



## HOW TO USE THIS MANUAL

This manual is intended to be used as a training tool by Dining Services supervisors to assist them in conducting the **minimum safety training required by the Occupational Health and Safety Administration (OSHA)**. All new employees must receive this training as part of their initial orientation.

This manual may also be used to provide refresher training to existing employees whenever needed. This training is by no means the only safety training a worker should receive. Safety education conducted regularly through workshops, meetings, and continuous coaching is encouraged, and is part of an effective safety management program.

Please contact the staff at Environmental Health and Safety at 6-3613 or [ehs@uconn.edu](mailto:ehs@uconn.edu) for assistance in using this manual or with any other questions you may have.

Thank you for advancing safety in your workplace and at the University!

Michael White, Executive Director  
Dining Services

Valerie Brangan, Occupational Health and Safety Manager  
Department of Environmental Health and Safety

**Please see "Training Instructions" on the following page**



# TRAINING INSTRUCTIONS

## 1. Who Can Conduct Training

Individuals who have attended the **Train-the-Trainer** program conducted by the Department of Environmental Health and Safety (EHS) are authorized to conduct the training contained in this manual.

## 2. Prior to Conducting the Training

[Supplementary materials](#) and the [Food Service Workers Safety Guide, 5th Edition](#) are included in this manual to use as training aids, handouts, or that may be posted in the workplace periodically as reminders of safe work practices

***In addition, you will need the following to conduct the training:***

- **General Kitchen Safety:** Demonstration of equipment and processes through a tour of the kitchen.
- **Hazard Communication—Right to Understand :**
  1. A labeled container of a chemical product used in your workplace, along with its Safety Data Sheet (SDS).
  2. The HazCom binder that includes the SDSs, chemical list, and written program for your workplace.
- **Personal Protective Equipment (PPE):**
  1. Your workplace's completed [Workplace Hazard Assessment Form](#)
  2. Samples of Personal Protective Equipment (PPE) used in your workplace.
- **Electrical Safety Awareness:** Examples of electrical equipment through a kitchen tour *and* the [Electrical Safety Guidelines](#) from EHS. A lock and tag used to perform lockout/tagout in your workplace and the University [Lock/Tagout Program](#) to refer to, as needed.

## 3. Procedures for Conducting Training

Training may be conducted for one or several employees at a time. Please encourage and allow time for questions. **With each employee, complete the following training form:**

[Dining Services OSHA Safety Training Program](#)

This form includes **4 mandatory** training modules (General Kitchen Safety, Hazard Communication, Personal Protective Equipment, and Electrical Safety Awareness) and will serve as certification of training, as required by OSHA. Ensure that the employee(s) ***initial each box*** at the left of the training modules as you go through them.

## 4. Once Training is Completed

Send completed, original forms to Jennifer Miller, DDS HR, Unit 4071.