



Training Solutions, Delivered!

# **RESTAURANT SERIES:** *Restaurant Safety Orientation*

**Leader's Guide, Fact Sheet  
& Quiz**

**Item Number: 4068**  
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***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

**4068 RESTAURANT SERIES:**  
***Restaurant Safety Orientation***  
**FACT SHEET**

**LENGTH: 12 MINUTES**

**PROGRAM SYNOPSIS:**

This program is a general restaurant orientation overview that supplies employees with basic safety information that applies to everyone's job. Topics include safety obligations, awareness and behavior, fire safety, slips and falls, safe lifting, knife safety, using meat slicers safely, handling broken glass, preventing skin burns and reporting accidents and injuries.

**PROGRAM OBJECTIVES:**

After watching the program, the participant will be able to explain the following:

- What safety obligations, awareness and behavior are expected of employees;
- How to respond to a fire;
- How to prevent slips and falls, back injuries and cuts from knives and burn injuries;
- How to use meat slicers safely and to handle broken glass;
- Why it is important to report accidents and injuries.

**INSTRUCTIONAL CONTENT**

**SAFETY OBLIGATIONS, AWARENESS & BEHAVIOR**

- This program is a general restaurant orientation safety overview. Your supervisor will provide you with additional safety information and training, but always remember, that it's up to you to work and act safely and to learn and follow our policies and procedures.
- Our safety obligation is to provide all employees and guests with a safe and healthful environment; your obligation is to be aware of safety and potential hazards and to act safely on the job and at home.
- You have this obligation to yourself, your family and the company. A safety program and safe working conditions alone could not prevent accidents and injuries; each employee is responsible and accountable for safety awareness and safety behavior.
- Safety awareness is reporting to work on time rested, alert and ready to go. It's watching traffic patterns to avoid collisions with other employees or customers.
- Safety awareness is checking for unsafe conditions, such as slippery floors. It's reporting broken equipment or equipment with broken parts.
- It's not putting hands in the trash to avoid hand injuries from broken glass.
- Safety behavior is following procedures properly and not taking shortcuts. Any time you may save by doing a job too fast, you'll lose many times over if you get hurt—pain, doctor visits, paperwork, and time off work aren't worth it.
- Safety behavior is using safety gloves when using knives or cleaning the meat slicer and using the right knife for the job.
- It's using an ice scoop for ice, not glass or other glass objects.

**PAYING ATTENTION TO SAFETY**

- Accident statistics compiled worldwide in all industries indicate that 85 to 98 percent of all work accidents are the result of unsafe acts of employees. Unsafe acts include carelessness, negligence or violation of the safety rules or job procedures.
- This doesn't mean that employees don't always think about safety when they're working. Restaurants are fast-paced, constantly changing work environments; everyone's trying to provide the best service possible or to keep up with their daily workload.
- Accidents happen when you're not aware of safety hazards or not thinking about the job you're doing. Don't go on auto-pilot; pay attention to safety.
- Most accidents are preventable. Safety equipment and procedures exist for a reason.
- Many people have been hurt and are still getting hurt on the job. The hazards are not going to go away, so act safely at all times at work and at home.

## **EMPLOYEE DRESS CODE**

- Safety applies to our dress code.
- Jewelry and rings are not permitted. They can get caught on moving parts or machines, equipment, or simple things like chairs or utensils. Wearing jewelry has caused injuries on the job.
- Wear proper shoes with a low heel to prevent slipping on wet floors.
- Cooks are to wear hats, and long hair is to be tied back or confined under a hat.

## **FIRE SAFETY**

- The first thing to remember if a fire breaks out is that life safety is much more important than property.
- Don't try to extinguish a fire unless you're sure you can do so. If you can't extinguish a fire safely, call the fire department and let them handle the situation.
- Evacuate the store, even if it's a small fire and call the fire department, just in case, because the small fires spread quickly and every second counts in the firefighting business.
- Know where the extinguishers are in your work area.
- All extinguishers must be inspected at least once a month. Inspect them to make sure they are clean, the pin is sealed on the handle to indicate that it hasn't been used, and of course, check the gauges for correct pressure. Report any problems to your supervisor.
- If the need to use a fire extinguisher arises, remember, PASS. Pull the pin; aim the nozzle; squeeze the handle; sweep from side to side—PASS.
- Stand about eight feet from the fire, because the blast from the extinguisher can spread the fire if you're standing too close.
- If there is a fire on the grill or stove, a mist sprinkler system will activate so hot grease or food isn't spread around.

