

Sodexo Safety Calendar

Fiscal Year 2016



Kayli Carmon
Woodbridge, VA



A Message from Mårten Stenfors

To Our Valued Sodexo Family:

I am excited to present to you, the Fiscal Year 2016 Sodexo Safety Calendar!

The calendar's design is to bring safety to front of mind every day. I look forward to yet another year of great safety performance improvement; keeping our Sodexo family safe, as well as our customers and guests by providing world class service to your unit.

The combined efforts of the Environment, Health & Safety, the Product Quality Assurance, and the Food Safety Teams are providing you with simple daily, weekly and monthly safety support. Consistently enhancing the safety culture requires all of us to serve as safety role models to our employees, guests, clients and team members. The Sodexo Safety Calendar is your roadmap to success!

Our team shares one vision: To enhance the safety of staff and patrons within all units in Sodexo North America. One shared mission: With relentless energy, ambition, and focus, we will improve the Quality of Life for Sodexo and the communities we serve by:

- Pioneering innovative and industry-leading environment, health & safety, product quality assurance, and food safety solutions
- Developing world class industry standards that ensure safe, high quality products and services
- Leveraging the right people, knowledge, and resources to ensure safety ownership at all levels of Sodexo employees
- Growing a Safety Culture within our Services to produce a consistently safe environment for our clients, customers and employees

Please incorporate our vision and mission into your units day-to-day efforts as we all share in the responsibility of working towards zero injuries.

Thank you for your support in providing safe and wholesome products and services to our employees, guests, clients and team members throughout North America. We are here to enable your success!

Sincerely,

Mårten Stenfors
Head of Safety NorAm

Sodexo is committed to make safety a top priority in everything we do—ensuring our employees, our clients and the public’s safety receive proper attention and is addressed as an underlying expectation.

This Safety Calendar was developed to deliver simple, integrated tools and reminders that can support you in delivering all safety disciplines that encourage and boost a strong culture across our enterprise. Employee and customer safety as well as quality assurance and food safety highlight the calendar. The calendar showcases the following:

- ✘ **New Safety Information Telephone Line** - Use this number to obtain contact information for your Regional Safety Manager. 844 Sodexo S (844 763 3967)
- ✘ **The Safety Shield located on the monthly calendar will become a LIVE LINK into the Safety Homepage when reviewing on Sodexo_Net**
- ✘ **A winning entry from our annual safety poster contest** – with an important safety message from our Sodexo children. Thank you to all the young artists that participated
- ✘ **A weekly safety message** with special tear-off design for Sodexo operations helps bridge the time between in-depth training meetings and help employees retain what they’ve learned. The weekly safety message does not required employee sign-off documentation. A good time to have safety message is at the beginning of a shift or present during Huddles
- ✘ **A 10-minute safety talk** that addresses safety issues and safe work behaviors
- ✘ A simple **Safety Behavior Check** – this tool can be used as a behavior-based observation and feedback process (commonly referred to as behavior-based safety). It will provide visibility and control over upstream indicators of safety performance—safe and at-risk behaviors. This checklist provides managers, safety committees, and co-workers with a simple and effective observation technique. Reinforcing safe work behaviors and discouraging at-risk behaviors is pivotal for building a safety culture. Observations can be collected and safety committees can work as a team to eliminate barriers to safe work practices
- ✘ **A Quick Safety Tip**
- ✘ The days of the month display **color coded icons** that emphasize safety activities and reminders:
 - **Red for Quality Assurance & Food Safety**
 - **Blue for Health & Safety**
- ✘ **Comprehensive list of approved vendors for Environment, Health & Safety and Food Safety Products**

We wish you and your team a safe and productive 2016. Lastly, thank you to the Sodexo children who show that off-the-job safety plays a big part in our daily activities, both at work and at home.

Think Safety First!

Best Regards,



Frank Romeo
Senior Director
Environment, Health & Safety



John Zimmermann
Senior Director
Quality Assurance & Food Safety

Don't Just Turn It Off – Lock, Tag, Try:

Any powered equipment is potentially dangerous. Many needless accidents occur when someone turns on a machine that other employees are repairing. Accidents occurring under these circumstances are not only needless but serious. They result not in small cuts or scratches, but most often cause amputations, serious fractures, or even death. Any energy source: electrical, mechanical, pneumatic, hydraulic, or gas can be deadly if not properly controlled.

There is one sure way to prevent such accidents from happening to you and that is to make certain that power cannot possibly reach machinery while you are adjusting or repairing it. How is this accomplished: "locking out" and "tagging out" power at its source and then "trying" to start it up.

LOCKING OUT means placing a lock on a device that prevents the release of energy, such as an electric circuit breaker, a disconnect switch, a line valve, a block and/or others devices.

TAGGING OUT means attaching a tag on a switch or other shutoff device that warns others not to start up the equipment. Tag out may only be used together with lockout, unless locking out the equipment is impossible.

Below is the general Lock, Tag, Try procedure that can be adopted to your job:

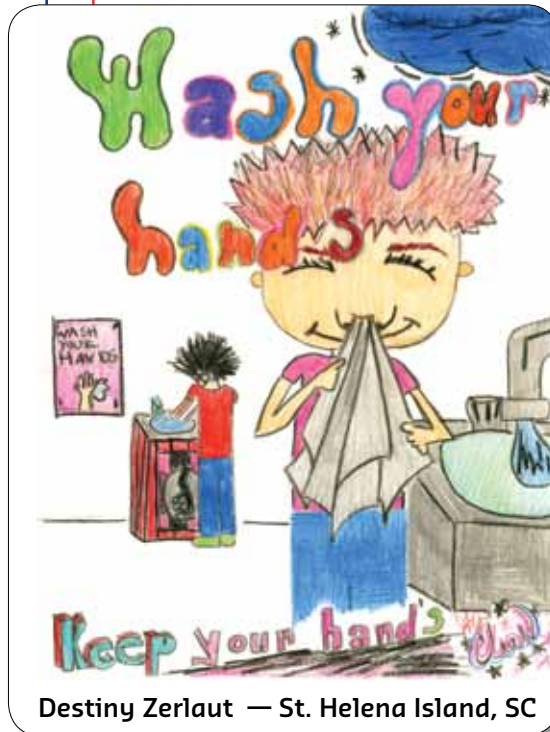
- Turn off the equipment at the control panel
- Turn off or pull the main disconnect
- Attach your safety lock at the main switch
- Try to restart the equipment at the control panel
- Check the machine for possible residual pressures, particularly for hydraulic systems
- Complete your servicing work
- Remove your safety lock and adapter
- Let others know that the equipment is back in service

As you can see, it is up to you, the employees, to perform a proper lockout. Your life depends on it! "Lock, Tag, Try"

Safety Behavior Check (Goal is 100%)		
	At-Risk	Safe
Equipment Lock, Tag, Try when Serviced		
Using handrail on stairs		
Cut resistant gloves worn		
Chemical containers labeled		
PPE worn to prevent burns		
Practicing Good Housekeeping		
Carrying items not obstructing vision		
Safe Ladder Use		
No Running Observed		
Proper Lifting Mechanics Observed		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Checking and recording product temperatures:

- Always use a clean, sanitized and calibrated thermometer to check temperatures
- When preparing batches of food, spot check representative samples



Destiny Zerlaut — St. Helena Island, SC

- Keep accurate and complete HACCP temperature records (don't round numbers or make number up!)
- Don't forget to record corrective actions if a deviation occurs

Cooling Food:

The two stage cooling method:

- First cool from 140°F/60°C to 70°F/21°C within 2 hours
- Then cool to 40°F/4°C within an additional 4 hours
- Maximum total cooling time: 6 hours

How to cool food quickly and safely:

- Use pre-chilled stainless steel containers
- Divide food into smaller portions
- Use an ice bath
- Stir food frequently using clean, sanitized utensils OR an ice paddle
- Refrigerate food for final cooling

How to check and record cooling time and temperature on HACCP Log:

- Place a clean, sanitized and calibrated thermometer in the thickest part of the food
- Record temperature on appropriate HACCP log
- Check temperature:
 - At beginning of cooling process
 - Again after two hours
 - And finally after four more hours

If no one is available for the 3rd check, write down the steps you took to cool food safely (ex: divided food into small amounts, used ice bath, stirred foods often) and validate final cooling temperature in the morning.

Thawing Food:

The safest way to thaw potentially hazardous food is under refrigeration (at 40°F / 4°C or lower).

Never thaw food at room temperature!

Thawing food in a microwave oven:

- Do this only if the food is cooked immediately after thawing in a microwave
- Do not use the method for large items like turkeys or roasts

Thawing food under running water (emergency thawing only):

- Thaw under cold (70°F/21°C or lower) running, draining potable water
- Water must flow fast enough to wash away loose food particles into the overflow drain
- Always clean and sanitize the sink and work area before and after thawing food this way

Thawing food as part of the cooking process:

- Some foods (i.e. frozen hamburger patties) can be thawed as part of the cooking process

Proper Cooking Temperatures		
Food Type	Temperature	Time on Thermometer
<ul style="list-style-type: none"> • Poultry (solid & ground) • Stuffed Foods (all varieties) • Dishes that include previously cooked potentially hazardous ingredients • Microwave cooking (all foods) and let stand for 2 minutes 	165°F (74°C)	15 seconds
<ul style="list-style-type: none"> • Ground Meats (beef, pork, lamb, veal & fish) • Pork (steaks & chops) • Injected meats • Game • Shell Eggs to be hot-held for service 	155°F (68°C)	15 seconds
<ul style="list-style-type: none"> • Pork Roasts 	155°F (68°C)	22 seconds
<ul style="list-style-type: none"> • Beef, Veal, Lamb (steaks & chops) • Seafood • Shell Eggs for Immediate Service • Pasteurized Egg Dishes 	145°F (63°C)	15 seconds
<ul style="list-style-type: none"> • Beef, Veal, Lamb Roasts 	145°F (63°C)	4 minutes
<ul style="list-style-type: none"> • Commercially processed, ready to eat food, heated for the first time, that will be hot-held for service 	140°F (60°C)	15 seconds
<ul style="list-style-type: none"> • Vegetables and fruits that will be hot held for service 	140°F (60°C)	
<ul style="list-style-type: none"> • Roast Beef (Sodexo recipe) 	135°F (57°C)	Hold for 45 minutes



SEPTEMBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Safety Shoes Help Stop Hunger – Learn More</p> <p>https://noram.sodexonet.com/sdxnet/user/usa/news/healthandsafety/purchase_safety_shoes.aspx</p>	<p>1</p> <p>Practicing Good Housekeeping</p> <p>New Employee Food Safety Training</p>	<p>2</p> <p>Accident Prevention Training</p> <p>Freezer Equip. at 0°F or Below</p>	<p>3</p> <p>Report Injuries Within 24 Hrs</p> <p>Cook Immediately After Thawing</p>	<p>4</p> <p>Equipment Lock, Tag, Try When Serviced</p> <p>Egg Safety Guidelines Observed</p>
<p>7</p> <p>PPE Hazard Assessment on File</p> <p>Clean, Sanitized & Calibrated Thermometers Available</p>	<p>8</p> <p>Knife and Slicer Training</p> <p>Manager Food Safety Certification Completed</p>	<p>9</p> <p>Chemical Containers Labeled</p> <p>Refrigerator Temperature Logs Completed</p>	<p>10</p> <p>Cut Resistant Gloves Worn</p> <p>Use Clean, Sanitized Utensils</p>	<p>11</p> <p>Safe Ladder Use</p> <p>Cool Foods in Appropriate Food Containers</p>
<p>14</p> <p>Proper Lifting Mechanics Observed</p> <p>Know How Long It Takes to Thaw Food</p>	<p>15</p> <p>Complete the Monthly Safety Inspection</p> <p>Complete Comprehensive Food Safety Self-Inspection</p>	<p>16</p> <p>Carrying Items Not Obstructing Vision</p> <p>Cuts and Burns on Hands Properly Bandaged</p>	<p>17</p> <p>Lock, Tag, Try Training</p> <p>Cold Food Stored Within One Hour of Delivery</p>	<p>18</p> <p>No Running Observed</p> <p>Hands Washed Frequently & Correctly</p>
<p>21</p> <p>Use Handrails on Stairs</p> <p>Raw & Cooked Food Kept Separate</p>	<p>22</p> <p>Safety Committee Meeting</p> <p>No Eating, Drinking or Chewing Gum at Work Stations</p>	<p>23</p> <p>Document ALL Safety Training</p> <p>Do Not Use Microwave to Thaw Large Items</p>	<p>24</p> <p>Correct PPE Worn to Prevent Burns</p> <p>Before and After Thawing Clean and Sanitize the Sink</p>	<p>25</p> <p>Develop Lock, Tag, Try Procedures for Equipment</p> <p>Make Sure Cutting Boards are in Good Condition</p>
<p>28</p> <p>Recognize Safe Work Behavior</p> <p>Ice Machines are in Good Repair</p>	<p>29</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>All Areas are Well Lit & Ventilated</p>	<p>30</p> <p>Practice Safe Storage in All Areas</p> <p>Always Wash Hands Properly</p>	<p>RECOMMENDED TRAINING: All Services: Lock, Tag, Try Training All Services: Knife and Slicer Training All Services: Accident Prevention Training</p> <p>Food Operations – Choose any Food Safety "Walk the Talk" Module</p>	

Fire Safety is Everyone's Responsibility

Fire safety is an extremely important part of any workplace safety program. It is everyone's responsibility to help prevent fires.

