

Hospitality Safety Rules

Always follow these company safety rules.

Our company, _____, is committed to the safety of our employees and customers. Our safety rules and policies are in place to prevent work-related deaths, injuries, damages, and wasteful financial losses.

We require you to follow the written safety rules below when performing work on behalf of our company. Our organization investigates all injuries, incidents, hazard reports, and property damage.

You are expected to follow these safety rules. Documented corrective action will result if the safety rules are not followed.

- Report patron or employee injuries, incidents, unsafe conditions, and damage to management before your shift ends.
- Contact your supervisor when an injury to a patron or employee, an after-hours incident occurs or for any other business-related emergencies.
- Employees are prohibited from working while impaired by alcohol, illicit drugs, legal substances, or medications.
- Our company performs post-incident drug and alcohol screenings.
- Do not drive if alcohol was consumed on-site after the work shift.
- Horseplay and running on the job are strictly prohibited.
- Employees must wear seat belts when using vehicles for company business.
- Cell phone use while driving and on the job is prohibited.
- Safe and courteous driving is required. Follow speed limits, do not tailgate and maintain a safe following distance.
- Perform a safety check of equipment and vehicles before moving. Report any maintenance concerns.
- Clean up spills and hazards immediately.
- Place warning cones or signs when floors are wet from cleaning or waxing.
- Slip-resistant/high-traction footwear is required.
- Keep long clothes, dish towels and aprons clear of hot cooktops and burners to prevent fire.
- Keep fire extinguishers, hood fire and fire alarm pull stations clear and unblocked.
- Two-person lifts are required when machinery or supplies weigh over 50 lbs.
- Use the handrail on stairs and ensure objects do not block your vision.
- Use machinery to move bulky items and utilize elevators instead of stairs when possible.
- Use stepladders on a firm, level base and never use the top two rungs. Set up extension ladders on a safe base and secure the ladder to prevent kick-out or tip back/over.
- Maintain three points of contact when using ladders, and do not overreach.
- Keep kitchen and box knives sharp. Cut away from the body, hands, or fingers.
- Keep long clothing, jewelry and aprons clear of industrial kitchen equipment to prevent entrapment.
- Do not use your hands or feet to compress garbage in trash cans.
- When doing extensive computer work, take breaks and stretch. Express ergonomic concerns to management in writing.
- Know the severe weather plan.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and MEM assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

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_____ is committed to the safety of our employees and customers.

By signing, you are expected to follow the safety rules. If the safety rules are not followed, documented corrective action will result.

Safety rule acknowledgment date: _____

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Please return the signed safety rules to our Underwriting team at uwhelp@mem-ins.com