

1. Accidents are both dangerous and costly, but most accidents are avoidable and are the result of careless acts.
2. Clean up spilled food, water, and ice immediately.
 - a. If you find a spill “flag” it with a napkin, a bar towel, or place a chair over it.
 - b. Always use a wet floor sign to prevent falls.
3. When glass is broken around an ice bin, discard all the ice and thoroughly clean the bin.
4. Make a special trip to the garbage can with broken glass.
 - a. Do not place broken glass in your open hand.
 - b. When possible, use a small dustpan and broom to pick up the glass.
 - c. Use a separate disposal for all broken glass to prevent any injuries.
5. Do not leave cupboard doors ajar.
6. Look before you move, not only in the direction in which you intend to go, but the opposite direction to see if anyone is passing by.
7. Say “behind you” when passing close by another employee to give warning that you are there.
8. Always wear sturdy shoes with non-skid soles.
9. Keep trays, dishes, syrup containers, and racks back from the edge of service counters.
10. Arrange any objects you are carrying so you can clearly see where you are going.
11. Do not pile dishes in tall stacks that may be upset easily.
 - a. When moving heavy or bulky supplies, use a hand truck or get assistance.
12. Warn customers when plates are hot.
13. Be alert to swinging doors, open carefully and do not stand in front of one.
14. Learn and practice “safe lifting” techniques.
15. Make sure that all chemicals are labeled and stored in proper areas.
 - a. DO NOT store them next to any food.