Workplace Safety Standard Operating Procedures

A Guide to Morrison Healthcare Brand Standards

morrison
healthcare

Morrison Healthcare Team Members,

Every day, Morrison Healthcare associates come to work to play a crucial role in the delivery of care and comfort to people all over the country. In a fast-paced work environment, we have to ensure that our associates have simple and straightforward guidelines to make sure each duty and task is done without harm. These Standard Operating Procedures are designed to provide the resources needed to educate our associates. Our goal is to send them home safely, so we maintain our strong safety culture throughout our operations.

Take the opportunity to review the Workplace Safety Standard Operating Procedures with your team to determine areas you do well along with areas that need improvement. By taking action and holding each other accountable, everyone can plan an active role in elevating safety in your account.

Thank you for all you do and for your commitment to take safety to the next level.

Avi

Avi Pinto, CEO Morrison Healthcare

Table of Contents

Foundation

Workplace Safety Standard Operating Procedures

Orientation and Ongoing Training

Safety Training provides the foundation for associates to perform their job safely and is the key to prevention. All associates should receive safety training during onboarding, annually as refresher training, post accident, and continually.

MORRISON HEALTHCARE
SAFETY
Make Safety FIRST, or You're Last

All Associates I Salary and Hourly

Orientation Checklists

- New Associate Checklist – Key Elements in Policy E002
- New Associate Orientation Addendum – Key Elements in Policy E002
- New Associate Safety Training

Dining Associate Workplace Safety Orientation (DAWSO)

- Safety is a core value and top priority at Compass Group. Compass is dedicated to ensuring all associates have proper knowledge and training to keep everyone safe at work.
- Frequency: Orientation & Annually

COVID Safety Training

- In this training, you will learn about Coronavirus (COVID-19) and what you can do to help protect yourself, your coworkers, and our customers from this virus.
- Frequency: Orientation & Annually

Active Shooter Training

- This course will provide you with a basic understanding of the signs and behaviors of a potential active shooter, what to do if an active shooter event does occur, and what you should and shouldn't do when law enforcement arrives on the scene.

