

**OLD SCRATCH
PIZZA
EMPLOYEE
SAFETY MANUAL**



INTRODUCTION

This manual contains safety policies designed to control risks associated with operations at Old Scratch Pizza and provide the safest possible work environment for our employees. While this safety manual is intended to be comprehensive, it is impossible to cover every scenario, therefore if you have questions regarding a specific task contact your supervisor who can provide guidance. Old Scratch Pizza will never ask you to perform a task that is unsafe, report any and all safety concerns to your supervisor.

The best ambassadors of our safety program are those performing the jobs daily. If you observe a safety issue or have a suggestion that could improve the safety measures outlined in this document, please speak with your supervisor. It takes the dedicated effort of the entire team to prevent workplace incidents.

Incidents are the result of unsafe conditions, acts or practices. Many incidents are caused using unsafe equipment, tools used in an unsafe manner or failure to follow safe work practices. Therefore, the implementation of a comprehensive safety program is critical to maintaining a safe work environment for all employees. To ensure a safe work environment, it is imperative that we strictly enforce our policy. Violations of safety policies and procedures could result in disciplinary action, up to and including termination. If you have questions and/or need additional information regarding the contents of this manual, you should speak with your supervisor or their predetermined designee immediately.

SAFETY POLICY STATEMENT

Providing a safe work environment for Old Scratch Pizza staff is of the utmost importance. The goal of our safety policy is to provide guidance on how to avoid risks associated with the jobs performed by our employees. It is impossible to provide guidelines for every situation; therefore, we depend on you, our staff, to make safe choices in your daily work. Our success depends on everyone performing their job in the safest possible manner.

SAFETY IS A TEAM EFFORT

With any great team, each member must know their role and how to perform it well to achieve success. The same is true for safety teams.

Management's responsibilities:

- Ensure periodic inspections of work site locations are completed
- Ensure that prompt preventative and corrective action is taken on unsafe conditions or activities.
- Ensure that all accidents are investigated and reported.
- Review reports of accidents and ensure appropriate corrective actions are taken.

Supervisor's responsibilities:

- Promote safety awareness and demonstrate a proper safety attitude by example.
- Train all employees in the safest way to do their jobs and point out where hazards exist.
- Make sure that the necessary safety equipment and protective devices for each job are provided and properly used.
- Conduct frequent safety inspections of all work areas and operations to improve housekeeping and eliminate unsafe conditions while encouraging safe work methods.
- Take prompt corrective action whenever unsafe conditions and unsafe actions are observed.
- Investigate and report to management all accidents and incidents involving company personnel or property.
- Review work change practices and newly purchased equipment for potential risks being introduced into the operations.
- Inform employees regarding disciplinary policy for violations of safety policies and take appropriate action when warranted.

Employee's responsibilities:

- Follow company safety practices, policies, procedures and specific supervisor instructions.
- Report unsafe conditions and practices to the supervisor.
- Always keep work areas clean and orderly.
- Operate only equipment you have been authorized and instructed to safely use.
- Report all accidents and incidents immediately to the supervisor and complete an accident report as soon as possible.

WHAT TO DO IF AN INCIDENT OCCURS

While every effort is made to avoid incidents, it is important to know what to do if one should occur. Acting quickly and getting the injured employee the treatment needed, as soon as possible, can help to prevent further injury.

Report all incidents, no matter how minor, immediately to management. Prompt reporting ensures the employee receives proper treatment if it is required, and ensures appropriate corrective action is taken to avoid future injuries. Perform first-aid and CPR, only if you are trained. Follow established bloodborne pathogens procedures

Arranging transportation and accompany the injured employee to the medical facility should be done by the supervisor. Facilitating paperwork and answering questions of both the treating physician and injured employee should be done by the supervisor. Incident report forms must be completed by the supervisor and injured employee as soon as possible.

EMERGENCY ACTION PLANS

Emergency situations such as fire, severe weather, bomb threat, etc. require swift and immediate action by our employees to ensure the safety of everyone. Employees will be trained on their designated rally points for fire and tornado. All employees shall immediately report to these areas in the event of an emergency and await further instructions. In the event of an emergency, our staff should be prepared for the following:

Supervisor/management or designee for their respective areas will:

- Direct actions of personnel
- Know the location of fire extinguishers
- Know who is first-aid and CPR trained
- Identify individuals who need special assistance during evacuations and plan to ensure their safety
- Familiarize employees with evacuation route
- Ensure the building is clear and account for personnel after building evacuation

Fire evacuation:

