

# SAFETY RULES

For Retail Shops



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United Food & Commercial Workers Local 342  
Safety Department



## THE SAFETY RULES

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- All Members must enforce all Safety Rules in an effort to improve Safety Conditions. Through enforcement all members can eliminate unsafe working conditions.
- All Stewards are required to fill out and send in Twelve (12) Safety Inspection Reports. **THIS REQUEST IS MANDATORY.**

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**A Company Representative must do the Safety Inspection with the Steward to achieve total cooperation from the Employer.**

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## EMPLOYER RULES

The member's employer also has certain responsibilities under the Occupational Safety and Health Act of 1970, the OSH Act. The General Duty Clause, section 5 (a)(1) of the OSH Act requires that "Each employer shall furnish to each of his employees employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

## THE SHOP STEWARD HAS SAFETY RESPONSIBILITIES

- Mandatory Monthly Safety Inspections.
- Mandatory Reporting of Inspections and Accidents to the Union.
- Monthly Inspection of OSHA Logs.
- Assist Local 342 members with Workers Compensation C-3 Forms.

- Promote Awareness of Work Safety Hazards.
- Mandatory Reporting of All accidents, shop illnesses and injuries on Monthly Statistics Analysis Sheet.
- Maintain all Safety Awareness stickers and keep posters on bulletin boards.
- Require copies of Emergency Evacuation Exit Route Procedure to hang in each Department along with instructions for each member.
- PPE Personal Protective Equipment. The Steward MUST Survey all Departments for Personal Protective Equipment needs and be sure members receive what is needed.
- If the Steward has an emergency, (gas leak, fire, member seriously injured, etc.), they must immediately call 911, report it to the Store Manager as well as calling the Union Safety Representative for their store.

## AN IMPORTANT NOTE ON SAFETY REPORTING

**LOCAL 342 MONTHLY SAFETY INSPECTION REPORT**

MONTH: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 COMPANY: \_\_\_\_\_ SHOP STEWARD: \_\_\_\_\_  
 STORE NUMBER: \_\_\_\_\_ AREA: \_\_\_\_\_ STORE MANAGER: \_\_\_\_\_

**IMPORTANT - YOUR SAFETY IS OUR #1 PRIORITY!**

Please return only the white copy to safety department. Regardless of hazard or no hazard status Store manager must receive pink copy. Shop steward should post yellow copy for your records.

PRIORITY I (24 TO 72 HOURS)				PRIORITY II (7 DAYS)			
GENERAL CONDITIONS		POWER EQUIPMENT		GENERAL CONDITIONS		GENERAL CONDITIONS	
SAFE	UNSAFE	SAFE	UNSAFE	SAFE	UNSAFE	SAFE	UNSAFE
1) Bleeding/Cuts	<input type="checkbox"/>	2) Guard Size	<input type="checkbox"/>	26) Working Conditions	<input type="checkbox"/>	31) Mats	<input type="checkbox"/>
2) Concealed Ceiling	<input type="checkbox"/>	3) 10/Wrapping Machine	<input type="checkbox"/>	27) Safety Belts	<input type="checkbox"/>	32) Fall Protection	<input type="checkbox"/>
3) Safety Floor Signs	<input type="checkbox"/>	4) 17) Chisel	<input type="checkbox"/>	28) Safety Belts	<input type="checkbox"/>	33) Fan Covers	<input type="checkbox"/>
4) Chipping Surfaces	<input type="checkbox"/>	5) 18) Pallet Machine	<input type="checkbox"/>	29) Drains	<input type="checkbox"/>	34) Fan Covers	<input type="checkbox"/>
5) Electrical Lightings	<input type="checkbox"/>	6) 19) Hammer	<input type="checkbox"/>	30) Other Personal Protective Equipment (PPE) (Specify Below)	<input type="checkbox"/>	35) Step Stool	<input type="checkbox"/>
6) Hand Tools	<input type="checkbox"/>	7) 20) Cracking Equipment	<input type="checkbox"/>	31) Shoes	<input type="checkbox"/>	36) Squeegee	<input type="checkbox"/>
7) Hand Aids Tools	<input type="checkbox"/>	8) 21) Hammer	<input type="checkbox"/>	32) Other Personal Protective Equipment (PPE) (Specify Below)	<input type="checkbox"/>	40) Racks / Tote	<input type="checkbox"/>
8) Stairs / Ladders	<input type="checkbox"/>	9) 22) Hammer	<input type="checkbox"/>			41) NO HAZARDS	<input type="checkbox"/>
9) Repairs	<input type="checkbox"/>	10) 23) Compressor	<input type="checkbox"/>				
10) Ducts / Columns	<input type="checkbox"/>	11) 24) Power Jack	<input type="checkbox"/>				
11) No Hand Up / Hand	<input type="checkbox"/>	12) 25) Hoist or Air Lift Safety (Specify Below)	<input type="checkbox"/>				
12) Hand Held Up / Hand	<input type="checkbox"/>						
13) Hand Held	<input type="checkbox"/>						
14) Other Openly Below	<input type="checkbox"/>						

