

## LESSON PLAN

1. FOOD SERVICE SUPERVISOR/MANAGER CERTIFICATION B-322-2101

Topic 1.10 Facility & Personal Safety Class periods: 1

Lab periods: 0

### Enabling Objectives:

- 1.46 **LIST** general safety precautions necessary to maintain a safe working environment
- 1.47 **EXPLAIN** inherent safety hazards associated with food service operations and equipment
- 1.48 **IDENTIFY** specific safety precautions associated with sharp blades, mechanical, electrical, and physical hazards including heat and noise
- 1.49 **DESCRIBE** potential of fire hazards within the food service operation and methods of prevention and control

### Instructor Preparation:

- A. Review Assigned Trainee Material
- B. Reference Publications:
  - 1. NAVSUPINST 4061.11G
  - 2. NABSUPPUB 421  
OPNAVINST 5100.23  
Series NAVOSH MANUAL
  - 3. OPNAVINST 5100.19  
Series SAFETY AFLOAT
  - 4. NAVSUPPUB 421 Food  
Service Operations
  - 5. NAVSUPPUB 520 EDF  
MAA Handbook

### Trainee Preparation Material:

- A. Trainee Support Materials:
  - 1. Student Workbook
- B. Reference Publications: None

- C. Training Materials Required:
  - 1. Power Point  
Presentation

DISCUSSION POINT

1. Introduction

1. Establish contact.

Introduce yourself and give any background on yourself that might be of interest.

Establish readiness.

Motivating statements.

Tell the trainees how they will use the course material.

Tell the trainees why they need to know the lesson material.

Refer to Student workbook and review objectives.

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

#### 2. General Safety Precautions

##### a. Equipment Operating and Safety Precautions

- (1) Follow appropriate operating precautions and safety instructions from the manufacturer, NAVSUPPUB 421, or NAVSUPINST 4061.11G
- (2) Operating instructions and safety precautions posted conspicuously on or near food service equipment
- (3) Provide on-the-job-training in proper use and maintenance of equipment
- (4) If unfamiliar with equipment, proper operation or maintenance procedures, **STOP!**  
Do not attempt to operate, seek assistance
- (5) Unauthorized personnel shall not attempt to operate equipment
- (6) Ensure all guards are in place to prevent personal contact with pulleys, belts, gears and chain drives
  - (a) Do not wear loose clothing, ties, gloves, or jewelry while operating equipment

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (b) These items can be caught in moving parts of equipment and cause serious injury
- (7) Ensure safety interlocks are maintained in working condition at all times on the following equipment:
  - (a) Vegetable chopper
  - (b) Meat tenderizer
  - (c) Bread slicer
  - (d) Dough mixing machine
  - (e) Food processor
- (8) Do not bypass or disable any safety procedures or mechanisms
- (9) Make sure all equipment repairs and servicing are accomplished only by authorized personnel
- (10) Never leave hot plates, pots, griddles or fryer unattended when in use

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (11) Ensure door latches of walk-in refrigerators and freezers have properly installed and operating interior door release mechanisms with operating instructions conspicuously posted

#### b. Facility Safety

- (1) Keep decks dry and grease free to reduce slip hazards
- (2) Keep deck areas clear of obstructions (equipment, boxes, cans, miscellaneous materials) which may create a trip hazard
- (3) Supervisors must maintain appropriate working atmosphere (i.e. no horseplay)

#### c. Safe Lifting Procedures

- (1) Do not lift heavy and/or large bulky items alone; ask for help
- (2) Proper lifting procedures
  - (a) Bend knees, keep back straight
  - (b) Keep load centered in front of you

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

(c) Lift from knees/legs; do not bend at the waist and lift

### 3. Blade and Specific Equipment Safety

#### a. Knife Safety

- (1) Hold knives firmly, ensure grip is not wet and/or greasy
- (2) Store in knife rack or knife cabinet
- (3) Do not store in drawers or on magnetic bars
- (4) Never carry a knife while carrying another object
- (5) Do not place knife in sink until ready to wash
- (6) Use a metal glove when de-boning meat
- (7) When using a cleaver, keep free hand as far as possible from the cleaver's arc

