and hot oil splashes.
- **Do not** cook without wearing protective clothing, even in hot temperatures or environments.
- **Learn** to use equipment and personal protective equipment properly and safely. For example, if cooking with steamers and pasta boilers:
  - **Use** tongs and oven mitts to remove hot items from steamers or pasta boilers.
  - **Place** hot steamed items on trays to carry, rather than carrying steamed containers across the floor, leaving a trail of dripping hot water that may cause slips and falls.
  - **Open** ovens or steamers by standing to the side, keeping the door between you and the open steamer.
  - **Open** the top steamer first when steamers are stacked, and then the lower one to prevent being burned from the rising steam.
- **Do not** stand above steaming items or equipment. Steam can burn.
- **Do not** reach above an oven or steamer. Hot air and steam rises and you could be burned.
- **Do not** open cookers and steam ovens when they are under pressure.
Avoid the Burn

- **Check** hot foods on stoves or in the microwave carefully. Uncover a container of steaming materials by lifting the lid open away from your face.
- **Place** sealed cooking pouches in boiling water carefully to avoid splashing.
- **Assume** that pots, pot handles, and utensils in pots are hot and use oven mitts when handling them. Use long gloves for deep ovens.
- **Adjust** burner flames to cover only the bottom of the pan. Avoid overcrowding on range tops.
- **Wear** sturdy footwear that is slip resistant and not canvas or open-toed to protect the feet in case hot liquids are spilled on shoes.
- **Ask** for help when moving or carrying a heavy pot of hot liquid off the burner.
- **Do not** allow pot handles or cooking utensils to stick out from counters or stove fronts. Keep pot handles away from burners.
- **Avoid** overfilling pots and pans.
- **Do not** clean vents over grill areas if the grill is hot. Clean vents the next morning before turning on for the day.
- **Do not** use metal containers, foil, or utensils in a microwave oven.
- **Do not** pour or spill water or ice into oil, especially hot oil. It will cause splattering.
- **Do not** leave hot oil or grease unattended.
- **Do not** use a wet cloth to lift lids from hot pots.
- **Do not** lean over pots of boiling liquid.
Deep Fat Fryers

- Workers who cook in restaurants are especially at risk of burn injuries while cooking with or cleaning deep fat fryers or vents above fryers. Burns can occur from contact with the fryer itself or from hot splashing oil, or when straining the oil or moving the fryer.

Employees are responsible for following the safe work practices of their employers.
Avoid the Burn

• **Use** caution when working around hot oil.
• **Get** trained in the proper use and maintenance of your deep fat fryer.
• **Observe** all safety procedures and wear all protective equipment provided for your use while preparing hot items.
• **Use** gloves and scrapers and other cleaning tools with handles provided by your employer.
• **Use** the correct grease level and cooking temperatures for your deep fat fryer.
• **Keep** stove surfaces clean to prevent grease flare-ups.
• **Extinguish** hot oil or grease fires by sliding a lid over the container.

Avoid reaching over or climbing on top of fryers and other hot surfaces. Clean vents when oil is cool.

• **Keep** floor surfaces clean and dry to prevent slipping or falling onto hot surfaces. Wear slip-resistant shoes. Floors should be cleaned often with grease-cutting solutions.
• **Do not** spill water or ice into oil. Do not store employee drinks by deep fryers. They could be easily bumped into the hot oil and cause a flare-up.
• **Do not** overfill or pour excessive amounts of frozen fries into deep fat fryer at one time. Overfilling causes excessive splashing and bubbling over of hot oil.
• **Do not** pour excess ice from fry packages into the fryer.
• **Do not** overheat the oil; use only manufacturer's recommended cooking temperatures.
• **Do not** move hot oil containers; wait until the oil is cool!
• **Do not** strain hot oil; wait until the oil is cool!
• **Do not** work closely to hot fryers when the floor is wet.
• **Do not** store oil on floors by grill area. Someone could slip and fall into the oil.
Fire Hazards

- Workers are exposed to fire hazards in restaurants from heat-producing equipment such as burners, ovens, and grills due to:
  - Working around open flames
  - Poor housekeeping
  - Un-emptied grease traps (possible grease fires)
  - Dirty ducts (possible flue fires)
  - Improper storage of flammable items
  - Faulty or frayed electrical cords
Cooking and Kitchen Fires

• **Understand** the fire safety procedures in your workplace, including how to call for help, and follow them in a fire or other emergency.

