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| <b>GEORGIA DEPARTMENT OF CORRECTIONS</b><br><b>Standard Operating Procedures</b> |   |   |
| <b>Policy Name:</b> Risk Management  |   |   |
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**I. Introduction and Summary:**

- A. It is the policy of the Food and Farm Service’s Subdivision to provide food service staff and offenders in Georgia Department of Correction (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu with guidelines and methods that promotes on-the-job safety practices and accident prevention.
- B. 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 ensure the safety of staff and offenders, to maintain order within the food service area, and to prevent escape in each GDC feeding unit.
- D. The Food Service Director or his/her designee will inspect the areas involving food service operations on a daily basis to ensure safety procedures and practices are followed to maintain and/or provide a safe working environment that complies with the laws and regulations of GDC in accordance with Standard Operating Procedures (SOPs) 409.04.18 Inspection/Storage and 409.04.19 Food Service Equipment.

**II. Authority:**

- A. O.C.G.A§ 42-2-11;
- B. GDC SOPs: 409.04.18 Inspection/Storage and 409.04.19 Food Service Equipment; and
- C. ACA Standards: 1-CTA-3D-02 and 5-ACI-5C-10 (ref. 4-4321-1).

**III. Definitions:**

- A. **Cutting Instrument** - An approved, food grade utensil that can be utilized to cut, chop, dice, etc., food items.

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**IV. Statement of Policy and Applicable Procedures:**

A. Safety:

1. The Food Service Director or his/her designee will provide staff and offenders with SOPs regarding safety practices and accident prevention through monthly staff meetings, posted memorandums, training sessions, and new employee orientation. Employees will read and sign safety regulations and SOPs.
2. The Food Service Director or his/her designee will inspect all areas of food service a minimum of once daily 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. To reduce these hazards, kitchen personnel should follow the practices listed below:

1. Loads that are too heavy should not be lifted or carried;
2. Carts should be utilized for transporting supplies that cannot be carried safely;
3. When lifting objects, stance should be firm, body weight evenly distributed, knees bent, back straight, and the load close to the body. Thigh and shoulder muscles should be used to lift objects. When transporting items, a normal walking gait should be used, and there should be a clear walking path. Feet should pivot instead of turning or twisting the body. The load should be eased to its designated storage place;
4. A strong, well-braced ladder should be provided for removing all items from shelves over six feet (6') high;
5. Shelving should be strong, well designed, and in good repair;

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6. Goods should be safely stacked, and heavy goods should be placed on lower shelves;
  7. Insecticides, cleaning supplies, and other contaminants should be stored in a separate room from the food supplies. All compounds such as bleach, soap, and pest control should be properly labeled;
  8. Aisles in storage areas should be clear of obstructions and should have appropriate lighting. This also applies to cold storage areas;
  9. Proper care should be taken when opening wooden crates. All protruding nails should be removed. All empty cases should be promptly discarded;
  10. Storeroom floors should be kept clean and dry; and
  11. Equipment doors and drawers should be closed.
- C. Preparation of Foods: To perform these duties, kitchen personnel must use various types of Cutting Instruments and operate mechanical equipment. To guard against cuts, falls, and serious injuries sustained when using mechanical equipment, the following safety procedures should be followed:
1. Cutting Instruments:
    - a. Instruments should remain sharpened. Properly sharpened tools require less pressure and cut more easily;
    - b. The right utensil should be used for the assigned job. A Cutting Instrument should not be used to open cans or pry open lids;
    - c. Food service workers should cut away from the body and from co-workers;
    - d. Items should not be held in the palm of the hand when attempting to cut them;

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- e. Cutting Instruments should be carried by the handle with tips pointed down and cutting edge away from the body;
  - f. Cutting Instrument handles should be kept clean and free of grease. Cutting Instruments should be washed separately and never placed in a sink for others to wash;
  - g. A sharp-edged tool should never be left lying unsupervised on a work table;
  - h. Food service workers should not attempt to catch a falling Cutting Instrument; and
  - i. Cutting Instruments should not be carried when hands are full.
2. Mechanical Equipment:
- a. All kitchen personnel should be instructed in the proper operation of all mechanical equipment;
  - b. Equipment should not be left unsupervised when it is in operation. Electrical cords should be plugged into the equipment or appliance first then into the electrical outlet. To unplug electrical cords, the plug should be removed from the electrical outlet first then from the equipment or appliance;
  - c. All equipment safety devices and guards should be used and in good condition;
  - d. Fingers should be kept away from all moving parts of equipment. For example, hands and utensils should be kept out of mixing bowl when mixing machine is in operation. The equipment should always be shut off when scraping down, removing the bowl, or changing attachments;
  - e. All defective equipment and worn or frayed electrical cords should be reported, red tagged, and secured until repaired. Only qualified persons

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shall be allowed to install or make repairs on mechanical equipment;

- f. Equipment should be unplugged from electrical source before being cleaned.

D. Work Areas: Burns and falls are two types of accidents that occur in food service work areas. To guard against these accidents, these safety practices shall be followed:

1. Food service staff should be thoroughly familiar with operating each piece of equipment. Equipment should be in proper working condition;
2. Handles of cooking equipment should be turned parallel to the front of the range top stove. Pot handles should be kept away from high heat and from protruding in aisles. Pans with loose handles or rounded bottoms should not be used. Utensils or cooking equipment should not be balanced on the edge of cooking surfaces;
3. Dry towels or hot pads should be used to handle hot utensils. Help should be recruited when hot and heavy items are being transported. A safe destination should be prepared before a hot pan or item is transported from a range top stove or oven. Co-workers should be informed when hot items are being transported;
4. Food service workers should stand to the side of steamers or ovens when being opened. Covers of hot pans should be lifted away from the person who is removing them. Foods should be stirred with long-handled spoons or paddles;
5. Containers should be filled to the proper level and not overfilled. Cooking surfaces should not be overcrowded with food items or cooking utensils;
6. Spilled foods should be cleaned up promptly. Food service workers should be notified of wet floors with a wet floor sign;
7. Steam pipes should be recessed or covered with a safe material to prevent contact burns; and

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8. Food service workers should remain 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. Rushing 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 contribute to these accidents. The following safety practices are to be followed:
1. Food service workers should walk carefully when carrying or moving hot foods. Other personnel should be notified when hot items are being transported or steam table pans are being replaced.
  2. Food service staff and offenders should be taught how to change steam table inserts properly to avoid steam burns. Steam table inserts should always be lifted at the near side to clear the opening then slide from the rear side to allow the steam to rise harmlessly at the far end of the insert.
  3. Floors should be kept clean and dry. Food and water spills should be cleaned promptly. Wet floor signs should be placed in areas where floors are wet or damp; and
  4. Proper footwear should be worn and kept in good condition.
- F. Pot Washing and Dishwashing: Falls, cuts, and burns are the chief injuries that occur in these areas. Kitchen personnel are to follow the safety practices listed below to avoid these injuries:
1. Pots and trays should be properly stacked.
  2. Hands should not be used to pick up broken glass and dishes. Sinks should be drained when glass is broken in water. Glass should be swept up or removed with a cloth;
  3. Working areas around sinks should be kept dry as possible. Mats and floors should be washed daily or more often if necessary; and

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4. Water temperatures should be checked regularly with thermometers. Rubber gloves should be used to prevent burns when removing utensils from hot water. Food service workers should stand to the side of the dishwasher when lifting doors.
- 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 and should ensure that the below policies and procedures are followed:
1. Smoking is prohibited in food preparation, serving, dining and warehouse areas;
  2. Aisles are kept clear, and areas are free of trash and debris;
  3. Grease rags are cleaned and discarded immediately after use;
  4. Equipment is kept clean and free of grease. Fats are stored away from flames, and water is never added to a hot fat;
  5. All switchbox and high voltage boxes should be closed and properly labeled. All defective wiring should be reported 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 should be in good condition and properly labeled. Emergency procedures are to be provided to all personnel in case of an actual fire;
  8. The local fire department or fire authority is to be notified of any type of fire to ensure that the area is safe for personnel to resume work; and
  9. Food service personnel should be trained in fire safety. This should include classes of fires, types of fire extinguishers, location of fire alarms, and exits. The local fire authority may be utilized to conduct classes for personnel.

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H. Security:

1. Written Post Orders concerning security will be adapted to the Food Service operation in each facility. These will include:
  - a. Areas considered in the supervisory and management control of the food service department;
  - b. Offender traffic within and in-and-out of food service areas. This includes food service offenders and offenders of the general population who use the dining facilities;
  - c. Control of supplies, including issuance, storage, and use of all items for which food services has responsibility; and
  - d. The control of contraband items.

I. Cutting Instruments and Tool Control:

1. Cutting Instruments, utensils, etc. used by Food Service personnel will be stored in a tool 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.
2. All Cutting Instruments and tools shall be marked with an identification symbol or number. The Food Service Director or his/her designee will be responsible for the control and safekeeping of all tools and be responsible for issuing and inventory of these items. The Food Service Director or his/her 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 Director or his/her designee 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.



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4. Cutting Instruments 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 Cutting Instruments and tools is required for maintaining these items. If a tool or cutting utensil 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: The Warden, the Key and Tool Control Officer, and the 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 and out of the offenders' sight 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.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.