Fire Safety Tips:

- Practice good worksite housekeeping habits. Do not let trash and waste material accumulate. Oily rags must be stored and disposed of in covered metal containers
- Do not store materials or allow clutter to accumulate around exits and stairways.
- Do not allow machinery or equipment to become overheated. Follow operating guidelines to prevent overloading
- Electrical equipment should be checked regularly for signs of trouble such as damaged cords or worn insulation
- Understand the fire hazards of all of the materials chemicals around you as they may be combustible, flammable, explosive or reactive. Know where to locate the Safety Data Sheet (SDS) for further information
- Where is the fire alarm located?
- Where are the fire extinguishers located? Make sure that you know how to use them and on what kinds of fires

Everyone has a responsibility for fighting fires. It is up to you to report any unsafe situations, and to make sure that it is corrected by a qualified and authorized person.

Using the PASS method to fight a fire:

When using a typical fire extinguisher, follow the PASS method. Hold the extinguisher upright and:

Pull the pin (some extinguishers have a cartridge you need to Push), stand back eight or ten feet

Aim at the base of the fire

Squeeze the handle to release the extinguishing agent

Sweep at the base of the fire with the extinguishing agent. If you aim high at the flames, you won't put out the fire

Safety Behavior Check (Goal is 100%)

	At-Risk	Safe
Pick Up Spills Immediately		
Wash hands to prevent illness		
Safe ladder use - not using chairs		
Avoid shortcuts		
Employee eyes on task		
Practicing Good Housekeeping		
Employee wears seat belt when driving		
Always uses the right procedure for the job		
Keep electrical cords out of aisles and walkways		
Employees know assembly point		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Receiving and Storing Food:

What to look for when checking in deliveries

- Is the packaging undamaged and intact?
- Any signs of thawing & refreezing (ice crystals, frozen liquid at case bottom, water stains)?
- Are cans undamaged? (rust, pitting, sharp dents)
- Does live molluscan shellfish have the required shellstock identification tags? Are foods being delivered at proper temperature levels?
- Are foods separated from other items (chemicals) in the delivery vehicle?
- Is the delivery vehicle clean and neat?

How to be aware of food security during delivery?

- Are receiving areas secured to prevent unauthorized access to the facility?
- Are the vendor's delivery persons authorized to deliver products to the facility?
- Are deliveries checked for signs of product tampering?
- Do employees know when and how to report unusual or suspicious activity?

How to store dry goods

- Use FIFO system (old products in front of new products)
- Date products for proper rotation
- Keep products in original, labeled containers

How to store chemicals

- Store chemicals in separate, designated area (away from food, food equipment, utensils, single-service articles)
- Keep chemicals in original, labeled containers
- Store at least 6" off the floor and away from walls

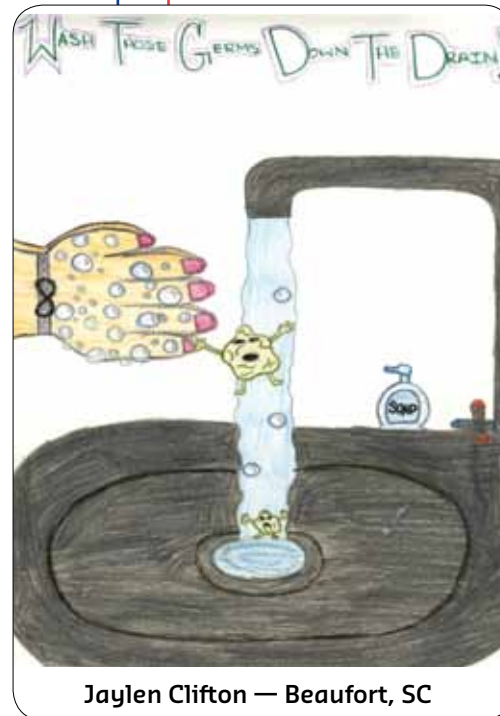
Effective Self Inspections

- A complete self-audit for each month is necessary to have on file during your annual 3rd party food safety audit
- Complete audits include a total score, signature and a corrective action plan
- Mark all fields (yes or no). If a field is not applicable, check the "N/A" column & assign total points
- Be sure to include non-scored sections in your Self Inspection ("General Observations") as these sections identify problems and solutions integral to the success of your operation

Corrective Action Plan tips:

- Must be timely and completely correct the deficiencies
- Must be documented for verification
- Ensure that managers and employees know the proper corrective action steps for all items on the self inspection form

Be sure that managers and supervisors review and evaluate the corrective action steps.



Jaylen Clifton — Beaufort, SC



OCTOBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p>RECOMMENDED TRAINING:</p> <p>All Services: Fire and Natural Disaster Preparedness Training All Services: Operating a Portable Fire Extinguisher Training</p> <p>Food Operations: Choose any Food Safety "Walk the Talk" Module</p>			<p>1</p> <p>Proper Work Permit Used</p> <p>Store Refrigerated & Frozen Foods First</p>	<p>2</p> <p>New Global Lifting Limit is 40 Lbs.</p> <p>Receiving Areas Secured</p>
<p>5</p> <p>Practice Good Housekeeping</p> <p>Use FIFO (First In – First Out) System</p>	<p>6</p> <p>Clean Up Spills Immediately</p> <p>Manager Food Safety Certification Completed</p>	<p>7</p> <p>Safe Ladder Use</p> <p>Conduct Monthly Food Safety Audit</p>	<p>8</p> <p>Know the PASS Method to Fight a Fire</p> <p>HACCP Records Reflect Accurate Temperatures</p>	<p>9</p> <p>Employees Know Emergency Assembly Point</p> <p>Store Chemicals in Labeled Containers</p>
<p>12</p> <p>New Employees Trained</p> <p>Bulk Food Items Properly Labeled</p>	<p>13</p> <p>Complete the Monthly Safety Inspection</p> <p>Complete Monthly Food Safety Audit</p>	<p>14</p> <p>Understand Fire Hazards of all Material Around You</p> <p>Global Handwashing Day</p>	<p>15</p> <p>Emergency Exits Readily Accessible</p> <p>Verify Corrective Action Plans Are Complete</p>	<p>16</p> <p>Employee Wears Seat Belt When Driving</p> <p>All Foods Covered Before Storing</p>
<p>19</p> <p>Fire and Natural Disaster Preparedness Training</p> <p>Store Chemicals in Separate, Designated Areas</p>	<p>20</p> <p>Safety Committee Meeting</p> <p>Only Approved Wiping Cloths are in Use</p>	<p>21</p> <p>Always Use the Right Procedure for the Job</p> <p>Delegate the "Food Safety Walk-Through" to Trained Employees</p>	<p>22</p> <p>Employee Eyes on Task</p> <p>Receive Log Completed and Accurate</p>	<p>23</p> <p>Keep Electrical Cords Out of Aisles and Walkways</p> <p>Food Stored Away from Water and Waste Lines</p>
<p>26</p> <p>Wash Hands to Prevent Illness</p> <p>Always Wash Hands Properly</p>	<p>27</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>Food Packaging Undamaged and Intact</p>	<p>28</p> <p>Operating a Portable Fire Extinguisher Training</p> <p>Employees Have Access to Chemical Safety Data Sheets</p>	<p>29</p> <p>Avoid Shortcuts</p> <p>Store Dry Goods at Least 6" Off the Floor</p>	<p>30</p> <p>Fire Extinguisher Accessible with Current Service Tag</p> <p>All Food Securely Covered, Dated and Labeled</p>

Back Injury Prevention

Back injuries occur in all kinds of jobs, so it is important for everyone to understand how to lift safely. Take a good look at the load, determine the size, weight, shape and how it is positioned. Could the load be too heavy, too big, or too awkward for you to move by yourself?

Plan the route you would like to take. Look at potential problems such as slippery or uneven floor surfaces or obstacles along the way. Don't forget to have a look at the spot where you will set down the load so you can make arrangements to avoid any difficulties.

Make it a habit to follow the steps below when lifting anything—even a relatively light object:

- Get as close as possible to the load
- Position your feet approximately shoulder width apart
- Never bend from the waist or stretch out your upper body
- Squat down and lift the load by using the strength of your leg muscles, rather than your back
- Never twist or turn your body when carrying or lifting a load
- Before you start to move with the load, be sure you can see over it
- When setting down the load, bend your knees. To deposit the load on a bench or shelf, place it on the edge and push it into position. Make sure your hands and feet are clear when placing the load

Some lifts require special techniques:

- Use a stepstool, stepladder or similar safe device if you lift a load higher than your shoulders
- To pick up a load from deep inside a bin, get close to the load and press your bent knees against the bin
- Team lifting must be coordinated. If the weight, shape or size of an object makes the job too much for one person, ask for help

Safety Behavior Check (Goal is 100%)

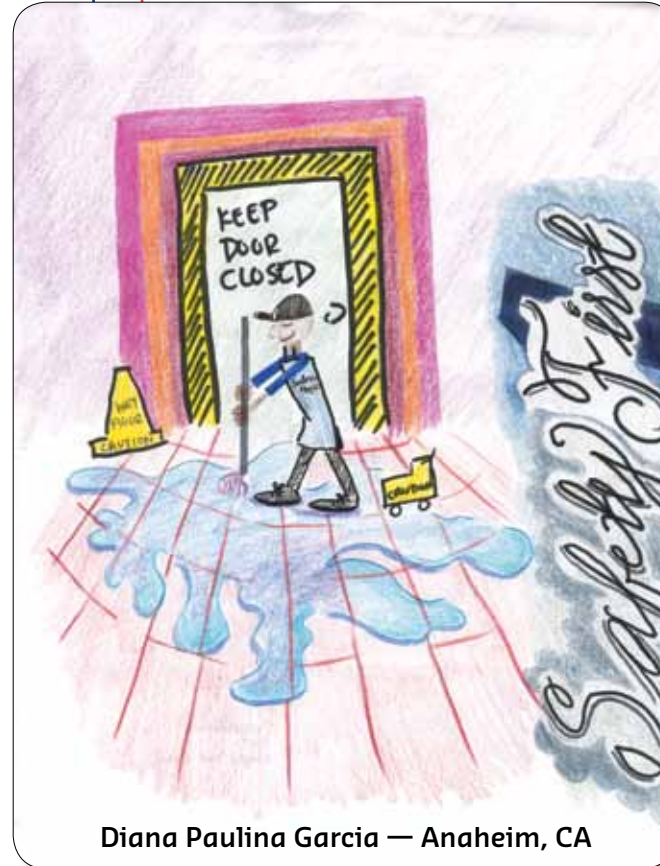
	At-Risk	Safe
Avoid excessive reaching		
Get help to lift heavy or awkward loads		
Active use of carts or dollies for heavy moving		
Wearing proper footwear		
Practicing Good Housekeeping		
Push a load instead of pulling it		
Floor and walking surfaces are clear and dry		
Support team lifts		
Employees do not bend over to lift		
Does not twist when lifting and lowering materials. (Turn their whole body instead)		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Keeping Self-Service Stations Safe

Self-service food bars and buffets need special attention. They can be easily contaminated if they are not monitored consistently by employees trained in food safety. Frequent monitoring is necessary as customers can unknowingly contaminate food and utensils through improper or careless behavior; self-service area can quickly become messy and unattractive; and it is more challenging to maintain proper hot and cold food temperatures on self-service stations.

Follow the seventeen steps below for a safe self-service:

1. Place serving containers, plates, bowls, cups and glasses so they are easy to reach and are protected from contamination
2. Use a separate serving utensil for each item
3. Use the proper utensils (easy to use, not too large, not too small)
4. Place serving utensils directly into the food or in a clean, sanitized container
5. Make sure the handle of the serving utensil does not touch the food
6. Protect the food with a sneeze guard or other approved covers
7. Identify all menu items with proper signage
8. Keep enough clean plates, bowls and cups at the station
9. Don't let customers reuse their soiled plates and silverware for refills
10. Place ice around cold food containers so that melting water drains away from the food. Ice should not touch the food
11. Keep hot food covered, whenever possible
12. Stir soups, sauces, stews and casseroles often to maintain the proper temperature
13. Keep hot food at 140°F/60°C or above and cold food at 40°F/4°C or below
14. Never mix old and new batches of food when replenishing
15. Keep stations clean and neat. Wipe up food spills quickly
16. Monitor the stations consistently through the meal service
17. Never handle ready-to-eat food with bare hands



Diana Paulina Garcia — Anaheim, CA



NOVEMBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Push a Load Instead of Pulling It</p> <p>Keep Hot Foods Covered</p>	<p>3</p> <p>Support Team Lifts</p> <p>Use the Proper Utensils</p>	<p>4</p> <p>First Aid/CPR (One Person per Shift)</p> <p>Hands Washed Frequently & Correctly</p>	<p>5</p> <p>Back Injury Prevention Training</p> <p>Identify Food Items with Correct Signage</p>	<p>6</p> <p>Avoid Excess Reaching</p> <p>Cleaning Schedules Completed</p>
<p>9</p> <p>Lift Safely, First Plan Your Lift</p> <p>Wipe Up Food Spills Quickly</p>	<p>10</p> <p>Complete the Monthly Safety Inspection</p> <p>Complete Monthly Food Safety Audit</p>	<p>11</p> <p>Active use of Carts or Dollies for Heavy Lifting</p> <p>Hair Restraint Worn by Food Handlers</p>	<p>12</p> <p>Asbestos Awareness Training for FM and Custodial</p> <p>All HACCP Logs Kept for 1 Yr.</p>	<p>13</p> <p>Do Not Twist When Lifting and Lowering Materials</p> <p>Keep Self-Service Stations Clean and Neat</p>
<p>16</p> <p>Get Help to Lift Heavy or Awkward Loads</p> <p>All Utensils Cleaned & Sanitized</p>	<p>17</p> <p>Safety Committee Meeting</p> <p>Never Handle Ready-to-Eat Food with Bare Hands</p>	<p>18</p> <p>Complete Root Cause Analysis</p> <p>Gloves Changed Properly at Appropriate Times</p>	<p>19</p> <p>Are New Employees Trained</p> <p>Never Mix Old and New Batches of Food When Replenishing Service Station</p>	<p>20</p> <p>Practice Good Housekeeping</p> <p>Keep Cold Food at 40°F (4°C) or below</p>
<p>23</p> <p>Employees Do Not Bend over to Lift</p> <p>Self Service HACCP Logs Completed and Correct</p>	<p>24</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>Clean, Sanitized & Calibrated Thermometers Available</p>	<p>25</p> <p>Return to Work Transitional Duty Training</p> <p>Fingernails Well-Trimmed and Clean</p>	<p>26</p> <p>Floor and Walking Surfaces are Clear and Dry</p> <p>Keep Enough Clean Plates, Bowls, and Cups at the Self-Service Station</p>	<p>27</p> <p>Store Items You Use the Most on Middle Shelving</p> <p>Manager Food Safety Certification Completed</p>
<p>30</p> <p>Wear Shoes with Approved non-slip Soles</p> <p>Clean and Sanitize Sinks before You Start</p>	<p>RECOMMENDED TRAINING:</p> <p>All Services: Back Injury Prevention Training</p> <p>All Services: Return to Work Transitional Duty Training</p> <p>FM and Custodial Services: Asbestos Awareness Training</p> <p>Food Operations: Choose any Food Safety "Walk the Talk" Module</p>			

Environment, Health & Safety

Product Quality Assurance / Food Safety

Identifying/Preventing Slips, Trips, and Falls

Preventing Injuries from Slips – Immediately cleaning up spills and good housekeeping are the best solutions in preventing a fall. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you are walking.

