



Cleanliness Program

TEAM CLEAN UP

The Take 5 Cleanliness Program is a time-based cleaning schedule which can be implemented at specific times, whereby all kitchen staff engage in small, predetermined clean-up procedures. This allows managers to provide quick and effective cleaning opportunities for their staff throughout the day. The program will help reduce the amount of food, liquid, debris and other slip, trip and fall hazards which otherwise may not have been identified and corrected during busy production times.

Even though the “clean as you go” policy has been in effect over the past few years, it has become apparent that this policy is not providing the expected outcome, as the number of slip, trip and fall incidents over spilled water, oils, greases, food, boxes and other kitchen materials have increased, resulting in costly workers compensation bills. It is inevitable that that a new approach to kitchen cleanliness must be enacted.

Take 5 activities should be done with an “eyes down” approach. Since most slip, trip and fall incidents happen as a result of unseen hazards on the floor, this is where associates should focus their efforts.

While each operation is free to implement a Take 5 cleaning regimen that best fits into their production schedule, the success of this program ties directly to consistent and routine application across the unit.

Example:

During the last 5 minutes of every hour, kitchen associates take part in a quick 5 minute clean-up by removing dropped food, spilled liquids, packaging materials, and other slip, trip and fall hazards from their immediate work area.

Frequent Take 5 sessions will deliver better results, but the minimum acceptable number of clean-up opportunities is **THREE**, evenly spaced throughout the day

TAKE 5 ACTIVITIES:

- + Pick up dropped food items
- + Sweep cluttered areas
- + Mop wet/greasy areas
- + Setting up wet floor signs as needed
- + Remove cardboard boxes and other packaging material from aisles and work areas
- + Move empty pallets to proper storage areas
- + Ensure approved slip-resistant matting is in-place in high hazard areas

NOTE : Take 5 is not designed to replace daily clean-up procedures already in use at an operation. It is intended to supplement and strengthen existing “Clean As You Go” procedures.