• **Keep** grill surfaces clean and free from grease accumulations that might ignite and cause a fire.

• **Avoid** cooking areas unless your work requires you to be there.

• **Do not** use frayed cords or defective equipment.

• **Do not** store flammable items near heat-producing equipment or open flames.
Fire Evacuation

• Need to know
  – At least 2 exit routes in any building you are in.
  – Location of fire alarm pull stations
  – Location of fire extinguishers and how to use them. (If not trained do not use them).
  – Help those who need assistance, but do not put your life in danger. If you have to leave someone behind notify rescue personal.
  – Close the doors behind you
  – Do not go back into the building until the Fire Department gives permission.
Fires

• If your employer expects you to fight fires:
  – **Be** sure you have been trained or request training.
  – **Know** the different types of fire extinguishers and how to use them correctly.
  – **Always** read the fire extinguisher label before using, to verify it is the correct type to use on the fire.

• **Know** fire alarm locations. If there is a fire, sound the alarm.

• **Know** that if you catch fire, **STOP, DROP and ROLL**.

• Know the way out and keep the path to the fire exits open and clear
Grease Fires

- **Extinguish** hot oil/grease fires by sliding a lid over the top of the container, or using a carbon dioxide fire extinguisher class B or C, or class K extinguisher.

- **Never** carry or move oil containers when the oil is hot or on fire.

- **Never** throw water on a grease fire; this will make the fire worse.

- **Empty** grease traps frequently; do not allow them to overfill.

This woman tried to carry a burning pan
Fire Extinguishers

- **Class A Extinguishers** will put out class A fires, in ordinary combustibles, such as wood and paper.

- **Class B Extinguishers** should be used on class B fires involving flammable liquids, such as grease, gasoline, oil, etc.

- **Class C Extinguishers** are suitable for use on class C fires; electrically energized fires.

**Dry Chemical** extinguishers are usually rated for multiple purpose use. They contain an extinguishing agent (monoammonium phosphate, sodium bicarbonate or potassium bicarbonate) and use a compressed, non-flammable gas as a propellant.

These can be messy to use and cleanup

**Class K Extinguishers** are used for cooking oils & fats.

**Combined Dry Chemical Class ABC Extinguishers** can be found throughout the campus
Gas Fire Extinguishers
There are two types of gas chemical fire extinguishers found on campus Halon (now Halotron) and Carbon Dioxide. Both types of extinguishers do not leave a residue upon use.

- **Carbon Dioxide** (CO2) extinguishers are most effective on Class B and C (liquids and electrical) fires. Since the gas disperses quickly, these extinguishers are only effective from 3 to 8 feet. The carbon dioxide is stored as a compressed liquid in the extinguisher; as it expands, it cools the surrounding air. The cooling will often cause ice to form around the “horn” where the gas is expelled from the extinguisher. Since the fire could re-ignite, continue to apply the agent even after the fire appears to be out.

- **Halon** extinguishers and systems contain a gas that interrupts the chemical reaction that takes place when fuels burn. These types of extinguishers are often used to protect valuable electrical equipment. These types of extinguishers are used for class A, B and C fires. Extinguisher Halon systems can also be found in the kitchen grill hood areas.

Wet Chemical and Gas Extinguishers

**Wet Chemical Fire Extinguishers**

- **Potassium Acetate (Type K)** Extinguishers are used in commercial kitchens. These extinguishers specifically identify and address commercial "combustible cooking media" fire hazards in kitchens.

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Gas extinguishing System over hood
How to Use a Fire Extinguisher

Use if trained

P  A  S  S  --  Pull, Aim, Squeeze, and Sweep

Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.

Aim the nozzle toward the base of the fire.

Stand approximately 8 feet away from the fire and squeeze the handle to discharge the extinguisher. If you release the handle, the discharge will stop.

Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!
Electrical Hazards

• Food Service workers may be exposed to electric shock or electrocution hazards during clean-up due to contact with:
  • Faulty electrical appliances or contact with an energized source that may be in use in the commercial kitchen
  • Worn electric cords, or improperly used or damaged extension cords
  • Improperly wired or ungrounded outlets
  • Faulty equipment and wiring
  • Damaged receptacles and connectors
  • Wet clean-up processes
  • Unsafe work practices

What you can do

Identify and report any workplace hazards to supervisors.
Attend any training meetings provided by employer.
Report any unsafe working conditions to supervisor.
Electrical Hazards

- Eliminating electrical hazards through safeguards and safe work practices including:
- **Use** ground fault circuit interrupters (GFCIs) receptacles for your own protection if they are available.
- **Become** educated about electrical hazards. Understand how potential electrical accidents may occur and how to help avoid them. For example:
  - Do not put your fingers or other materials on the prongs of a plug while you are inserting it into an outlet. Keep your hands well back on the plug.
  - Remove plugs from receptacles by pulling on the plug, not the cord. Pulling on the cord could damage the cord and increase the risk of shocks.
  - Do not use damaged cords or receptacles. This may promote shocks.
Electrical Hazards

- **Understand** that touching the outside of a metal outlet box with one hand while plugging in an appliance with the other hand may complete the electrical "circuit," forcing current through you and exposing you to possible shock or electrocution.
- **Do not** plug in electrical equipment with wet hands or while touching a wet or damp surface.
- **Know emergency procedures** and policies for electrical emergencies at work including:
  - **Learn** how to shut off the current (such as flip breakers, or lever switch, etc.) in case of an emergency.
  - **Make** sure electrical control panels are properly labeled.
  - **Never** touch an electrocution victim until the power has been turned off.
  - **Never** use faulty equipment or damaged receptacles and/or connectors.

Use grounded plug with properly grounded outlet
• **Blocked breaker boxes.** Three feet of clearance must be maintained directly in front of breaker boxes. The following pictures are examples of **incorrect** clearance for breaker boxes.

Do not store materials inside the yellow lines around breaker boxes.
Slips/Trips/Falls

Employee exposure to wet floors or spills and clutter that can lead to slips/trips/falls and other possible injuries.

- **Keep** passageways and walkways free of clutter and crowding.
- **Be sure** that rugs and mats are in place.
- **Wipe up** spills immediately. "Spot mop" only during busy times.
- **Wear** appropriate waterproof non-slip footwear. This is especially important if doing wet processes such as mopping floors.

  - If available, use slip-resistant overshoes when performing wet or greasy tasks. During wet processes, use the overshoes on top of your existing shoes for non-slip protection.

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Non-slip mat and shoes

Replace drain covers and keep drains clear of debris.

Food on floors can be a slip hazard.

Provide warning signs
LADDER SAFETY

• Always use a ladder that is long enough for the task at hand. A great number of ladder accidents are the result of using a ladder that is too short.

• Face the ladder when climbing up and down; keep your body centered between both side rails.

• While up on the ladder, don't overextend your reach. Make sure you keep your weight evenly distributed.

• Never move a ladder while standing on it. Always make sure people and equipment are off the ladder before moving or closing it.

• Always maintain three points of contact, i.e. one hand two feet on the ladder, etc.

• Know the weight your ladder will hold.
Strains and Sprains

- Workers who cook in restaurants are exposed to strains and sprains from prolonged standing and repetitive or prolonged reaching while cooking and turning food on a hot grill or stove surface.
- Static postures may occur as cooks continuously stand in one position while cooking or preparing food, causing pooling of blood in the lower extremities, muscle fatigue, and pain.
- Prolonged standing on hard work surfaces such as concrete can create contact trauma and pain in the feet.
- Awkward neck postures can lead to neck strains and muscle stiffness if a cook constantly tilts the head downward or upward to cook food.
- Repeatedly lifting the arms or over-reaching can irritate the tendons or bursa of the shoulder, possibly leading to arm and shoulder strain.
Solutions

Identify strain and sprain hazards in your worksite and find ways to decrease them by applying ergonomic solutions. For example:

- **Avoid** static postures by continually changing your position. Use a foot rest bar or a low stool to help alter your posture by raising one foot and then the other.
- **Use** anti-fatigue mats, if available, on hard work surfaces. Anti-fatigue mats help contract and expand the muscles of the person standing on them increasing blood-flow and reducing fatigue.
- **Wear** shoes with well-cushioned insteps and soles.
- **Use** height-adjustable work surfaces, if available.
- **Minimize** reaching by organizing your work environment so that most cooking processes can be completed within easy reach and while keeping your elbows in close to your body.

Areas of reach
Solutions

- **To** limit over-reaching when placing glasses into racks, fill the near rows first, then rotate the rack to bring the back rows to the front.

- **Rearrange** work spaces so it is easier to reach for supplies used routinely and to prevent over-reaching and awkward back, shoulder, and wrist postures.