You can help avoid slips by following these safety precautions:

- Take short steps on slippery surfaces to keep your center of balance under you and point your feet slightly outward
- Clean up and report spills right away
- Don't let grease accumulate at your work place
- Be extra cautious on smooth surfaces such as newly waxed floors. Also be extra cautious on loose carpeting

Why Trips Happen: A trip occurs when a worker's foot hits an object, and his/her balance is thrown off. This creates enough momentum for the worker to fall. Trips happen when a work area is cluttered, when lighting is poor or when an area has loose footing.

You can avoid trips by:

- Making sure can see over the load you are carrying
- Ensuring lighting is adequate
- Keeping work area free of clutter and litter, keeping equipment and furniture out of walkways and other traffic areas
- Taping down extension cords or keeping them out of walkways

Why Falls Occur: Falls occur whenever a person moves too far away from his or her center of balance. Slips and trips often push workers off their center of balance far enough to cause a fall, but there are many other ways to fall. Makeshift ladders, misuse of ladders, accidents while climbing, and improper scaffolding use also cause falls.

You can avoid falls by:

- Wearing shoes with approved non-slip soles
- Keep passageways and aisles clear of clutter and well lit
- Repair or replace stairs or handrails that are loose or broken
- Don't use stairs or aisles as storage areas
- Be continually aware of the dangers on walkways

Safety Behavior Check (Goal is 100%)

	At-Risk	Safe
Using handrails on stairs		
Active use of floor warning signs		
No running		
Inspect ladder before use		
Practicing Good Housekeeping		
Slip resistant shoes being worn		
Floor and walking surfaces are clear and dry		
Carrying items not obstructing vision		
PPE worn to prevent cuts		
Face ladder and maintain 3 points of contact when climbing		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Dishwashing And Warewashing

Manual Warewashing & Washing Pots and Pans

- Clean and sanitize sinks and drain board before you start
- Pre-rinse, scrape or soak all items to remove excess food and soil before washing
- Use hot water for washing and rinsing (at least 110°F/43°C)
- Use the approved detergent
- To wash, use a scrub brush or nylon scrub pad to remove any remaining soil
- Change the wash water when it is dirty or cloudy and the suds are gone
- Rinse thoroughly to remove all traces of food and detergent
- Change the rinse water when it becomes cloudy or dirty
- Sanitize properly by immersing all items for one minute in the sanitizing solution. Immerse for 30 seconds if hot water is used for sanitizing
- Air-dry all items. Never use towels or aprons to dry
- Stand cutting boards and sheet pans upright and apart for quick drying
- Never stack wet pots and pans on storage shelves

****Be extremely careful with knives or other sharp objects. Don't immerse them in the sink with other equipment. Wash separately.****

How to Properly Sanitize

Sanitizing Solution:

- Prepare the proper concentration (measured in parts per million or ppm): Mikrokylene: 12.5 to 25 ppm, Oasis 146: 150 to 400 ppm (U.S. operations), Oasis 146: 200 ppm to 450 ppm (Canadian operations)
- Use test strips to verify the proper strength
- Make sure the water temperature is right (at least 75°F/24°C, but no more than 115°F/46°C)
- Immerse for one minute

Hot Water Sanitizing:

- Make sure the water temperature is at least 171°F/77°C
- Immerse for 30 seconds

Proper use of a Dishwasher Machine

- Understand how to set up, clean and de-lime the machine
- Follow proper pre-loading, loading, and unloading steps
- Document machine temperatures on the Dishwasher Temperature Log

Pay Attention in the Hall or you Might Slip and Fall!



Aliya Carmon — Woodbridge, VA

Safety Shield LIVE LINK into Safety Homepage when Reviewing on Sodexo_Net





DECEMBER 2015

Monday	Tuesday	Wednesday	Thursday	Friday
<p>RECOMMENDED TRAINING:</p> <p>Environmental Management and Grounds Keeping: Scaffold Safety Training All Services: Slip, Trip & Fall Training</p>	<p>1</p> <p>Use Handrails on Stairs</p> <p>Can Openers Clean & Blades Sharp</p>	<p>2</p> <p>Fall Protection in Place if Needed (FM)</p> <p>Stir Foods to Maintain Proper Temperature</p>	<p>3</p> <p>No Running</p> <p>Stir Hot and Cold Foods for Self-Service</p>	<p>4</p> <p>Scaffold Safety Training</p> <p>Cleaning Schedules Completed</p>
<p>7</p> <p>Clean Up Spills Immediately</p> <p>Clean, Sanitized & Calibrated Thermometers Available</p>	<p>8</p> <p>Slip Resistant Shoes Being Worn</p> <p>Manager Food Safety Certification Completed</p>	<p>9</p> <p>Slip, Trip & Fall Prevention</p> <p>Foreign Material Awareness</p>	<p>10</p> <p>Inspect Ladder Before Use</p> <p>Food Stored in Food-Grade Containers Only</p>	<p>11</p> <p>PPE Worn to Prevent Cuts</p> <p>Keep Pots and/or Pans Covered for Hot Foods</p>
<p>14</p> <p>Floor & Walking Surfaces are Clear and Dry</p> <p>Never Use Towels or Aprons to Dry Clean Pots and Pans</p>	<p>15</p> <p>Complete the Monthly Safety Inspection</p> <p>Complete Monthly Food Safety Audit</p>	<p>16</p> <p>Are Walkways & Stairs Clear</p> <p>Review Six Steps to of Manual Warewashing</p>	<p>17</p> <p>Root Cause Analysis Completed</p> <p>All HACCP Logs Kept for 1 Yr.</p>	<p>18</p> <p>Carrying Items NOT Obstructing Vision</p> <p>Cutting Boards Stored Vertically and Separate</p>
<p>21</p> <p>Active Use of Floor Warning Signs</p> <p>Annual Employee Food Safety Refresher Training</p>	<p>22</p> <p>Safety Committee Meeting</p> <p>Banned Product List Observed</p>	<p>23</p> <p>Slip, Trip & Fall Training</p> <p>Store Flatware w/Handles Up</p>	<p>24</p> <p>First Report of Injury Sodexo Hot Line 888 872 5676</p> <p>Employees Wash Hands Between Glove Changes</p>	<p>25</p> <p>Client Asbestos Management Plan on File (FM)</p> <p>Water for Washing & Rinsing Pots and Pans is at least 110°F/43°C</p>
<p>28</p> <p>Face ladder and Maintain 3 pts of Contact</p> <p>Employee Health Policy Agreements on File</p>	<p>29</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>Approved Detergent used When Washing Pots and Pans</p>	<p>30</p> <p>No Storage in Aisles or on Stairs</p> <p>Hands Washed Frequently and Correctly</p>	<p>31</p> <p>Practicing Good Housekeeping</p> <p>Dishwashing Template Log Completed</p>	<p>CONT...</p> <p>Food Operations: Choose any Food Safety "Walk the Talk" Module</p>

Personal Protective Equipment (PPE)

Personal Protective Equipment is something that you wear that puts a barrier between you and the hazard that it is designed to protect you from. For example, cut-resistant gloves protect from knife cuts. Personal Protective Equipment must be used when a hazard has been identified and there is a PPE that will help to protect against that hazard. Personal Protective Equipment (PPE) includes cut resistant gloves, dust masks, slip-resistant shoes from an approved vendor, face shields, hard hats, oven mitts and any number of other protective items.

PPE is the first defense against accidents. Maybe even more important, proper PPE use can set the tone for a safe jobsite or workplace. Its constant use tells all involved that these individuals and clients are serious about working safety. Proper PPE use is critical to the long-term success of most company safety programs. It is also a legal obligation that the wearing and use of appropriate PPE is enforced. Don't ever compromise with your employees or subcontractors when it comes to PPE compliance.

Selecting PPE

All PPE clothing and equipment should be of safe design and construction and should be maintained in a clean and reliable fashion. Employers should take the fit and comfort of PPE into consideration when selecting appropriate items for the workplace. PPE that fits well and is comfortable to wear will encourage employee use of PPE. Most protective devices are available in multiple sizes and care should be taken to select the proper size for each employee. If several different types of PPE are worn together, make sure they are compatible. If PPE does not fit properly, it can make the difference between being safely covered or dangerously exposed.

Training Employees in the Proper Use of PPE

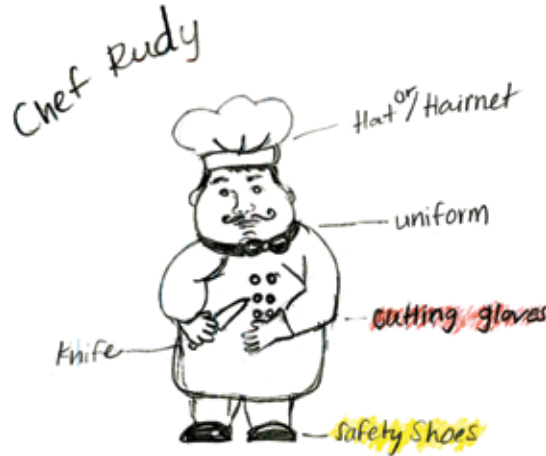
- Information on when PPE is needed
- An explanation on what PPE is required and where to obtain it
- How to properly put on, take off, adjust and wear the PPE
- The limitations of the PPE
- Proper care, maintenance, useful life and disposal of PPE

Make sure that the PPE assessment is periodically reviewed, especially when implementing new equipment or processes

Safety Behavior Check (Goal is 100%)		
	At-Risk	Safe
Glove & arm protection- worn when exposed to heat, cold, chemicals, or sharp objects		
Hard hats worn when exposed to bumping into or struck-by hazards		
Safety glasses to be used to protect from impact hazards e.g. when using saw		
Dock area free of snow and ice		
Practicing good housekeeping		
PPE maintained & in good condition		
Wearing correct PPE		
Safety harnesses with lanyards worn when exposed to fall hazards		
Knows first aid for eye injuries		
Safety goggles to protect the eyes from splash hazards e.g. chemicals		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Preventing Cross Contamination

Preventing cross contamination is important as food borne illness can result if harmful microorganisms are transferred from one surface or food to another. Microorganisms can be transferred from food or unwashed hands to prep tables, cutting boards, equipment, utensils, wiping cloths, etc, or to other foods.



Areli Rios — Dallas, TX

How does cross contamination occur?

- Raw foods of animal origin (meat, poultry, seafood, eggs) are allowed to touch or drip fluids onto ready-to-eat foods or onto food contact surfaces during preparation and/or storage
- Food contact surfaces, including equipment, containers, utensils, are not properly cleaned and sanitized before touching cooked or ready-to-eat food
- Hands are not properly washed after handling raw foods and before touching ready-to-eat foods
- Disposable gloves or sanitized utensils are not used (no bare hand contact) when handling ready-to-eat foods

Poor personal hygiene practices:

- Not washing hands after using the restroom or whenever they become contaminated
- Coughing or sneezing onto food or food contact surfaces
- Touching or scratching sores, cuts, or boils and then touching food
- Working with food while sick
- Contaminated wiping cloths not cleaned and sanitized before using them on food contact surfaces

How should we prevent cross contamination?