## **SLIPS, & FALLS**

- Slips and falls are often classified as unsafe acts.
- If you walk, don't run, and watch where you're going, you won't fall down.
- If the floors are wet, that's the time to watch where you're going and to be extra cautious.
- If you see food on the floor, clean it up immediately. Even if you don't slip on it, a fellow employee or a guest might; it only takes a few minutes to clean it up.
- If the hazard or spill is beyond your control, report it to management immediately so it can be corrected before an accident occurs.
- Other precautions include using the wet floor sign when mopping and putting all cleaning equipment away such as brooms, mops, and buckets after each use to prevent people from tripping.
- Use the proper ladder or step stool to reach something. Never stand on boxes, equipment or stacks of food containers.

## **SAFE LIFTING**

- We will all be doing a lot of lifting and there is a way to lift safely.
- Safe lifting means using your legs to lift, not your back. Bend your knees, but keep the natural curvature of your spine.
- Your back is a delicate and complex piece of machinery. Your discs are like soft hockey pucks and act as shock absorbers between the bones.
- When you bend over and lift with your back, the discs are pinched and can be damaged.
- When you lift with your legs and keep the natural curvature of your spine, the weight is evenly distributed on the discs and there is little or no pinching.
- Also, your ligaments which are like rubber bands can stretch or tear.
- Back injuries are very painful and need not happen; they're also preventable. Back injuries are considered unsafe acts.
- Even if you're picking up a piece of paper, bend your knees. You don't have to be picking up something heavy to hurt your back.

## **KNIFE SAFETY**

- Cuts on the job usually occur with knives, the meat slicer or broken glass.
- Keep all knives sharp and use the safety glove.
- Cut away from your body using even pressure. Don't force anything.
- Carry knives with the tip pointed towards the floor.
- Always use the right knife for the job, and never use a knife to open cans or anything else it's not intended for.
- Never leave knives laying around or leave them in water-filled sinks.
- Don't use a knife sharpener if you're not trained to do so, and always use a cutting board. This will prevent slipping and unpredictable movements of the knife.

#### **USING MEAT SLICERS SAFELY**

- When using the slicer, always use the automatic feed. Do not use your hands.
- Wear the safety glove when cleaning slicer blades.
- Safety guards should be in place.
- When the food becomes too thin, turn the slicer off and finish cutting with a knife.
- Finally, always turn the slicer knob back to zero when not in use to reduce blade exposure, and unplug the slicer when cleaning.

#### **HANDLING BROKEN GLASS**

- Obviously, you never handle broken glass with your bare hands. Use a dust pan and broom.
- Place broken glass in designated containers or areas.
- Always use a metal or plastic ice scoop for ice, not a glass.
- If any glass breaks near food, throw away all the food that may be contaminated with tiny shards of glass.

#### **PREVENTING SKIN BURNS**

- The main thing to remember about burns is that if something is capable of being hot, treat it like it is hot.
- Always use proper oven mitts or pads.
- Don't move too fast when carrying hot containers of food or grease. Get help if necessary.
- Food containers should never be filled more than three-quarters full to prevent spills.
- Do not overload fryer baskets or lean over the fryer as you load it.
- Be careful when serving coffee; take your time.

#### **REPORTING ACCIDENTS & INJURIES**

- In the event that you experience an accident or injury, it must be reported to your supervisor when it occurs, not hours or days later.
- If first aid or medical treatment is required, it will be provided. We want every employee to have prompt, professional treatment when required.
- Report accidents, even if there is no injury involved. We want to be able to investigate the accident so that we may be able to prevent a similar accident in the future.
- Our goal is to be accident-free, and with your help, it can happen.

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**ANSWERS TO THE REVIEW QUIZ**

1. a

2. c

3. a

4. b

5. b

6. a

**RESTAURANT SERIES:**  
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**REVIEW QUIZ**

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. Statistics compiled worldwide in all industries indicate that 85 to 95 percent of all work accidents are the result of \_\_\_\_\_.
  - a. Unsafe acts
  - b. Defective PPE and other protective devices
  - c. Machinery or equipment failure
  
2. How far should you stand from a fire when using an extinguisher to put it out?
  - a. 4 feet
  - b. 6 feet
  - c. 8 feet
  
3. You should bend your knees even if you are just picking up a piece of paper.
  - a. True
  - b. False
  
4. You should carry knives with the tip pointed \_\_\_\_\_.
  - a. Toward the ceiling
  - b. Toward the floor
  - c. Straight outward
  
5. Food containers should never be filled more than half full to prevent spills.
  - a. True
  - b. False
  
6. Accidents should be reported, even if there is no injury involved.
  - a. True
  - b. False