Workplace Violence Training

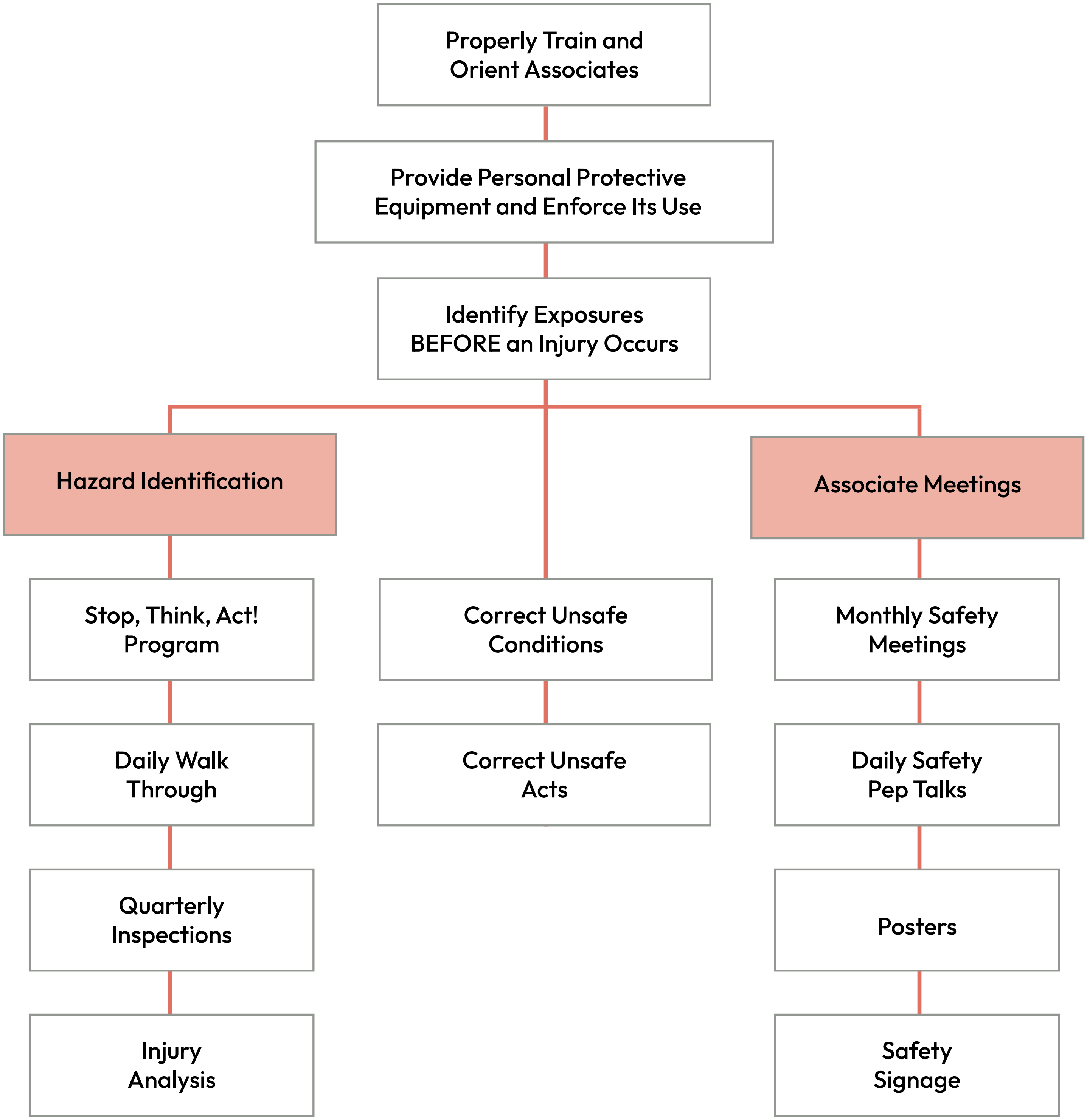
- This training helps builds awareness of common causes of workplace violence, ways to prevent violence in the workplace, and additional resources available to associates.

MANAGERS ONLY: Safety Training for Managers in Food Service/Support Service

- This training helps build awareness of common causes of workplace violence, ways to prevent violence in the workplace, and additional resources available to associates.

MORRISON HEALTHCARE
SAFETY
Make Safety FIRST, or You're Last

Safety Programs and Training



MORRISON HEALTHCARE SAFETY
Make Safety FIRST, or You're Last

CHAT: Communication, Help, and Training

CHATs are designed to refresh you on the important details that may have regulatory or safety implications. They are essential to creating a culture of safety and excellence. Accounts can obtain the CHAT materials and the attendance verification sheet from their Directors of Food & Nutrition Services (DFNS).

CHATs are conducted monthly with a safety topic each month.

Topics may include:
• HIPAA and Patient Rights
• Infection Prevention and Control
• Allergens
• QAPI

10-4 Trainings

These trainings are 10 training sessions, each lasting 4 minutes, with an additional 16 supplemental training sessions included. One topic will be covered per week, twice a year. These trainings can be used at all types of huddles, including Retail, Patient Services, Culinary, and more. Additionally, you should post this information on your Safety Bulletin Board.

Click images below to access 10-4 Trainings.


10-4 TRAININGS

Cut Safety

Training #1

1. Ensure the knife is sharp as less pressure needs to be exerted to perform a cut.
2. Always wear a cut-resistant glove regardless of what, how, when, or the amount of what is going to be cut. This includes the serving line. Cut-resistant gloves should be worn on the hand that is holding the item to be cut.
3. Practice different cutting techniques. Chop, slice, mince, dice and others.
4. Use the correct knife for the specific cutting task to be done.
5. Two cut-resistant gloves must be worn when cleaning the meat slicer; however, no cutting gloves shall be used when operating the slicer.
6. All knives should be stored in a knife rack. Knives should not be lying around the kitchen on counters, in sinks, or under other kitchen equipment.
7. Knives are not to be used to open boxes or cans. Can openers should be used to open all cans and safety box cutters for all packages and boxes.

10 topics, 4 minutes each

MORRISON HEALTHCARE SAFETY Make Safety FIRST, or You're Last


10-4 TRAININGS

Burn Safety

Training #2

1. Use caution around all hot items.
2. Use proper burn protection equipment (such as oven mitts) when handling hot items.
3. Replace protective equipment when it becomes damaged or worn.
4. Handle chemicals with care.
5. Keep electrical items in good working order.
6. Always open pots far side first to avoid steam burns.
7. Always use goggles, burn gloves and aprons when emptying fryer oil.
8. Never use plastic buckets to dispose of fryer oil or grease.

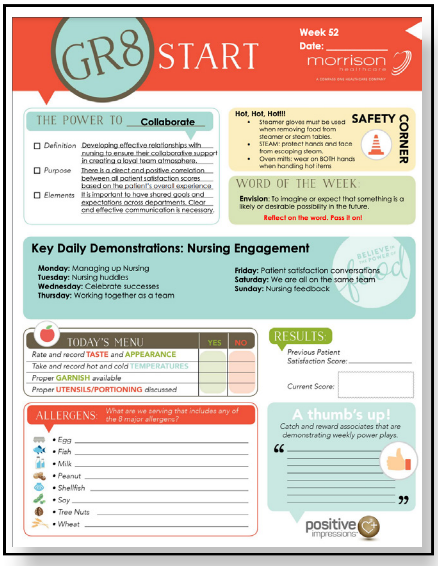
10 topics, 4 minutes each

MORRISON HEALTHCARE SAFETY Make Safety FIRST, or You're Last

Gr8 Start

Daily Communication is important for all team members to know key information about food allergies being served, recognition, safety, and hospital updates. Gr8 Start huddles are the first step to engage and excite our team!

Gr8 Starts are daily huddles with pre-set communication to be completed once per shift. If your team members work 12 hour shifts, then once per day. If your team members work split shifts, then this should be completed once per shift.


GR8 START
Week 52
Date: ____
morrison healthcare
A COMPASS ONE HEALTHCARE COMPANY

THE POWER TO Collaborate
- Definition: Developing effective relationships with nursing to ensure their collaborative support in creating a loyal team atmosphere.
- Purpose: There is a direct and positive correlation between all patient satisfaction scores based on the patient's overall experience
- Elements: It is important to have shared goals and expectations across departments. Clear and effective communication is necessary.

SAFETY CORNER
Hot, Hot, Hot!!!
- Steamer gloves must be used when removing food from steamer or steam tables.
- STEAM: protect hands and face from escaping steam.
- Oven mitts: wear on BOTH hands when handling hot items

WORD OF THE WEEK:
Envision: To imagine or expect that something is a likely or desirable possibility in the future.
Reflect on the word. Pass it on!

Key Daily Demonstrations: Nursing Engagement
Monday: Managing up Nursing
Tuesday: Nursing huddles
Wednesday: Celebrate successes
Thursday: Working together as a team
Friday: Patient satisfaction conversations
Saturday: We are all on the same team
Sunday: Nursing feedback