During Storage:

- Store Foods on shelves in the proper order:
 - Top Shelf: ready-to-eat foods
 - Middle Shelf: unwashed produce
 - Bottom Shelf: raw animal foods (meat and poultry, seafood and shell eggs)
- Store raw foods according to the required minimum internal cook temperatures (higher required cooking temperature, lower on the shelf)
- Raw meat products and unwashed produce should never be stored next to ready-to-eat foods

During Production:

- Keep raw food (meat, poultry, seafood and eggs) away from ready-to-eat foods
- Never prepare them side by side on the same work table
- Thoroughly clean and sanitize equipment, work tables, containers and utensils after working with raw foods.
- Use the correct color cutting board
 - Red - raw meat, poultry, seafood
 - White - ready-to-eat foods
 - Green - washed raw fruits and vegetables
- Use separate cooking utensils for each item
- Use a clean and sanitized utensil to remove items from grill or cook top and not the original utensil that was used to put the raw item on the grill or cook top
- Change gloves and wash hands when starting a new task and whenever they are dirty, torn or otherwise contaminated
- Never touch ready-to-eat foods with bare hands

During Service:

- Select the proper serving utensil
 - Use a separate utensil for each food item
 - Ensure that the utensil has a long enough handle to keep hands away from the food
- Place serving utensils properly:
 - Handle does not touch the food
 - Customers hands and clothes cannot touch the food

Replace serving utensil with a clean one:

- If dropped or contaminated by a customer
- As needed to prevent dried-on food residue
- If you observe a customer using a utensil to serve multiple items (allergen concern)
- When pans are changed



JANUARY 2016

Monday	Tuesday	Wednesday	Thursday	Friday
RECOMMENDED TRAINING: All Services: Personal Protective Equipment (PPE) Grounds and Maintenance: Cold Weather Safety Food Operations: Choose any Food Safety "Walk the Talk" Module				
4	5	6	7	8
Know First Aid for Eye Injuries Manager Food Safety Certification Completed	PPE Worn to Prevent Burns Employees Washing Hands at Appropriate Times	Avoid Shortcuts Never Touch Ready-to-eat Foods with Bare Hands	Personal Protective Equipment Training All Food Contact Surfaces are Cleaned and Sanitized	Practicing Good Housekeeping After Preparing Raw Foods, Clean and Sanitize Equipment and Surfaces
11	12	13	14	15
Always Wear Safety Goggles to Protect the Eyes During Service use a Separate Utensil for each Food Item	Complete the Monthly Safety Inspection Complete Monthly Food Safety Audit	PPE Maintained and In Good Condition Use the Correct Color Cutting Board	Reward Safe Behavior Unwashed Produce Stored Below RTE Foods	Wearing Correct PPE Wash Hands Before Working with Ready-to-Eat Food Cold Weather Safety Training Keep Fingernails Short and Clean
18	19	20	21	22
Wear Hard Hats When Exposed to Bumping into or Struck by Hazards Keep Raw Foods Away from Ready-to-eat Foods	Safety Committee Meeting Use Separate Cooking Utensils for Each Food Item	Dock Area Free of Ice & Snow Sanitation is Everyone's Responsibility	Are Slip Resistant Shoes Being Worn? Do Not Prepare Food too Far in Advance of Service	No Damaged PPE Worn Clean, Sanitized and Calibrated Thermometers Available
25	26	27	28	29
Safety Harnesses With Lanyards When Exposed to Fall Hazards Wash Hands & Change Gloves After Sneezing or Coughing	Investigate injuries, determine root cause & take action to prevent (use SALUS) Clean and Sanitized Wiping Cloths Used	Safety Glasses to be Used to Protect from Impact Hazards Raw and RTE Foods Kept Separate During Preparation	Know Your Safety Requirements Never Use an Apron or Kitchen Towel to Dry Hands	Glove and Arm Protection Worn at Appropriate Times Change Gloves & Wash Hands When Starting a New Task

Distracted Driving

Distracted driving is the act of driving while engaged in other activities—such as looking after children, texting, talking on the phone or to a passenger, eating or any activity that take the driver’s attention away from the road. All distractions compromise the safety of the driver, passengers, bystanders and those in other vehicles.

The popularity of mobile devices has had some unintended and even dangerous consequences. We now know that mobile communications are linked to a significant increase in distracted driving, resulting in injury and loss of life.

The Department of Transportation stated, “text messaging while driving creates a crash risk 23 times higher than driving while not distracted. Despite these statistics, more than 50% of drivers have admitted to sending or receiving text messages at least once every time they drive...”

TAKE THE PLEDGE:

Never Talk or Text While Driving

- Texting while driving: An instant can change your life
- Over 100,000 crashes a year involve drivers who are texting

Vehicle Safety

Always go over the Vehicle Safety Inspection Checklist: Headlights, turn signals, emergency flashers, horn, wipers, front windshields, seat belts, back-up lights, parking brakes, tires, shock, fluid levels, vehicle has plenty of fuel and the loose objects are secured so that they will not shift.

A safety inspection is only helpful if you report defects or unsafe conditions right away. Don’t risk driving an unsafe vehicle.

Safety Behavior Check (Goal is 100%)		
	At-Risk	Safe
General Fleet Appearance in Good Condition		
Employees Report Unsafe Conditions		
Practice Good Housekeeping		
Employees Wear Seat Belts When Driving		
Backing - Parking - Intersection Training		
Company Vehicles Travel at Safe Speed		
No Running		
Motor Vehicle Records for Drivers Show No Violations		
Employees Working Near Roads Wear Highly-Visible Clothing		
Never Talk or Text While Driving		

Hand Washing & Personal Hygiene / Using Gloves

WHEN TO WASH HANDS: **After** using the restroom; **Before** starting to work; **When returning from** the restroom and from breaks; **Before** putting on gloves; **After** eating, drinking and smoking; **After** handling raw meat, poultry, seafood and produce; **Before** working with ready-to-eat foods; **Before** handling different types of food; **After** touching your hair, face, nose or any other part of your body; **After** coughing, sneezing and blowing your nose; **After** cleaning; **After** handling chemicals; **After** handling dirty equipment; **After** handling trash or other contaminated objects.



Christina Kovach — Austin, TX

AT WORK:

- Wear clean uniform, apron and shoes
- Wear proper hair restraints (hair net, hat or cap)
- Remove all jewelry (except smooth surface rings) and watches from hands and arms
- Follow the rules for eating, drinking, smoking and gum chewing—only in approved areas

YOUR HEALTH:

- Tell your manager if you are sick.
- Cover cuts and burns on hands and arms with a clean bandage. Wear a disposable glove over the bandaged hand
- Always wash your hands thoroughly for 20 seconds, especially after using the restroom

Using Gloves

- **When** handling ready-to-eat food without utensils
- **When** serving food without utensils. May wear gloves for service even if utensils are used
- **When** a wound on the hand has been bandaged (to protect the bandage and keep it from coming off)

HOW TO PROPERLY PUT ON GLOVES:

- **First** wash hands and dry thoroughly. Gloves slip on best when hands are completely dry
- **Grab** gloves from the box by the cuff
- **Hold** on to the cuff, then pull glove over the hand without touching any other part of the glove

HOW TO PROPERLY TAKE OFF GLOVES:

- **Hold** on to the cuff, take off glove by turning it inside-out
- **Throw** into trash can

WHEN GLOVES MUST BE CHANGED OR REMOVED:

- **When** they are torn, dirty or contaminated
- **Before** starting another job
- **When** leaving the work area or going on break
- **When** going to the restroom
- **Don't forget—always** wash hands when you change gloves before starting another job

HOW TO WASH HANDS: **Wet** hands with warm water; **Apply** soap from the dispenser; **Lather** hands and wrists with soap for 20 seconds; **Clean** thoroughly underneath fingernails and between fingers; **Rinse** hands thoroughly with warm water; **Turn off** the faucet with paper towel—not with your clean hands; **Dry** hands with disposable towel or under air dryer—never use an apron or kitchen towel.

Personal Hygiene

GETTING READY:

- Shower or bathe before coming to work
- Keep fingernails short and clean
- Don't wear nail polish or artificial nails
- Keep hair clean and neat, and mustaches and beards well trimmed



FEBRUARY 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Vehicle Safety Training (if applicable)</p> <p>Hands must be washed After Using Restroom</p>	<p>2</p> <p>Bloodborne Pathogens (if applicable) Training</p> <p>Wash Hands After Handling Chemicals</p>	<p>3</p> <p>PPE Actively Worn</p> <p>Cover Cuts and Burns on Hands and Arms with a Clean Bandage & Gloves</p>	<p>4</p> <p>Complete Baseline Audit</p> <p>Wash Hands & Change Gloves Before Starting Another Job</p>	<p>5</p> <p>Practice Good Housekeeping</p> <p>All Food Contact Surfaces are Cleaned and Sanitized</p>
<p>8</p> <p>Go over Vehicle Inspection List</p> <p>Wash Hands Before Working with Ready-to-Eat Food</p>	<p>9</p> <p>Complete the Monthly Safety Inspection</p> <p>Complete Monthly food Safety Audit</p>	<p>10</p> <p>Employees Working Near or Adjacent to Roads Wear Highly-Visible Clothing</p> <p>Gloves Are Not Needed When Cleaning Kitchen Equipment</p>	<p>11</p> <p>No Late Reporting of Injuries</p> <p>Jewelry Policy Observed</p>	<p>12</p> <p>Employees Wear Seat Belts When Driving</p> <p>Unwashed Produce Stored Below RTE Foods</p>
<p>15</p> <p>Complete and Document Training for 100% of all Employees</p> <p>Keep Fingernails Short & Clean</p>	<p>16</p> <p>Safety Committee Meeting</p> <p>Wash Your Hands Before Putting on Gloves</p>	<p>17</p> <p>Motor Vehicle Records for Drivers Show NO Violations</p> <p>Wear Proper Hair Restraints (hair net, hat or cap)</p>	<p>18</p> <p>Never Talk or Text While Driving</p> <p>Aprons should be Kept Clean and Free of Soil</p>	<p>19</p> <p>No Running</p> <p>Do Not Prepare Food too Far in Advance of Service</p>
<p>22</p> <p>General Fleet Appearance in Good Condition</p> <p>Holding on to the Cuff, Take Off Glove by Turning it Inside-Out</p>	<p>23</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>Wash Hands in the Kitchen when Returning from Brakes</p>	<p>24</p> <p>Company Vehicles Travel at Safe Speed</p> <p>Turn Off Faucet w/Paper Towel – Not w/Clean Hands</p>	<p>25</p> <p>Only Trained Personnel Are Allowed to Operate Fork Lifts</p> <p>Raw and RTE Foods Kept Separate During Preparation</p>	<p>26</p> <p>Backing Up Accidents Safety Training for All Drivers</p> <p>Never Use an Apron or Kitchen Towel to Dry Hands</p>
<p>29</p> <p>Employees Report Unsafe Conditions</p> <p>Holding on to the Cuff, Take Off Glove by Turning it Inside-Out</p>	<p>RECOMMENDED TRAINING: All Services: Vehicle Safety (if applicable) Grounds – Bloodborne Pathogens</p> <p>Food Operations: Choose any Food "Walk the Talk" Module</p>		<p>SODEXO ANNOUNCES THE NORTH AMERICAN 2016 SAFETY POSTER CONTEST March 1, 2016 - April 31, 2016</p> <p>FOR COMPLETE RULES GO TO WWW.IAMSODEXO.COM</p>	

Environment, Health & Safety

Product Quality Assurance / Food Safety

Working Safety with Electricity

It is vitally important to take safety precautions when working with electricity. Safety must not be compromised and ground rules need to be followed. Engineers, linemen, electricians, and others work with electricity directly, including overhead lines, cable harnesses and circuit assemblies. Office workers and sales people work with electricity indirectly and may also be exposed to electrical hazards.

Equipment

- Use ground-fault circuit interrupters (GFCIs) on all 120-volt, single-phase, 15- and 20-ampere receptacles, or have an assured equipment grounding conductor program (AEGCP)
- Use double-insulated tools and equipment, distinctively marked
- Visually inspect all electrical equipment before use. Remove from service any equipment with frayed cords, missing ground prongs, cracked tool casings, etc.

Electrical Incidents

If the power supply to the electrical equipment is not grounded or the path has been broken, fault current may travel through a worker's body causing electrical burns or death.

- Avoid standing in wet areas when using portable electrical power tools
- Do not remove ground prongs from cord- and plug-connected equipment or extension cords. Do not use cords if grounds are missing
- Use double-insulated tools and ground all exposed metal parts of equipment
- Frequently inspect electrical systems to insure that the path to ground is continuous

Safe Off-Site Service

Food that is sent to off-site locations for service must be handled just as carefully and safely as the meals prepared for our cafeterias/dining rooms/restaurants. Some of the food safety challenges associated with off-site service is food transport, temporary service stations, service in remote locations, and catering functions where food is prepared and delivered.

Setting Up the Food for Service

- Place hot foods where they will stay hot and cold foods where they will stay cold
- If food is delivered but not served by Sodexo employees: Give the safe food handling instructions to the person who accepts your delivery or signs off on the food that you have set up

Holding Hot and Cold Food

Improper holding of hot and cold potentially hazardous food can result in foodborne illness. Keep these foods out the temperature danger zone (between 40°F/4°C and 140°F/60°C) during holding and serving by following the rules below.

Keeping Hot Food HOT

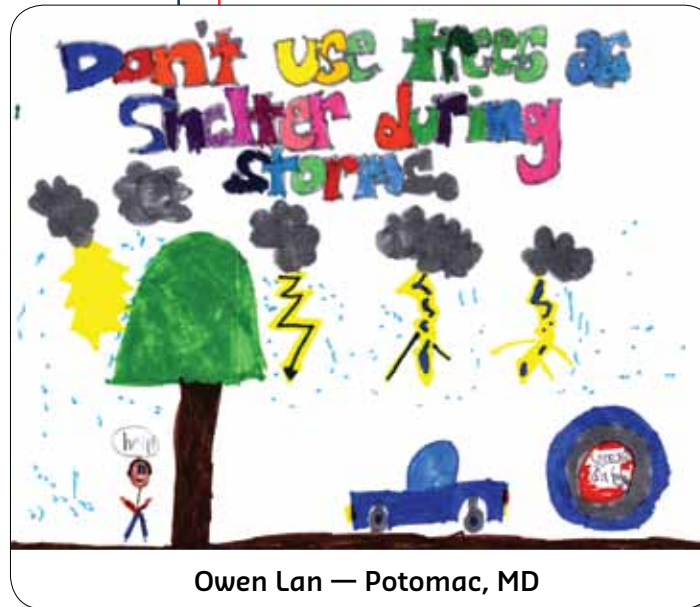
Hot holding equipment (i.e., heated cabinet, steamtable, bin marie, chafing dish) must keep food temperature at 140°F/60°C or higher.

