

RAM

RESTAURANT GROUP

Safety Manual

November 2017

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ATTACHMENTS:

Safety Audit Checklist

Safety Committee Meeting Minutes

Accident Investigation Report (w/ instructions)

Hazard Communication Training Acknowledgement Form

Hazard Communication Training- Checklist for New Team Members

Safety Manual- Acknowledgement Receipt Form

Section I

LEADERSHIP COMMITMENT AND POLICY STATEMENT

We are committed to providing our team members with a safe and healthful workplace. It is our policy that team members report unsafe conditions and do not perform work tasks that are considered unsafe.

Team members must report all accidents, injuries, and unsafe conditions to leadership.

Team member recommendations to improve safety and health conditions are encouraged and will be given thorough consideration by leadership. We will give top priority to and provide the financial resources for the correction of unsafe conditions. We may take disciplinary action against any team members who violate workplace safety rules. This action may include verbal or written reprimands, and could result in termination of employment.

The Store Leader is responsible for the implementation and maintenance of the safety program in his or her restaurant.

The Store Leader will be actively involved with team members in establishing and maintaining effective safety practices. The Store Leader or other members of our leadership team will actively participate in ongoing workplace safety and health practices.

This policy statement serves to express our commitment to and involvement in providing our team members with a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for our organization. Compliance with the safety rules will be required of all team members as a condition of employment.

Section II

SAFETY AND HEALTH TRAINING

Safety and Health Orientation:

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each team member has access to a copy of this safety manual for review and future reference. All leaders (including Brewers, Sous Chefs and Chefs) will ask questions of team members and answer questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All team members will be instructed by leadership that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training:

- A leader or a trainer will initially train team members on how to perform assigned job tasks safely.
- A leader will carefully review the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- A leader will give team members verbal instructions and specific directions on how to do the work safely.
- A leader will observe team members performing the work. If necessary, a leader will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before a team member is permitted to do the work without supervision
- Team members will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- A leader will review safe work practices with team members before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Team Members:

All team members will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual team members will be retrained as necessary after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a leader observes team members displaying unsafe acts, practices, or behaviors.

SAFETY COMMITTEE

Safety Committee Organization:

A safety committee has been established to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee consists of the following members of our company:

- (1) Store Leader or Assistant Store Leader
- (2) BOH Leader (e.g. Kitchen Leader or Sous Chef)
- (3) Team Member (elected)
- (4) Team Member (elected)
- (5) Team Member (elected)

The three (3) elected team members shall serve a term of one (1) year at which time they shall be replaced by a vote of all the team members.

Responsibilities:

The safety committee shall recommend to the Store Leader the schedule for evaluating the effectiveness of control measures used to protect all team members from safety and health hazards in the workplace.

The safety committee shall periodically inspect the restaurant and related facilities and complete the safety audit checklist in the form as that attached hereto. The Store Leader shall maintain and confirm the safety checklist on the restaurant premises for a minimum of one (1) year.

The safety committee will be responsible for assisting the leadership in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and reports of unsafe conditions or work practices and accepting and addressing anonymous complaints and suggestions from team members.

The safety committee will be responsible for assisting leadership in updating the workplace safety program by evaluating injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

Safety committee members will participate in safety training and be responsible for assisting leadership in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Meetings:

Safety committee meetings are held once each quarter and more often if needed. The Store Leader will post the minutes of each meeting in a conspicuous place within one week after each meeting. The minutes shall be in the form of those attached hereto.

FIRST AID

Emergency Phone Numbers:

All leaders and team members will be provided with emergency contact information and it will be posted in a conspicuous place in the restaurant.

Minor First Aid Treatment:

All team members will be shown the location of the first aid kits. If a team member sustains an injury or is involved in an accident requiring minor first aid treatment:

- Inform a leader as soon as practical.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on accident investigation report, and replenish kit.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment:

If a team member sustains an injury requiring treatment other than first aid:

- The team member must inform a leader.
- The team member must proceed to a medical facility in a safe manner.
- The team member must provide details for the completion of the accident investigation report.

