



Safety Banner Best Practices

The purpose of this process is to outline the procedures to ensure Food Service Managers/Satellite Food Service Managers (FSM) and employees know how to report The number of work days without a work related incident/injury on the Safety Banner. All injury/illnesses must be reported into IStar.

Procedures:

- The FSM must track daily the number of work days that no staff has an incident/injury and update the Safety Banner daily at the end of the shift with the new number. Every school cafeteria must have a Safety Banner displayed posted in a location where all staff and customers can view it.
- Effective October 1, 2013 FSM must post the provided Safety Banner and add a "1" at the end of the day if there are no incidents.
- The FSM or designee must update the Safety Banner every work day.
 - Any employee who was injured as a result of a safety violation must be retrained within 30 calendar days of the injury
 - The FSM will send an email to his/her designated ESC Human Resources Representative (HR) confirming the retraining date



Step 1

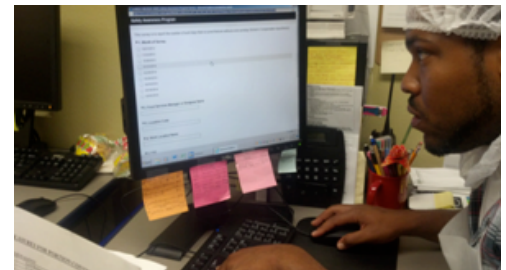
Effective on October 1, 2013 each FSM will post the Safety Banner posted in a location where all staff and customers can view it.

Step 2

The FSM or designee will update the Safety Banner at the end of each work day.

Step 3

Continue numbering of the Safety Banner with no incident/injury. For example - 56 days since the last incident/injury.



Step 4

An employee has an incident. Information about incident/injury must be input into IStar.

Step 5

The day of the incident/injury, the Safety Banner resets to "0."

Step 5

Employees injured must be retrained within 30 calendar days of the injury. The FSM will send an email to their designated HR Rep confirming the retraining date.