#### b. Meat Slicer, Vegetable Chopper, Food Processor, and Meat Tenderizer Safety

- (1) An interlock switch must be installed and capable of preventing operation if equipment is open

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (2) A toggle switch guard should be installed to prevent accidental operation
- (3) Ensure all guards and attachments are properly assembled prior to operation
- (4) Use the plunger or slide to feed meat and vegetables into the cutting/chopping/grinding area - Do NOT use your fingers!!!
- (5) Exercise extreme caution when cleaning or working near an unprotected blade
- (6) Secure power and ensure all moving parts have stopped before attempting to open, clean blockage, or clean equipment
- (7) After cleaning, always replace blade guard as quickly as possible - Do not leave an unguarded blade unattended

### c. Dough Mixing Machines

- (1) Never attempt to cut dough while agitator is moving
- (2) Never attempt to knead or feel consistency of dough while machine is operating

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (3) Never attempt to clean out bowl in the tilt position by reaching into unit while agitator is revolving
- (4) Do not use a broken or damaged whisk/dough hook
- d. Food Mixing Machine
  - (1) Use proper machine speed for specific operation
  - (2) Never place hands into the bowl while machine is in operation
  - (3) Do not allow whisk/dough hook, etc to contact bottom of bowl during mixing operation
- e. Steam Jacketed Kettles
  - (1) Hydrostatically tested annually
  - (2) Ensure pressure gauge is installed and functional at maximum pressure of 45 psi
    - (a) Shore - steam gauge installed on each unit
    - (b) Ship - one steam gauge on supply line

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### RELATED INSTRUCTOR ACTIVITY

- (3) Check steam safety relief valve operation prior to opening steam valve
  - (a) Do not tamper with safety relief valve or tie it closed
  - (b) Relief valve should have 18 inch chain installed to allow for remote operation
  - (c) Relief valve tail pipe should be directed down and away from the operator
- (4) Do not apply steam to an empty kettle
- (5) Do not put liquids into a hot, dry kettle
- (6) When heating steam kettle, release air and water manually by lifting relief valve
- (7) Do not stand inside copper pit when cooking in steam kettles

#### f. Deep Fat Fryer

- (1) If frying at high temperature, or performing high temperature thermostat cut-out test, use clean fresh grease

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### DISCUSSION POINT

### RELATED INSTRUCTOR ACTIVITY

- (2) Keep sources of water away from deep fat fryers
- (3) Know the location of all fire suppression system activation points
  - (a) Fusible link
  - (b) Cylinder firing pin
  - (c) Remote activator at exit from area
- g. Microwave Ovens
  - (1) Do not operate empty
  - (2) Do not operate with large pieces of metal or aluminum foil
  - (3) Keep interior cavity and door seals free of food residue and debris
- h. Garbage Grinder
  - (1) Do not put hands into grinder when in operation
  - (2) Do not bypass safety interlocks
  - (3) Machine must be started with water flowing before waste is fed into grinder

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- (4) Do not put the following into the garbage grinder: metal, wood, cloth, rubber, and plastic, bones larger than  $\frac{1}{4}$  inch diameter (400lb/hr) or 1 inch (1600 lb/hr)
- (5) If done accidentally, stop grinder immediately, secure power and clear object

#### 4. Electrical Safety

##### a. De-energize & Lock-Out/Tag-Out

- (1) Equipment may have more than one power source
- (2) Identify equipment power source to ensure it is not or can not be energized during the cleaning procedure
- (3) Ensure equipment is de-energized before disassembly and using water or cleaning products
  - (a) Shipboard - use tag-out log
  - (b) Shore - follow prescribed procedures
- (4) Follow manufacturer's instructions

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### RELATED INSTRUCTOR ACTIVITY

b. General Electrical Safety Precautions

- (1) Ensure permanently mounted equipment is hardwired (extension cords are not permitted)
- (2) Ensure rubber protective boots are in place and intact on all switches
- (3) Do not operate equipment with wet hands or on a wet deck
- (4) Do not remove parts that provide access to electrical or mechanical components unless specifically directed by cleaning instructions