Emergency Medical Treatment:

If a team member sustains a severe injury requiring emergency treatment, the team member or someone on his or her behalf must:

- Call for help and seek assistance from a team member or a leader.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training:

Each team member will receive training and instructions from leadership on first aid procedures.

Section III

ACCIDENT INVESTIGATION

Accident Investigation Procedures:

A leader will perform an accident investigation. The Store Leader is responsible for seeing that the accident investigation reports in the form as that attached hereto are being filled out completely, and that the recommendations are being addressed. Leadership will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to team members.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's cause(s).
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the Store Leader within 24 hours of the accident.

Record Keeping Procedures:

The Store Leader will control and maintain all accident and injury records on the premises for a minimum of one (1) year to include the Accident Investigation Reports.

Section IV

SAFETY RULES

ALL TEAM MEMBERS & LEADERS

General Safety Rules:

1. Visually inspect for sharp objects or other hazards before putting hand, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
2. Remove or bend nails and staples from crates before unpacking.
3. When cutting shrink wrap with a blade, always cut away from you and your team members.
4. Do not try to kick objects out of pathways. Push or carry them out of the way.
5. Do not let items overhang from shelves into walkways.
6. Move slowly when approaching blind corners.
7. Place heavier loads on the lower or middle shelves.
8. Remove one object at a time from shelves.
9. Place items on shelves so that they lie flat and do not lean against each other.
10. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.
11. Use a towel to carry hot plates.
12. Obey all posted safety and danger signs.
13. Do not run on stairs or take more than one step at a time.
14. Do not jump from ramps, platforms, ladders or step stools.
15. Clean up spills or leaks immediately by using a paper towel, rag or a mop and bucket and caution signs should be placed in spill area until completely dry.

Electrical Powered Appliances

1. Do not use power equipment or appliances on which you have not been trained.
2. Keep power cords away from the path of vacuum cleaners, floor polishers, and slicers.
3. Do not carry plugged in appliances with your finger on the switch.
4. Do not carry appliances by the cord.
5. Disconnect the appliance from the outlet by pulling on the plug, not the cord.
6. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
7. Do not operate appliances that have frayed, worn, cut, improperly spliced or damaged power cords.
8. Do not operate an appliance if the ground pin of the three-pronged power plug is missing or has been removed.
9. Do not operate appliances with two-pronged adapters or two conductor extension cords.
10. Disconnect or close breaker and tag out when cleaning any power equipment.

Glassware

1. Do not place drinking glasses inside each other.
2. Carry one rack of glassware at a time.

3. Visually inspect all glassware for cracks or chips before handling. If chips or cracks are discovered in the glasses, place them in containers labeled “broken glass.”
4. Do not use a drinking glass to scoop ice. Use the metal scoop or pan.
5. When a glass is broken in the ice bin, pour hot water into the bin to melt down the ice letting the melted ice empty through the drain, remove the glass using a whisk broom and dust pan, hose down minute pieces of glass into the drain with clean water, and wipe the bin dry with a towel before refilling it with ice.
6. Do not submerge hot glass in cold water or submerge cold glass in hot water.
7. Do not place hot or warm glass in coolers. Wait till glass has reached room temperature.
8. Do not pick up broken glass by hand, use a broom and dust pan.

Hazardous Materials

1. Material Data Safety Sheets (MSDS) are required for all chemicals used or stored and must be accessible to all team members at all times. Follow the instructions on the label and in the corresponding Material Safety Data Sheet for each chemical product used in your workplace.
2. Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled “Flammable”, “Corrosive”, “Caustic”, or “Poisonous.”
3. Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears, or other signs of visible damage.
4. Each time you use your gloves, wash your gloves before removing them using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.

Housekeeping

1. Do not place material such as boxes or trash in walkways and passageways.
2. Mop up water around drinking fountains, drink dispensing machines and ice machines.
3. Do not store or leave items on stairways.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
6. Use mats with beveled edges in areas that are prone to spilled water or grease.

