WORKPLACE SAFETY

TOPIC:	Workplace Safety
AUDIENCE:	Foodservice / Nutrition Services staff
DATE:	[Enter the training date]

Purpose / Why Does it Matter

Following workplace safety practices helps prevent injuries, reduces lost work time, and protects staff and residents/patients. Slips, trips, falls, strains, and chemical exposures are some of the most common workplace injuries in foodservice. All staff must follow workplace safety rules and comply with Occupational Safety and Health Administration (OSHA) standards, as well as facility policy. Most injuries are preventable when staff follow safe work practices consistently.

Learning Objectives

By the end of this in-service, participants will be able to:

1. Identify general workplace safety rules and common hazards.
2. Describe proper use of personal protective equipment (PPE).
3. Apply proper body mechanics and lifting techniques to prevent strain injuries.
4. Identify safe practices for handling and storing chemicals.
5. Locate and know how to use an eyewash station in an emergency.
6. Locate emergency exits and describe emergency procedures.
7. Apply slip, trip, and fall prevention practices.
8. Know how and when to report an injury, hazard, or unsafe condition, including required documentation.

KEY INFORMATION

General Workplace Safety Rules

- Always follow department policies and posted safety signs.
- Do not rush — most injuries happen when staff are in a hurry.
- Keep work areas clean, dry, and free of clutter.
- Know the location of your emergency exits and evacuation routes.
- Report broken equipment, hazards, or unsafe conditions immediately.

Personal Protective Equipment (PPE)

- Non-slip shoes to prevent falls.
- Additional PPE (such as cut-resistant or heat-resistant gloves) as required for the task — see your equipment-specific training.

Slip, Trip, and Fall Prevention

- Clean spills immediately and use wet floor signs.
- Do not overload carts or block walkways.
- Keep cords, hoses, and equipment out of walkways.

Proper Lifting Techniques

- Plan the lift: check the load's weight and path before you begin.
- Keep your feet shoulder-width apart for a stable base.
- Bend at the knees, not the waist, and keep your back straight.
- Hold the load close to your body and lift with your legs.
- Avoid twisting your body while lifting or carrying — turn with your feet.
- Ask a coworker for help or use a cart/dolly for heavy or awkward loads.

Safe Use of Chemicals

- Read the product label and Safety Data Sheet (SDS) before using any chemical.
- Know the location of the SDS binder/system for your work area.
- Use the PPE specified on the chemical label (gloves, eye protection, etc.).
- Never mix chemicals unless specifically directed by the label.
- Store chemicals in their original, labeled containers, away from food and food-contact surfaces.
- Report any chemical spill, exposure, or reaction to a supervisor immediately.

Eyewash Stations

- Know the location of the nearest eyewash station in your work area and know how to activate them.
- Eyewash stations must be unobstructed, kept in clean, and in good working order.
- Facility maintenance/designated staff inspect and maintain each station to ensure compliance with regulatory bodies. Follow your facility's specific protocol.
- If a chemical splashes in your eyes, flush immediately with water for at least 15 minutes.
- Hold your eyelids open while flushing to rinse thoroughly.
- Notify a supervisor immediately after flushing and seek medical attention as needed.

Emergency Exits & Procedures

- Know the location of all emergency exits in your work area.
- Know your facility's evacuation route and designated meeting point.
- Follow posted procedures for fire, severe weather, or other emergencies.
- Never block or obstruct emergency exits or exit routes.

Incident Reporting

- Report all injuries immediately, no matter how minor.
- Notify a supervisor of unsafe conditions, broken equipment, or hazards.
- If an injury occurs, an incident report must be completed immediately and submitted to the supervisor.
- Follow-up actions related to the incident must be documented per facility policy.

KNOWLEDGE CHECK

NAME: _____ **DATE:** _____

1. What should you do if you notice a spill on the floor?

☐ **A.** Walk around it

☐ **B.** Clean it immediately or report it

☐ **C.** Ignore it if you are busy

2. Which item helps reduce slip and fall injuries?

☐ **A.** Open-toed shoes

☐ **B.** Non-slip footwear

☐ **C.** Loose clothing

3. When lifting a heavy object, you should:

☐ **A.** Bend at the waist and twist to set it down

☐ **B.** Bend at the knees, keep your back straight, and hold the load close

☐ **C.** Lift as fast as possible to get it over with

4. What is the safest way to move a heavy or awkward load?

☐ **A.** Carry it alone as quickly as possible

☐ **B.** Ask a coworker for help or use a cart/dolly

☐ **C.** Drag it across the floor

5. Before using a cleaning chemical, you should:

☐ **A.** Just use it — all chemicals work the same way

☐ **B.** Read the label/SDS and use the PPE it specifies

☐ **C.** Mix it with another chemical to make it stronger

6. Why should you avoid mixing cleaning chemicals together?

☐ **A.** Mixing chemicals makes them work faster

☐ **B.** Mixing chemicals can be dangerous unless the label specifically directs it

☐ **C.** It doesn't matter as long as the area is ventilated

7. If a chemical splashes into your eyes, you should flush your eyes at the eyewash station for at least:

☐ **A.** A few seconds

☐ **B.** 15 minutes

☐ **C.** Only if it stings

8. If an injury occurs at work, what must happen?

☐ **A.** Nothing, unless it happens again

☐ **B.** An incident report must be completed immediately and submitted to the supervisor

☐ **C.** Only report it if a resident/patient saw it happen

9. Emergency exits and evacuation routes should be:

☐ **A.** Known to staff and never blocked

☐ **B.** Used for storage when space is tight

☐ **C.** Only the supervisor's responsibility to know

10. Minor injuries do not need to be reported.

☐ **True**

☐ **False**

Knowledge Check Answer Key

1. B
2. B
3. B
4. B
5. B
6. B
7. B
8. B
9. A
10. False

DATE: [Enter date]

TRAINER NAME: [Enter trainer name]

In-Service Attendee Sign-in

DATE:

ATTENDEE NAMES: