

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVL01-0010**	Revises Previous Effective Date:
Subject: Risk Management		12/15/02
Authority: Donald / Adams	Effective Date: 9/01/04	Page 1 of 9

I. POLICY:

- A. To provide Food Service employees in each facility guidelines and methods that promotes on-the-job safety practices and prevention of accidents.
- B. In each facility, the Food Service Director or their designee will provide food service staff and offenders assigned to food service with safety rules and regulations.
- C. Security procedures will be adopted to insure the safety of staff and offenders, maintain order within the food service area and prevent escape, in each feeding unit in GDC.
- D. The Food Service Director or their designee will inspect the areas involving food service operations on a daily basis to insure safety procedures and practices are followed to maintain and/or provide a safe working environment. (Refer to chapters IVL01-0017, Inspection/Storage, and IVL01-0018, Food Service Equipment).

II. APPLICABILITY:

All Department of Corrections feeding units operating under GDC.

III. RELATED DIRECTIVES:

- A. OCGA 42-2-11
- B. GDC-SOP IIB01-0002

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C. ACA 2-2119, 3-4302, 3-4305, 1-ACBC-4B-09, 3-JTS-4A-10, 3-JTS-4A-11

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IV. DEFINITIONS:

Risk Management - The overall control and management of dangerous equipment and tools that are used daily in Food Service.

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. Safety:

Provide staff and offenders with SOP's regarding safety practices and accident prevention, through monthly staff meetings, posted memorandums, training sessions, and orientation of new employees. Employees will read and sign safety regulations and SOP's yearly.

Inspect all areas of food service once a day, for safety, fire and accident prevention. Inspection forms, work order requests, equipment reports, fire and public health department inspections are required for documentation.

B. Handling of Supplies:

Safe handling of supplies will prevent cuts, strains, and falls. Improper stacking of goods is another cause of accidents. To reduce these hazards, kitchen personnel should follow the practices listed below:

- a. Do not lift or carry loads that are too heavy. Carts should be used for transporting supplies that cannot be safely carried.
- b. Get a firm footing with bodily weight evenly distributed.
- c. Bend knees, keep back straight, and make sure the load is close to the body.

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- d. Use thigh, and shoulder muscles and lift the load.
- e. Do not turn or twist the body, but pivot with your feet.
- f. Use a normal walking gait and make sure that you can see where you are going.
- g. Ease the load to its storage place.
- h. See that a strong, well-braced ladder is provided for removing all items from shelves over six (6') feet high.
- i. Shelving should be strong, well designed and in good repair.
- j. Stack goods safely, placing heavy goods on lower shelves.
- k. Store insecticides, cleaning supplies and other contaminants in a separate room from the food supplies. Proper labeling on all compounds such as bleach, soap, and pest control items is required.
- l. Keep aisles in storage areas clear of obstructions and maintain required lighting in these areas. This also applies to cold storage areas.
- m. Use proper care when opening wooden crates. Remove all protruding nails and dispose of empty cases promptly.
- n. Keep storeroom floors clean and dry.
- o. Keep equipment doors and drawers closed.

B. Preparation of Foods:

To perform these duties, kitchen personnel must use various types of knives and operate mechanical equipment. To guard against cuts, falls and serious injuries

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sustained when using mechanical equipment, the following safety procedures should be followed.

1. Knives:

- a. Keep knives sharp; they cut more easily and take less pressure. Use the right knife for the right job. Never use a knife to open cans or pry open lids.
- b. Cut away from the body and other co-workers.
- c. Do not "palm" vegetables and fruits and then attempt to cut through them.
- d. Carry knives by their handles with tips pointed down and cutting edge away from the body.
- e. Keep knife handles clean and free from grease. Wash knives separately; never place knives in a sink for others to wash. This practice is not only dangerous but will also ruin the wooden handles. The person who has just used a knife should clean it and be responsible for returning it to the supervisor.
- f. Never leave a sharp-edged tool or knife lying loose on a worktable. It could be covered up with vegetables or others foods.
- g. Never try to catch a falling knife; always step back and let the knife fall. Never carry knives when hands are full.

2. Mechanical Equipment:

- a. Instruct all kitchen personnel in the proper operation of all mechanical equipment. Plan work to avoid overloading the equipment.
- b. Never leave the equipment when it is in operation. When plugging in anything electrical, plug the cord into the equipment or appliance first, then into the electrical outlet. Reverse to remove.

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- c. Use all safety devices and guards on equipment and be sure they are in good condition.
- d. Keep fingers away from all moving parts of equipment. Keep hands and utensils out of mixing bowl when mixing machine is in operation. Always shut off the equipment when scraping down, removing the bowl or changing attachments.
- e. Report all defective equipment and worn or frayed electrical cords. Red tag and secure until repaired. Allow only qualified persons to install or make repairs on mechanical equipment.
- f. Unplug equipment before cleaning.

C. Work Areas:

Burns and falls are two types of accidents that occur in this area. To guard against these accidents, these safety practices are to be followed:

1. Be thoroughly familiar with operating each piece of equipment. Be sure it is in proper working condition.
2. Turn handles of cooking equipment parallel to the front of the range; keep pot handles away from high heat and from protruding in aisles. Do not use pans with loose handles or rounded bottoms. Do not balance utensils or cooking equipment on the edge of cooking surfaces.
3. Use dry towels or hot pads to handle hot utensils. Get help when moving heavy hot items. Always have a place prepared for a hot pan before removing from range or oven. Warn co-workers when moving hot foods.
4. Stand to the side when opening steamers and ovens. Lift covers of hot pans away from self. Stir foods with long-handled spoons or paddles.