Ladders and Step Ladders

1. Read and follow the manufacturer’s instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking and post the sign “Detour.”
5. Allow only one person on the ladder at a time.
6. Face the ladder when climbing up or down.

7. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
8. Do not stand on the top two rungs of any ladder.
9. Do not stand on a ladder that wobbles, or that leans to the left or right.
10. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.

Lifting Procedures

1. Plan the move before lifting; remove obstructions from your chosen pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-workers.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the others.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object with your hands and fingers. Use handles when present.
10. Never lift anything if your hands are greasy or wet.
11. Wear protective gloves when lifting objects with sharp corners or jagged edges.
12. Hold objects as close to your body as possible.
13. Perform lifting movements smoothly and gradually; do not jerk the load.
14. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
15. Set down objects in the same manner as you picked them up, except in reverse.
16. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.

BOH TEAM MEMBERS

General Rules

1. Do not remove safety guards provided on the equipment. When a safety guard is removed for the purpose of making repairs or cleaning, replace the guard before the equipment is put into operation.
2. Do not place heated pots or pans in a position such that the handles are protruding over the edge of range, table or counter.
3. Do not fill pots, pans, buckets or cookers more than 2/3 full.
4. When adding ingredients to hot liquids, add small portions at a time to prevent splashing.
5. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
6. Transport hot liquids in closed containers.
7. Use carts for moving large hot items such as coffee urns, containers of hot water or containers of hot food.

8. Use the cart wheel locking lever to prevent movement while removing items from the cart.
9. Turn off gas supply and electrical current for appliances when they are not in use.
10. Turn off circuit breakers and tag out kitchen cooking equipment when cleaning the equipment.

Automatic Coffee Maker, Coffee Urn, Coffee Grinders

1. Turn the power switch of the equipment to “off” when it is not being used.
2. When cleaning coffee urns with hot water, be sure you have a solid footing and a firm grip on the urn.
3. When brewing coffee or tea, wait until brewing is completed before disposing of grounds and filter.

Char-Broiler and Grooved Griddles

1. Check that the drip pan contains enough rock salt or water to absorb grease. If saturated with grease, replace it.
2. Do not place any aerosol products near broiler.

Chicken Rotisserie Ovens

1. Do not attempt to clean a hot oven, hot heating elements, or a hot quartz lamp.
2. Do not let water seep down through vent holes when cleaning top of oven.

Fryers

1. Always use protective gloves, an apron, and face shield when filtering of shortening.
2. Never try to filter shortening until it has cooled.
3. Never over fill a fryer; only fill to the appropriate level mark.
4. All cooked food items should be removed from the fryer basket with tongs. You should never attempt to use your bare hands.
5. Transport of used shortening with specially designed equipment should be done.
6. Never spill water or have water over hot oil!

Grills

1. Wear heat resistant gloves when cleaning grills.
2. Never touch the grill surface, it may actually be hot when it appears to be cool.
3. Pay particular attention when working on the back and corners, these areas are prone to slips and splashes.

Knives and other Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks, knife magnets or in sheaths after use.

4. Do not use knives with dull blades.
5. Do not use honing steels that do not have disc guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. When opening cartons, use safety box cutters.
9. Do not use knives with broken or loose handles.
10. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
11. Do not leave knives in sinks full of water.
12. Do not pick up knives by their blades.
13. Carry knives with their tips pointed towards the floor.
14. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheaths or holders.
15. Follow this procedure before picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

Microwave Ovens

1. Do not operate a microwave oven if it has a bent door, broken hinges or latches, or cracking in its seals.
2. If necessary, use hot pads or oven mittens when removing items from the microwave.

Mixers

1. Do not put your hands inside the mixing bowl while the mixing bowl and mixer are in operation.
2. Use the “stomper” to push meat through the grinder attachment of a mixer.