- Pre-heat serving containers
- Prepare food in small batches so it is used faster
- Don't prepare too far in advance of service.
- Keep food covered to maintain temperature.
- Stir often to distribute heat evenly
- Never mix fresh food with food already being served
- Check product temperature often, as directed and record observations on the HACCP log

Keeping Cold Food COLD

Cold holding equipment (i.e., refrigerator, serving station, salad bar, deli bar) must keep food temperature at 40°F/4°C or lower.

- Use pre-chilled serving containers
- Stir mixtures during service, where possible
- Never mix fresh food with food already being served
- Don't let food come in direct contact with ice
- Check product temperature often, as directed and record observations on the HACCP log



Owen Lan — Potomac, MD

Packing and Loading Food for Transport

- Check temperatures of food during preparation, during loading for transport and upon arrival at destination. If food is out of temperature requirements, take and record corrective action
- Practice proper personal hygiene when packing food for transport
- Make sure that the carts and dollies used to transport are clean and the inside of the delivery vehicles are cleaned often
- Use proper insulated food containers and make sure that they are properly identified with product name
- Check with your manager if special handling instruction for the customers should be included
- Cover or wrap the cleaned, sanitized serving and eating utensils and serving ware to prevent contamination during transport
- Keep raw animal foods separate from ready-to-eat foods

Safety Behavior Check (Goal is 100%)

	At-Risk	Safe
Broken and damaged tools & equipment are removed from service		
Authorized Electrical Workers Wear PPE		
Chemical containers labeled		
Practicing Good Housekeeping		
Employees report electrical hazards		
Portable electrical tools and equipment are grounded or double insulated		
Authorized employees provided at least one lock and tag		
Equipment Lock, Tag, Try when Serviced		
No running		
GFCI's in use in wet or damp locations		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		



MARCH 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>RECOMMENDED TRAINING: All: Electrical Safety Food Operations – Bloodborne Pathogens (if applicable) Custodial & Maintenance: Confined Space (if applicable) Grounds: Mechanical Safety</p>	<p>1</p> <p>Practice Good Housekeeping</p> <p>Never let Food come in Contact with Ice</p>	<p>2</p> <p>Electrical Safety Training</p> <p>Use Proper Insulated Food Containers</p>	<p>3</p> <p>Chemical Containers Labeled</p> <p>Keep Pots and/or Pans Covered for Hot Foods</p>	<p>4</p> <p>Authorized Electrical Workers Wear PPE</p> <p>Stir Hot and Cold Foods for Self-Service</p>
<p>7</p> <p>Remove or repair damaged cords</p> <p>Practicing Good Housekeeping</p>	<p>8</p> <p>Conduct Monthly Safety Inspection Guide</p> <p>Complete Monthly Food Safety Audit</p>	<p>9</p> <p>GFCI's In Use in Wet or Damp Location</p> <p>Keep Raw Animal Foods Separate from Ready-To-Eat Foods</p>	<p>10</p> <p>Confined Space Training</p> <p>Properly Calibrated Thermometers Available at All Times</p>	<p>11</p> <p>Broken and Damaged Tools & Equipment Are Removed from Service</p> <p>No Raw Foods Stored Above RTE Foods</p>
<p>14</p> <p>Inspect Electrical Equipment</p> <p>Keep Food Covered to Maintain Temperature</p>	<p>15</p> <p>Document all safety training for 100% of all employees</p> <p>Use Pre-chilled Serving Containers for Cold Food</p>	<p>16</p> <p>Bloodborne Pathogens (If Applicable)</p> <p>Never Mix Fresh Food with Food Already Being Served</p>	<p>17</p> <p>Employees Report Electrical Hazards</p> <p>Temperature Logs Completed and Accurate</p>	<p>18</p> <p>No Running</p> <p>All Utensils Cleaned and Sanitized</p>
<p>21</p> <p>Sodexo Group Health & Safety Policy Signed, Dated and Displayed</p> <p>Do Not Prepare Food too Far in Advance of Service</p>	<p>22</p> <p>Safety Committee Meeting</p> <p>Practice Proper Personal Hygiene when Packing Food for Transport</p>	<p>23</p> <p>Extension Cords Not Used as Permanent Wiring</p> <p>Cleaning Equipment Stored Properly</p>	<p>24</p> <p>Authorized Employees Provided at Least One Lock and Tag</p> <p>Employees Wash Hands Between Glove Changes</p>	<p>25</p> <p>HepB Vaccinations Offered to EE's With Occupational Exposure</p> <p>Prepare Food in Small Batches</p>
<p>28</p> <p>Portable Electrical Tools and Equipment are Grounded or Double Insulated</p> <p>Identify All Food Containers with the Product Name</p>	<p>29</p> <p>Investigate Injuries, Determine Root Cause & Take Action to Prevent (use SALUS)</p> <p>Keep Carts, Dollies & Delivery Vehicles Clean and Neat at All Times</p>	<p>30</p> <p>Equipment Lock, Tag, Try When Serviced</p> <p>Keep Cold Food Cold; Hot Food Hot</p>	<p>31</p> <p>Damaged or broken tools and equipment are removed from service</p> <p>Record Temperatures during Holding and Service</p>	<p>CONT...</p> <p>Food Operations: Choose any Food Safety "Walk the Talk" Module</p>

Globally Harmonized System (GHS)

It's a new international approach to hazard communication for chemicals and is part of the newly revised Hazard Communication Standard.

The new system have changes in how chemicals are labeled, to Safety Data Sheets (SDS), and how chemical hazards are classified. The reason for these changes is so that there is improved consistency in the classification and labeling of all chemicals.

The globally harmonized format of new safety data sheets will be more efficient, effective and communicate consistent information no matter who the manufacturer or supplier is.

There are three major areas of change: the labels, some hazard classifications, and Safety Data Sheets. Under the new Global Harmonized system, Material Safety Data Sheet will be called Safety Data Sheets or SDS.

What is changing:

Label Requirements

New Signal Words

- "Warning" – less severe hazard
- "Danger" – more

Standardized Hazard Statements

Examples – "Highly flammable liquid and vapor"; "Causes skin irritation"

Standardized Precautionary Statements

Examples – "Wear protective gloves"; "Do not breathe vapors"

Pictograms



New Labels

Hazard Statements – Under GHS, workers will see the same statements for the same hazards no matter what the name of the chemical or who produces it.

Precautionary Statements

- Prevention (to minimize exposure)
- Response (in case of accidental spillage or exposure emergency response & first-aid)
- Storage
- Disposal

Supplier Name, address, phone

OR

This is the new SDS format, 16 Sections:

- | | |
|---|-------------------------------------|
| 1. Identification | 9. Physical and chemical properties |
| 2. Hazard(s) Identification | 10. Stability and reactivity |
| 3. Composition\information on ingredients | 11. Toxicological information |
| 4. First-aid measures | 12. Ecological information |
| 5. Fire-fighting measures | 13. Disposal considerations |
| 6. Accidental release measures | 14. Transport information |
| 7. Handling and storage | 15. Regulatory information |
| 8. Exposure controls\personal protection | 16. Other information |



Erin Chou — Apopka, FL

Safety Behavior Check (Goal is 100%)		
	At-Risk	Safe
Can employee locate SDS		
Carrying items not obstructing vision especially near stairways		
Proper use of PPE when using chemicals		
Wash hands after using chemicals		
Safe ladder use – not using chairs		
Practicing Good Housekeeping		
Employees NOT mixing Chemicals		
Employee's eyes on task		
Chemical containers labeled		
Active use of floor hazard barricades when mopping or stripping floors		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

General Sanitation

Sanitation and food safety go hand-in-hand and is everyone's responsibility. Maintaining a clean operation prevents the contamination of food and food contact surfaces and presents a clean and organized environment which shows we care about our operations. Our customers expect and deserve a clean, neat and safe dining environment. Anything less could result in a loss of confidence in the quality and safety of our food. Using a "Clean as You Go" approach will make the cleaning easier and prevent cross contamination.

Develop and follow a Master Cleaning Schedule that applies to all areas of the operation. The schedule will remind us of the "who, what, when and where" of necessary cleaning. Don't forget about areas that are above eye level and restrooms which need to be a top priority as well. Unsanitary bathrooms reflect poorly on our operation and can be the source of disease causing microorganisms. Make sure restrooms are properly stocked and all surfaces are cleaned thoroughly and frequently.

Cleaning and Sanitizing Food Contact Surfaces

A Food Contact Surface is any surface or utensil that normally touches food (utensils, bowls, plates, cutting boards, hands). Food contact surfaces need to be cleaned (removal of food and soil from a surface), rinsed (removal of cleaning solution residue) and sanitized (reduction of the number of microorganisms to a safe level).

How to prepare sanitizing solution

Using the approved chemical and dispenser, prepare the proper concentration (measured in parts per million (ppm) at the proper temperature (75°F (24°C), but no more than 115°F (46°C). Use clearly labeled spray bottles or into buckets used only for sanitizing. Test the solution using test strips and record on Sanitizer Solution Log daily.

Prepared Sanitizer Location	Recommended Dilution Rate (ppm)		
	Mikroklene	Oasis 146 (US operations)	Oasis 144 (CAN operations)
Pot Sink	12.5 – 25 ppm	150 – 400 ppm	200 ppm
Spray Bottles	25 ppm	150 – 400 ppm	200 ppm
Storage of Wiping Cloths	25 ppm	150 – 400 ppm	200 ppm
Dispensing Equipment	25 ppm	150 – 400 ppm	200 ppm

Cleaning and Sanitizing Food Contact Surfaces

- Any method utilized for cleaning and sanitizing food contact surfaces must have distinct wash, rinse, and sanitize steps to be effective
- First clean the food contact surface with an approved detergent
- Then rinse the surface thoroughly in clean hot water
- Finally, spray, wipe, or immerse in a sanitizer solution
- Allow the surface to remain wet for one minute
- Allow to air dry, do not towel dry as this may re-contaminate the surface

REMEMBER:

- Change the sanitizer solution when it is soiled or it no longer has the proper concentration
- Change the wash solution and rinse water when soiled
- Do not use sanitizing cloths for any other purposes if they have been used to sanitize surfaces on which raw animal foods have been prepared
- Surfaces of the equipment to be sanitized must remain wet for at least one minute before being allowed to air dry
- Always keep wiping cloths used for food spills stored in sanitizer solution between uses

Wiping Cloths

- Use only disposable towels or cotton cloths that can be commercially laundered for cleaning and sanitizing
- Only use Quat-Safe towels when using Oasis 146 Quaternary Ammonium sanitizer as cloth towels will bind to the active ingredient and can weaken the sanitizer solution
- Don't use terry-style or loose-knit style cloths as they can fray easily which could contaminate food and equipment

Sanitizing Food Contact Surfaces Using Cloths:

- Use only approved Quat-Safe towels for applying Quaternary Ammonium sanitizer after the washing and rinsing steps
- Cotton cloths are acceptable to apply Mikroklene after the washing and rinsing steps

Cleaning Non-Food Contact Surfaces:

- Non-food contact surfaces do not need to be sanitized
- Use approved cloths, brushes, and detergents to manually clean equipment



APRIL 2016

Monday	Tuesday	Wednesday	Thursday	Friday
RECOMMENDED TRAINING: All Services: Chemical Safety & GHS Environmental, Grounds, Facilities: Hazardous Materials Handling All Services: Mechanical/Electrical Safety Training Food Operations: Choose any Food "Walk the Talk" Module			SODEXO SAFETY POSTER CONTEST DEADLINE: April 29, 2016	
4	5	6	7	8
<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Practice Good Housekeeping</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Sanitation and Food Safety Go Hand-in-Hand</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Can Employees Locate SDS</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Employees Washing Hands at Appropriate Times</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Global Health Day</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Manager Food Safety Certification Completed</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Employees Eyes on Task</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Test and Record Sanitizer Solution</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Safe Ladder Use</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Use Quat-Safe Towels</div>
11	12	13	14	15
<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Document all Training Conducted for 100% of all Employees</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Wear Clean Uniforms, Aprons and Slip-resistant Shoes</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Complete Monthly Safety Inspection</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Complete Monthly Food Safety Audit</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">How to Use an Eye Wash Station</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Sanitary Restrooms Must be a Top Priority</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Employees NOT Mixing Chemicals</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Hairnets, Caps or Chef Hats are to be Worn Around Food Area</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Chemical Safety Training</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Gloves Changed as Required</div>
18	19	20	21	22
<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Carrying Items Not Obstructing Vision</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Maintaining a Clean Operation Prevents Contamination</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Safety Committee Meeting</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Gloves Changed Properly at Appropriate Times</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Hazardous Material Training</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Foods Reheated Rapidly and Correctly</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Active Use of Floor Hazard Barricades When Mopping or Stripping Floors</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Place Prepared Sanitizing Solution in Designated, Clearly Labeled Spray Bottles</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Wash Hands After Using Chemicals</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Hands Washed Frequently and Correctly</div>
25	26	27	28	29
<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Chemical Containers Labeled</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Gloves or Sanitized Utensils Used to Handle Ready-to-eat Foods</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Investigate injuries, determine root cause & take action to prevent (use SALUS)</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Sanitation is Everyone's Responsibility</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Mechanical/Electrical Safety Training</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Food Stored in Food-Grade Containers Only</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Portable Electrical Tools and Equipment are Grounded or Double Insulated</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Refrigerated and Frozen Food Stored Within 1 Hour of Delivery</div>	<div style="border: 1px solid blue; border-radius: 5px; padding: 2px; margin-bottom: 5px;">Identify and Post Tornado Shelter Location</div> <div style="border: 1px solid red; border-radius: 5px; padding: 2px;">Correct Cutting Boards Used</div>
<div style="border: 1px solid blue; border-radius: 5px; display: inline-block; padding: 2px 10px;">Environment, Health & Safety</div>			<div style="border: 1px solid red; border-radius: 5px; display: inline-block; padding: 2px 10px;">Product Quality Assurance / Food Safety</div>	

Global Health and Fitness Month

Global Employee Health and Fitness Month is an international observance of health and fitness in the workplace. During Global Employee Health and Fitness Month, all employees should live healthier lifestyles through:

- Healthy occasions of health eating, physical activity, per personal/environmental Health. Examples include: going for a walk; cooking a healthy meal; participating in an exercise class; quitting smoking; going to the doctor.
- Health Groups at work can be formed to create a sustainable activity continuing even beyond the month. Examples include: walking, jogging or cycling groups; health recipe or health lunch groups; join a sports team.

