Culinary Services will comply with Ohio University’s Safety Policy 44.109, all appropriate safety regulations and policies, and federal and state laws and regulations. We value safety in our workplace, and we will continuously strive to provide and maintain a safe and healthful environment with a daily goal of zero workplace injuries. We believe that all incidents are preventable & that working safely is our duty. We will all lead by example by demonstrating best safety practices.

**Culinary Services employees will:**
1. Recognize and correct equipment and workplace safety hazards. Report deficiencies to management or a safety team member immediately.
2. Report incidents/injuries/unsafe acts that could have led to an incident immediately to management and complete an incident report immediately.
3. Know the locations of emergency exits and established evacuation process in your venue.
4. Complete internal training required for performing job tasks. Follow training procedures and request additional training if necessary. Sign off on required training documentation. Do not perform tasks for which you have not been trained and signed off. Follow instructions and best safety practices when operating & cleaning all equipment, tools, appliances, etc. Inspect equipment before use.
5. Maintain excellent standards of personal hygiene by using proper hand washing techniques, and wearing a clean and well-maintained uniform, proper shoes, and hair restraint. Aprons are not to be worn outside of any production areas. Natural fingernails must be maintained so that they are clean and trimmed. Employees working at Central Food Facility (CFF) are only permitted to wear fingernail polish or artificial nails if they are properly maintained. If an employee chooses to wear fingernail polish or have artificial nails they are required to wear gloves the entire time they are in production areas, changing them at appropriate times and washing their hands thoroughly prior to donning new gloves each time.
6. Abide by the beard net and hair net policies (beards can be no more than one inch in length, etc.). All employees (including maintenance personnel) must wear a beard net, if they have a beard, and a hair net, uniform ball cap, or baker’s cap. Employees working at CFF are **NOT PERMITTED TO HAVE BEARDS**, but mustaches are permitted. Also, at CFF, the white hair net must be worn over a ball cap if a ball cap is part of the issued uniform. The white nets are provided at the front desk in the lobby.
7. Wear shoes that are slip resistant, closed toed and closed heel, clean and in good repair, including soles.
8. Jewelry is limited to a plain band ring, a medical alert bracelet, small hooped or small post earrings and a watch or Fitbit. No other jewelry will be permitted to be worn. This rule includes maintenance personnel working in the Culinary production areas. Employees working at CFF are limited to only a
plain (smooth surface) band and a medical alert bracelet. No other jewelry of any kind will be permitted to be worn in CFF production areas.

9. No headsets, ear buds, or personal electronic devices in work areas.

10. Employees are not permitted to use cell phones in work areas. Cell phones may be used in areas that a General Manager has identified as a safe zone. If carrying a cell phone on your person, the cell phone must be secured in a pocket below the waist. Employees will inquire with the General Manager of the venue to determine designated areas that cell phones may be used in emergency situations and break periods. An exception to this work rule would be if a manager approved cell phones to be used for music in designated areas that connect to blue tooth. If utilizing a cell phone to connect to music, the cell phone is to be taken out for connection only and must be done in a manner that can’t contaminate any product or surface. Once the phone has been connected the employee is required to re-secure their cell phone and then thoroughly wash their hands. Cell phones are not to be out of this placement at any time in any production areas for any other reason. Cell phones are not permitted to be used when driving a university owned vehicle unless using a hands-free device.

11. Always use proper personal protective equipment (PPE) for required tasks (i.e. cut gloves, burn sleeves, steamer gloves, hot pads).

12. All personal belongings must be kept in a locker and cannot be in production areas as personal belongings can be a source of contamination.

13. Follow procedures demonstrated in knife training and request knife training if needed. Employees **MUST** wear a cut glove when using a knife. The cut glove is to be worn on the non-dominant hand and be the proper fit for the employee wearing it. Use two cut gloves when cleaning a knife. **NEVER** place a knife in a sink.

14. Dispose of broken glass and tin cans and tin can lids appropriately. Cut gloves are required PPE for all sharp items. Wear a cut glove on each hand when using a can opener or rinsing or disposing of the can or can lid.

15. Be aware of all sharps in all areas such as dish room, tray, etc. Dispose of sharps appropriately. Notify manager immediately for proper disposal and procedures. Sharps containers are located in each venue.

16. Maintain a clean, sanitary, and organized work area.

17. Identify & clean up spills to prevent slips, trips, and falls. Use proper signage and floor matting.

18. Use proper safety techniques when using chemicals. Inquire with a manager if unsure of the PPE or proper usage of a chemical. Refer to SDS.

19. Use proper procedure when removing leftover food from dishes. Use a gloved hand or spatula and swipe the leftover food into the compost bin. Employees are not permitted to physically strike a dish on any surface as it may break and cause injury to the worker.