**Over-reaching**

**To help** limit back flexion (forward bending at the waist) while washing items in a large sink: Place an object such as a plastic basin in the bottom of the sink to raise the surface up while washing items in the sink.

**Kitchen worker using elevated reach**
Solutions

- **Use** both hands to carry items such as coffee pots or water jugs and carry them with your elbows close into your body.
- **Move** the glass or cup to you, when pouring, rather than overreaching with a heavy coffee pot or water jug to fill a glass.
- **Carry** plates with your elbows close into your body to lessen the strain on your arms and back. Avoid bending at the wrist or extending upward at the fingers. Your shoulder, arms, and hands should be in a neutral position rather than bent at the wrist or extended upward at the fingers.
- **Balance** the tray on both your arm and hand.
- **Alternate** carrying tasks from hand to hand.
- **Balance** the load evenly, placing heavier items in the center of the tray.
Solutions

• Learn to lift properly and stay fit to help reduce the risk of injury from lifting.
• Lift with your knees, not your back.
• Lighten a heavy load that needs to be lifted or get help when lifting.
• Always make sure the load is balanced and even when lifting.
• Get help when lifting or pouring fluid out of heavy pots or use tilt containers to help minimize arm and back strain.

Don't Lift heavy objects alone.

Lift with a buddy.
Lifting

- **Use** handrails if traveling on stairs, avoid undue speed, and carry only items that you can safely see over.

- **Limit lifting by hand.** Use hand carts when moving products. Use any available mechanical equipment such as lift assist devices, forklifts, and pallet jacks to help with lifting.

- **Use proper lifting techniques.** Learn to lift properly and stay fit to help reduce the risk of injury from lifting.

- **Before lifting, size up the load:**
  - Wear gloves to prevent exposure to nails and slivers.
  - Use a hand cart if possible.
  - Get help with heavy loads.
  - See that the load is balanced and stable.
  - Do not lift a load that is too heavy, slippery, hot, or unevenly balanced.
  - Make sure you have a clear traveling path.
Lifting

- **Lifting:**
  - Bring the load as close to you as possible before lifting. Avoid reaching across something to lift a load. This moves the load away from the body and increases your chance of injury.
  - Lift with your legs, not your back.
  - Keep your head up, your back straight, and bend at your hips.
  - Shift your feet to turn; don't twist your body.
  - Keep the load directly in front of your body. Avoid reaching to the side and lifting while twisting.
  - Perform lifts at waist height, with the elbows in close to the body.
  - **Avoid awkward postures** while lifting such as reaching and twisting, or lateral or side bending.

- **Lowering:**
  - Remember that body position when setting the load down is just as important as when picking the load up. Use your leg muscles to comfortably lower the load by bending your knees.
  - Make certain that your fingers and toes are clear before setting the load down.
  - If you have to carry the load confirm you pathway is clear before you start. Do not block your line of sight.
  - If the load is too large or too heavy get help.
Knives/Cuts

- Workers are exposed to cuts while using sharp kitchen tools such as knives or cleavers. Other sharp surfaces on equipment and occasional broken glass may also provide a cutting hazard for workers.

- **Handle**, use, and store knives and other sharp utensils safely.
- **Cut in** the direction away from the body.
- **Keep** your fingers and thumbs out of the way of the cutting line.
- **Use** any protective clothing provided by employer such as steel mesh or Kevlar gloves.
- **Use** a knife only for its intended purpose and use the appropriate knife for the cutting job.
Knives/Cuts

- **Store** knives, saws, and cleavers in a designated storage area when not in use. Do not store the blades with the cutting edge exposed.
  - Install knife holders on work tables to prevent worker injury.
  - Equip newly purchased knives with blade guards or knuckle guards that protect the hand from slipping onto the blade.
- **Let** a falling knife fall. Do not try to catch it.
- **Carry** knives with the cutting edge angled slightly away from your body, with the tip pointed down to your side.
- **Place** a knife that you are handing to someone, down on a clean surface, and let the other person pick it up.
- **Clean** the knife immediately after use or place it in a dishwasher or a container labeled "for knives only."
- **Do not** store knives and other sharp objects in sinks between periods of use.
- **Do not** touch knife blades.
- **Avoid** placing knives near the edge of a countertop.
- **Do not** talk with coworkers while using a knife. When interrupted, stop cutting and place the knife down on a secure surface. Do not try to cut while distracted.
CUTS

- **Do not** use a glass to scoop ice (it can break from the cold ice, causing cuts to the server and glass in the ice bin); use a metal or plastic ice scoop for placing ice in glasses.
- **Do not** pick up broken glass with your hands; use a broom and a dustpan.

