

Supermarket Safety

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The food industry is the largest in the world. Not only is it regulated by the U.S. Department of Agriculture (USDA), the Food & Drug Administration (FDA) and local health departments, but OSHA also governs these workplaces. This checklist provides an overview of the policies a supermarket must have in place to protect its workers.

Please use this checklist as a general reference, and not as a comprehensive review.

General

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		Except where specified, employees must not eat, drink, smoke or apply cosmetics while on the job site.	
		Employees must report all hazards or accidents to their manager immediately.	
		Employees must secure signs, merchandise, top stock, end caps and displays to prevent injury.	
		Aisles must be kept clear in all areas (selling area, stockroom, etc.).	
		Locations of fire extinguishers and exits must be clearly marked. Make sure these areas are kept clear.	
		Exercise extreme care when using any sharp objects such as box cutters, knives, etc.	
		Use only approved ladders that comply with OSHA 29 CFR 1910.25-1910.27.	
		Operate power equipment only after it has been authorized and only after proper instruction. Make sure equipment is in proper working condition.	
		Employers must be aware of Federal Regulations relating to workers under the age of 18. Certain tasks are illegal for minors to perform.	

Person in Charge

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		FDA Food Code 2-101.11 states the permit holder	

must be the person in charge unless another person(s) is designated as such.

The permit holder must ensure that said person is present at the establishment during all hours of operation.

During an in-store inspection, the person in charge must demonstrate the proper use and knowledge of equipment.

The person in charge must demonstrate a knowledge of food-borne illnesses and the application of the Hazardous Analysis Critical Control Point principles.

The person in charge must be a certified food protection manager.

The person in charge is responsible for training employees, delivery and maintenance personnel, and pesticide applicators that enter the food preparation area.

The person in charge is responsible for keeping unnecessary people out of the food preparation area.

The person in charge is also responsible for administering Food Code 2-201.11.

Sanitation

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		Must be in compliance with OSHA sanitation regulation, 29 CFR 1910.141.	
		Employees must keep their hands and exposed portions of their arms clean.	
		Employees must observe the FDA Food Codes 2-301.14 and 2-301.15 for proper washing instructions.	
		Fingernails must be kept neatly trimmed, cleaned and non-polished.	
		Jewelry on arms and hands must not be worn at any time. <i>Exception is a plain band such as a wedding ring.</i>	
		Outer clothing must be cleaned regularly.	
		Hand sanitizers must comply with FDA Food Code 2-301.16.	
		Employees who must handle animals, such as fish in an aquarium or shellfish, must clean afterward in accordance with FDA Food Codes 2.301-12 and 2.301-14.	

Personal Protective Equipment

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>In instances where personal protective equipment (PPE) is required, the employer must provide suitable PPE at no cost to the employee.</p> <p>All PPE must be constructed and intended for the area of work that is performed.</p> <p>Employers must assess, select and implement a personal protective plan.</p> <p>Employees who deal directly with food (bakery, meat or deli) must wear hats or hair restraints.</p> <p>All protective footwear must comply with ANSI standard Z41-1991.</p>	

Walking and Working Surfaces

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>All places of employment must be kept orderly, clean and sanitary.</p> <p>The floor in all work areas must be kept clean and (as feasible as possible) in a dry condition.</p> <p>Where wet processes are used, drainage must be maintained and mats, platforms or other dry standing areas must be provided.</p> <p>Every floor in the workplace must be kept free of protruding nails, splinters, holes or loose flooring.</p> <p>Where mechanical handling equipment (forklift) is used, sufficient clearances must be allowed.</p> <p>All aisles and passageways must be kept clear and in good repair, with no obstruction that could create a hazard.</p> <p>Portable and powered dock boards must comply with the following:</p> <ul style="list-style-type: none">They must be strong enough to carry the load imposed upon them.They must be in a secured position.Horizontal handholds or other effective means must be provided to permit safe handling.	

Meat Department Safety

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		Are saw blades free of nicks?	
		Are saw blades tightened according to manufacturer's specification?	
		Does saw tray glide freely and without hesitation?	
		Does equipment have an emergency off switch?	
		Is anti-slip flooring used to prevent dangerous slips near slicers?	
		Are ergonomic floor mats used at slicer and other work stations?	

Deli Department Safety

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		Slicer <ul style="list-style-type: none">• Always use guards• Always pay attention to what you are doing• Never look away while using slicer• Always unplug unit PRIOR to cleaning• Always use wire mesh gloves when cleaning	
		Knives <ul style="list-style-type: none">• Always pay attention to what you are doing• Never look away while using knife• Use caution with new blades or knives• Always store knives safely	
		General <ul style="list-style-type: none">• No horseplay• Know location of first aid kits	
		Is anti-slip flooring used to prevent dangerous slips near slicers?	
		Are ergonomic floor mats used at slicer and other work stations?	

Produce Department Safety

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		Wear long sleeve shirts/gloves when handling bananas and other product from overseas (this will prevent spider bites!)	

Store Fall Protection (submitted by Dr. J. Nigel Ellis)

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>Climbing the racks:</p> <ul style="list-style-type: none">• Use properly sized and replaced stepladders, never milk crates or boxes.• Avoid walking on racks, boards or planks, they can capsize.• Post signs alerting customers to call for customer assistance instead of climbing on racks.• Stabilize overhead items, i.e. Grills, chairs and tables, to avoid falling object hazard.	<p>Train right and wrong with short videos; demonstrate consequences of incidents.</p>
		<p>Liquids on floor:</p> <ul style="list-style-type: none">• Walk aisles every hour and observe floor.• Inspect mat runners for displacement every 20 minutes during rain.• Use additional mats when water tracks to avoid slipping when customers come in quickly from outside.	<p>Try new cones that have base streamers and blow air to help evaporate surface water.</p>
		<p>Fruit and vegetable departments:</p> <ul style="list-style-type: none">• Use mats that are heavy enough to lie down flat in wet areas.• Remove fallen grapes, a severe hazard, during frequent inspections.	
		<p>Mezzanines:</p> <ul style="list-style-type: none">• Use edge protection with reciprocating railings or net devices to allow for material movement.• Use stairs instead of ladders, when possible.• Evaluate collapse potential regularly, especially for concentrated loads.	
		<p>Other locations:</p> <ul style="list-style-type: none">• Have a store fall protection plan to include roof, truck, trailer and other facilities.	
		<p>Roof access by fixed ladder – use horizontal grab bars for roof hatch and fall protection for self, other employees and the numerous trades.</p>	<p>Horizontal grab rails in a dynamic fall can sustain grip that vertical rails do not.</p>
		<p>Skylights protect with screens now.</p>	<p>OSHA recognizes a skylight as an OPEN HOLE due to the danger.</p>
		<p>Write fall protection into supplier agreements in panel trucks giving a one-year notice.</p>	<p>Falling from the load can be serious – have a policy.</p>

Fire Protection

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>OSHA standards 29 CFR 1910.160 and 1910.164 must be followed to ensure proper protection is in place.</p>	

Means of Egress

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>OSHA standard 29 CFR 1910.36 must be followed for proper means of escape during an emergency.</p> <p>Cooler doors must allow egress if door is closed and an employee is working inside the cooler.</p> <p>Employee evacuation program must be posted in a conspicuous place, e.g., breakroom.</p> <p>Employee evacuation program must include:</p> <ul style="list-style-type: none">Specific tasks for department managers.Specific meeting place away from the building.	

Electrical and Emergency Lighting

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>OSHA standard 29 CFR 1910.303 must be used for electrical requirements.</p> <p>OSHA standard 29 CFR 1910.36 (b.2) and (b.6) must be used for emergency lighting requirements.</p> <p>Emergency lighting must be placed in stairwells and at exits.</p>	

Machine Guarding

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		<p>OSHA standard 29 CFR 1910.147 must be followed where applicable.</p> <p>Deli and meat departments must abide by the following:</p> <ul style="list-style-type: none">Employees must use guards on slicers.Specific mesh gloves must be used when cleaning blades.Equipment must be turned off and unplugged when being cleaned.Floor around equipment must be kept clear and free of trip hazards.	

Forklifts

<u>Yes</u>	<u>No</u>	<u>Requirements</u>	<u>Action/Comment</u>
		Employees must be trained on the proper use and safety of forklifts.	Request manufacturer training video.
		If PPE (eye goggles) is required, employees must use it.	
		Vehicles should be thoroughly inspected at the beginning and end of every shift.	
		Before lifting any load on the forklift, be sure that the load is balanced, well wrapped and secured on the forks.	
		Avoid all "roadway" hazards (ruts, bumps, wet floors, etc.) when operating the forklift.	
		Never raise or lower a load while the forklift is in motion.	
		Keep the load as low as possible when the vehicle is in motion.	
		Drivers must always face the direction of travel.	
		Never exceed the rated load capacity of the forklift.	
		Obey all traffic signs while driving the vehicle and be sure to slow down at intersections.	
		Never enter a trailer unless the wheels have been properly chocked or restrained.	
		Be sure dock plates have been properly installed before using them.	
		Keep other personnel away from the forklift when it is in use.	
		Additional riders on the forklift are strictly prohibited.	
		When parking the vehicle, make sure it is not blocking exits, fire extinguishers, aisles and other emergency equipment.	
		When the vehicle is parked, the load must be lowered. Remove the key if the driver will be more than 25 feet away.	
		OSHA standard 29 CFR 1910.110 (proper fuel storage) and 1910.176-1910.178 (maintenance of vehicle, use and training requirements) must be followed.	
		Powered jacks are not allowed on sales floor when store is open.	

Training

Yes No Requirements Action/Comment

Employees must be properly trained on all equipment they will use.

Annual retraining must occur. Frequent evaluations of the workplace must also take place.

Front-end Registers

Yes No Requirements Action/Comment

Are ergonomic floor mats used at each register to alleviate cashier fatigue?

Food Safety/Product Tampering

Is there a program and process to monitor and respond to complaints of food tampering?

Is there a program and process to administer product recalls (and/or customer awareness)?

Are stock areas and product storage coolers restricted to authorized employees?

Is refrigerated product immediately brought to their coolers upon delivery?

Food Safety (<http://www.fsis.usda.gov>)