20. Use proper lifting techniques and abide by the 50-pound weight limit restriction. If over 50-pound limit, ask for assistance, use dolly, divide load, or ask management for instruction. Never sling trash bags or materials.

21. Work at an efficient, but safe pace and perform duties with caution. Inform manager if you feel too rushed.

22. Prevent foodborne illnesses by not reporting to work if symptoms of fever, vomiting and diarrhea are present.
23. Drinking cups in work areas must have a fitted lid and be marked with the employee’s name or initials. No glass cups or bottles are allowed.

24. Change disposable gloves and wash hands after any chance of contamination.

25. Abide by all local, state, federal and Ohio Food Code regulations to include not consuming food in food production areas, labeling and dating product and proper temperatures.

26. When driving a state vehicle abide by all state laws including wearing your seat belt and refraining from using your cell phone.

27. When using a ladder, the ladder rungs, cleats, and steps shall be parallel, level and uniformly spaced when in position of use. An individual should never be on the top rung of the ladder. If a ladder is in use, there must be another employee there to secure the ladder and ensure it isn’t going to move while in use. When ascending or descending a ladder, the user shall face the ladder. Each employee shall use at least one hand to grasp the ladder when progressing up and/or down the ladder. An employee shall not carry any object or load that could cause the employee to lose balance and fall. Follow the manufacturer’s label for weight restrictions and guidelines.

28. When using a cart, when possible, employees should push the cart and not pull the cart moving in only one direction. When possible, only one cart should be moved at a time.

29. Follow & enforce safety work rules.

The safety and wellness of Ohio University employees and the campus community is the primary concern during the COVID-19 pandemic. To address the safety and wellness concerns during the national health emergency, in accordance with local, state, and federal department of health regulations, the following work rules and guidelines are implemented. The work rules and safety guidelines are subject to modification in accordance with health and safety guidelines.

1. Immediately prior to reporting to campus, Employees shall measure their body temperature and self-evaluate to ensure there is no onset of illness. If my body temperature is at or above 100.4 degrees Fahrenheit or if I become symptomatic of illness in any way, I shall remain at home and not report to work. Further, I shall report my exposure or illness consistent with COVID-19 immediately to my supervisor. Leave policies and procedures shall be followed if I am unable to report to work.

2. The following workplace controls shall be followed to maximize workplace safety and minimize potential risk of exposure:
   a. Employees shall always practice social distancing by ensuring a 6-foot distance between people.
b. Employees shall wear a face covering when on campus, in a university building, or in a university vehicle/piece of equipment unless exempted from doing so by their supervisor in accordance with the Ohio Department of Health regulations.
   i. Employees working alone in an office, space, or vehicle, or single operation of a piece of equipment (i.e. riding mower, back hoe, etc.) may remove the mask; however, the mask must be worn properly prior to entering any space where employees could potentially meet/come in contact with another person; including exterior campus spaces (i.e. walkways, parking lots, athletic fields, etc.)
   ii. Appropriate workplace safety precautions still apply. The face covering is a secondary level of PPE. Examples include, but are not limited to, the following:
      1. Face coverings should not be worn when in proximity to moving machinery that could catch on the ties or other loose material.
      2. Those with a safety concern associated with wearing the face covering while executing their job should notify their supervisor for guidance.

c. Employees shall engage in regular handwashing and hand sanitizing.

d. Employees shall frequently disinfect their personal workspace.

e. Employees shall avoid touching their eyes, nose, mouth with unwashed hands or after touching surfaces.

f. Employees shall cover their mouth with a tissue when coughing or sneezing.

g. Employees shall follow the following guidelines while operating University Vehicles:
   i. Only one (1) person may be in the cab of truck or low speed vehicle at a time.
   ii. High touch areas of the vehicle need to be wiped down at the end of each shift, or when a different person is going to use the vehicle.

h. Employees shall follow the following guidelines regarding break rooms:
   i. Shared break rooms will be reconfigured and/or furniture removed to ensure physical distancing.
   ii. Where shared break rooms are in place, breaks will be staggered to minimize risk of personal exposure.
   iii. High touch areas in shared break rooms will be wiped down between break periods by those that most recently used the space.

i. Employees shall follow the following guidelines regarding Time Clocks/Key Banks:
   i. When practical, will minimize use of time clocks by management manually entering time.
ii. Time clocks and key banks will be wiped down before and after any clock in/out event.

iii. Shifts may be staggered (typically +/- 30 minutes) to minimize risk of personal exposure.

j. Employees shall abide by University signage, floor decals, or other marking indicative of physical spacing and direction of travel.

I have read and acknowledged the information above and will follow all safety work rules

Print name:

Signature:

Date: