Safety Guidelines
Practicum in Hospitality Services
Presentation Notes – Safety Guidelines
Practicum in Hospitality Services

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We will focus on safety in this lesson.

Safety and Sanitation Guidelines slide presentation is divided into three sections:
• Grooming and Appearance
• Work Safety
• Health and Wellness
Grooming and Appearance
Appropriate Work Attire
Appropriate Work Attire

Staff
• Uniform
  • Clean
  • Fits properly
• Shoes
  • Clean
  • Polished
• Keep jewelry to minimum

• Hair neat and trimmed
• Hands clean
• Fingernails trimmed and clean with clear or natural nail polish
• Teeth clean and breath is fresh
• Use deodorant
• No heavy colognes or perfume

The first impression customers have of the hospitality industry is the staff. Staff probably wears a type of uniform that should be clean and fits properly. Shoes should also be clean and polished and non-skid. Jewelry should be minimal. Hair should be clean, neat, and trimmed. Fingernails should be trimmed and clean with clear or natural nail polish. Teeth should be brushed and breath should be fresh. Use deodorant every day. Keep cologne and perfume to a minimum.
Work Safety

Occupational Safety and Health Act
Safe Working Practices
Unsafe Work Practices
First Aid and CPR
Fire Extinguisher
This is one of the most important laws to protect employee health and safety. It requires employers to make the workplace free of hazards that might cause injury or death to employees.

The OSH Act also established the Occupational Safety and Health Administration (OSHA). It is the federal agency responsible for making sure that the laws of the OSH Act are followed.

The **OSHA Job Safety and Health: It's the Law** poster, available for free from OSHA, informs workers of their rights under the Occupational Safety and Health Act. All covered employers are required to display the poster in their workplace. Employers do not need to replace previous versions of the poster. Employers must display the poster in a conspicuous place where workers can see it.
**Safety Guidelines**

Be sure to locate:
- Potential dangers
- Emergency exits and routes
- Handwashing stations
- First aid kits
- MSDS information

Be aware of your surroundings and locate:
- any potential dangers
- where to exit in case of emergency
- the handwashing station
- first aid kits in case of a minor accident
- the materials safety data sheets
Safe Working Practices

• Follow all safety rules and policies
• Be alert for:
  • Possible hazards
    • Slippery floors
    • Burned out lights
    • Blocked fire exits
    • Unattended open flames in kitchen
    • Frayed or worn electrical cords
    • Possible falls or trips over equipment

Can you think of any other hazards?
Unsafe Work Practices

- Negligence
  - Carelessness
  - Laziness
  - Ignoring rules
  - Improper use of equipment
- Fatigue
  - Physical exertion
  - Stress
  - Lack of sleep

Avoid Negligence by:
- Pay attention to work
- Asking questions
- Follow all rules and policies

Avoid Fatigue by:
- Getting sufficient sleep
- Getting good nutrition
- Getting appropriate exercise
First Aid and CPR

- Examine the victim
- Determine what is wrong
- Choose an appropriate treatment
- Carry out that treatment

Official 2012 Hands-Only CPR Instructional Video

First aid is a treatment given to an injured or suddenly ill person before professional medical care arrives.
Access to a first aid kit is beneficial.

Encourage students to enroll in a hands-on first aid and CPR course from the American Red Cross, the American Heart Association, or the National Safety Council.

Click on hyperlink to view short video on CPR.
Official 2012 Hands-Only CPR Instructional Video
Learn how to perform CPR in this 60-second video showing Hands-Only CPR in action
http://youtu.be/zSgmledxFe8
Click on the hyperlink **Fire Extinguisher Tutorial** to view the short video.

Training video for using a fire extinguisher

http://youtu.be/2Z2C13gJh-g

**Step 1: Know how fire extinguishers are classified**

Know how fire extinguishers are classified. Class A extinguishers are for common combustibles like paper or wood; Class B are for flammable liquids; and Class C are for electrical fires.

