

Michigan Dining Student Safety Training

Learning Objectives

In this training, you will learn about:

- Physical Hazards & Safety
- Biological & Chemical Hazards
- Emergency Response

PHYSICAL HAZARDS & SAFETY

Proper Lifting

Strains & Sprains

Burns

Sharp Objects & Cuts

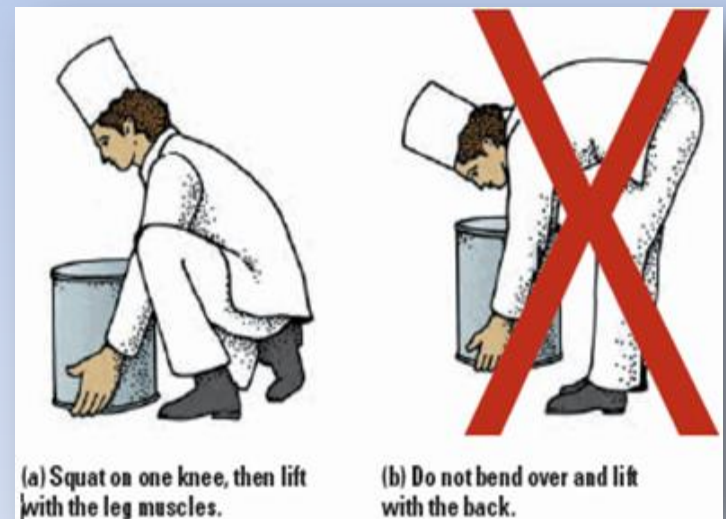
Slip, Trips, Falls & Near-Miss

Injury Reporting

Proper Lifting

Proper lifting techniques are crucial in preventing back injuries during heavy or awkward lifts in the food service environment.

- Stand as close as possible to object that needs to be lifted.
- Kneel down with one knee resting on the floor or squat down bending both knees.
- Tilt one edge of the object up to achieve a firm handle.
- Lift the object between your legs while tightening the core muscles.
- Maintain the natural curve in your back and do not hold your breath while lifting.
- As you stand use your legs and not your back to lift the load.
- Continue to hold the object close to your body to avoid any further strain on your back.



Strains & Sprains

Employees are exposed to strains and sprains from prolonged standing and repetitive or prolonged motions.



- Go through a stretching routine prior to work.
- Minimize reaching by organizing your work environment so objects are within easy reach.
- Take brief breaks to stretch while doing prolonged tasks.
- Avoid static postures by continually changing positions.
- Know your limitations. Don't be afraid to ask for assistance.
- If you experience pain, tingling, or numbness during a task, inform your supervisor.

Burns

Whether it is from hot food, steam or open flame, thermal burns are considered one of the most common food service-related occupational injuries.

- Dress for the work task. Working with grease or high heat in minimal clothing is risky.
- Wear appropriate shoes that protect feet from falling objects and hot grease.
- Avoid loose fitting clothing that can easily catch fire.
- Use oven mitts, hot pads, etc. to handle hot items. Ensure that they are in good repair and dry before use to prevent contact or steam burns.
- Uncover hot foods and containers so escaping steam is released away from hands and face.
- Make sure that others around you are aware when you have a container with hot contents.
- Avoid reaching over hot burners or surfaces.

Sharp Objects & Cuts

While working with knives or other sharp objects, consider the following safety tips:

- Stroke away from your body while cutting.
- Use a sharp knife. Using more force to work with a dull blade can lead to a severe injury.
- Wear cutting gloves to protect yourself from cuts and lacerations.
- If a knife is carried from one place to another, hold the blade down and away.
- Follow all safety guidelines when handling knives or sharp objects.
- Avoid distractions when using sharp objects.
- Do not crush garbage cans. Sharp objects can poke through and puncture the skin.
- Store knives in the appropriate place and position.
- Let sharp knives or objects fall. Don't attempt to catch a falling knife or sharp object.
- No horseplay while using knives.
- Use mechanical methods (i.e. dust pan and broom) to pick up broken glass or sharp objects.