Use a broom and dustpan to clean up broken glass.
Bloodborne Pathogens

- Microorganisms that are carried in the blood, vomit or other bodily fluids that can cause disease in humans.
- If there is vomit or blood in your work area notify your supervisor for custodial cleanup.
- If it is your blood, stop the bleeding and notify your supervisor at once. Do not leave the bloody area unattended. Notify a coworker if a supervisor is not immediately available, to not use the contaminated items.
- Any washable items that blood touches needs to be washed and disinfected.
- Food items that blood comes into contact with will need to be discarded.
- Notify your supervisor for directions.
Help Prevent Illness

Coughing and Sneezing
Without Contaminating

1. If you have to sneeze or cough, cover your mouth and nose with a tissue.
2. Dispose of soiled tissues in the trash.
3. If you do not have a tissue, turn your face into your shoulder or the bend of your elbow to sneeze or cough.
4. Wash your hands often. If soap and water are not available, use an antiseptic product.

If you are ill, avoid visiting family and friends.

www.pandemiequebec.gouv.qc.ca
Help Prevent Illness

Be A Germ-Buster

WASH YOUR HANDS

1. WET
2. SOAP
3. WASH FOR 20 SECONDS
4. RINSE
5. DRY
6. TURN OFF WATER WITH PAPER TOWEL

Adapted with permission from Washington State Department of Health
Machine Guarding

• What is machine guarding? When moving machine parts have the potential for causing severe workplace injuries such as crushed fingers or hands, amputations, broken bones, and other injuries; machine guarding eliminates or controls these hazards and provides essential and required protection for the worker.
Machine Guarding

- **Use** caution when working around power-driven equipment.
- **Turn** off and unplug machinery before cleaning or removing a blockage.
- **Use** any machine guarding that is provided.
- **Get** properly trained before using any equipment.
- Machinery should be securely fixed to benches or tabletops.
- **Do not** put your hands into machinery to manipulate food. Use pushers or tamps to move food in machinery.

- **Wear** proper work clothing, avoiding loose clothing or jewelry that could become caught in machinery; such items caught in machinery can pull you into machinery causing injury and or death.

Apron caught in mixer with no guarding

Dishwasher guarded to prevent accidental scalding

Mixer with guarding
Think

• Think before you place your hand down on a surface or on equipment. If your hand does not belong there, then do not put it there.

• Keep hands and clothing away from moving parts.

• Do not place hands or fingers in garbage disposals or meat grinders.
Before Using Equipment

- You must be trained on the specifics of the equipment you will use BEFORE operating.
- This will include:
  - Safety features
  - Emergency shutoff
  - Proper use
Hazardous Chemicals

Exposure of workers to potentially hazardous chemicals such as oven cleaners, floor cleaners, pesticides, disinfectants, drain cleaners, soaps, detergents, and latex.

- Soaps and detergents may cause allergic reactions and skin irritation.
- Broken skin from soap or detergent irritation may provide an avenue for infection or injury if exposed to chemical hazards.
- Drain cleaners, oven cleaners, and grill cleaner solutions and sprays can be caustic and can cause skin burns and eye and skin irritations.
- Ammonia, used as a cleaning agent, and chlorine solutions, used as a disinfectant in dishwashing, can cause skin, eye, and nose irritations.

Caution: Mixing chlorine and ammonia solutions will result in a chemical reaction and may release deadly chlorine gas.

- Latex gloves, worn to protect the hands from chemicals, may cause skin irritation or allergic reactions in some workers.

