

54/Food Stores**176****Analysis**

This is a large and diverse industry group that touches every community in New Mexico. It includes food and grocery stores, supermarkets, convenience stores, frozen food and freezer plans; meat and fish (seafood) markets to include butcher operations; fruit and vegetable markets/stands; candy, nut and confectionery stores; dairy products stores; retail bakeries and miscellaneous food stores which sell eggs, live and dressed poultry, health foods, herbs, spices, coffee and tea.

Back injuries from overexertion, lifting objects are a problem for workers in this industry. 41 of the 176 claims were of this type with a corresponding number of 32 back injuries. There were a total of 40 falls, both on the same level and from elevation. The category of being struck by or against objects included 20 claims. There were 18 claims from other types of overexertion injuries. Other than the back, body parts most involved were knees, wrists, multiple, upper extremities, the trunk, legs and feet. Although not industry-specific, it is important to note that Truck Drivers were number two on the List of Occupations with the Twenty Highest Newly Reported Indemnity Claims in New Mexico for 2001 with 278 claims. Driver-Sales Workers, Cashiers and Freight, Stock and Material Handlers also appear on this list. Miscellaneous Food Preparation Occupations had 67 claims. Young workers/new employees significantly populate this industry, are at risk and require attention. Attention is also needed to overcome safety problems presented by multiple languages spoken simultaneously by workers and customers.

This checklist is intended to enhance knowledge and assist in preventing injuries throughout this industry group. The common nature of the work and the corresponding accident experience can lead to coordinated efforts to overcome problem areas. Please use the information to direct attention to your specific areas of concern.

Back Injury Prevention

*Employees are made aware of the dangers of lifting
Employees ask for help from others to lift heavy
Objects*

*Through training, employees know how to lift
Management has minimized lifting tasks by providing
Lifting equipment and mechanical devices*

*Repetitive motion injuries are prevented by stretch
Breaks and exercises*

*Loading docks are visible and well maintained
New employees are given special attention and
Supervision to ensure that lifting is done properly
If used, back support belts are worn properly and
Are used only for lifting*

Fall Prevention

*All walkways are clearly marked and illuminated
Floors are kept clean and dry*

*Mats are used at the entryway, under drinking
Fountains and in front of ice machines*

*Mats or other precautions are used where
Necessary-soda machines, vegetables*

*Employee footwear is adequate for the job
Tripping hazards are identified, highlighted and
Eliminated*

*Spills are cleaned up immediately
Floor cones are used as necessary*

*Housekeeping is effective
All stairs have handrails on both sides
Parking areas are well illuminated and walking
Surfaces are free of hazards*

*Employees know how to report hazards
Maintenance personnel continually evaluate*

*All walking/working surfaces
Running is prohibited*

Fall Protection

YES / NO / N/A

*At elevations above six feet, employees are
Protected by guardrails, safety net systems
Or personal fall arrest systems*

*Employees use appropriate footwear for the
Walking/working surface*

*All ladders, locking stepladders and stools are
Checked for condition prior to use*

Defective equipment is disposed of

Trained employees use the equipment properly

*Special precautions are used during wet or icy
Conditions*

Struck by or Against Objects are types of indemnity
Claims that are the second leading cause of death
At work in New Mexico. The industry had 20 of these
Claims in 2001 from moving, stationary, falling and
Flying objects and striking against objects.

Bodily Reaction is a type of indemnity claim which
Refers to body motions that cause physical
Stress or strain. An example is a shoulder strain
Injury resulting from an overextended reach. The
Industry had 17 of these claims in 2001.

*Situational awareness and knowledge of our
Individual limitations are the key elements in
Preventing these injuries*

Understanding Safety Procedures

*Workers need to understand and respond to
Safety language – signs, rules, verbal and non-verbal
Signals and emergency actions*

*Training should include identification of all essential
Tools and equipment that the employee needs for
The job – symbols help convey meaning*

Understanding, not language, is most important

*The Internet can be used as a training resource for
Many languages and safety information*

Personal Protective Equipment

YES / NO / N/A

*Protective equipment has been issued and is used
By trained employees as needed. Examples
Include the following:*

*Hard hats/bump caps
Protective glasses
Face shields
Respirators
Wire-mesh gloves
Steel-toed work shoes or boots
Slip-resistant footwear
Personal fall arrest systems
Protective clothing, gloves and aprons
First-aid kits
Fire extinguishers
Hearing protection
Communications capabilities*

*Other equipment that may be required
To perform specific tasks*

Fire Safety

*All exits are unobstructed and lighted
Exit lights are lit
Fire extinguishers are provided and employees
Are trained in their use
Fire extinguisher inspections are up-to-date
Fire evacuation routes are posted
Emergency procedures are posted
Fire drills are conducted
Stairwells are completely free of storage
Emergency telephone numbers are posted
Flammable materials are stored
Separately and properly using approved
Containers or cabinets
Sprinkler heads are unobstructed*