The Red Cross recommends ABC classified fire extinguishers for home use.

**Step 2: Inspect the fire extinguisher**

Inspect the fire extinguisher before use. Read instructions and warnings; check that the pressure gauge needle is in the green portion of the gauge; and check for a clogged nozzle, a broken seal, or other damage.

A fire extinguisher won’t work if it’s not properly charged. The pressure gauge measures the charge.

**Step 3: Decide if you’ll evacuate or stay and fight**

Decide if you’ll evacuate or stay and fight the fire. Consider the size of the fire, the amount of smoke in the room, and whether there is a reliable escape route.

**Step 4: Remember the acronym PASS**

Remember the acronym PASS. It stands for Pull, Aim, Squeeze, and Sweep.

**Step 5: Pull the pin that unlocks the operating handle**

Pull the pin or ring that unlocks the fire extinguishers operating handle, and aim the extinguisher at the base of the fire.

Aim at the fire from 6 to 8 feet away.

**Step 6: Squeeze extinguisher lever to discharge contents**

Squeeze the extinguisher lever to discharge its contents, and sweep the hose back and forth until the extinguisher is empty.

Food Network star Alton Brown used a carbon dioxide fire extinguisher, a water cooler bottle, and a tennis racket to make a fruit smoothie on television.
Health and Wellness Practices

Personal Health
Wash Hands Often
Wash Hands Before and After
How to Wash Your Hands
The hospitality industry can be a demanding job and can be better handled when you are in good physical shape and have a healthy mental attitude. Be sure to get enough sleep as too little sleep can weaken the body’s immune system and put you at risk for illness. You should exercise regularly to increase your strength and ability to lift heavy objects. Disease can spread easily in the hospitality industry. If you have a fever, a cold, or are vomiting, stay home and return when you are well again.
Wash Hands Often

Before
- Eating or drinking
- Handling raw meat, poultry, or seafood
- Prepping food
- Putting on gloves

Only a handwashing sink should be used for washing hands in a food establishment. Refer to the TFER Hand Wash Poster (see All Lesson Attachments tab) from the Texas Department of State Health Services for the correct procedure.
Wash Hands

After
• Cleaning tables or busing dirty dishes
• Handling chemicals
• Handling money
• Handling raw meat, poultry, or seafood (before and after)
• Removing chewing gum with your fingers
• Sneezing, coughing, or using a tissue
• Taking out garbage
• Touching clothing or aprons
• Touching your hair, face, or body

Remind students that hand antiseptics should never be used instead of washing hands.
Click hyperlink Put Your Hands Together from the Centers for Disease Control.

How to Wash Your Hands

- Wet hands and arms
  - use running water as hot as you can comfortably stand
- Apply soap
  - Apply enough to build up a good lather
- Scrub hands and arms vigorously
  - Scrub them for 10 to 15 seconds
  - Clean under fingernails and between fingers
- Rinse hands and arms thoroughly
  - Use running water
- Dry hands and arms
  - Do NOT use your apron or any part of your uniform
  - Use a single-use paper towel or hand dryer

CDC – Centers for Disease Control and Prevention
Put Your Hands Together
http://www.cdc.gov/cdctv/handstogether/
References and Resources

Textbook:

Website:
• Occupational Health and Safety Administration
  With the Occupational Safety and Health Act of 1970, Congress created the Occupational Safety and Health Administration (OSHA) to assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.
  http://www.osha.gov/index.html

YouTube™:
• Fire Extinguisher Tutorial
  Training video for using a fire extinguisher
  http://youtu.be/77DdC1G3iCg
• Official 2012 Hands-Only CPR Instructional Video
  Learn how to perform CPR in this 60-second video showing Hands-Only CPR in action
  http://youtu.be/b5QmLa5kF68
• Put Your Hands Together
  CDC – Centers for Disease Control and Prevention
  http://youtu.be/ZeJcpxMT_E0