There are four basic types of hazardous chemicals:
- Flammables
- Toxic
- Corrosives
- Reactive Materials
Basic Types of Hazardous Chemicals

- **Flammables** -- Flammables are chemical substances that easily catch fire and burn quickly. They must be stored away from sources of ignition in an area that has sufficient ventilation.
- **Toxic** -- “Toxic” means “poisonous,” Store away from food items.
- **Corrosive** -- Corrosive chemicals burn and eat away other substances. Store away from Flammables and Reactives.
- **Reactives** -- Reactives are hazardous chemicals that chemically react with other substances they come in contact with. Reactive chemicals should always be stored separately from the chemicals with which they react.
Hazardous Chemicals

- **Read** the product label and follow instructions and recommendations listed on the label.
- **Use** the least toxic cleaning products possible.
- **Use** any personal protective equipment provided by your employer such as gloves, eye goggles, and special aprons.
- **Be** sure you are properly trained in the need for and use of personal protective equipment.
- **Use** appropriate gloves to protect your hands from chemicals and sharp objects.
- **After** removing gloves, wash your hands with mild soap and water, and dry thoroughly.
- **Avoid** latex gloves if you have been diagnosed with latex allergy.
Hazardous Chemicals

- **Ask** your supervisor about possible toxic effects of the chemicals you are required to use. You have the right to read *Material Safety Data Sheets (MSDS)* for any chemicals you use. MSDS provides employers and employees with information to protect themselves from hazardous chemical exposures and to work safely with chemical products.

- **Do not** mix chlorine bleach and ammonia products together. This combination will create a toxic gas.

- **Ensure** that chemicals that are not compatible with each other are not stored together (check MSDS).

- **Always** label cleaning bottles and containers. Never remove products from the original bottle without properly labeling the new container.
Safe Use

- **Read the product labels**
- Hazardous products must be handled with respect! Read labels and follow directions carefully. Words to look for: **DANGER - WARNING - CAUTION**
- **Poison**: can injure or kill if absorbed through the skin, ingested or inhaled.
- **Toxic**: can cause injury or death if swallowed, inhaled, or absorbed through the skin.
- **Irritant**: causes soreness or swelling of skin, eyes, mucous membranes, or respiratory system.
- **Flammable**: easily catches fire and tends to burn rapidly.
- **Flammable Liquid**: has a flash point below 140°F (100°F for US DOT purposes).
- **Combustible Liquid**: has a flash point from 140°F (100°F for US DOT purposes) to 200°F.
- **Corrosive**: a chemical or its vapors that can cause a material or living tissue to be destroyed.
# SAFE USE

## How do you identify if a product is hazardous?

**Read the label**

<table>
<thead>
<tr>
<th>Label</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>May be harmful if swallowed</strong></td>
<td>Indicates a risk of exposure through ingestion. Do not eat, drink or smoke while using this product, and wash hands thoroughly when finished.</td>
</tr>
<tr>
<td><strong>Use with adequate ventilation</strong></td>
<td>Indicates a risk of exposure through inhalation. Work outdoors, use in an area with very good airflow to the outdoors, or wear an appropriate respirator.</td>
</tr>
<tr>
<td><strong>Avoid skin contact</strong></td>
<td>Indicates a risk of exposure through skin absorption or that the product could damage the skin. Wear appropriate gloves and protective clothing.</td>
</tr>
<tr>
<td><strong>Avoid eye contact</strong></td>
<td>Indicates a risk of eye damage. Wear chemical splash goggles.</td>
</tr>
<tr>
<td><strong>Avoid if pregnant</strong></td>
<td>Indicates that the product could harm a developing fetus.</td>
</tr>
</tbody>
</table>
MSDS Sheets

• What is a Material Safety Data Sheet (MSDS)?
  A Material Safety Data Sheet (MSDS) is designed to provide both workers and emergency personnel with the proper procedures for handling or working with a particular substance. MSDS's include information such as physical data (melting point, boiling point, flash point etc.), toxicity, health effects, first aid, reactivity, storage, disposal, protective equipment, and spill/leak procedures. These are of particular use if a spill or other accident occurs.

• MSDS Sheets are located in the break area and laundry room in the PUB and by the first aid kit in Tawanka.
Laundry Room Danger

- Dryers become a fire hazard when heat builds up because of improper maintenance. Lint, dirt and other debris can accumulate in the vent. This limits air circulation and causes build up of heat. When the debris gets hot enough, it can catch fire.

- There are some obvious indications that your dryer vent may need cleaned, including lengthy drying times, deactivation due to high temperatures, and increased heat and humidity increase in the dryer's area.

- Regularly inspect and clean the lint screen, duct and outdoor hood. Depending on the vent length, options include cleaning the vent yourself with the proper tools or hiring a professional.

- Washing machines can cause significant damage because there is a continuous flow of water to your washing machine. If the hoses fail, there isn't anything to stop the water from surging into the laundry room and other areas.