- Turn off nearby equipment and walk to the nearest exit, when the fire alarm sounds and if it is safe to do so
- Assemble away from the building at the designated assembly area
- Remain outside until the all-clear is given by responding fire personnel
- The supervisor or their designee will account for all individuals

Severe weather:

- Stay inside the building
- Proceed to the appropriate designated shelter when directed
- Await further instructions

Bomb threat:

- Bomb threats must always be taken seriously
- Document as much information as possible
- Report the incident immediately to the supervisor
- The supervisor or the authorities will determine if the situation warrants evacuation; if called for, follow the procedures used for a fire evacuation

RECORDKEEPING

Documentation is a critical component for maintaining a safe working environment. The following records are retained in personnel files:

- Employee training records
- Certifications
- Incident reports
- Hazard identification and corrective actions
- Signed acknowledgments
- Equipment inspection/certifications

VIOLENCE IN THE WORKPLACE

It is the policy of Old Scratch Pizza that violence or the threat of violence, even in a joking manner, is not appropriate and subject to disciplinary procedures, up to and including termination.

Employees are to report any acts or threats of violence to their supervisor immediately. Report the behavior or threats made, give facts of where and when the event occurred, what was said and include any witnesses.

Anyone who observes a weapon on the premises is required to report it to the supervisor immediately.

GENERAL POLICIES FOR ALL OPERATIONS

Employees should perform their job tasks in a safe manner, speak with your supervisor if you have any questions regarding safe work practices. Illness or extreme fatigue may impact your ability to perform your job safely; it is the employee's responsibility to monitor their well-being and ensure they are physically able to perform their job tasks safely

- Horseplay of any kind is strictly forbidden, and employees who willfully engage in horseplay are subject to disciplinary procedures, up to and including termination
- Clean and orderly work areas prevent injuries; take time each day to keep your work area clear of unnecessary materials, tools or equipment
- All exits and stairways and fire extinguishing equipment should be clear and free of obstructions
- Use only approved, grounded electrical extension cords
- Extension cords are to be unplugged, coiled and stored in their designated locations when not in use
- Dispose of extension cords that show wear and tear immediately
- Follow proper lifting techniques and seek assistance when necessary
- Ensure all equipment (dolly, ladder, cords etc.) are in good condition before use
- Visually check equipment and machinery before use and ensure work area is clear
- Never leave machines or equipment running while unattended
- Loose clothing, long hair or jewelry should not be worn by employees working around or near moving/rotating machinery or equipment
- Use of a personal music device in the work area, including vehicles, is at the discretion of the immediate supervisor
- Smoking is strictly prohibited

SLIP, TRIP AND FALL PREVENTION

Slip, trips and falls is a common hazard in the service industry. Some basic precautions include;

- Walk, never run. Rushing is hazardous, especially when carrying hot foods, dishes, or glassware.
- Wear anti slip, low-heeled shoes, with closed toe and heel, and keep shoestrings tied, and straps in their proper place on the shoe.
- Keep floors free of ice, water, grease and food. Regardless of caused the spill, take time to clean it up upon discovery.
- Rubber mats will be placed in areas where there is potential for water or food spillage.
- Keep mops, brooms, boxes, and other articles from passageways so that workers will not tumble over them.

Never leave tools lying around where they may be tripped over or interfere with other work in progress. Do not stand on boxes or chairs. Use an approved ladder or step stool. Keep the floors in walk-in refrigerators and freezers clean and dry. If there is an ice build-up problem, report it immediately to the supervisor so that the cause can be determined and corrected.

Use wet floor signs to when mopping, after a spill, or when water is tracked in from outside.

LADDERS

Inspect ladders before every use, chairs, boxes or other elevated surfaces should not be used as ladders. Never use a ladder that does not pass the pre-use inspection. Ladders will be periodically inspected by management. Report any issues to your supervisor. Some basics when using a ladder include

- Always maintain 3-point contact (two hands, one foot or both feet, one hand) when ascending or descending ladders; always face the ladder.
- When using a step ladder, do not climb higher than the second step from the top.
- When using an extension ladder, do not climb higher than the third rung from the top.
- Never erect a ladder on a slippery or unstable surface
- Always re-position a ladder to reach access the area needed. Never “hop” or move the ladder while on it.
- Never lean off the side of the ladder to extend your reach.
- Always keep centered on a ladder.