DEPARTMENTS				
B) Bakery	BB) Backrooms	D) Dns	FD) Front Staff	F) Front
G) Grocery	MC) Meat	P) Produce	R) Receiving	SS) Seafood

DEPT	HAZARD#	EXPLANATION	PRIORITY

## MONTHLY SAFETY INSPECTION REPORT

The Shop Steward should NEVER check off a box on their Safety Inspection Report unless they have thoroughly checked it themselves. They should send in the report even if there are **NO HAZARDS**.



**UFCW LOCAL 342**  
Monthly Accident Statistics Summary Sheet

Shop Street#:	# of Local 342 Membership Employed:	# of Hours in Individual Work Week Including Overtime:
Company:	FT: FT:	FT: FT:
Store # _____ Date: _____		

TYPE OF INJURY	# OF PEOPLE INJURED	# OF DAYS LOST
<b>I. CUTS</b>		
Hand Tool		
Machine		
Slash Wound		
Cuts by Other Objects (nails, paper cuts, serrated edges, etc.)		
<b>II. STRAINS &amp; SPRAINS</b>		
Back Strain Caused by Lifting or Unloading		
Other Strain Caused by Lifting or Unloading		
Hernia		
Non-Lifting Back Injuries		
Miscellaneous		
<b>III. INJURIES CAUSED BY SLIPS &amp; FALLS</b>		
Falls Caused by Wet, Oily or Icy Floors		
Other Falls to the Same Level		
Falls to Different Levels		
<b>IV. INJURIES CAUSED BY STRIKING</b>		
Struck by Falling	Yes	
Plying or Other	Hand	
Moving Objects	Other	
Struck Against	Yes	
Sharp, Rough or Hard Objects	Hand	
Caught in, on or between Objects	Other	
<b>V. OCCUPATIONAL DISEASES</b>		
Respiratory	Other and Hand	
Motion	Shoulder	
Skin Diseases (scabs, dermatitis, etc.)		
Respiratory Illness		

# MONTHLY ACCIDENT STATISTICS SUMMARY SHEET

This analysis form will now be part of your safety inspection and must be returned to the Safety Department the same way. With this form Local 342 can immediately identify workplace injuries and it will assist when checking the OSHA Logs.



Still the top 3 injuries recorded on OSHA Logs in your classification:

- Cuts
- Strains & Sprains
- Slip & Falls

Still the top 3 illnesses recorded on OSHA Logs in your classification:

- Sciatica
- Carpal Tunnel Syndrome
- Tendonitis

## FIRE EXTINGUISHER DANGERS

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Each fire extinguisher **MUST** be checked at least monthly to make sure the pin is in place, it has adequate pressure, and it is hanging in its proper location. The member's employer should have them inspected every year.

The member **MUST** be sure their Fire Extinguisher is mounted on a wall under the proper signage. Report any improper storage to Store Management immediately.



## OVEN RANGE HOODS / ANSELL UNITS

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Oven range hoods should be thoroughly cleaned to prevent grease fires. The Company **MUST** inspect Ansell units regularly.

## EXITS

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The member's employer must provide a safe, unobstructed exit out of the workplace.

All members are required to check shop exits and building exits every day. When it is blocked, they should get the Company to clear the exit. If the door is pad-locked, the Steward should use their Safety Equipment to get it unlocked.