Slips, Trips, Falls & Near Miss

Slips, trips, and falls can be prevented by implementing safe work practices, including:



- Providing warning signs for wet floor areas.
- Keeping aisles and passageways clear and in good repair with no obstructions that could create a hazard.
- Ensure that work areas have adequate lighting.
- Wear appropriate shoes for work with a non-slip sole.
- Be aware of your surroundings to prevent any unintentional accidents.
- Again, no horseplay!

Injury Reporting

- **Reporting Requirement**
 - In the case of an accident or on the job injury, report to your manager and complete an Injury & Illness form
 - All near-misses should be reported to a manager so similar incidents can be avoided in the future
- **Reason for Reporting**
 - Worker's compensation coverage if applicable
 - Implement corrective actions
 - Track trends to reduce injuries, illness, & costs

BIOLOGICAL & CHEMICAL HAZARDS

Bloodborne Pathogens

Infectious Waste

Hazard Communication

Chemical Labeling

Safety Data Sheets

Chemical Safety

Bloodborne Pathogens

Bloodborne pathogens (BBPs) are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV).

- Michigan Dining has been designated as an area where staff may be exposed to bloodborne pathogens through direct contact with blood or other potentially infectious materials (OPIM) such as body fluids from an unknown source that contain, or may contain, blood.

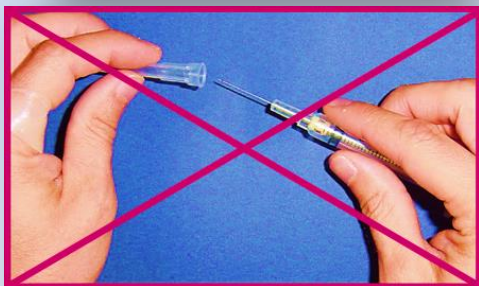


Bloodborne Pathogens

- Students should immediately report blood or OPIM spills to a manager.
- Managers, Student Managers, and Kitchen Cleaners are the only dining staff authorized to clean up blood or OPIM spills. These staff may only do so if they are properly trained.

Infectious Materials

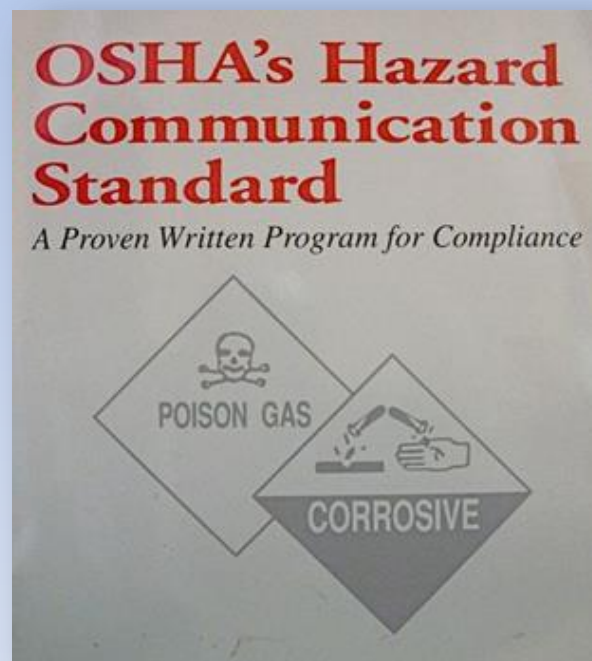
Only authorized employees should handle infectious waste. Infectious waste includes human waste and objects or materials contaminated with blood and bodily fluids that can contain disease-causing microorganisms or viruses.



- Sharps containers are located in each dining location for the convenience of our guests. If you find an abandoned needle, you should treat it as infectious and notify your manager.
- **Never attempt to recap a needle.**
- Never dispose of needles in the trash.

Hazard Communication Program (HazCom)

- EHA requires that all employers with hazardous chemicals in their workplace must have labels and safety data sheets (SDS) available for their exposed workers, and train them to handle the chemicals appropriately.