Fun Health Changes for Employee Health and Fitness Month:

- Organize an early morning physical activity opportunity
 - Take the stairs if possible – Did you know that you burn 0.04 calories for every step that you take?
 - Swap the soda with water
 - Take a short walk during break
 - Stretch once an hour at your desk
 - Switch out junk food with a healthy choice
- Workplace wellness programs have been shown to: Improve health care cost management; enhance employee productivity; decrease rates of illness and injuries and reduce employee absenteeism. Don't forget to stretch before you start working.

Shortcuts Can Be Killers

The shortcut is because somebody has the perception that they're in a hurry for something, several possible explanations – a personal priority on working fast, job insecurity, the proverbial "time is money" attitude, too few workers to complete the task, or changes in the organization or job roles. Whatever the reason, when the need to work fast outranks the need to work safe, mishaps can occur.

Common Shortcuts

1. Out of complacency or a rush to accomplish tasks, workers may run through a checklist without actually stopping to evaluate each item on the list
2. In a warehouse, it is not uncommon for workers to climb onto shelves or racks to reach an object rather than use a portable safety ladder

3. A worker's shift was almost over, so he quickly set up the ladder and climbed to the highest rung; instead of getting a taller ladder
4. Pre-trip inspections are important because they help detect problems before a vehicle goes out on the road. In addition to compromising safety, neglecting to check brakes, tires and other vehicle equipment can result in lost productivity
5. Often on a production line or in a conveyer area, a worker will time the rotation or movement so he or she can dislodge an object with the machine still in motion
6. Attempting to oil a machine part without turning off the machine
7. Prior to a confined Space entry the atmosphere at the top, middle and bottom of the space is not tested
8. Cut corners by "misusing a tool" instead of retrieving the right one. An example would be using a screwdriver as a pry bar or wedge
9. Overlooking the need for fall protection for a task that is not expected to take long
10. Using rolling and stationary chairs instead of ladders to get to elevated places that could result in falls
11. Grinding materials on a grinding machine hurriedly without eye protection to finish the job could result in an eye injury
12. Not using any personal protection equipment where required to quickly get the job done

To avoid dangerous shortcut situations the following tips would help:

- Remind employees to work safely and not take dangerous shortcuts before work
- During safety training use this as a reminder for employees
- Safety committees can provide this as a topic for discussion to share in their various areas

Safety Behavior Check (Goal is 100%)

	At-Risk	Safe
PPE worn to prevent burns		
Always use the right procedures for the job		
Employee trained on the equipment/machinery		
Practicing Good Housekeeping		
Rotating and moving parts of equipment/machinery are guarded		
Carts used to transport hot liquids		
Employees under 18 years old prohibited from using machinery		
Employee's eyes on tasks		
Employees wearing respirators are fit tested with medical evaluation		
Voluntary use of dusk masks requires the review and signing of Appendix D		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

HACCP Recordkeeping

- Accurate and complete HACCP records are necessary during investigations of alleged food borne illnesses
- Food Safety Audits require good HACCP recordkeeping
- Everyone must work to provide safe food to our customers. HACCP records document our processes and are required under our HACCP Plan
- Checking and recording temperatures and corrective action steps are part of the production and serving process

Every employee should have access to the HACCP logs required for his/her work station

Fill out the logs correctly:

- Choose random representative samples of potentially hazardous foods when checking temperatures
- Know how often to check temperatures

THERMOMETERS

CLEANING THERMOMETERS:

Wash and rinse thermometer stem. Be careful to keep the dial or digital display dry.

SANITIZING THERMOMETERS:

Sanitizing Solution:

- Use a sanitizing solution prepared at the proper concentration
- Use antibacterial probe wipes
- Use hot water from the coffee urn

Remember: Thermometers are food contact surfaces and must be cleaned and sanitized before use.

Antibacterial Probe Wipes:

- Tear off edge of packet
- Slide thermometer stem through the packet
- Wipe back and forth to sanitize entire stem

Hot Water from Coffee Urn:

- Fill Styrofoam or other hot cup with hot water from urn
- Immerse thermometer stem for three seconds in water

Store Sanitized Thermometers in:

- Sanitizing solution (in designated, labeled containers)
- Thermometer holder that has been cleaned and sanitized

CALIBRATING THERMOMETERS:

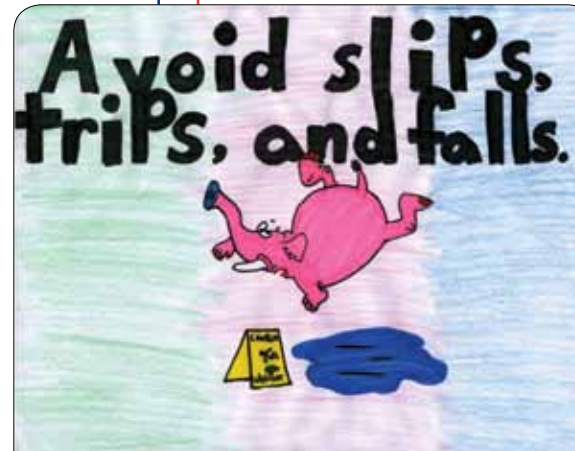
- Calibrate thermometers daily, if they are dropped and after a severe temperature change
- Place thermometer stem 3" into cup filled with an ice and water mix using 60% ice. The thermometer should read 32°F/0°C once stabilized
- Read dial (or digital display) after two minutes

USING THERMOMETERS:

- Clean and sanitize thermometers before checking foods
- Use a thin tip thermometer such as a digital thermometer or thermocouple for thin foods {burgers, fish fillets, etc}
- Use a bi-metallic stemmed thermometer for most other food items
- Use an infrared (laser) thermometer for surface temps during receiving or for checking the air temps in refrigerators
- Take temperatures in the center or thickest part of food
- Record accurate temperatures on the appropriate HACCP log

Sodexo Garden Guidelines

1. Request and retain a documented request from your client (if the garden is a client request). An e-mail approval is acceptable.
2. Check with the public health authority (e.g. Dept of Health) to determine if using unit level garden grown produce in foodservice is acceptable.
3. Division VP must know about, approve and sign off on the garden project. An e-mail approval is acceptable.
4. Contact Sodexo Legal to confirm insurance and indemnity requirements.
5. Maintain a file for all of your request and approval documents.



Emily McCurry — Jonesboro, AR



MAY 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>Always Use the Right Procedure for the Job</p> <p>Monthly Food Safety Audit Conducted</p>	<p>3</p> <p>PPE Worn to Prevent Burns</p> <p>All Employees have Access to HACCP Logs</p>	<p>4</p> <p>Landscape Training</p> <p>Global Hand Hygiene Day</p>	<p>5</p> <p>Company Vehicle Inspected</p> <p>Manager Food Safety Certification Completed</p>	<p>6</p> <p>Carts Used to Transport Hot Liquids</p> <p>When Cleaning Thermometers be Careful to Keep the Digital Display Dry</p>
<p>9</p> <p>All Confined Spaces Identified</p> <p>Food Prep Sinks Not Used for Hand Washing</p>	<p>10</p> <p>Complete the Monthly Safety Inspection</p> <p>Clean, Sanitized and Calibrated Thermometers Available</p>	<p>11</p> <p>Employees Under 18 Years Old Prohibited From Using Machinery</p> <p>The first five steps to starting a garden have been completed</p>	<p>12</p> <p>Safe Machine and Equipment Operation Training</p> <p>Food Permit or License Kept on File and Available for Review</p>	<p>13</p> <p>Using the Stairs Helps to Maintain Physical Fitness</p> <p>Hairnets, Caps or Chef Hats are to be worn in Food Preparation Area</p>
<p>16</p> <p>PPE Worn to Prevent Burns</p> <p>Hands Washed Frequently and Correctly</p>	<p>17</p> <p>Safety Committee Meeting</p> <p>Complete Monthly Food Safety Audit</p>	<p>18</p> <p>Power Industrial Truck Training for Authorized Users</p> <p>Food Allergy Awareness Week</p>	<p>19</p> <p>Are Emergency Stop Controls Provided</p> <p>Employees are Trained to Properly Fill Out the HACCP Logs</p>	<p>20</p> <p>Rotating and Moving Parts of Equipment/Machinery are Guarded</p> <p>Temperatures Taken Every Two Hours During Holding and Service</p>
<p>23</p> <p>If EE's Are Exposed to Air Contaminates, Is A Respiratory Protection Program Established?</p> <p>Employees Wash Hands After Cleaning</p>	<p>24</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>Safety Training Documented</p>	<p>25</p> <p>Voluntary Use of Dusk Masks Requires the Review and Signing of Appendix D</p> <p>Sanitation is Everyone's Responsibility, keep a Schedule</p>	<p>26</p> <p>Practicing Good Housekeeping</p> <p>Food Stored in Food-Grade Containers Only</p>	<p>27</p> <p>Burn Prevention Training</p> <p>Clean and Sanitize Thermometers Before Checking Foods</p>
<p>30</p> <p>Stretch Every Hour if Possible</p> <p>Accurate HACCP records reviewed, including garden checklist, if applicable</p>	<p>31</p> <p>Employee's Eyes on Tasks</p> <p>No Eating, Drinking or Chewing of Gum at Work Stations</p>	<p>RECOMMENDED TRAINING:</p> <p>Food Operations: Burn Prevention Training All Services: Safe Machine & Equipment Operation Facilities & Environmental: Power Industrial Truck Training (for authorized users) Ground: Landscape, Horticultural Hazards, and Tree Trimming Safety</p> <p>Food Operations: Choose any Food Safety "Walk the Talk" Module</p>		

Environment, Health & Safety

Product Quality Assurance / Food Safety

Workplace Summer Safety Tips

Working in the summer can be dangerous if you do not know how to properly protect yourself from the heat and sun. Many people do not realize the effect that the summer weather can have on your health and well being. Below are some workplace summer safety tips that can help you beat the heat and stay healthy all summer long:

Summer Safety

1. Always dress appropriately. Our jobs require long pants and many times long sleeves.
2. If working outdoors, wear protective sunscreen with an appropriate SPF rating.
3. Keep clothing light colors. The darker the fabric the more sun it will absorb.
4. Wear clothes that breathe and nothing that is too tight.
5. Drink plenty of fluids.
6. Take breaks and go indoors whenever possible. It is important to allow your body a chance to recover from the heat.
7. If you feel dizzy, weak or nauseous, take a break immediately.
8. Sunglasses and hats will help keep your body slightly cooler than it would be without them.

These are just a few workplace summer safety tips that will help you to make it through the hot summer months. Safety is important all year long and you should always be doing your best to work as safely and efficiently as possible.

Warning Signs – Heat Stress

When the body is unable to cool it by sweating, several heat-induced illnesses such as heat stress or heat exhaustion and the more severe heat stroke can occur, and can result in death.

Factors Leading to Heat Stress

High temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and not acclimated to hot workplaces.

