

**70/Hotels and Lodging Places****172****Analysis**

*This industry group consists of hotels and motels, rooming and boarding houses, camps and recreational vehicle parks and membership organization hotels and lodging houses.*

*Despite its title, this is a particularly diverse group with a wide range of activities and accident exposures. The group experiences falls on the same level (45) and falls from elevation (25). There were 36 back injuries primarily from overexertion, lifting objects and overexertion, pulling or pushing objects. Bodily reaction was a problem that resulted in 25 claims. There were 18 claims involving people who were struck by or against objects. In addition to the back, body parts that are involved include wrists, fingers, knees, ankles and multiple body parts. Janitors and Cleaners were number one on the List of Occupations with the Twenty Highest Newly Reported Indemnity Claims in New Mexico for 2001 (290). Maids and Housemen were eleventh with 110 claims. Waiters and Waitresses were seventeenth with 73 claims and Kitchen Workers, Food Preparation were eighteenth with 68 claims.*

*It is important to recognize the scope of the safety problems facing this industry. First, the size of individual organizations is essential to understanding what may be involved. It ranges from a one or two person operation with no need for workers' compensation insurance and no safety program to national and international operations with extensive risk management and accident prevention activities. Second, despite the size, the group experiences common injuries that can be prevented by applying knowledge and effort.*

*This checklist is designed to enable knowledge and assist in preventing injuries across the spectrum of this diverse industry group. Please use the information to direct attention to your specific areas of concern.*

## **70/Hotels and Lodging Places**

**YES / NO / N/A**

### **Fall Prevention**

*All walkways are clearly marked and illuminated*

*Floors are kept clean and dry*

*Mats are used during wet weather and where*

*It makes good sense to use them – entrances,*

*Under drinking fountains, in front of ice*

*Machines, soda machines, etc.*

*Employee footwear is adequate for the job*

*Tripping hazards are identified, highlighted and*

*Eliminated*

*Spills are cleaned up immediately*

*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*

*Recreational vehicle parks and campsites are*

*graded, ditched and adequately drained*

*Walking surfaces are free of rocks and debris*

*Procedures prevent overcrowding*

*Lighting is adequate*

### **Fall Protection**

*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*

## **Back Injury Prevention**

**YES / NO / N/A**

*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*

*Kitchen/cafeteria workers exercise before work  
All kitchen/cafeteria equipment and materials are  
Within reach of the workers who need them*

*Maids are trained in proper lifting and pulling/pushing  
Methods for their specific, individual tasks*

*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*

## **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*

*Fire prevention in kitchens and cafeterias*

*Is a special subject area during all  
Inspections*

*Camp and cooking fires are contained*

**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 18 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 or a maid's Injury from pushing or pulling a cart. The Industry had 25 of these claims in 2001.

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

**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, goggles or face shields

Respirators/self-contained breathing devices

Steel-toed work shoes or boots

Slip-resistant footwear

Personal fall arrest systems

Protective clothing, gloves and aprons

Wire-mesh gloves

Air monitors

First-aid kits

Fire extinguishers

Hearing protection

Hepatitis B immunizations for employees

Who may be exposed to blood or body

Fluids as a part of their normal duties

Communications capabilities

Other equipment that may be required

To perform specific tasks

## **Hazardous Materials**

**YES / NO / N/A**

*Chemicals are stored properly*

*Chemical containers are clearly labeled*

*Chemical spill control supplies are readily  
Available*

*Employees are aware of the dangers of mixing  
Chemicals*

*The list of all chemicals is available*

*Blood borne pathogens training is given to  
Appropriate employees (maids, maintenance  
Workers and others as necessary)*

*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*

## **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*

## **Shop Areas**

**YES / NO / N/A**

*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*

## **Electrical Equipment**

*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 in use  
Only qualified employees or service/repair  
Personnel are involved with maintenance*

## **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.*

**Kitchens/Cafeterias/Food Service**

**YES / NO / N/A**

*All areas are well illuminated  
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, face shields, etc.)  
The list of all chemicals is available  
Pesticides are properly chosen and used  
Chemicals are labeled and properly  
    Stored away from food and utensils  
MSDS are available and understood  
Knives are properly stored and  
    Sharpened  
Sanitation measures are effective  
Housekeeping is excellent*

**Good Retail Practices**

**YES / NO / N/A**

*No workers are ill with food borne agents  
Good hygiene practices are in use  
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  
Pest control procedures are effective  
Outer openings are protected*

**YES / NO / N/A**

### **Escalators**

*Emergency shutoff buttons are installed  
At the top and bottom of each escalator  
On the right side facing the stairs  
Sidewalls are made of low-friction material  
So that soft-soled shoes cannot be caught  
Devices which sense the presence of a  
Foreign object and automatically stop  
The escalator are installed and are  
Operational  
Side clearances at the edges of steps are  
No more than 3/16 of an inch  
Warning signs are placed to remind parents  
To hold children's hands and face forward  
Each step has brightly colored borders*

### **Elevators**

*Car levels evenly at landings  
Passengers are clear of entrances  
Before doors close  
The elevator will not move until the  
Doors are completely closed  
The telephones and alarms are  
Operable  
The certificate of inspection is posted  
In the elevator or is on file  
Firefighter's operating instructions are  
Clearly posted*

## **Laundry Operations**

**YES / NO / N/A**

*Washers and dryers will not operate  
With the doors open  
Ironer guards are in place and operable  
Baskets and tables are splinter free  
Walkways are clean, dry and unobstructed  
All floor openings are guarded  
Electrical and mechanical equipment is  
Grounded and guarded  
Heavy lifting has been eliminated by use  
Of lifting devices*

## **Restrooms**

*A soap dispenser, 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 good  
Non-slip surfaces are clean and dry  
Clean towels or warm air blowers are adequate  
Appropriate receptacles are provided  
In campground areas, appropriate, sanitary and  
Adequate toilet facilities are provided and  
Lighting is adequate*

## **Swimming Pools**

*Outdoor and indoor pools are fenced and secured  
Lighting is adequate  
Non-slip surfaces are installed  
Emergency equipment including a first-aid  
Kit, shepherd's hook and a backboard  
Are available  
Emergency procedures, telephone numbers and  
A CPR chart are posted; MSDS accessible  
Electrical outlets are protected by GFCI systems  
Water testing and treatment meet local codes  
Appropriate PPE is provided for employees*

*Cleaning chemicals are properly stored  
There is no glassware in the pool area  
Pool furniture is routinely inspected and  
Repaired or replaced as necessary*

**YES / NO / N/A**

### **Recreation Facilities**

*Rental equipment is in good condition  
Life vests are required for water activities  
Hiking and bike trails, ski slopes and marinas are  
Well maintained  
First-aid and rescue equipment is accessible  
Emergency procedures and telephone  
Numbers are posted  
Communications capabilities are adequate*

### **Meeting Rooms/Convention Facilities**

*Portable walls are secure  
All floors, platforms and portable stairs are  
Free of any slip/trip hazards  
All tables and chairs are inspected to ensure  
That they are in good condition  
All exits are visible, accessible, well lighted  
And clearly marked  
Exit signs are illuminated  
Fire extinguishers are accessible  
Electrical cords are grounded, visible and are taped to  
The floor to prevent trip/fall hazards  
Audio/visual equipment is placed in a  
Stable location*

### **Emergency Preparation**

*The location of the nearest healthcare facility is  
Known to all  
First aid kits are adequate, accessible and are  
Refilled as necessary  
At least one worker per shift has been trained  
In first aid and CPR  
911 or emergency numbers are posted*

## **Shipping/Receiving Areas**

**YES / NO / N/A**

*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*

*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*

## **Material Storage and Handling**

*Materials are properly stacked, blocked and secure*

*Fire extinguishers are adequate and accessible*

*Flammable liquids are stored in approved containers*

*Workers handle loads properly and seek help as needed*

*Security, including fencing and lighting, is adequate*

## **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 with the name  
Of the insurance company/claims representative  
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**

*New Mexico Lodging Association*

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

*New Mexico Restaurant Association*

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

*Food Marketing Institute*

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

*Global Hotelier's Community*

<http://www.ehotelier.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>