Safety Guidelines

Travel and Tourism Management
Safety Guidelines slide presentation is divided into three sections:
• Workplace Safety
• Emergency Situations
• Security Measures
Safety Guidelines
Occupational Safety and Health Act
Personal Health
Wash Hands Often
Wash Hands Before and After

WORKPLACE SAFETY
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
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.
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 to be able 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 from the Texas Department of State Health Services (see All Lesson Attachments tab) 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/
Emergencies
First Aid and CPR
Chemical and Hazardous Materials

EMERGENCY SITUATIONS
Fires can result from:
- careless handling of cigarettes and matches
- defective electrical wiring
- defective appliances and heating equipment
- grease buildup in ventilation hoods
- unattended flames in the kitchen
- flammable liquids

Natural disasters include:
- Weather emergencies
- Hurricanes
- Tornadoes
- Lightning
- Blizzards
- Flooding
- Earthquakes

Medical emergencies include:
- Minor injuries
- Life-threatening events

Industrial accidents include:
- Chemical spills
- Gas explosions
- Toxic chemical releases
- Nuclear power plant accidents

Civil disturbances include:
- Riots
- Acts of war
- Workplace violence
- Terrorist attacks
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
For each hazardous substance used in the workplace, the employer must get a material safety data sheet (MSDS) from the manufacturer. The form contains information about the hazardous components, fire and explosion hazard data, health hazards, how to safely handle the substance, and first aid and emergency procedures if the substance is mishandled.
Security consists of actions taken to prevent crime and to protect the safety of people and property. The emphasis of security is prevention.
Inspectors look for compliance with sanitation standards, the absence of pests, proper care and handling of food, proper food storage techniques, and correct temperature of wash water.
People include:
- trespasser – a person who enters a place of business or a guest room who does not belong there
- intruder – a person who enters a place of business or a guest room who does not belong there
- criminal – a person who has committed a crime
- terrorist – a person who tortures or kills people for a political cause
- thief – a person who robs and steals property from people and places
- arsonist – someone who sets fires
- burglar – a person who enters a building for the purpose of committing a crime
- employees – sometimes steal money, supplies, hotel property, and guests’ property
- guests – sometimes steal hotel property (towels and blankets)

Hazards and accidents include:
- fires
- slips and falls
- equipment breaking
- illness

Natural disasters include hurricanes, tornadoes, floods, and earthquakes.
Liability means responsibility to pay for damage or loss. Hotels must post signs that explain liability limits and provide a safe for valuables.
Questions?
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 healthy 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/2Z2C13gJh-g
- 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/94pt8oEe4ts
- Put Your Hands Together
  CDC – Centers for Disease Control and Prevention
  http://youtu.be/zSgmledxFe8