Sodexo Rounding for Safety - 6 Step Process

When you observe someone working unsafely:

1. **Observe.** Then get the person's attention to stop the unsafe act (safely)
2. **Comment** on what the person was doing safely
3. **Discuss** with the person:
 - a. The possible consequences of the unsafe act
 - b. Ways to do the job more safely
4. **Get** the person's agreement to work safely in the future
5. **Discuss** other safety issues on the job
6. **End** with Thanks

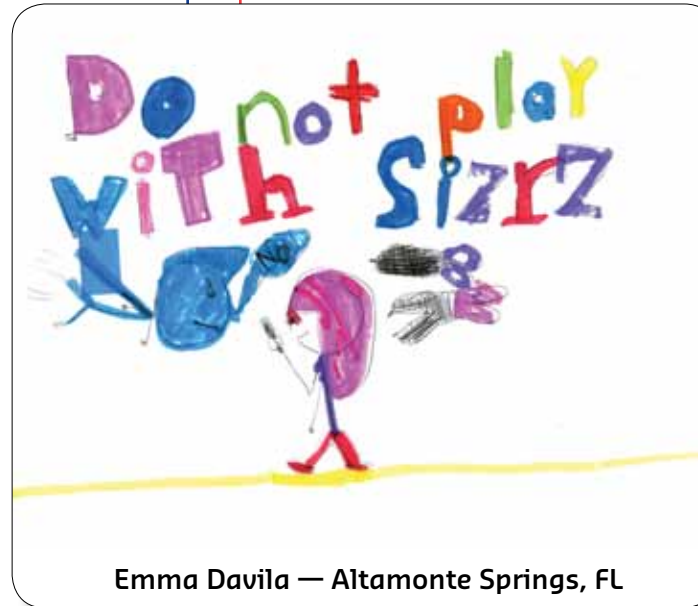
Safety Behavior Check (Goal is 100%)

	At-Risk	Safe
Floor and walking surfaces are clear and dry		
Carrying items not obstructing vision		
Active employee reporting of slip, trip and fall hazards		
Employees display safe practices to prevent heat illness		
Practicing Good Housekeeping		
No horseplay		
Use handrail on stairs		
Employee knows who to report violent behavior to		
Employee knows Sodexo's Action for Emergencies		
Employees know that no one will receive reprisals for reporting violent behavior		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Safe Picnics and Other Outdoor Service

When planning for meals to be cooked and served outdoors, consider how to accomplish the following:

- How to keep raw potentially hazardous foods at safe temperatures prior to cooking?
- How will you keep hot food hot and cold food cold throughout the serving period?
- Does the pack list include enough separate utensils for raw and ready-to-eat foods, serving dishes, a thermometer, disposable gloves and wiping cloths?
- Where will hand washing facilities be provided for employees that are cooking and serving food?



Emma Davila — Altamonte Springs, FL

Keeping Food Safe During Transport and Delivery

- Prior to transport, and record the temperatures of all sample portions
- Practice proper personal hygiene when delivering food
- Deliver the food promptly to make sure that proper food temperatures are maintained
- Upon arrival, check the temperature of all sample portions again

Setting Up the Food for Service

- Place hot foods where they will stay hot
- Place cold foods where they will stay cold. Set containers on refrigerated surfaces, or place them deep in ice
- If food is delivered but NOT served by Sodexo employees:
- Give the safe food handling instructions to the person who accepts delivery or signs off on the food
- Make sure food is at the proper temperature prior to pick up
- Provide contact person with clean, sanitized food containers, utensils, cutting boards, thermometers, disposable gloves, etc.
- Have the contact person sign the "Food Handling Guidelines" included in our HACCP manual

Safe Off-Site Service

Packing and Loading Food for Transport

- Practice proper personal hygiene when packing food for transport
- Make sure carts or dollies used are clean.
- Clean the inside of vans or cars used for delivery
- Use proper insulated, sturdy containers that maintain safe temperatures, keep hot food hot and cold food cold
- Cover all food containers tightly to avoid spills and leaks
- Identify all food containers with product name
- Check to see if special handling instructions for the customers should be included
- Cover the cleaned, sanitized serving and eating utensils and serving ware to prevent contamination
- Keep raw animal foods separate from ready-to-eat foods

Safety Shield LIVE
LINK into Safety
Homepage when
Reviewing on
Sodexo_Net





JUNE 2016

Monday	Tuesday	Wednesday	Thursday	Friday
RECOMMENDED TRAINING: All Services: Heat Illness Prevention Training All Services: Preventing Workplace Violence Training All Services: Accident Prevention Review Training Food Operations: Choose any Food Safety "Walk the Talk" Module		1 Preventing Workplace Violence Training Keep Raw Animal Foods Separate from Ready-to-Eat Foods	2 Heat Exposure Safety Training Clean, Sanitized and Calibrated Thermometers Available	3 Floor and Walking Surfaces are Clear and Dry All Food Contact Surfaces are Cleaned and Sanitized
6 Safe Golf Cart Operation Training Place Cold Foods Where They Will Remain Cold	7 Document All Safety Training Wash Hands at Appropriate Times	8 Employees Know Who to Report Violent Behavior To Manager Food Safety Certification Completed	9 Use Approved Floor Hazard Warning Signs Cutting Boards are in Good Condition	10 Accident Prevention Review Raw and Cooked Food Kept Separate
13 Practice Good Housekeeping Jewelry Policy Observed	14 Complete the Monthly Safety Inspection Complete Monthly Food Safety Audit	15 Employees know that no one will receive reprisals for Reporting Violent Behavior Always Cover Stored Food	16 Heat Illness Prevention Training (Laundries) Aprons should be Kept Clean and Free of Soil	17 Employees Know Sodexo's Action for Emergencies HACCP Records Reflect Complete and Accurate
20 Employees display Safe Practices to Prevent Heat Illness Inspect Kitchen Equipment to Ensure Good Working Order and No Loose Parts	21 Safety Committee Meeting Follow Good Personal Hygiene Rules at All Times	22 Active Employee Reporting of Slip, Trip & Fall Hazards Food Stored Away from Water and Waste Liners	23 Carrying Items Not Obstructing Vision Check and Record Product Temperatures	24 Wear Lightweight, Light Colored, Loose-Fitting Clothes Never Use an Apron or Kitchen Towel to Dry Hands
27 PPE Actively Worn Make General Food Safety Observations	28 Investigate injuries, determine root cause & take action to prevent (use SALUS) Proper Hair Restraint Worn	29 No Horseplay Store Chemicals in Separate, Designated Area	30 Use Handrails on Stairs Keep Food Safe During Transport	

Too Many Excuses — Too Many Accidents

Consider this statistic: 90 out of every 100 accidents are someone's fault, usually the person involved in the incident. Unsafe acts cause four times as many accidents and injuries as unsafe conditions. Accidents occur for many reasons. Unfortunately, too many employees and supervisors tend to look for "things," or excuses to blame the accident on, instead of looking for the root cause of the accident- which usually points directly at the unsafe acts of people.

Consider the possible accident-causing excuses below. Have you been guilty of any of these attitudes or behaviors?

1. Taking Shortcuts

Every day we take actions to hopefully make our work faster and more efficient. However, make sure these time savers don't risk your own safety or that of others.

2. Being Overconfident

Overconfidence is too much of a good thing. Being overconfident can lead to the "It will never happen to me" attitude, which can quickly put you in harms way.

3. Starting a Task with Incomplete Instructions

To do the job safely and right the first time you need complete information. Ask questions if you need to. You will be more likely to do the job right, on time and without injury.

4. Poor Housekeeping

A quick look at your site's housekeeping usually provides a good indicator of quality, production and safety. Always practice good housekeeping. Your job will be safer and more productive as well.

5. Ignoring Safety Procedures

The individuals that ignore or purposely break safety rules are few and far between. But not only are you breaking company rules, but it is just a matter of time before that "accident" occurs.

6. Mental Distractions from Work

Having a bad day at home and worrying about it at work is a hazardous combination. Dropping your mental guard can pull your focus away from safe work procedures.

7. Failure to Pre-Plan the Work

You have heard the saying, "Plan Your Work and then Work Your Plan." The saying works. Well planned work doesn't usually result in accidents. Always plan your work and include safety in that plan.

Safety Behavior Check (Goal is 100%)		
	At-Risk	Safe
Oxygen not used to dust off clothing, in pneumatic tools, or for ventilation (FM)		
Compressed gas cylinders secured properly in vertical position		
PPE Actively Worn		
Practicing Good Housekeeping		
Employee working unsafely		
Employees report unsafe conditions		
Check ladder shoes to ensure they are not slippery		
Avoids short cuts		
Does not block or obstruct fire extinguisher		
Fall protection worn (FM)		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Foreign Materials and Substances in Food

A foreign material is something that is not supposed to be in the food. It can be an object, a substance or an ingredient that a recipe does not call for (especially critical in cases of allergens and the corresponding labels provided for customer information).

Examples of foreign materials often found in foods:

- Metal objects: staples, thumb tags, metal shavings, paper clips, hardware, fragments from kitchen equipment or tin cans
- Plastic objects: plastic packaging, plastic ties, rings from milk bottles, pieces of gloves
- String
- Rubber bands
- Glass fragments
- Cardboard fragments
- Insects, worms and other pests or evidence of these pests
- Pebbles and stones
- Bones in poultry and meat
- Hair, fingernails, eyelashes, nail polish
- Band-aids
- Incorrect ingredients

What can be done to prevent injuries and complaints due to foreign materials and substances in food?

- Be alert – always be looking for possible foreign material in food
- Always follow the recipe when preparing food to ensure the right ingredients are included
- Remove clips, ties, string and netting (from roasts) and place in the trash immediately
- Inspect frozen food to ensure cardboard has not stuck to any food surfaces
- Keep office supplies such as paper clips and staples away from food prep areas. Never hang a bulletin board with tacks above a food prep area
- Inspect kitchen equipment to ensure it is in good working order and has no loose parts.
- Discard cracked or chipped glass and porcelain items immediately
- Inspect dried beans, lentils and peas prior to cooking and remove any stones
- Follow good personal hygiene rules when working with food:
 - o Hair properly restrained and covered
 - o No nail polish or fake nails
 - o All band-aids on hands covered with gloves
 - o No jewelry except for a plain wedding band



Jada Revell — Blue Island, IL

If you discover a foreign material in food or if a customer alerts you to a foreign material in their food:

- Report this to your supervisor immediately whether a customer was involved or not
- Save the foreign material somewhere secure—do not throw it away!
- Use the Sodexo Food Complaint Report (found on SodexoNet) to call Sodexo Claims Reporting to alert HQ to the foreign material discovery
- Take foreign material discoveries and complaints seriously. Even if an injury did not occur, the information helps our unit and other units prevent a future injury



JULY 2016

Monday	Tuesday	Wednesday	Thursday	Friday
RECOMMENDED TRAINING: Noise and Hearing Prevention Training All Services: Preventing Compressed Gas Hazards All Grounds: Noise and Hearing Conservation Food Operations: Choose any Food Safety "Walk the Talk" Module				1 Compressed Gas Cylinder Safety Training Manager Food Safety Certification Completed
4 Know Your Safety Responsibilities Monthly Food Safety Audit Conducted	5 Firework Safety – First Aid Kits Easily Accessible Always be Looking for Possible Foreign Material in Food	6 Fall Protection Worn (FM) Never Touch Ready-to-eat Foods with Bare Hands	7 Check Ladder Shoes to Ensure They Are Not Slippery Cleaning Schedules Completed	8 Noise and Hearing Prevention Training Report Foreign Material in Food to Manager Immediately
11 Do Not Block or Obstruct Fire Extinguishers Wash Hands at Appropriate Times	12 Complete the Monthly Safety Inspection Complete Monthly Food Safety Audit	13 Avoid Short Cuts Report all Foreign Material Discoveries and Food Complaints	14 Tuberculosis Precaution Training Always Follow the Recipe When Preparing Food	15 Practicing Good Housekeeping Inspect Frozen Food to Ensure Cardboard has Not Stuck to any Food Surface
18 Replace damaged or worn PPE Keep Raw Foods Away from Ready-to-eat Foods	19 Safety Committee Meeting Always Cover Stored Food	20 Compressed Gas Cylinders Properly Secured in Vertical Position Cuts Bandaged Properly and Covered With Gloves	21 First Aid/CPR Trained & Certified EE(s) Available Keep Office Supplies Away from Food Prep Areas	22 PPE Actively used Kitchen Equipment is in Good Repair
25 Employees Report Unsafe Conditions Follow Good Personal Hygiene Rules at All Times	26 Investigate injuries, determine root cause & take action to prevent (use SALUS) Food Contact Surfaces Clean and Sanitized	27 Oxygen not Used to Dust Off Clothing or for Ventilation (FM) Raw and RTE Foods Kept Separate during Preparation	28 Do Not Take Shortcuts Document all Safety Training	29 Are Flammable Liquids Stored in Safety Cans or Flammable Cabinets? Discard Cracked or Chipped Food Containers

A Clean Worksite Is a Safe Worksite

Maintaining good housekeeping is an important part of the overall job of supervision. There are a number of advantages to having a clean and orderly plant, including: avoidance of accidents, better fire prevention, improved health of employees, and increased worker efficiency and moral.

Avoidance of accidents is one of the major goals of Sodexo. That occasional piece of scrap or wet spot on the floor has caused a slip, trip or fall hazard. Cluttered aisles and congested work areas can add to the dangers. A thorough, regular & successful program of good housekeeping that eliminates hazards makes good sense for everyone.

Housekeeping can appear to be a never-ending and thankless job, but if too much dirt, debris and disorder are allowed to accumulate, this can eventually lead to production problems caused by increased accidents, absenteeism and turnover. Typically, you will find that places that have good housekeeping will have competent supervisors and low accident rate.

People don't really enjoy working in areas that are disorderly and crowded with booby traps. They don't want to continuously climb over excessive accumulations of spilled material, be hit by objects falling from above, or scrape up against poorly placed materials.

Keeping everything in order will prevent these incidents from occurring. A responsible supervisor knows that good housekeeping cannot be maintained simply by an occasional large cleanup. It must be planned on a regular basis. It should also be a part of the daily routine.

Checklist for Housekeeping:

- Is your workplace neat and orderly?
- Have you emphasized the important of housekeeping to your workers on a regular basis?
- Do your employees know that housekeeping is everyone's responsibility?
- Are spills and slippery spots cleaned up immediately?
- Are employees provided with adequate storage areas to put tools and other work items away?
- Is excess debris removed several times a day from the premises?
- Do employees use tool belts or work aprons while working on scaffolds or ladders?
- Are oily rags stored in self-closing, fireproof containers?