Ovens

1. Use oven mittens when removing hot food from the oven.
2. Clear a space on the table for placing hot food, before removing the food from the oven.
3. Wear eye protection, rubber gloves and apron when using an oven cleaner.

Slicers

1. Always keep your eyes on your work while you are using a slicer.
2. Do not place your hand on top of the blade guard while you are operating the slicer.
3. Replace the guards after cleaning or making any adjustments to the slicer.
4. Turn the power switch of the slicer to “off” and unplug it when it is not being used.
5. Wear a wire mesh glove when cleaning the exposed edge of the slicer blade.
7. Always set the slicer width adjustment to “0” when it is not in use.

Section V

HAZARD COMMUNICATION PROGRAM

General

To comply with the Federal Hazard Communication Standards (29 CFR 1910.1200 and 1926.59) as required by the Occupational Safety and Health Administration, the following Hazard Communication Program has been established. The following pages document the actions we have taken regarding our chemical information list, material safety data sheets, labels, and team member information and training. This program will be available for review by all team members at any time and on all shifts. A separate material safety manual may exist for the brewery if your store has one.

Team Member Training and Information

Before starting work, each new team member, as necessary, will attend a safety class which will educate and train them as to:

- a. The Company's Hazard Communication Program.
- b. Processes used within their work area and how they can be a hazard.
- c. Product inventory lists for their work area and how to use them.
- d. Material Safety Data Sheets (MSDS)
- e. Product labeling requirements.
- f. How exposure to hazardous products/chemicals can be controlled by such means as work practices, personal protective equipment both during normal use and foreseeable emergencies.
- g. What the Company has done to lessen or prevent workers' exposure to products/chemicals.
- h. Procedures to follow if exposed to products/chemicals.

After attending the class each team member will sign a form as that attached hereto stating that they have received the training outlined above. A leader is expected to complete the Hazard Communication Checklist for new team members in the form as that attached hereto.

Before any new hazardous product is introduced into any work area, each team member will be given information in the same manner as when newly hired. A leader will be responsible for seeing that MSDS's on the new product(s) are available.

Periodic safety meetings will be held within each work area and hazardous products/chemicals used in that work area will be discussed. Attendance is mandatory for all team members working in that area.

Notices will be posted on the bulletin boards that provide an explanation of our container labeling system and the location of the written hazard communication program.

Container Labeling

A leader will verify that all product/chemical containers received for use by that area are clearly labeled with:

- a. the trade name of the product;
- b. the name and address of the manufacture; and,
- c. the appropriate hazard warnings (target organs and type of protective equipment required).

No containers will be released for use until the above data is verified. Material in unlabeled piping will be addressed in the same manner. If hazardous products/chemicals are transferred from the original shipping containers to other containers, the leader is responsible for the labeling with the appropriate from a. & c. above.

Material Safety Data Sheets (MSDS's)

It is our Company policy not to use a hazardous chemical for which no MSDS has been received. We therefore require all suppliers of hazardous chemicals to provide an appropriate MSDS. Our Company will not accept any new hazardous materials without an accompanying MSDS for the product.

Copies of MSDS's for all of the hazardous products to which team members may be exposed will be kept in the office, or in a secure place in the building, in a bound book or binder.

MSDS's will be available to all team members during each work shift. Copies of MSDS's will be made available to any team member upon request to leadership.

It is important to know what a MSDS is and what it's designed to do; they help you identify health and physical hazards of the chemicals you work with.

Please note that the information of a MSDS may not be in the exact same order about to be addressed, but will be very similar. While MSDS's may take different shapes, they must all contain the information identified.

Additional Provisions:

Informing Contractors: It is the responsibility of leadership to coordinate to ensure that contractors and their employees are provided with the following information prior to entering the worksite:

1. Hazardous products to which they may be exposed while on the job site;
2. Measures the team members may take to lessen the possibility of exposure;
3. Steps the company has taken to lessen the risks;
4. MSDS's for all hazardous products are on file in the plant office and the department Store Leader or Assistant Store Leader has a copy of each one; and,
5. Procedures to follow if they are exposed.