## EVACUATION

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All Shop Stewards and members should view their store's Emergency Organization Plan for evacuation procedures.

Members also have the right to have that plan practiced... **It's the LAW.** Members will have their Company's plan for evacuation so they can review with other Local 342 members and get them out of the building in an emergency situation. OSHA standard 1910.38(b)

### WRITTEN AND ORAL EMERGENCY ACTION PLANS

An emergency action plan must be in writing, kept in the workplace, and available to employees for review.

## TABLE TOPS

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Keep **ALL** cutting tables properly clipped, otherwise the tabletop slips and can cause dangerous situations.

## ELECTRICITY

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Equipment with frayed or broken wiring or missing insulation and uncovered electrical outlets must never be used.

**ONLY COMMERCIAL** extension cords should be used and never for permanent use.



## KNIVES

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Knives must be cleaned and stored properly. A dull knife must never be used.

## DOLLIES AND U-BOATS

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Always check for string and/or wire around wheels on dollies.

Use step stools with rubber non-slip feet. **Never use milk carts.**

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

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It is what it says, Personal, which means the member gets their own equipment and uses their own equipment.

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**IF A MEMBER NEEDS PPE THEY MUST REPORT IT TO THE SHOP STEWARD IMMEDIATELY AND THE STEWARD WILL HAVE THE COMPANY ORDER THE PPE FOR THE MEMBERS.**

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As an extra protection, always wear a cut resistant glove on the hand opposite the knife. Enforce the **GLOVE RULE!** Always use a cut resistant glove while cleaning.



Members **MUST** wear elbow length gloves when working with deep fryers and other potentially dangerous ovens.



## MACHINERY

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Do not put frozen or wet product in deep fryers it will cause oil splatters. All members **MUST** follow the glove rule **TO PREVENT GETTING BURNED**.

Ensure the use of Deli slicer **SAFETY GUARDS**.

Ensure the use of Band Saw **SAFETY GUARDS** and all other guards are in place for member Safety.

- Follow all **MANUFACTURER WARNINGS** on all machinery.
- Never attempt to fix machinery yourself.
- Each piece of machinery has a licensed maintenance person to arrange and approve any and all repairs. Be sure to have Store Management arrange for any necessary repairs.

## LOCKOUT MEANS POWER OUT

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All members at all times should be aware that any piece of machinery at any time if used improperly, without taking the proper precautions, can cause serious injury, burns, shocks, and even death. Always use the cut off switch on all machinery that is not being used for the day, being serviced, or being cleaned.

## LOCK THE POWER OUT!

If any of the machinery the member is working on is not working properly; electric shock from faulty wiring, guard not working properly, generally unsafe, the Shop Steward or member must call the Union immediately before they can take any action or permanently lockout any machinery.

All of these machines get locked out, **THIS MEANS THE POWER IS OUT. NO ELECTRICITY WILL BE RUNNING THROUGH MACHINERY!**

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### **Machinery to include in Lock Out Procedures:**

Deep Fryers, Band Saws, Patty Machines, Chop Meat Grinders, Rotisserie Ovens, Bakery Ovens.

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- unplug Cheese Grater
- lock out Cardboard Baler
- unplug Deli Slicing Machine
- lock out Seafood Steamer
- unplug Bakery Dough Mixer

## FLOOR SAFETY

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- Safeguard our members, if something is blocking the way, down an aisle, move it or get it moved!
- If a member sees a spill or there is water on the floor, they should get it mopped up and use Caution Cones, until area is clean and dry.
- Must use floor mats in all Departments to prevent Slips & Falls.

## FIRST AID KITS

It is **MANDATORY** that all Local 342 Departments must have fully stocked **FIRST AID KITS**.

The members' employer must allow the first aid kit to be kept fully stocked.

### First Aid Kits should include:

- Adhesive Strips
- Gauze Pads
- Antiseptic Novelettes
- First Aid/Burn Cream
- Bottle of Eye Flush
- Wound Pad
- Cold Pack
- Adhesive Tape (roll)
- Scissors
- Triangular Bandage
- Pair Latex Gloves
- Eye Pads
- Elastic Bandage
- Forceps
- Gauze Bandage

