

Front & Back of House Safety

Having a set of company rules and regulations in place and firmly followed will help ease the possibility of workplace accidents. Make sure all employees have read and understand all the policies and procedures that are expected of them prior to starting work. Make sure all employees have been taught and fully understand all safety and equipment procedures and policies. Make sure all of these procedures are well documented. Contact your KFS representative with any questions that you may have.

Front of House Tips

Below are some tips and suggestions that may be helpful when implementing your safety policies and checklists for the front of the house:

1. Make sure all staff knows where all the fire exits are located, and how to inform guests in case of a fire. (make sure all exits are clearly marked, it's the law). Practice this drill with the proper procedures in place.
2. Make sure all emergency phone numbers are listed and all employees know where they are located in the restaurant. (911, local police).
3. Proper dress attire - Loose clothing, untied shoes, sandals, long hair not being pulled back. These are all safety concerns and should be discussed at time of hiring.
4. Make sure all rugs, carpets and other floorings are secured and not torn or tattered so that tripping may occur.
5. Make sure all "spills" are cleaned in a timely fashion and the proper safety signage is promptly displayed. All wet floor signs need to be displayed until floor is completely dry.
6. Make sure all tables, chairs, highchairs, booster seats, bar stools or any other sitting or serving equipment is in good condition.
7. Always check glassware and plates for cracks & chips before serving.
8. Make sure tables are properly cleaned just as soon as customer has left. Sanitizing solution is recommended for each serving station.
9. Brooms, dustpans, or mops should never be left in dining room during open hours.
10. Make sure all serving area equipment, chafing dishes, roller grills, hot plates, coffee urns or any other "hot" serving equipment is placed on sturdy flat surfaces and all covers are in place.
11. Make sure all customer entrances have sufficient lighting.
12. Depending on the season, make sure all entrances have been properly cleaned & salted.
13. Make sure all employees in the front of the house know how to operate and know where all fire extinguishers are located in the restaurant.

Safety first - Sometimes the back of the house can get extremely hectic and loud. Do not try to "over hurry" or "rush" this only creates unneeded problems and accidents tend to occur. Work at a steady and save pace.

Back of House Tips

Below are some tips and suggestions that may be helpful when implementing your safety policies and checklists for the back of the house:

1. Keep equipment in good working order and safe, a safety checklist should be covered at least every other day. Remember safety first!
2. Keep all reference and operating equipment checklists posted for all kitchen staff to see.
3. All floors should be kept clean and free of "empty boxes" or any other debris that may cause tripping or sliding.
4. Proper attire should always be worn by kitchen staff at all times. (hair nets, hats, aprons, safety shoes and gloves, oven mitts etc...) There are also state safety regulations that will need to be followed in connection with back of the house safety.
5. Always follow safe knives handling procedures.

This Solution Series Operational form provided through Keck's Food Service - Form # FBHS-01

Keck's Food Service, Inc. extends the **Solution Series** reference information in good faith. Though reasonable efforts have been made to ensure accuracy of information, Keck's Food Service, Inc. disclaims any and all responsibility for the success or failure of your use of the **Solution Series** reference information provided.

6. Make sure employees are aware of any chemical hazards that may arise.
7. Store all chemicals and cleaning products away from all food areas.
8. Keep all coolers, freezers and storage areas clean and organized. (This helps prevent cross-contamination)
9. Have proper procedures for handling hot liquids. Always let it cool before trying to move.
10. Keep dish room area clean from garbage and debris that may stack up. This is a high traffic area during busy times it should have special attention.
11. Only kitchen staff should be allowed in kitchen during business hours. This is just a good practice to prevent accidents.
12. Make sure all employees in the back of the house know where all fire extinguishers are located and how to use them. A good idea would be to have your local fire department give a work shop on the proper use of fire extinguishers in regards to a particular type fire.
13. Make sure all shields and guards are in place.
14. Never reach over or across hot surfaces.
15. Never use a lighter or match when trying to light any gas appliance.
16. Have a first-aid kit available and stocked. IMPORTANT
17. Always have a "wet floor" sign posted when mopping and leave it there until dry.
18. Keep food supply safe - use proper sanitation procedures.
19. Work tables and food prep surfaces should be cleaned and sanitized between uses.
20. Always change food handling gloves when changing tasks.

Updated 8-4-16

This Solution Series Operational form provided through Keck's Food Service - Form # FBHS-01

Keck's Food Service, Inc. extends the **Solution Series** reference information in good faith. Though reasonable efforts have been made to ensure accuracy of information, Keck's Food Service, Inc. disclaims any and all responsibility for the success or failure of your use of the **Solution Series** reference information provided.