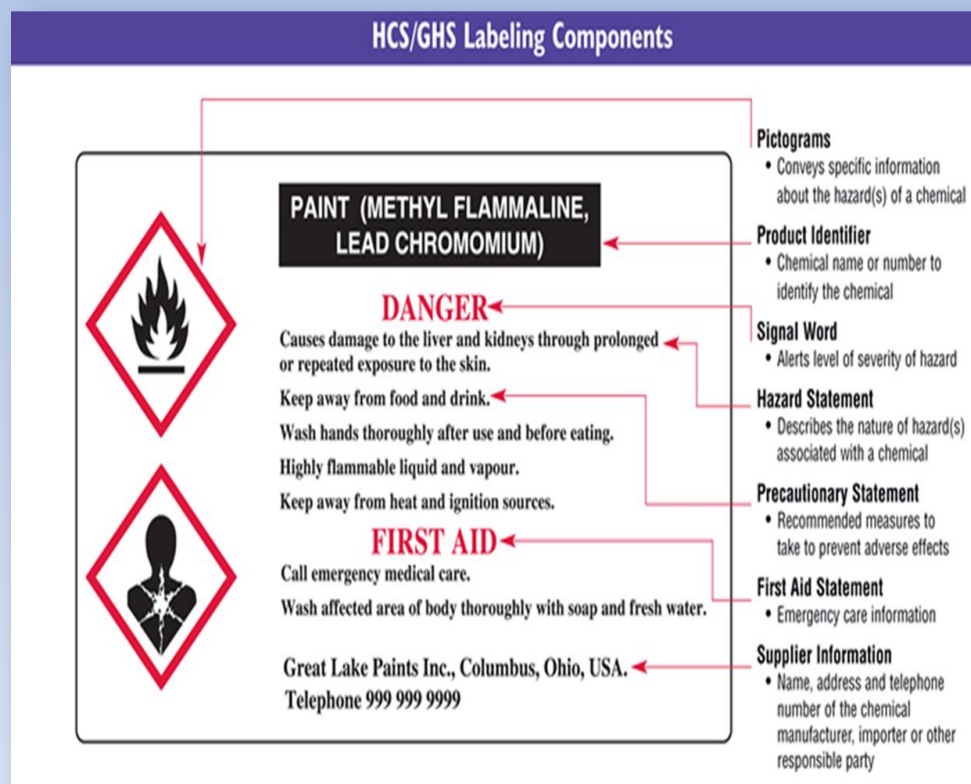
Labeling

The Hazard Communication Standard (HCS) is now aligned with the Globally Harmonized System (GHS) of classification and labeling of chemicals. The intent is to provide a common and clear approach to labeling, reduce confusion, and increase understanding of chemical hazards.




Chemical Label Components

- GHS compliant labels **require** the following (5) elements:
 - Product identifier
 - Pictograms
 - Signal Words
 - Hazard Statement
 - Precautionary Statements
- Additional elements may include:
 - First Aid
 - Manufacturer and distributor information












Product Identifier

Product identifier describes how the hazardous chemical is identified. This can be (but not limited to) the chemical name, code number, or batch number. The same name will appear on the chemical and SDS sheet.

SAMPLE LABEL	
<p>PRODUCT IDENTIFIER</p> <p>CODE _____</p> <p>Product Name _____</p>	<p>HAZARD PICTOGRAMS</p> <p></p>
<p>SUPPLIER IDENTIFICATION</p> <p>Company Name _____</p> <p>Street Address _____</p> <p>City _____ State _____</p> <p>Postal Code _____ Country _____</p> <p>Emergency Phone Number _____</p>	<p>SIGNAL WORD</p> <p>Danger</p>
<p>PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.</p> <p>Keep away from heat/sparks/open flame. No smoking.</p> <p>Only use non-sparking tools.</p> <p>Use explosion-proof electrical equipment.</p> <p>Take precautionary measure against static discharge.</p> <p>Ground and bond container and receiving equipment.</p> <p>Do not breathe vapors.</p> <p>Wear Protective gloves.</p> <p>Do not eat, drink or smoke when using this product.</p> <p>Wash hands thoroughly after handling.</p> <p>Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid</p> <p>If exposed call Poison Center.</p> <p>If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p>HAZARD STATEMENT</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p>SUPPLEMENTAL INFORMATION</p> <p>Directions for use</p> <p>_____</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

Pictograms

EHA has designated 8 pictograms for application to a hazard category for chemicals. The ninth category “Environment” is a non-mandatory pictogram that may be used on some chemicals.