Kitchens/Service Delis/Warmers

YES / N/A / N/A

All areas are well illuminated

Lighting is shielded

Floors are clean and dry

Non-slip matting is effective

Employee footwear is adequate

Fire protection systems are operable

And grease free

Fire extinguishers are accessible and

Employees know how to use them

First-aid kit is accessible

Food and material disposal methods

Are adequate

All machines are guarded and grounded

Slicers and other equipment are used by

Qualified and trained workers

Appropriate PPE is in use (wire-mesh

Gloves, protective glasses, etc.)

Knives are properly stored and

Sharpened

The list of all chemicals is available

Chemicals are labeled and properly

Stored away from food and utensils

Material Safety Data Sheets (MSDS)

Are accessible to employees who

Need them

MSDS can be understood by trained

Employees

Pesticides are carefully chosen and

Used to ensure the lowest possible

Toxicity and risk for unwanted

Exposure and have been specifically

Approved for use in the facility

Sanitation measures are effective

Housekeeping is excellent

Electrical Equipment

YES / NO / N/A

*All switches, cover plates and outlets are
In good condition
Electrical panels are locked and accessible
All equipment is grounded
Extension cords are not used
Nothing is stored in electrical equipment
Rooms
Lockout/Tag out procedures are used by
Employees and service/repair personnel*

Good Retail Practices

*No workers are ill with food borne agents
Good hygiene, clean clothes, hair restraints
Food is date marked and labeled
Food is properly thawed
There is no cross-contamination problem
With storage or equipment
Food and non-food contact surfaces are
Clean and in good condition
Dishwashing facilities functioning properly
Wiping cloths properly stored
Hand washing sinks are accessible
Water source is approved
Hot and cold water is accessible
Sanitary facilities are adequate
Employees' wash hands before
Returning to work
Vermin control procedures are effective
Outer openings are protected*

Hazardous Materials

YES / NO / N/A

Chemicals are stored properly
Chemical containers are clearly labeled
Chemical spill control supplies are readily Available
The list of all chemicals is available
Material Safety Data Sheets (MSDS) are Accessible to employees who need them
Trained employees can understand MSDS
Pesticides are carefully chosen and used to ensure The lowest possible toxicity and risk for Unwanted exposure
Personal protective equipment is used
Fire extinguishers are available
Eye wash stations are accessible
Contaminated clothing is properly cleaned or Disposed of promptly
Hazardous material signs are posted as required

Shipping/Receiving Areas

Where mechanical handling equipment is used, Clearances are adequate for aisles, at loading Docks, through doorways and where turns Must be made
Aisles and passageways are clear, unobstructed And marked as required
Loading docks are visible, well maintained and Well illuminated
Storage does not present a hazard
All bags and containers stored in tiers are stacked, Blocked, interlocked and limited in height so That they are stable and secure
Clearance limits signs are posted and visible
Where necessary, guards, covers and railings Are provided
Where necessary, emergency lighting has been Installed and is tested periodically
Pallets are properly stored

*Pallet jacks are in good condition and operators
Are trained in their use
If used, forklifts meet all standards and operators
Are trained and certified
Appropriate PPE is in use
First-aid kits are accessible
Fire extinguishers are accessible and employees
Are trained in their use
If used, back support belts are worn properly and
Are used only for lifting
Housekeeping is excellent*

YES / NO / N/A

Shop Areas

*Tools are in good condition
All electrical equipment is grounded
All machine guards are in place
Fire extinguishers are accessible
Flammables are properly contained
First aid kits and PPE are accessible
Spray painting booth has explosion-
Proof fixtures and is well ventilated
Smoking is prohibited*

Compressed Gases

*Storage areas are well ventilated, fireproof and dry
Cylinders are clearly labeled
Cylinders (both full and empty) are secured and
Separated by type
The valve protection cap is not removed until
The cylinder is secure and ready for use
Empty cylinders are never stored with or near
Full ones
Flammable and nonflammable gases are stored
Separately and properly
Smoking is prohibited
Employees are trained and knowledgeable*

Restrooms**YES / NO / N/A**

*Soap dispensers, paper and hot and cold
Running water is available
All hardware items are in good condition
There are no broken mirrors
Lighting is adequate
Housekeeping and sanitation are excellent
Non-slip surfaces are clean and dry
Clean towels or warm air blowers are adequate
Appropriate receptacles are provided*

Power and Hand Tools

*Only the proper tools are used for the job
Guards and safety devices are operable and in place
Pinch and shear points are guarded
Employees are trained and knowledgeable
All power tools are grounded
No tool is stored in an overhead location
Box cutters are used and disposed of properly
All tools are inspected frequently and are well
Maintained
Employees use appropriate PPE for the job*

Store Security

*Interior and exterior lighting is adequate
Visibility into and from the store is good
Windows are not blocked
Emergency telephone numbers are posted
Employees are prepared for emergencies
Exits are not blocked or locked from within
The store is arranged to enhance employee
Visibility throughout
Cash on hand is very limited
Local police have been asked to drop by
The store as they can
Police have consulted with management
Post the workers' compensation Store Security Poster*

Young Workers/New Employees

In 2001, workers in their first year of employment filed a large share of the indemnity claims with 46.9 percent of the total in New Mexico. Each year this statistic hovers around 50 percent. What follows is information specifically designed to address the needs of these workers.

Five Steps For A Safer Workplace

Start your workers out right

- *Welcome them*
- *Orient them*
- *Introduce them*
- *Train them*
- *Check them out on tools and equipment*
- *Observe and assist them*

Account for all accidents

- *Keep records of NOAs, E-1s, E-6s and OSHA logs*
- *Cost out the loss to the organization*
- *Assist supervisors with accountability*
- *Evaluate safety performance*

Managers plan safety

- *Plan safety into each job*
- *Use job planning/hazard analysis tools*
- *Make sure the workers know what to do*

Hold safety meetings

- *Choose specific topics (fall prevention)*
- *Use examples (Jane hurt her back when...)*
- *Keep it brief*

Reinforce safety performance/recognize good work

Motor Vehicle Accident Prevention

Motor vehicle accidents are the leading cause of death at work in New Mexico. Motor vehicle accidents tend to result in more serious injuries than other types of accidents – almost 30 percent of all compensable fatalities are of this type.

Causes

*Failure to wear seat belts
Lack of attention while driving
Excessive speed
Violations of state law and company policy
Driving under the influence
Failure to drive with regard to road conditions*

Ideas for Employers

*Develop a company policy that covers driving while at work.
Consider including the following:
The use of seat belts in company vehicles is mandatory
Only specifically authorized employees with valid and company
Verified licenses may operate company vehicles or
Personally owned vehicles on company business
Prohibit alcohol and drug use in company vehicles
Offer Defensive Driving courses to employees
Develop a vehicle safety inspection and maintenance program
Establish a safety awards program to recognize good drivers*

Ideas for Employees

*Wear seat belts and ensure your passengers do the same
Never drink and drive
Obey all traffic laws
Inspect your vehicle before driving and report defects to a
Supervisor
Do not drive the vehicle if safety problems are not corrected
Be alert to changing road conditions and drive defensively*

Employee Security at Work

Workplace violence is violence or the threat of violence against workers. It can occur at or outside the workplace and can range from threats and verbal abuse to physical assaults and homicide, one of the leading causes of job-related deaths.

No one is immune from the danger presented by violence. It can strike anyone at anytime. Workers are exposed to increased risk due to the nature of the jobs involved, the occupational settings and visibility. Awareness is the key to prevention.

Ideas for Employers

Establish a workplace violence prevention program or include it in the existing safety program

Make it clear that violence will not be tolerated and that any incidents will be investigated and promptly remedied

Provide safety education for employees so that they know what to do if they witness or are subjected to violence, and how to protect themselves

Wherever possible, secure the workplace. Make it a hard target.

Consider electronic and video surveillance, extra lighting, alarm systems and minimize access through use of photo ID cards and electronic keys

Post the workers' compensation Employee Security at Work Poster

Ideas for Employees

Be aware of your environment at all times. Never enter any location where you feel unsafe. Ask to be escorted in potentially dangerous situations or at night

Learn as much as you can to recognize, avoid or diffuse violent conditions

Alert supervisors to hazards or concerns regarding your safety

Avoid traveling alone into unfamiliar locations or situations whenever possible

Always trust yourself – if it doesn't feel safe, it probably isn't

Administration

YES / NO / N/A

The Workers' Compensation Act Poster

Is available, has been filled in as required

And the Notice of Accident Forms

Accompany the poster

The organization's Annual Safety Inspection

Has been done and is documented

OSHA posters and logs are available

Department of Labor information is available

Organization Information

Inspector Information and Date

Internet Resources

Food Marketing Institute

<http://www.fmi.org/>

New Mexico Restaurant Association

<http://www.nmrestaurants.org/>

Select any of the useful links that the association has listed

Grocery Retail Online

<http://www.groceryretailonline.com/>

National Institute for Occupational Safety and Health

<http://www.cdc.gov/niosh>

New Mexico Occupational Health and Safety Bureau (OSHA)

<http://www.nmenv.state.nm.us/ohsb>