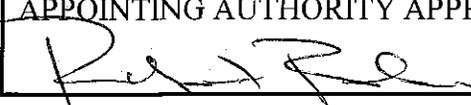


## KITCHEN SAFETY POLICY

POLICY NUMBER: 100-09	EFFECTIVE DATE: 1/04/2013	APPOINTING AUTHORITY APPROVAL: 
REPLACES POLICY DATED: 01/06/2008	AUTHORITY: ORC Ch. 119	

### I. POLICY

The kitchen safety policy was established to keep employees safe while using the facilities deemed appropriate for the preparation and storage of food and related items. The Office of Employee Services has established the following procedures in order to provide employees basic guidelines for the safe and healthy utilization of these facilities.

### II. PROCEDURES

#### A. Microwave Usage

1. Exercise caution when operating the microwave
  - a. Never leave microwave unattended while operating
  - b. Make sure to clear any remaining cook time after usage
2. Clean up during and after using
  - a. Clean up any spills immediately, especially those on or inside the microwave
  - b. Clean microwave and surrounding area after each usage

#### B. Refrigerator Usage

1. Make sure that all stored items have a tight fitting lid and/or wrapper to prevent spills or leaks
2. Do not leave perishables in the refrigerator for extended periods of time
3. Close refrigerator doors tightly to prevent air leakage
4. Remove or reposition any items that may keep refrigerator doors from closing properly

#### C. Can Openers, Toasters and other appliances

1. Exercise caution when operating
2. Unplug appliances when not in use and make sure that cord is secure
  - a. Don't overload outlets
  - b. Don't force three pronged cords into two pronged outlets
  - c. Don't use equipment with a frayed cord or bent prongs
  - d. Don't use equipment that smokes, sparks or otherwise appears suspicious
3. Appliances may only be used in dedicated kitchen areas

#### D. Sink and counter top usage

1. Exercise caution when utilizing the sink and countertops
2. Do not leave dishes in the sink or on countertop

*KITCHEN SAFETY POLICY 100-09*

3. Thoroughly rinse sink clean of debris after use

E. Obey any posted notice as to operation of equipment or clean up procedures

F. Failure to comply with the above policy and any posted standards may result in loss of kitchen privileges and/or disciplinary action

G. Revision History

Date	Description of Change
01/06/2008	Original Policy Release
1/04/2013	New appointing authority