5. Heat Hazards

a. Hot water (Manual Dishwashing)

- (1) Water - 170°F
- (2) Use dip basket or tongs to remove utensils from sink
- (3) Use rubber gloves
  - (a) Size 10 - NSN 8415-00-266-8677
  - (b) Size 11 - NSN 8415-00-266-8765

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(c) Do not "dive" into sink with gloves -  
water will get in the gloves

(4) Use protective rubber apron

(a) NSN 8415-00-082-6108

(b) To protect body from heat when lifting  
dip basket or utensils

b. Heat Stress

(1) Galley and scullery spaces should be  
designated as heat stress monitoring areas

(a) Alcohol-in-glass dry bulb thermometers  
(NSN 6685-00-243-9964) should be  
properly hung at each work station

(b) Record location temperature at least  
every four hours during operation

(c) If temperature is above 100°F, contact  
Medical Department to request a heat  
stress survey

(d) Follow Medical Department's  
recommendations for safe working "stay  
time"

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- (2) Prevention
  - (a) Supply and exhaust ventilation is operating properly
  - (b) Hot water and steam pipe lagging is in place
- (3) Suggestions for personnel exposed to potential heat stress conditions
  - (a) Eat three adequate, well balanced meals per day
  - (b) Drink plenty of water (8 - 8 oz cups)
  - (c) Adequate rest (at least 6 hours of uninterrupted sleep every 24 hours)
  - (d) Do not increase salt intake (no salt tablets)
  - (e) Do not wear starched clothing
  - (f) Do not drink commercially prepared electrolyte supplements in place of water
  - (g) Do not use alcohol

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(4) Systemic Heat Injury

- (a) Heat rash - "prickly heat" can inhibit body from releasing heat
- (b) Heat cramps - severe muscular cramps while working or relaxing
- (c) Heat exhaustion - profuse sweating and paleness; requires immediate medical attention
- (d) Heat stroke - clammy, cool, moist, and pale skin; constitutes medical emergency

6. Fire Hazards

- a. Keep equipment that uses and/or produces grease clean

(1) Grease Interceptor Hood

- (a) Washdown system- operate daily
- (b) Fire damper - operate weekly
- (c) System operating properly
  - 1 Water temperature - 160°F

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2 Pressure - 40 psi

3 Detergent injector operable and contains adequate supply of detergent

(2) Exhaust hoods and grease filters - cleaned at least weekly

(3) Exhaust ventilation ducting - at least semi-annually or as often as necessary to prevent accumulation of grease and dirt

#### b. Grease Fires

(1) If automatic extinguisher system fails, activate manual release

(2) If total system fails, use PKP extinguisher

(3) Do not try to smother or use water to extinguish a grease fire

#### 7. Chemical Hazards of Cleaning/Sanitizing Compounds

a. Use all cleaning/sanitizing agents in accordance with label directions

b. Do not allow concentrated cleaners/sanitizing agents to come in contact with skin or eyes; always wear proper personal protective clothing

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c. Mixing

- (1) Do not mix descaling compounds with detergents containing chlorine or sanitizing agents; toxic gases may be formed
- (2) Do not mix detergents or sanitizing agents with anything but water

d. Ship - store oven cleaners and other products in aerosol cans in the Hazardous Material/Flammable Liquid Storeroom

8. Noise

a. Noise producing equipment (dishwashers and grinders) should have a noise survey performed by an IHO to determine if/when hearing protection is required

- (1) General Rule - if you cannot carry on a normal conversation at a distance of three feet, it is probably a noise hazardous area
- (2) Wear approved hearing protection in noise hazardous area (above 84 decibels)

9. Summary

a. General Safety Precautions

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DISCUSSION POINT

RELATED INSTRUCTOR ACTIVITY

- (1) Equipment
- (2) Facility
- (3) Safe Lifting
- b. Blade and Specific Equipment Safety Precautions
- c. Electrical Safety
- d. Heat Hazards
- e. Fire Hazards
- f. Chemical Hazards
- g. Noise Hazards