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5. Fill containers to proper level. Do not overfill. Avoid overcrowding of cooking surfaces.
6. Clean up spilled foods promptly, eliminating a source of slips or falls.
7. See that steam pipes are recessed or covered with a safe material to prevent contact burns.
8. Keep alert at all times, especially when working around cooking and mechanical equipment.

E. Serving:

Burns, collisions, and falls are common types of accidents that occur when food is being served. Unnecessary hurrying and lack of attention may cause collisions and hot foods to spill, resulting in burns, slips and falls. Careless mopping and wearing of improper shoes attribute to these accidents. The following safety practices are to be followed:

1. Avoid running and hurrying when carrying or moving hot foods. Give other personnel proper warning when replacing steam table pans and before passing behind servers.
2. Teach kitchen personnel how to change steam table inserts properly to avoid steam burns. Always lift the near side of the insert enough to allow the insert to clear the opening; then slide the insert toward the rear, allowing the steam to rise harmlessly at the far end of the insert being removed.
3. Keep floors clean and dry. Wipe food and water spills promptly.
4. Wear proper footwear. Keep heels and soles in good condition.

F. Pot Washing and Dishwashing:

Falls, cuts, and burns are the chief injuries that occur in these areas. To avoid these injuries, kitchen

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personnel are to follow the safety practices listed below:

1. Make sure that pots and trays are properly stacked.
2. Do not use fingers to pick up broken glass and dishes; sweep up the pieces. Drain sink when a glass is broken in water; remove with a cloth.
3. Keep working areas around sinks dry as possible. Wash and dry mats and floors daily and more often if necessary.
4. Check water temperatures with thermometers, often to prevent burns and use rubber gloves to prevent burns when removing utensils from hot water. When lifting doors on dish washing machine stand to the side to prevent steam burns.

G. Fire Prevention:

Fire hazards can be eliminated with a well organized fire prevention program. All Food Service personnel share the responsibility of fire prevention by conducting the following:

1. Smoking is prohibited in food preparation, serving, dining and warehouse areas.
2. Keep isles clear and areas free of trash and debris.
3. Grease rags are to be cleaned and disposed of immediately after use.
4. Keep all equipment clean and free of grease. Store fats away from flames. NEVER add water to hot fat.
5. See that all switchbox and high voltage boxes are closed and properly labeled. Report all defective wiring to facility maintenance.
6. All gas combustible equipment requiring a ventilation system should be under a hood.
7. EXIT signs, fire extinguishers and alarm devices are to be in good condition and properly labeled. The

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procedures, in case of an actual fire, are to be provided to all personnel.

8. The local fire department or fire authority is to be notified for any type fire, to insure area is safe for personnel to resume work.
9. Instruct personnel in fire safety; classes of fires, types of fire extinguishers, location of fire alarms and exits. Invite the local fire authority to conduct classes for personnel.

H. Security:

Written local operating procedures concerning security will be adapted to the Food Service operation in each facility. These will include:

1. Areas considered in the supervisory and management control of the food service department.
2. Offender traffic within and in-and-out of Food service areas. This includes Food Service Offenders and Offenders in general population who use the dining facilities.
3. Control of supplies, including the issue, storage and use of all items for which food services has responsibility.
4. The control of contraband items.

I. Knives and Tool Control:

1. Knives, cleavers, knife sharpeners, utensils, etc. used by food services, will be stored in a tool and knife cabinet equipped with a shadow board and a secured locking device. The shadow board will be locked in a secure room or enclosed in a heavy wire structure, which will be locked. To issue knives the supervisor removes the knives from storage cabinet. The knives will be singled out and secured to the table with cable locks. If the area is a secured one, the supervisor will exit the cutting room, allowing the authorized offender to enter, then he will secure the area behind him. No staff member

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will be allowed inside the cutting room or prep area at any time while an offender is present with knives.

2. All knives and tools will be stored in a secure manner. All knives and tools shall be marked with an identification symbol or number. The Food Service Director or their designee will be responsible for the control and safekeeping of all knives and tools and be responsible for issuing and inventory of these items. The Food Service Director or their designee shall have possession of the key. A daily inventory will be maintained and kept in the food service department. Local operating procedure may require additional accountability and inventory procedures.
3. A complete inventory of tools and utensils will be performed by the Food Service Supervisor and witnessed by the Kitchen officer at the change of each shift. The inventory shall be documented in the tool sign out/in book. The person's name, item used, identification number, date out and in, and time out and in are to be included in the official daily log book.
4. Knives and tools will be issued to authorized personnel only. The person's name, item issued including identification number and other information such as time and date is to be included on the check out sheet. The person receiving the item will be responsible for maintaining and returning the item issued. These procedures apply to Offenders working in the food service area. Close supervision of Offenders with knives and tools is required for maintaining these items. If a tool or knife is lost or misplaced, the Food Service Director and security will be notified immediately. Offenders and staff will remain in the food service department until a thorough search is made. A report documenting the details of the loss will be written.

J. Key Control:

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Warden, Key and Tool Control Officer, and Food Service Director should determine who will have keys in the Food Service Department. Keys will be drawn from the control room upon entering for duty. Under no circumstances shall any offender be permitted to use keys. Keys will be affixed to the belt, kept in a pocket or pouch, out of sight of offenders as much as possible. At no time will facility keys be carried outside of the facility. When going off duty keys will be turned in to the control room. Additional procedures concerning key control may be required by each facility within GDC.

K. Contraband Food Items:

Yeast and other items require special consideration and control in the food service department. Yeast is to be stored in a locked area or cabinet and dispensed by authorized food service staff. Yeast should be issued to food service staff and closely supervised until the yeast is thoroughly incorporated as an ingredient in the item being prepared. Recipes containing yeast are to be accurately followed; yeast is also available in items such as raw dough. Other items such as sugar and coffee will be handled in the same manner as yeast.