HCS Pictograms and Hazards		
Health Hazard  <ul style="list-style-type: none"> ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity 	Flame  <ul style="list-style-type: none"> ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides 	Exclamation Mark  <ul style="list-style-type: none"> ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  <ul style="list-style-type: none"> ▪ Gases Under Pressure 	Corrosion  <ul style="list-style-type: none"> ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals 	Exploding Bomb  <ul style="list-style-type: none"> ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle  <ul style="list-style-type: none"> ▪ Oxidizers 	Environment (Non-Mandatory)  <ul style="list-style-type: none"> ▪ Aquatic Toxicity 	Skull and Crossbones  <ul style="list-style-type: none"> ▪ Acute Toxicity (fatal or toxic)

Signal Words

Signal Words: a single word used to indicate the relative level of severity of hazard and alert the reader to a potential hazard on the label.

“Danger” is used for the more severe hazards, (i.e. for hazard categories 1 & 2)

“Warning” is used for less severe hazards.

NOTE: Only one signal word corresponding to the class of the most severe hazard should be used on a label.




Hazard Statement

Hazard Statement: a statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical, including, where appropriate, the degree of hazard.

Examples:

- Flammable liquid and vapor
- Causes skin irritation
- May cause cancer
- May cause liver & kidney damage


SAMPLE LABEL

<p>PRODUCT IDENTIFIER</p> <p>CODE _____</p> <p>Product Name _____</p> <p>SUPPLIER IDENTIFICATION</p> <p>Company Name _____</p> <p>Street Address _____</p> <p>City _____ State _____</p> <p>Postal Code _____ Country _____</p> <p>Emergency Phone Number _____</p>	<p>HAZARD PICTOGRAMS</p> <p></p> <p>SIGNAL WORD</p> <p>Danger</p> <p>HAZARD STATEMENT</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p>
<p>PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid</p> <p>If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p> <p>SUPPLEMENTAL INFORMATION</p> <p>Directions for use</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>	

Precautionary Statement

Precautionary Statement: a phrase that describes *recommended* measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling of a hazardous chemical.

SAMPLE LABEL

<p>PRODUCT IDENTIFIER</p> <p>CODE _____ Product Name _____</p> <p>SUPPLIER IDENTIFICATION</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p> <p>PRECAUTIONARY STATEMENTS</p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measure against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear Protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p>In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO₂) fire extinguisher to extinguish.</p> <p>First Aid If exposed call Poison Center. If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p>HAZARD PICTOGRAMS</p> <div style="text-align: center;">  </div> <p>SIGNAL WORD Danger</p> <p>HAZARD STATEMENT</p> <p>Highly flammable liquid and vapor. May cause liver and kidney damage.</p> <p>SUPPLEMENTAL INFORMATION</p> <p>Directions for use</p> <p>_____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>
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Examples:

- Wear eye & face protection
- Avoid breathing fumes or mist
- Keep away from heat, sparks, open flames & other sources of ignition
- Store in well-ventilated space

NOTE: These statements are not necessarily requirements that employees must follow, only recommendations. Each employer would need to determine appropriate safety measures on a case-by-case basis.

Secondary/Portable Container Labels

Secondary or portable containers are those that are more commonly used by students (i.e. spray bottles). Usually these containers are filled from a larger bulk sized container that is labeled according to the HCS standard. Secondary/portable containers must also be properly labeled prior to use.



1. Product Identifier
2. Health/Physical Hazards
3. Pictograms/Graphics



Safety Data Sheets (SDS)

The SDS should provide comprehensive information about a chemical substance or mixture. Employers and workers use the SDS as a source of information about hazards and to obtain advice on safety precautions. There are 16 sections on a safety data sheet.

Section 1, Identification

- Includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) Identification

- Includes all hazards regarding the chemical, e.g., Hazard Classifications, Signal Words, Hazard Statements, etc.

Section 3, Composition/information on Ingredients

- Includes information on chemical ingredients & percentages, CAS Numbers, trade secret claims, etc.

Section 4, First-Aid Measures

- Includes important symptoms/effects, (acute, delayed), required treatment(s), routes of exposure.

Section 5, Fire-Fighting Measures

- Lists suitable extinguishing techniques, equipment, specific chemical hazards from fire, special PPE, etc.

Safety Data Sheets (SDS)

Section 6, Accidental Release Measures

- Lists emergency procedures, protective equipment, proper methods of containment and cleanup.