By the same token, contractors must notify leadership of the hazardous materials which they will be using. Leadership must then notify all team members of this information.

Hazardous Non-Routine Tasks: It is the Company's policy that no team member will begin any "non-routine" task without first receiving a safety briefing. Each "non-routine" task must be described in detail and the following information discussed:

1. Specific chemical hazards;
2. Protective equipment and safety measures the employee(s) are to use.
3. Measures the company has taken to lessen the hazards (engineering controls, protective equipment, additional team members, and emergency procedures).

SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
FIRE PROTECTION EQUIPMENT AND TRAINING			
1. Are all fire extinguishers properly mounted, locations labeled, and accessible?			
2. Are all fire extinguishers inspected and tagged noting inspection and annual maintenance dates?			
3. Are extinguishers of proper size and type for the hazards?			
4. If property is protected by automatic sprinklers, has the system been inspected in the past year and is it currently operable?			
5. Has the automatic fire protection system over the cooking area been inspected within the past year?			
6. Are manual control panels to the automatic fire protection system clearly visible and access to them unimpeded?			
7. Is the grease collection hood clean?			
8. Have team members been trained on how to use fire extinguishers?			
9. Do team members know where the fire extinguishers are located?			
10. Do team members know where the automatic fire protection system is, the wall control switch locations, and the location of the manual control panel?			
11. Are emergency telephone numbers posted?			
12. Are team members trained on what to do in a fire emergency?			

COMMENTS:

SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
KITCHEN AND PREP AREA			
1. Aisleways and traffic ways unobstructed?			
2. Floors clean of grease, debris, and clean and dry?			
3. Portable signs available and used to indicate wet mopped floors or temporary hazards?			
4. Lighting adequate and appropriately guarded in case of bulb breakage?			
5. Grease hoods free from accumulated grease?			
6. Grease filters clean?			
7. Deep fry grease receptacles being emptied regularly?			
8. Slicing machines turned off when not in use or unattended?			
9. Guards for slicers, blades, and drives in place?			
10. Cutting attachments firmly fixed and guard in place before slicer is used?			
11. Slicer switch guarded to protect against accidental activation?			
12. Does the physical placement of the slicer on the counter provide protection from accidental contact?			
13. Protective gloves available and being used when cleaning or disassembling meat slicing equipment?			
14. Have team members been instructed in the safe use and cleaning of slicer?			
15. Team members disconnect machines before removing food or before cleaning.			
16. Knives and cutting blades stored, used and cleaned safely?			
17. Knives kept properly sharpened?			
18. Can opener blades clean and in good repair?			
19. Microwave ovens in good repair, especially doors, seals, and handles?			
20. Microwave ovens checked at least annually for leakage?			
21. All fixed machines and appliances securely anchored to prevent walking or moving?			
22. Ice machines protected to prevent accidental presence of foreign objects and is proper scoop utensil provided?			
23. Floor in front of ice machine dry? If not, is a mat provided?			
24. Compressed gas cylinders securely anchored to protect from accidental fall?			
25. Compressed gas cylinders capped when not in use?			
26. Precautions taken to keep flammable materials separated from items that will readily support combustion?			
27. Heated appliances located with ample clearance from combustible materials?			
28. Team members required to wear non-slip shoes?			

COMMENTS:

SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
ELECTRICAL SAFETY			
1. Electrical equipment properly grounded?			
2. Use of multiple plugs examined to prevent overloading of circuits?			
3. Electrical cords have no splices, cuts, or taped areas?			
4. Electrical plugs in good condition with no missing ground plug?			
5. Switches for electrical equipment located so that team members do not have to lean on or against metal equipment to reach them?			
6. Electrical switches so located so that they can be reached easily in case of an emergency?			
7. Switches guarded to prevent inadvertent or accidental switching on of the equipment?			
8. All switches and receptacles provided with cover plates?			
9. Circuit breaker box kept closed?			
10. All electrical switch boxes, switch gear panels labeled to identify each individual circuit breaker function?			
11. All live parts of electrical equipment guarded by approved/listed cabinets or enclosures to prevent accidental contact?			
12. Gaps in circuit breaker slots guarded with a filler plate?			
13. Electrical panel not obstructed and readily accessible in case power needs to be cut off at the circuit breaker?			
14. Thermostat and temperature controls on cooking equipment serviced and inspected by an authorized maintenance professional?			
15. Extension cords are not being used for permanent power?			
16. Battery or emergency generator operated lights in good working order?			