HAZARD COMMUNICATION

Chemical substances and mixtures used by the company are to be evaluated and approved before use. Never bring in your own cleaners/chemicals before prior approval. Never use any chemical that you are not approved to use. Additional information can be found by reviewing the product safety data sheet (SDS). Common household cleaners should be used as described by the manufacture. Review all labels for any warnings or precautions. Never use any hazardous chemical without the proper PPE and dilution rate. All workplace (secondary) containers shall be labeled in compliance with GHS. All spills shall be cleaned up immediately. Never clean up any hazardous chemicals without reviewing the SDS first and donning the appropriate PPE. All major spills shall be reported to the supervisor to determine the clean-up procedure. SDS sheets are maintained for all hazardous substances and are available to all employees. Any questions you have regarding the companies hazard communication program should be directed to your supervisor.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All employees will be provided with the appropriate personal protective equipment to eliminate or minimize the associated hazard. Employees will be instructed on proper PPE requirements upon initial assignment and be trained on their use, storage and limitations.

Foot, hand and eye protection:

Shoes with slip resistant soles are required. Open toe and open back shoes are prohibited from all work areas.

Hand protection shall be selected based on the risk associated with the assigned job tasks. Burns and cuts are common injuries in the workplace and proper usage of PPE will reduce the risk. Consult your supervisor regarding the proper hand protection and use. Hand protection will be provided by Old Scratch Pizza.

Eye Protection is required when using any chemical that could irritate or cause injury to the employee. Eye Protection is also required for any task where flying debris/particulate matter could be likely to cause eye injury. All eye protection will be provided by Old Scratch Pizza and will comply with ANSI Z-87.

MATERIAL HANDLING AND STORAGE

Strain and Sprain injuries are common when trying to make a lift that is too heavy. Always consider the weight of whatever you will be moving. Utilize appropriate lifting aids and 2-person lifts when needed. Some basic pre-cautions include;

- Employees shall evaluate the object(s) to be lifted prior to attempting the lift. Get help or divide the load and always utilize proper body mechanics when lifting.

- Lifting aids such as dollies and carts should be used to move heavy or large objects whenever possible. When moving materials on carts or dollies, push rather than pull, whenever possible.
- Clear the path to be traveled with the item(s) before lifting.
- Gloves should be worn when handling cold, hot, sharp or rough objects. Always use the appropriate glove for the associated hazard.
- Wear appropriate non-slip close toed footwear anytime lifting material is necessary. Ask for help or make additional trips if necessary.
- Materials should be stocked with heavier items on lower to mid-levels.

KITCHEN SAFETY

General

Employees shall be thoroughly familiar with the safe operation of any machinery they use.

- All guards must be in place before operating the equipment. Never use equipment without the appropriate guarding.
- Keep electrical equipment unplugged and in the off position when not in use.
- All electrical outlets that have potential of contact with water should be of GFCI (ground fault circuit interrupter) type.
- Tools and cooking utensils are to be used only for the purpose for which they are designed.
- Inspect all tools/equipment before use and replace as required.
- Do not leave tools or utensils in work areas or other areas where they pose a potential risk of injury or where they may fall and strike someone.

Avoiding Burns

- Remove lids from steam producing tasks carefully. The edge of the lid farthest away from the body should be raised slightly first to allow steam to escape before lifting lid.
- Use dry potholders when moving hot cooking pans and have a place ready to put them before moving from the stove.
- Be sure that pot handles do not extend into passage area around stoves and worktable.
- Do not place wet or frozen foods in deep fryers.
- Do not fill baskets for deep fryers more than half full of food.
- Do not turn thermostat on deep fryer above 375 degrees F; this causes oil to boil over when product is placed in fryer.
- Follow the manufacturer's and companies' instructions for emptying grease from fryers.
- Never transport hot grease. Allow the appropriate amount of time for the grease to cool to an acceptable temperature before moving.

- Ask for help when moving or carrying a heavy pot of simmering liquid off the burner.
- Never reach into the wood fire ovens. Always use the correct tooling.

Avoiding Cuts

- Wire mesh gloves should be used when handling knives or sharp objects.
- Sharp knives and glass objects should not be placed in pot or sink. All knives should be cleaned separately from the ordinary dishes/cookware.
- Use sharp knives carefully and place them in the space provided for them when not in use.
- Knives should be kept sharp to reduce force required to cut.
- Handle opened cans with care. Completely remove can lids and dispose of them in the appropriate trash container.
- Cracked dishes should be discarded.
- Broken glass should not be placed in waste basket but should be placed in a separate container for disposal.
- When using a knife, always cut away from the body.
- Safety gloves must be used when cleaning or dismantling the slicer.
- Never use a food slicer with the blade guards off.
- Never place hands or any utensil in a food mixer while it is operating.
- Do not carry a pointed tool or utensil in apron pockets or belts unless the point or edge is protected.