Section 7, Handling and Storage

- Lists precautions for safe handling and storage, including incompatibilities.

Section 8, Exposure Controls/Personal Protection

- Lists EHA's Permissible Exposure Limits (PELs), Threshold Limit Values (TLVs), appropriate engineering controls, personal protective equipment (PPE).

Section 9, Physical and Chemical Properties

- Lists the chemical's characteristics, e.g., appearance, odor, pH, flash point, density, evaporation rate, solubility, melting point, etc.

Section 10, Stability and Reactivity

- Lists chemical stability, possibility of hazardous reactions, incompatible materials, decomposition products, etc.

Section 11, Toxicological Information

- Includes routes of exposure, related symptoms, acute and chronic effects, numerical measures of toxicity, carcinogenicity.

Safety Data Sheets (SDS)

Section 12, Ecological Information

Optional under HazCom.

- Includes ecotoxicity, persistence and degradability, bioaccumulation potential, mobility in soil.

Section 13, Disposal Considerations

Optional under HazCom.

- Description of wastes and information on their safe handling and methods of disposal.

Section 14, Transport Information

Optional under HazCom.

- Hazardous Materials or Dangerous Goods shipping information according to 49 CFR, e.g., UN Number, UN proper shipping name, Packing Group, etc.

Section 15, Regulatory Information

Optional under HazCom.

- Safety, health and environmental regulations specific to the product.

Section 16, Other Information

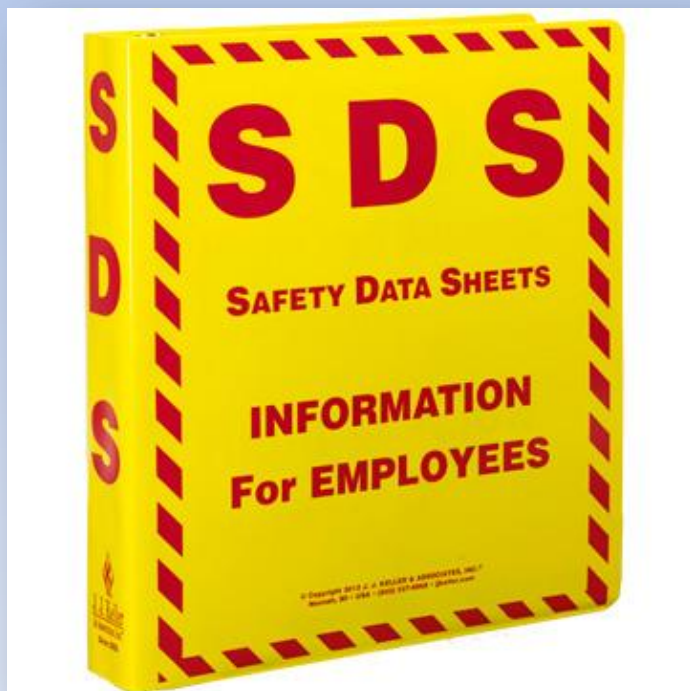
- Includes the date of preparation or last revision & information not noted elsewhere.

Chemical Safety

- Never store chemicals in the same area as food storage and prep areas. Keep chemicals in a secured area away from food and extreme temperatures (hot or cold).
- Properly label all chemicals.
- Never mix chemicals. This could cause some harmful gases and/or explosions.
- Use appropriate gloves, clothes and other personal protective equipment when handling chemicals.
- Always use the recommended chemical for the appropriate application.
- Reference SDS and labels for storage, handling, and use information.



Emergency Procedures for Chemical Spills



- For small spills of known chemicals – follow the label instructions, SDS or supervisor's instructions on clean up using proper PPE
- Have proper clean up equipment on hand
- If you can't handle the spill, leave the area and call for help
 - DPSS (734) 763-1131
 - EHS (734) 647-1143
 - Emergency 911

Your Responsibilities

- Get trained before using new or unfamiliar chemicals
- Never work with chemicals until you understand the hazards
- Conduct tasks in a safe manner
- Know the location of the Safety Data Sheets in your location
- Wear proper Personal Protective Equipment (PPE)
- Stay alert & communicate problems

!!!NO DISCRIMINATION!!!