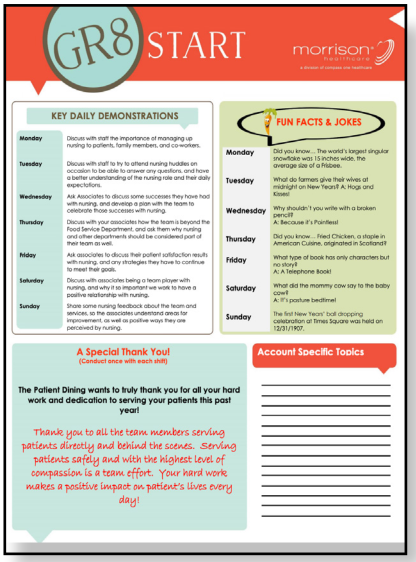
TODAY'S MENU	YES	NO
Rate and record TASTE and APPEARANCE		
Take and record hot and cold TEMPERATURES		
Proper GARNISH available		
Proper UTENSILS/PORTIONING discussed		

RESULTS:
Previous Patient Satisfaction Score: ____
Current Score:

ALLERGENS: What are we serving that includes any of the 8 major allergens?
- Egg
- Fish
- Milk
- Peanut
- Shellfish
- Soy
- Tree Nuts
- Wheat

A thumb's up!
Catch and reward associates that are demonstrating weekly power plays.

positive impressions


GR8 START
morrison healthcare
a division of compass one healthcare

KEY DAILY DEMONSTRATIONS

Monday	Discuss with staff the importance of managing up nursing to patients, family members, and co-workers.
Tuesday	Discuss with staff to try to attend nursing huddles on occasion to be able to answer any questions, and have a better understanding of the nursing role and their daily expectations.
Wednesday	Ask Associates to discuss some successes they have had with nursing, and develop a plan with the team to celebrate those successes with nursing.
Thursday	Discuss with your associates how the team is beyond the Food Service Department, and ask them why nursing and other departments should be considered part of their team as well.
Friday	Ask associates to discuss their patient satisfaction results with nursing, and any strategies they have to continue to meet their goals.
Saturday	Discuss with associates being a team player with nursing, and why it so important we work to have a positive relationship with nursing.
Sunday	Share some nursing feedback about the team and services, so the associates understand areas for improvement, as well as positive ways they are perceived by nursing.

FUN FACTS & JOKES

Monday	Did you know... The world's largest singular snowflake was 15 inches wide, the average size of a Frisbee.
Tuesday	What do farmers give their wives at midnight on New Years? A: Hogs and Kisses!
Wednesday	Why shouldn't you write with a broken pencil? A: Because it's Pointless!
Thursday	Did you know... Fried Chicken, a staple in American Cuisine, originated in Scotland?
Friday	What type of book has only characters but no story? A: A Telephone Book!
Saturday	What did the mommy cow say to the baby cow? A: It's pasture bedtime!
Sunday	The first New Years' ball dropping celebration at Times Square was held on 12/31/1907.

A Special Thank You!
(Conduct once with each shift)

The Patient Dining wants to truly thank you for all your hard work and dedication to serving your patients this past year!

Thank you to all the team members serving patients directly and behind the scenes. Serving patients safely and with the highest level of compassion is a team effort. Your hard work makes a positive impact on patient's lives every day!