COMMENTS:

SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
EXTERIOR SURROUNDINGS, PARKING LOTS AND WALKWAYS			
1. All means of egress from parking lots to thoroughfares have clear view in both directions.			
2. Are paths of travel to exterior ways of access unobstructed, free from carts, boxes, cans, and other debris which constitute a hazard?			
3. Are means available for good lighting of walks and parking lots during night hours?			
4. Are hanging signs, awnings, menu boards, unit signs, and other accessories safely secured?			
5. Are bottled gas cylinders or gas pipes and meters properly supported and guarded from physical damage?			

EXTERIOR GARBAGE, TRASH STORAGE AND DISPOSAL AREA			
1. Is disposal area free from broken glass, metal cans, and food spillage?			
2. Is safe access to garbage and trash containers maintained?			
3. Are fences, gates and pads, if present, well maintained around disposal areas?			
4. Are dumpster containers fitted with tight closing lids or doors?			
5. Are drive surfaces around disposal areas free of trash and grease spillage?			
6. Is combustible trash stored away from the building?			
7. If present, do team members operate compactors in a safe manner properly using guards and protective devices?			

EXITS			
1. Are there sufficient exits to permit prompt escape in the case of a fire or other emergency?			
2. Is every exit in the building clearly marked with a standard sign and visible?			
3. Are exit facilities clearly illuminated?			
4. Are non-exit doorways, which could be mistaken for exits, marked to avoid confusion?			
5. Are paths of travel to exits clearly evident and are they free of cartons, trash, equipment, and supplies?			
6. Are all exit doors provided with approved emergency hardware? Do they work?			
7. Can all exit doors be opened from the inside during occupied periods? Do they open toward the outside?			
8. Do emergency lights work? Are they tested on a regular schedule?			
9. Are exit door jams, threshold plates and doors themselves in good repair and operating condition?			

COMMENTS:

SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
FOOD STORAGE – REFRIGERATED AND FROZEN			
1. Are floors of walk-in refrigerators and freezers clean, dry, and non-slippery?			
2. Are entrances areas dry? Are mats, if used, in good condition?			
3. Are aisle spaces free from obstacles?			
4. Are heavy items stored on lower shelves?			
5. Is the light fixture operative in walk-in?			
6. Is the emergency interior door latch assembly or handle in good working condition?			
7. Are blower fans properly guarded?			
8. Is electrical wiring properly shielded or guarded?			

FOOD STORAGE-DRY			
1. Are heavier or bulkier items stored on pallets or shelves near the floor?			
2. Are precautions taken to keep cleaning agents, chemicals, paints, etc. stored below eye level of all team members?			
3. Are cartons stored away from wetness or dampness which could cause their collapse?			
4. Are items properly stacked to avoid tipping or tumbling?			
5. Are aiseways in the storage room unobstructed?			
6. Is lighting adequate?			
7. Are light fixtures guarded and stored items kept at least two feet away from light fixtures?			

CHEMICALS			
1. Are detergents, drying agents, sanitizers, and pesticides stored away from food and utensils and separated from other chemicals?			
2. Are polishes, acids, paints, and other chemicals stored away from food and separated from pesticides and detergents?			
3. Are all chemical containers properly marked and tightly covered?			
4. Is only a reasonable amount of detergent and sanitizer located near dish washing and utensil washing stations?			
5. Are only non-flammable solvents or cleaning acids used for hoods, fans, ducts, and grease removal devices?			
6. Is proper protective equipment available and used when handling chemicals?			
7. Are Material Safety Data Sheets (MSDS) available for all chemicals?			

