

## HOUSEKEEPING/FOOD SAFETY TRAINING OUTLINE - DECEMBER

Good housekeeping is an important part of an MRS warehouse. It plays an important part in the BLUE RIBBON program and AIB Food Safety. Talk about the Blue Ribbon program and explain how it works. All employees need to understand their role in keeping the warehouse clean and free of obstructions.

Elements to cover in the Safety Meetings:

- \* Discuss the Master Cleaning Schedule and how the responsibility for cleaning activities is designated to employees.
- \* Talk about who is responsible for sweeping up and chipping ice from the freezer doorways. Talk about any specific problems that you may be having in these areas and with specific employees.
- \* Talk about general plant safety rules:
  - Chalking trailers. We have had injuries in the past from a trailer moving away from the dock and an employee falling to the ground in a forklift. Injuries resulting from this are very serious and even life-threatening.
  - Keeping aisles and exit doors clear. This is an OSHA requirement. If an OSHA inspector were to tour the plant, we would be subject to a citation and fine.
  - Talk about right-of-way issues with forklifts and pallet jacks. Tell the employees how to correctly enter and exit a freezer. Talk about problems in this area, such as forklift and pallet jack drivers not honking their horns, or particularly dangerous areas in the plant. Ask if any employee has any comments or suggestions to make in this area.
  - Talk about your rules for putting equipment away, such as brooms, ice picks, and other equipment used in your plant.
  - Talk about your plant's rules concerning horseplay on the dock or allowing music to be played.
  - Talk about your policy concerning food and beverages in the warehouse.

These rules seem to be easy to understand and to follow, but a lot of times they are ignored. Injuries can result when they are ignored.