- Check for wear and tear monthly. The most common problem is "bulging", which is a bubble that forms in the hose because it's weakened. These usually occur in bends in the hose, and on hot water hoses. If you see a bulging hose, shut off the water immediately and replace the hose.

- Check for corrosion on the hose connectors, and make sure the hoses are tightly connected.

- Make sure there are at least four inches between the water connection and the back of the washer to reduce bends and kinks.

- Replace your hoses regularly. The average rubber hose lasts 3-5 years. The manufacturer's recommendation and signs of damage will tell you when to replace the hoses.
On the Job Injury

• If you as an employee (student, part time, full time) are injured on the job and need medical help, your first visit to your doctor, clinic or emergency room will be paid for by Washington State L&I insurance. Notify the physician that it is a work related injury and they should have paperwork for you to fill out. If you need assistance contact EH&S at 6496 or 6697.
Report all Incidents

• Report all incidents/injuries (employee or customer) to your supervisor
• If customers think it is not a problem make notes on the incident (time, potential injury, witnesses) provide this to your supervisor
• Supervisors WILL FILL OUT an Incident report
• Just because someone walks away from a fall or other accident does not mean they will not have medical problems later or sue EWU in the future.
• Incidents reports will aid EH&S to determine if a more significant problem may exist.
# Incident Report

**Be sure to complete both pages of this form**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address/Campus Mail Stop</th>
<th>Phone, Home/Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>EWU ID #</td>
<td>D.O.B. Age</td>
<td>Sex</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Rate of Pay</th>
<th>Scheduled Working Hours</th>
<th>Scheduled Days Off</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>In Current Position</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>Location of Incident: (Bld &amp; Rm, other loc. Nearest Bld with Description)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time of Incident</th>
</tr>
</thead>
</table>

**Complete Description of Incident (attach pages if necessary, including sketches & photographs):**

**Witnesses (Include address and phone number if possible, attach pages if necessary):**

**Area affected by injury or illness (e.g. right ankle, back etc.):**

**Treatment**

<table>
<thead>
<tr>
<th>First Aid Only (by who)</th>
<th>On the Job Death</th>
<th>Y N</th>
</tr>
</thead>
</table>

**Medical Treatment Date**

<table>
<thead>
<tr>
<th>Name &amp; address of Physician</th>
</tr>
</thead>
</table>

**Name and address of Hospital or Clinic**

**For EH&S Use**

<table>
<thead>
<tr>
<th>Work Time loss (Days)</th>
<th>Start Date</th>
<th>Return Date</th>
</tr>
</thead>
</table>

**When and what Corrective Actions were Taken? (call in work order, take equipment out of service, training, etc.)**

**Prepared by:**

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Department</th>
</tr>
</thead>
</table>

**Signature of Chair or Supervisor:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print name</th>
<th>Department</th>
</tr>
</thead>
</table>

**Route to ENVIRONMENTAL HEALTH & SAFETY (101 Huston Hall) Within 24 Hours (Fax 4690)**

<table>
<thead>
<tr>
<th>EWU Police Report #</th>
<th>Supervisor’s Accident Investigation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Form 137 attached</th>
<th>EH&amp;S Accident Investigation</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Form 138 attached</th>
<th>Physician’s Report Attached</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HPERSA Report attached</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>State Patrol Report #</th>
<th>Washington State Fund Accident Report</th>
</tr>
</thead>
</table>

**EH&S reviews & follows up as necessary to ensure completeness & will conduct investigations, based on this information.**

**Note to employees: Supervisors must sign this form. Supervisors use the checklist on Page 2 to complete your investigation.**

Environmental Health & Safety

10/04/10

Page 1
And Side 2 COMPLETELY!!
Incidents and Reporting
http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Accidents--Incident-Reporting.xml

Safety Brochures
http://access.ewu.edu/HRRR/Environmental-Health-and-Safety/Safety-Brochures.xml

Brochures Available
Back Lifting Safety
Electrical Safety
Chemical Safety
Emergency Evacuation and Fire Drills
Fire Extinguishers
Hepatitis A
On the Job Injury Procedure
Part-Time/Temporary and Student Safety
Power Cord and Strip Outlet Safety

Ladder Safety
http://access.ewu.edu/Documents/HRRR/ehs/P11%20Portable%20Ladders.pdf

To activate the links above right click on the link and click on Open Hyperlink
Questions
For More Information

• Contact your supervisor

or

• Contact Environmental Health and Safety at 6496