COMMENTS:

SAFETY AUDIT CHECKLIST

	YES	NO	SEE CMT
PREVENTING BACK INJURIES			
1. Are hand trucks available for moving heavy loads?			
2. Are team members instructed to ask for help when lifting heavy loads?			
3. If possible, are you having the distributor set beer kegs, soda syrup, and other heavy items?			
4. Have you asked distributors to deliver goods in smaller portions, to reduce the weight of supplies?			
5. Are you storing heavy items off the floor, so that an employee does not need to lift below knee level or above shoulder height?			
6. Are carts available for moving goods? Store goods at cart level for easy transfer of heavy items from the shelf to the cart.			
7. Are abdominal (back) belts being used? If so, have the team members received training on how to use the back belt and its limitations?			
8. Are all new team members being trained in proper lifting techniques during their initial training period?			
9. Are team members that must stand in one area provided with floor mats to help reduce back and spine stress?			

COMMENTS:

Recommended Updates to Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

ACCIDENT INVESTIGATION REPORT

Company: _____ **Address:** _____

1. Name of Injured: _____ S.S. #: _____ - _____ - _____

2. Sex M F Age: _____ Date of Accident: _____

3. Time of accident: _____ a.m. _____ p.m. Day of the week: M T W T F S S

4. Team members job title:

5. Length of experience on the job: _____ (years) _____ (months)

6. Address of location where the accident occurred: _____

7. Nature of injury, injury type, and part of body affected: _____

8. Describe the accident and how it occurred: _____

9. Cause of accident: _____

Was personal protective equipment required?
Was it provided? Yes No

Yes No
Was it being used? Yes No

If "no" explain.

Was it being used as trained by Store Leader or Assistant Store Leader or designated trainer? Yes No

10. Witness(es): _____

11. Safety training provided to the injured? Yes No If "no" explain.

12. Interim corrective actions taken to prevent recurrence: _____

13. Permanent corrective action recommended to prevent recurrence: _____

14. Date of report: _____

Leader (Signature) _____ Date: _____

15. Status and follow-up action taken by leadership:

Store Leader (Signature) _____ Date: _____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, fracture.

Injury Type: First aid-injury resulted in minor injury/treated on premises; Medical-injury treated off premises by physician; Lost time-injured missed more than one day of work; No Injury-no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, where it happened, and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory.

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by Store Leader or Assistant Store Leader to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14) Self-explanatory.

(Item 15) Self-explanatory.

(Item 16) Follow-up: Once the investigation is complete, the Store Leader shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

TEAM MEMBER ACKNOWLEDGMENT
OF
HAZARD COMMUNICATION TRAINING

I, _____, have been trained in the company's hazard communication program. The materials/processes in my work area have been explained and I am aware of the material safety data sheets (MSDSs) which apply as well as their location.

Team Member Signature

Date

HAZARD COMMUNICATION CHECKLIST FOR NEW TEAM MEMBERS

- Introduction to the work area.
- Hazard recognition.
- Emergency procedures.
- Location and use of fire extinguishers.
- Personal Protective Equipment (PPE) required and reason for use.
- Procedures for reporting safety deficiencies.
- Proper attire for work.
- Employee rights under the law.
- Chemicals used in job function.

A. _____

B. _____

C. _____

D. _____

Team Member Name

Date

TEAM MEMBER SAFETY MANUAL ACKNOWLEDGMENT

I have read and understand the contents of the safety guide for the Ram Restaurant Group.

Any questions I may have had concerning the safety guide and/or safety procedures have been answered by leadership. I now agree that I will abide by the safety rules, regulations, guidelines and policies of the Ram Restaurant Group. I further understand that the contents of this safety guide may be unilaterally amended, added to or deleted without prior notice by this company. I also understand this safety guide does not constitute a contract between this company and me.

Team Member Signature

Date