Safety Behavior Check (Goal is 100%)

	At-Risk	Safe
Push a load instead of pulling it		
Active use of carts or dollies for heavy moving		
Get help to lift heavy or awkward loads		
Keep loads in the safe zone		
Practicing Good Housekeeping		
Carrying items not obstructing vision		
Slip resistant shoes being worn		
Floor and walking surfaces are clear and dry		
Active use of floor warning signs		
No tripping hazards present		
Total Observations		
Safety Score = Safe/(At-Risk + Safe)		

Food Allergies

As many as 15 million people in the US have food allergies. Food allergies among children increased approximately 50% between 1997 and 2011 (CDC study). Eight foods account for 90% of all food-allergic reactions in the US. Knowing how to prevent allergic reactions and what to do in the case of allergic reactions to food are important measures to prevent serious health consequences.

Allergen Awareness During Service

Accurate, clear and precise description of menu offerings is a must at serving stations, on printed menus, signage, and other "point of sale" material, on labels for self-service containers, soft-serve machines and all other food dispensers.

If you are asked about allergen content of food being served:

- Never say "There is no (allergen name) ..." in the recipe or product unless you can verify it
- If you are not certain, say so!
- Always refer the customers question to your supervisor or manager



Raven Taylor — Gaston, SC

How to accommodate customers with allergies:

- Make no guarantees regarding ingredients unless you can verify them
- If a customer questions a food item, encourage the selection of another item
- Provide reasonable accommodations (preview of menus, access to ingredient statements or recipes)

Food & Facilities Security

Why is Food Security so Important?

- Threats to food security can happen at any level in the supply chain with affects to consumers as well as our food service industry
- Threats are the deliberate contamination of a food product
- Food Security is serious. Even acts that are meant as a prank can have serious legal consequences

What is the difference between Food Safety & Food Security?

- Food Safety is practiced in our daily tasks to prevent the accidental contamination of food
- Food Security is the responsibilities associated with keeping our food from intentional contamination

Employee Role in Food Security Efforts:

- Be aware of your surroundings
- Report unusual or suspicious activities to your manager or supervisor
- Report unauthorized persons in the facility or loading dock area

- Report any unsecured windows, doors and entrances, poor lighting, broken locks and missing keys
- Check incoming deliveries for irregularities (torn packaging, broken seals, unusually liquids or powders. Report signs of product tampering
- Monitor self-service stations and food display areas for irregularities (unusual spills, appearance of food, and food or materials that are not normally there)

Be sure to reference the Food and Facilities Security Guidelines and Food Production Planning for Emergency Situations resources available on Sodexo Net for further preventative planning steps to be sure your unit is aligned with Sodexo's Food Security efforts.

Foods Most Commonly Associated with Food Allergies in the US

1. Peanuts 2. Tree Nuts (almonds, pecans, pine nuts, cashews, walnuts, etc) 3. Fish 4. Shellfish (crab, lobster, shrimp) 5. Wheat 6. Soybeans 7. Eggs 8. Milk

Note: Canadian units also include shellfish such as clams, mussels, oysters, scallops as well as mustard, sesame seeds and sulfates.

Allergen Awareness During Production

Avoid Cross Contact

- Remember it is the protein of the food that causes an allergic reaction

- Clean and sanitize surfaces and equipment that has come into contact with an allergen
- Use separate utensils
- Spills and splatters lead to cross contact

Follow Recipes

- This ensures that ingredient labels, signage and other Point of Sale material is accurate
- If substitutes are made, ensure management and servers are aware!



AUGUST 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>1</p> <p>Safety Is Part of Every Job</p> <p>Food Safety Audit Conducted</p>	<p>2</p> <p>Push a Load Instead of Pulling It</p> <p>Make NO Guarantees Regarding Ingredients Unless You Can Verify Them</p>	<p>3</p> <p>Replace damaged or worn PPE</p> <p>Keep Raw Animal Foods Separate from Ready-to-Eat Foods</p>	<p>4</p> <p>Back Injury Prevention Training</p> <p>Check Incoming Deliveries for Any Irregularities</p>	<p>5</p> <p>No Damaged PPE Worn</p> <p>All Food Contact Surfaces are Cleaned and Sanitized</p>
<p>8</p> <p>Active Use of Floor Warning Signs</p> <p>Have Accurate, Clear & Precise Descriptions of Menu Items</p>	<p>9</p> <p>No Tripping Hazards Present</p> <p>Wash Hands at Appropriate Times</p>	<p>10</p> <p>Know Your Safety Responsibilities</p> <p>Manager Food Safety Certification Completed</p>	<p>11</p> <p>Keep Loads in Safe Zones</p> <p>Monitor Security of Self-Service Areas & Food Displays</p>	<p>12</p> <p>Get Help Lifting Heavy or Awkward Loads</p> <p>Immediately Report Signs of Product Tampering</p>
<p>15</p> <p>Practice Good Housekeeping</p> <p>Is Your Food Production Planning in Emergency Situations Up-to-Date?</p>	<p>16</p> <p>Complete the Monthly Safety Inspection</p> <p>Complete Monthly Food Safety Audit</p>	<p>17</p> <p>Complete Root Cause Analysis</p> <p>A Call List Posted in GM's Office for Emergency Situations</p>	<p>18</p> <p>Active Use of Carts or Dollies for Heavy Moving</p> <p>All Potable Water Outlets are Equipped with Backflow Prevention</p>	<p>19</p> <p>Are Floors and Walking Surfaces Clear and Dry</p> <p>Food Allergens can be Spread by Shared Equipment</p>
<p>22</p> <p>Heat Exposure Safety Training</p> <p>Spills and Splattering can Also Lead to Cross-Contact</p>	<p>23</p> <p>Safety Committee Meeting</p> <p>Follow Good Personal Hygiene Rules at All Times</p>	<p>24</p> <p>Respirator Care and Usage - OSHA Checklist</p> <p>Be Alert to Any Unusual or Suspicious Activities</p>	<p>25</p> <p>Carrying Items Not Obstructing Vision</p> <p>Foods Associated with Allergies Known</p>	<p>26</p> <p>Slip Resistant Shoes Being Worn</p> <p>Employees trained to handle allergy questions</p>
<p>29</p> <p>Slip, Trip & Fall Prevention Training</p> <p>Always Be Prepared for Power Outage in Your Operation</p>	<p>30</p> <p>Investigate injuries, determine root cause & take action to prevent (use SALUS)</p> <p>Security Protocols in Place</p>	<p>31</p> <p>Document All Safety Training</p> <p>Employees Know What is Being Served</p>	<p>RECOMMENDED TRAINING: All Services: Back Injury Prevention Training All Services: Slips, Trips and Fall Prevention Training All Services: Identifying and Controlling Workplace Hazards Training All Services: Heat Exposure Safety Training Food Operations: Choose any Food Safety "Walk the Talk" Module</p>	

Health & Safety Vendor Partners



Shoes for Crews:

Slip Resistant Safety Shoes, Shoes for Crews Mighty Mats
800-523-4448 • www.shoesforcrews.com



SRMax:

Slip Resistant Safety Shoes
877-776-2933 • www.safeguard.com/srmax/sodexo/order.php



Lehigh Safety Shoes:

800-444-4086 • www.rockybrands.com



SureGrip:

Slip Resistant Safety Shoes, Keuka Floor Mats
877-566-7547 • www.suregripfootwear.com



IPP (Industrial Protection Products):

978-657-4740 • www.ippfootwear.com



Ecolab:

WASH 'n WALK Floor Care
800-352-5326 • www.ecolab.com

Grainger:

Focused on Facilities Management—Resources and Products to help you monitor and engineer out hazards. All Personal Protective Equipment as well as suppliers that can help you with: on-site surveys, hazard assessments, compliance checklists, product technical support and selection.
713-449-5126 • www.grainger.com/safety



Frontline:

Cut Resistant Gloves
800-538-4555 • www.sodexo.frontlinesales.com



MatsInc:

Environment, Health & Safety Floor Mats
781-573-0267 • www.matsinc.com



Edward Don's:

Material Handling Carts
800-777-4DON • www.don.com

Food Safety Vendor Partners

Ecolab – Food Safety Specialties

Food Safety Products – Labels, Thermometers, Cutting Boards, etc.
484-824-5016 (Paul Pontius – National Accounts)
<https://noram.sodexonet.com/sdxnet/usen/usa/resources/guidelinesandstandards/operations/foodsafety/daydotscatalog.aspx>



Order online through TMC – The Market Connection (My Sodexo portal)

ICC (Integrated Control Corp)

TempMinder Wireless Temperature Monitoring
631-673-5100 Ext. 321 (Nick Hatsios – National Accounts)
https://noram.sodexonet.com/sdxnet/usen/usa/resources/guidelinesandstandards/operations/foodsafety/wireless_temperature_monitoring.aspx



National Restaurant Education Foundation – ServSafe

Manager Food Safety Certification Regulatory Requirements by State
<http://www.servsafe.com/regulatory>

Comark

Foodservice Thermometers
770-428-0006 (Michael Pitts – National Accounts)
<http://www.comarkinstruments.com/us>
Order Comark items online using The Market Connection through Ecolab Food Safety Specialties



San Jamar

Color-Coded Cutting Boards
(800) 248-9826, ext. 5113 (Debbie Kau – National Accounts)
<http://www.sanjamar.com/product-categories/kitchen/food-safety/cutting-boards/>
Order San Jamar items online using The Market Connection through Ecolab Food Safety Specialties



Chicopee, Inc., a PGI Company


Foodservice Wiping Towels
609-502-2769 (Dominic D'Urbano – National Accounts)
<http://www.chicopee-americas.com/>



SAFETY BULLETIN BOARD

Safety Tracking System	Weekly Safety Message/Safety Response	Sodexo Actions for Emergencies (SAFE)	Safety Recognition Program
State Workers' Compensation Poster	Sodexo Safety Policy Statement	Safety Calendar Fiscal Year 2015	Medical Provider – on Sodexo Net
Job Safety & Health "It's the Law" Poster or Related State Plan Poster	Safety Committee Minutes- Forms Center	Choking First Aid Poster	Emergency Phone Number
Safety Global Policy Statement – Form Center	OSHA 300A Summary Post February 1 to April 30	Evacuation Plan/ Diagram	Safety Performance and Goals

INJURY/ILLNESS REPORTING AND RESPONSE

1st 24 hours* 
 *Unless there is a death of an employee while at work, report immediately and then follow guidelines below.
 *Unless the injury is in a PIDAT state – must be reported within 3 hours for incidents or accidents.

1. Meet EE's immediate medical needs
2. Investigate workers comp 1st report of Injury Form
3. Report claim by using the **Online Reporting Tool** or Call 1-888-872-5676 to report
4. Complete the **Root Cause Analysis** and update on **SALUS**

Starting January 1, 2015 all employers must report to OSHA:
 • All work-related fatalities within 8 hours

- Within 24 hours, all work-related:
- Inpatient hospitalizations
 - Amputations
 - Losses of an eye

How to report an incident:
 • Call 1-800-321-OSHA (6742)
 (California Accounts will report to CAL-OSHA)
 • Call your nearest OSHA area office, during normal business hours (www.osha.gov/html/RAmap.html)
 • Visit www.osha.gov/report_online

Day 2 – Day 90 

1. Maintain Contact with injured EE at least once per week
2. Use Transitional Duty – use "Return to Work" policy on Sodexonet
3. Notify District Safety Coordinator (DSC)
4. Call District Manger (DM)
5. Maintain contact with Claims Adjuster
6. Consult with HR as needed
7. Complete OSHA 300 within 7 days
8. Complete Accident Review Board with your District Safety Coordinator

24-Hour Chemical Spill Reporting service system
 Any spill that may require environmental clean up call:
1-888-SPILLHELP (1-888-774-5543)

Order options for additional calendars
 Visit the Sodexo Print Management link on SodexoNet

E-mail: SodexoPM@rrd.com

844 703 9130

Item number = SFTYCAL

Measuring Health & Safety Performance

Lagging Indicators

- ▶ Employee Injury Frequency (EIF) Rate

EIF = $\frac{\text{Number of OSHA Recordable Injuries and Illnesses} \times 200,000^*}{\text{Sodexo Labor Hours}}$

- ▶ Lost Time Injury Rate

LTIR = $\frac{\text{Number of Lost Time OSHA Recordable Injuries and Illnesses} \times 200,000^*}{\text{Sodexo Labor Hours}}$

* 200,000 = 40 Hours per week, 100 employees, 50 weeks

Leading Indicators

- ▶ Audit Pass Rate
- ▶ Compliance with Audit Safety Activities (safety committees, training, monthly safety inspections, PPE use, etc..)
- ▶ Number of Safe Work Behavior Observations
- ▶ Audit Score

- Gold (98-100%)
- Green (94-97.5%)
- Yellow (90-93.5%)
- Red (89.5% or lower)



Emergency Phone Numbers

POLICE - FIRE - AMBULANCE 911





On-Site Security
(Please fill in appropriate number for your unit)



Sodexo Reporting Hotline
1 888 872 5676
(workplace injuries, fire, property loss, alleged food-related incident, guest, customer injuries, vehicle accidents, workplace violence or threats, and fatalities)



Alleged Food-Related Incidents
Office: 1 800 763 3946 ext. 44647
mike.dunn@sodexo.com



Workplace Violence Incidents/Threats
Office: 1 800 468 1351 ext. 106
michael.duwe@sodexo.com



Safety Information Line
Office: 1 844 763 3967 (844-SodexoS)
Dianne.klocok@sodexo.com



Media Inquiries
Office: 1 800 763 3946 ext. 44415
pr.usa@sodexo.com

Your District Manager
(Please fill in appropriate number for your unit)

Your Client Contact
(Please fill in appropriate number for your unit)

Your District Safety Coordinator
(Please fill in appropriate number for your unit)





QUALITY OF LIFE SERVICES

