

# Safety

In this section of the Azzip Way, we will cover some critical Azzip Way requirements to staying safe while on the job. If a safety precaution made its way onto this list, it is likely because someone at Azzip has previously been injured because these measures were not implemented. It can be easy to think that an injury won't happen to you while at work because you are more experienced, smarter, or whatever it may be than others who would get injured doing that task. That is wrong. Injuries can happen to those who are very experienced, those who are taking their time, those who are young and old alike, so it is absolutely critical to follow these detailed steps to remain safe in your work environment at Azzip.

It is also important to note that it would incredibly extensive to list every way in which you could get injured while on the job, so while this list is comprehensive and includes the biggest risk factors at Azzip, these are not the only times that safety should be on your mind at Azzip. Safety is a mindset that should be kept at all times and following these tips while on the job will help keep yourself, your coworkers, and the guest safe at Azzip at all times:

- **Safety over speed, never cut safety corners in an attempt to do a task faster.** A great example of this is sticking your hand in the dough roller to dislodge a crust. You may be able to see the dough and it may be quicker to just poke it than to grab a wooden stick to dislodge it. However, this unnecessarily opens yourself up to a high risk of injury. Even if it is out of your control, someone could walk by and bump you, leading to your hand going just a little further into the roller than you anticipated.
- Communicate safety hazards. Spill in the dining room? Immediately get a wet floor sign out, even before it is cleaned up. Ice around the drink station? Put a wet floor sign down and immediately pick up the ice. Carrying something hot or sharp? Announce it to the team as you move through the kitchen so no one accidentally backs into you or the object.

## Cut Resistant Gloves

Azzip requires that employees wear cut resistant gloves when using a knife at Azzip. This is not limited to but includes the preparation of tomatoes, green peppers, onions and chives. We require cut resistant gloves to be worn because they are effective at preventing injuries and cuts at Azzip. There are no exceptions to this rule regardless of how much experience or training an employee has had with a knife. Cut resistant gloves must also be worn on both hands.

To properly wear these, put on a pair of food preparation gloves, then slide the cut resistant gloves over, and then put another pair of food preparation gloves on top of the cut resistant gloves. This will be three layers of gloves on your hands, it is important to make sure that the gloves you choose fit appropriately so you do not struggle to grab hold of items.

### **Three Comp Sink**

Never place sharp objects such as knives and tomato slicer blades in the bottom of the three-compartment sink. These objects are tough to see when sitting in the water and yourself or a teammate of yours could reach down and cut themselves by not being fully aware something sharp is at the bottom of the water.

### **Shoes**

Slips, trips and falls are the number one source of injuries in the work place. The appropriate shoes are important for helping prevent these. Wear shoes with tread and ensure the tread is still intact and not completely worn down. Tread on shoes is important because if your foot starts to slip, the water or oil on the ground will have a place to go and the sole of your shoe will make contact with the actual floor and help stop your foot from slipping. With no tread there is nothing to stop your shoe or foot once you begin to start slipping.

### **Clean Floors**

Floors need to be clean and left without debris in the kitchen and dining room even during busy times. Even though a napkin or wax paper on the ground may not seem like a priority during a rush, it needs to be. This is because a napkin or any other obstacle on the floors can easily be tripped or slipped on. It is also important when mopping floors to get all of the grease pulled up from them each night, so the surface of the floor is not slippery itself. For more details on clean floors see the cleanliness section of the Azzip Way.

### **Flour Bag Storage**

When flour is delivered at Azzip, it is delivered in a case that includes two 25-pound bags. These bags are secured together with plastic wrap. Azzip requires that before the flour is stored, the plastic wrap be cut off (with scissors or one of our safe box cutters, not a knife). This ensures that employees do not have to load and unload 50 pounds of flour at a time, a source of injury when picked up incorrectly.



### **Mixer - Must be 18 to use!**

Ensure guard is intact and working properly before use. Never, under any circumstances put your hand or anything else in the mixer while it is running

### **Oven**

The oven at Azzip gets extremely hot when in use, including the outside. For this reason, be very careful working around it and never touch it before it has cooled down.

### **Robot Coupe - Must be 18 to use!**

Never, under any circumstances reach your hand in any of the openings in the machine as this could result in your hand being cut by the very sharp and fast-moving blade inside. To access the inside of the robot coupe for cleaning or to remove ingredients, take the entire top off which will ensure nothing begins moving.



### **Dough Roller - Must be 18 to use!**

Dough balls and other pieces of dough will become stuck in the roller from time to time. Do not put your hand in any opening to remove the dough. This could result in your hand being pinched by the rollers. Instead use the wooden spoon provided by Azzip to dislodge the item. To help prevent dough becoming lodged to begin with, ensure it is flat when it goes in the roller and place it in the roller straight up and down to help promote an easy transition through the roller.



# Food Safety

*Information related to food safety can also be found in the “Prep” section of the Azzip Way where we go into more detail surrounding the appropriate storage of food and in the handbook on Page 22.*

Due to the nature of our business, it is absolutely essential that all team members follow safe food handling procedures in order to protect our customers. There can be absolutely no compromises or shortcuts when it comes to food safety. Every day we are entrusted with the health and even lives of our customers, which is a huge responsibility and one that we must never take lightly. The following are rules that must always be followed and enforced:

- Use sanitizing solution frequently on counters, cutting surfaces, utensils, tables, drink stations and condiment stations. This practice helps to keep food handling areas, preparation tools and eating areas free of bacteria.
- Prevent cross-contamination of raw meat. One of the main sources of cross-contamination occurs when raw meat comes in contact with other food that will be served without further cooking. For example, never place raw chicken on a cutting board and then cut vegetables for an uncooked product on the cutting board without first washing and sanitizing it. Likewise, always wash and sanitize utensils like knives and portioning tools after every use.
- Keep food at the proper temperatures. Potentially hazardous foods like meat, poultry and dairy should always be stored at or below 40°F. Food that is cooking or in holding should always be at or above 140°F. Bacteria counts on food grow rapidly between 40°F and 140°F so it is imperative that our food products spend a minimum amount of time in the “temperature danger zone” as defined above or as required by local health agencies.

## Hand Washing

When you wash your hands at Azzip, wash hands with warm water and lather hands in soap and rub for at least 20 seconds. Pay special attention to the cuticle area and underneath fingernails.

You should wash your hands in the following instances:

- As soon as you enter the work area from outside of the work area. This includes your first time entering the work area for the day as well as trips in after stepping outside, in the dining room or restroom for any period of time.
- Immediately before you begin working with food, food-processing equipment that comes in contact with food, or packaging materials that come in contact with food.

- Immediately after taking a break or using the restroom. Even after washing your hands in the restroom, you need to wash them before you begin work again because the door handles and surfaces are dirty.
- After you cough, sneeze, use a tissue, smoke, or eat.
- After you touch dirty utensils or equipment.
- Whenever you switch from working with raw, uncooked foods to working with food that is prepared or cooked.
- After wiping hands on your clothing, hat, or any body part other than clean hands or arms.
- Prior to and after removing gloves. Gloves are not there to prevent the spread of foodborne germs, the purpose of gloves is to act like a second layer of skin for protecting your hands, not the food. This is important because gloves do not give you a free pass to touch whatever you want. The instructions about when to wash your hands are also applied to when to change gloves.
- After you handle money.
- After finishing cleaning tasks or taking out the trash.
- After touching your phone.

## Safety Scorecard

People Safety		
	Pass/Fail	Comments
Are cut resistant gloves being worn appropriately?		
Are sharp objects being left in the three compartment sink?		
Are employees wearing shoes with tread?		
Are floors free from any sort of slippery film and loose debris?		
Are flour bags being stored unbound?		
Are there appropriate 18 and over stickers on the Mixer, Robot Coupe, and Dough Roller?		
Is the first aid kit appropriately filled? <i>Check specification sheet.</i>		

Food Safety		
	Pass/Fail	Comments
Is all refrigeration at the appropriate temperature?		
Are hands being washed at the appropriate times?		
Are counters being wiped down appropriately and kept clean of clutter and debris?		
Does all sanitizer solution (buckets and sink) have the appropriate concentration?		
Is the allergy station set up appropriately?		
Is each section of the allergy process being followed for orders?		

Score out of 13

Comments:

\*Reference Allergy Section for Allergy Guideline