Presentation Notes – Safety and Sanitation Guidelines
Principles of Hospitality and Tourism

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We will focus on safety in this lesson.

Safety and Sanitation Guidelines slide presentation is divided into three sections:
• Job Safety and Security
• Sanitation Basics
• Equipment and Tools Storage
Hospitality guests expect businesses to be prepared for accidents and emergencies.
Safety consists of actions taken to prevent accidents and emergencies. Accident is an unexpected event caused by carelessness or ignorance that results in harm to people or property. Emergency is unforeseen event that can cause harm to people or property.

Safety procedures include everything done to prevent an accident or emergency. Emergency procedures include everything done to respond to an emergency that has already occurred.
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
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.
These are the four major causes of accidents. The first are the responsibility of the business and the last two are the responsibility of the employee.
**Business Responsibility**

**Rules and Policies**
Businesses should establish a safety committee that should include at least one representative from each department. These rules should be reviewed regularly.

**Safety Training**
Should cover: general safety rules, specific job-related safety rules, and safety attitude.

**Safety inspections:**
Foodservice is responsible for monitoring food safety at the critical control points.
Security checks the entire property for security problems and safety hazards.
Engineering checks all equipment and maintains it regularly.

**Employee Responsibility**

Negligence includes behaviors such as carelessness, laziness, ignoring the rules, and improper use of equipment.
Fatigue is tiredness that can be caused by physical exertion stress, or lack of sleep.
Many businesses compile all emergency action plans into a manual.

Fires can result from careless handling of cigarettes and matches, faulty electrical wiring, appliances and heating equipment. Natural disasters include weather emergencies such as hurricanes, tornadoes, lightning, and blizzards. Medical emergencies occur when a person suddenly becomes sick or injured. Industrial accidents include chemical spills, gas explosions, toxic chemical releases, and nuclear power plant accidents. Civil disturbances are riots and acts of war and might include workplace violence and terrorist attacks.
Fire Extinguisher

• Know how fire extinguishers are classified
• Inspect the fire extinguisher
• Decide if you will evacuate or stay and fight
• Remember the acronym PASS
  • Pull the pin
  • Aim at the base of the fire
  • Squeeze the lever
  • Sweep back and forth

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.
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.
Sanitation consists of the actions taken to prevent and control disease.

Cleaning is the physical removal of dirt and food from surfaces.
Sanitizing is the treatment of a clean surface with chemicals or heat to reduce the number of disease-causing microorganisms to safe levels.
Click on the hyperlink **Sanitizing the Kitchen** to view the video.

All surfaces must be cleaned and rinsed. Such as:
- Walls
- Storage shelves
- Garbage containers

Any surface that touches food must be cleaned and sanitized. Such as:
- Knives
- Stockpots
- Cutting boards

**Sanitizing the Kitchen**
Consumers can protect themselves by preventing the spread of germs by both cleaning and sanitizing surfaces where food is prepared. This video explains how to make sanitizing solution with ingredients most people already have around the house.

http://youtu.be/_9IhS2jv2OM

This solution can also be used to sanitize work surfaces.
Organize your equipment and tools to avoid accidents in the kitchen.
It is very important to store tools, equipment, materials and products safely because:

- It prevents them from getting lost, damaged or stolen
- It can prevent accidents from not being stored properly

Kitchen Storage

- A well-organized kitchen has a logical place for everything
- Equipment
  - Large, heavy equipment belongs in low cabinets
  - Appliances can be stored in low cabinets or in a storage area
- Tools
  - Store utensils where you use them most often
  - Keep knives in drawers or butcher block
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™:
- Sanitizing the Kitchen
  Consumers can protect themselves by preventing the spread of germs by both cleaning and sanitizing surfaces where food is prepared. This video explains how to make sanitizing solution with ingredients most people already have around the house.
  http://youtu.be/_9IhS2jv2OM

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