Employees are protected from
discrimination or discharge resulting
from requests for information regarding
hazardous chemicals under the Right-to-
Know law.

EMERGENCY RESPONSE

Tornado Warning

Fire Safety

Medical Emergency

Tornado Warnings

- Use extreme caution during and after a tornado to avoid any unnecessary accidents.
- Remain calm and listen to authorities (DPS, City of Ann Arbor Fire, Police, National Weather Service, etc.) if a tornado warning arises.
- Persons outside should immediately return to a building and take shelter in predetermined safe areas.
- When a "Take Shelter" message is issued via the University of Michigan Emergency Alert Message System, all business or academic activities should cease and all individuals should seek shelter in a designated shelter location or an area as outlined below.
- Safe Shelter Areas should/could be:
 - Internal hallways on the lowest floors
 - Internal classrooms or offices without glass walls/panels/windows
 - A basement if quickly accessible and internally safe
 - An internal stairwell if glass is not present

Tornado Warnings

- Do not use the following areas as Safe Shelter:
 - Rooms with high profile ceilings and long truss spans, such as gymnasiums, auditoriums, and cafeterias
 - Rooms with an outside wall and/or windows
 - Adjacent to entrance/exit doors with glass inserts
 - Adjacent to or having atriums, skylights, glass walls
- The Building Incident Response Team (BIRT) will work to ensure all persons in the building are in a safe location. This should include a quick sweep of each room on each floor.
- Keep everyone assembled in an orderly manner. Remain in shelter area until the warning expires or emergency personnel have issued an "all clear" signal.
- Close windows and blinds/drapes.
- Stay away from glass windows.
- Secure loose materials in interior shelter areas that could become a projectile in the event of an impact. (i.e., books, equipment, etc.)



For more information about tornado safety & response click here:

<http://www.dpss.umich.edu/docs/HazardGuidelines-TornadoSevereThunderstorm.pdf>

Fire Safety

If you discover a fire in your workspace...

- Manually activate the fire alarm system.
- Alert people in the area of the need to evacuate.
- Immediately exit the building, closing doors behind you (DO NOT USE ELEVATORS).
- Call 911 once in a safe location.

Once a fire alarm is activated...

- Walk to the nearest exit (DO NOT USE ELEVATORS).
- Assist persons with special needs.
- Notify fire personnel if you suspect someone is trapped inside the building.
- Gather outside at a designated assembly area, and do not attempt to re-enter the building
- until instructed to do so by DPS or EHS.
- Stand-by outside to provide assistance information to fire department relative to location, size and type of fire.

For more information about fire safety click here...

<http://www.dpss.umich.edu/docs/HazardGuidelines-Fire.pdf>

Medical Emergency

- If life threatening, dial 911 for emergency services response. Some incidents may be life threatening to some and not to others (i.e., bee sting, allergic reaction to nuts, etc.). If in doubt, call 911.
- When calling 911 have the following information available, if possible:
 - Location of the incident or the injured parties
 - Nature of the injury, cause and severity
 - Victim's age and name, if possible
 - Any medical information known
 - Where can emergency responders be met for quickest entry point to affected individual(s)
- Have a designated person meet emergency responders and escort them to the injured/ill person. Keep all non-essential personnel away from the scene. Stay with emergency responders to act as liaison until released.

Medical Emergency

- Keep the victim(s) calm and reassured that help is on the way.
- Do not attempt to treat or move the injured if you are not formally trained in first aid.
- Take precautions whenever there is a potential for contact with blood or other potentially infectious material. Treat all blood and body fluids as infectious.
- Secure the area for emergency responders to protect everyone from coming into contact with blood and body fluids.



For more information about managing medical emergencies click here:

<http://www.dpss.umich.edu/docs/HazardGuidelines-MedicalEmergencies.pdf>



This workplace safety training models the current policies and procedures established by Michigan Dining. This information is subject to modification or deletion when the department, EHS (Occupational Safety and Environmental Health), or State of Michigan adopts new policies and procedures related to workplace safety. This training is NOT all inclusive and is intended to be used as a training tool for new and existing student employees. Further on-the-job training and coaching will be implemented throughout your employment with Michigan Dining.

Questions or concerns?

Contact:

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EHS Representative

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734-5641

Or visit www.EHS.umich.edu