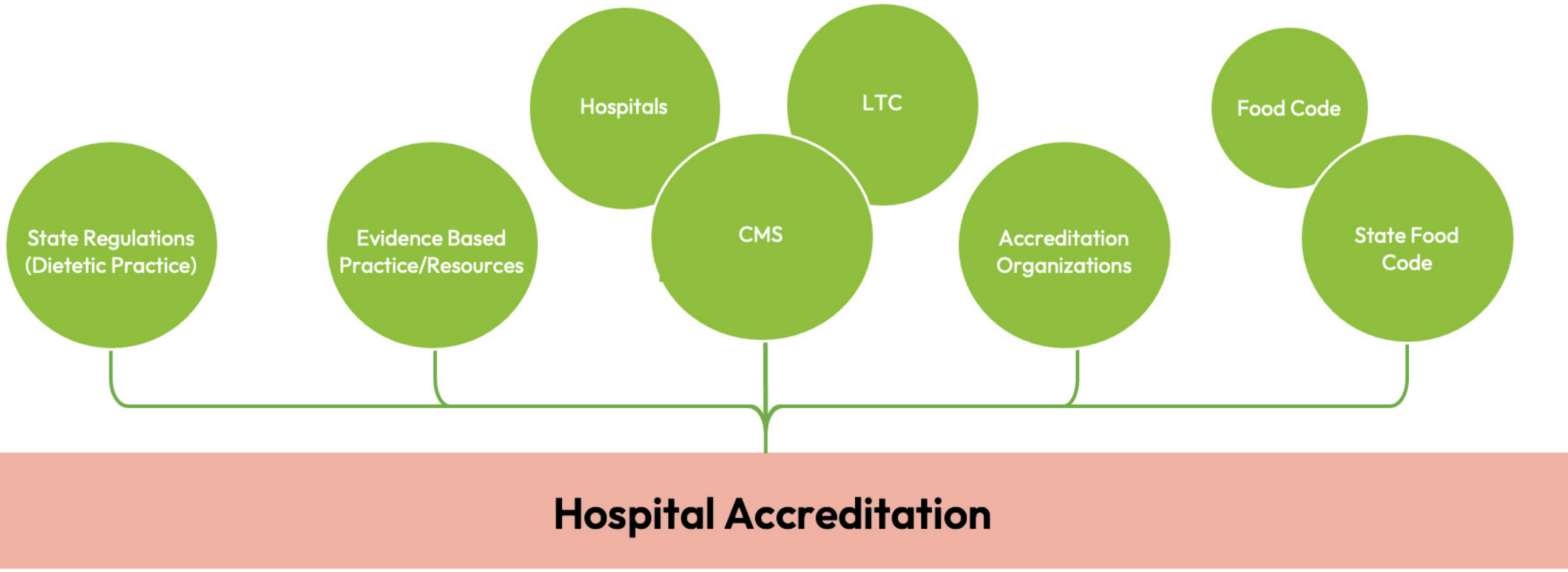
Account Specific Topics

Regulatory

Centers for Medicare and Medicaid Services (CMS)

Hospitals must meet eligibility standards established by the federal government to receive reimbursement from the federally funded programs, Medicare and/or Medicaid. CMS has been designated as the organization responsible for the certification of hospitals, deeming them certified and meeting established standards. CMS has manuals for hospitals and long-term care that are available and detail the standards of participation as well as interpretive guidelines.

Resource: Medicare State Operations Manual (cms.gov)



Accreditation Organizations

Healthcare is a highly regulated business. To be paid by insurance companies, Medicare, and Medicaid, healthcare facilities need to prove that they meet all of the regulations. This "proof" is based on inspection results. The number and timing of inspections depend on factors such as past inspection results and the type of care facility. For example, hospital regulations are different than those for nursing homes. The facility can choose to pay an Accreditation Organization to inspect or have the government inspect their facility.

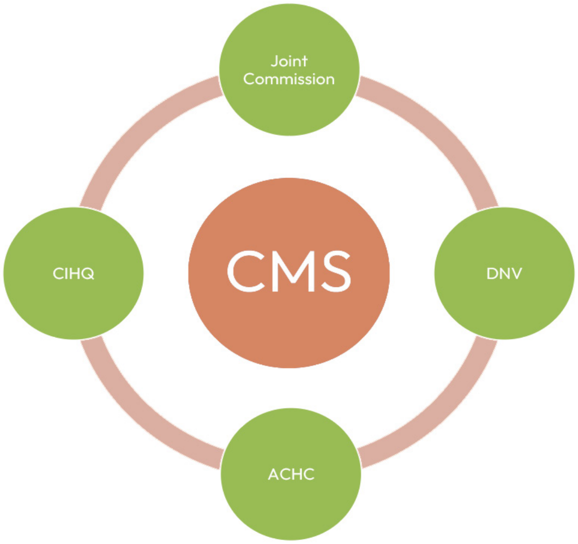
The Accreditation Organizations must have their services, standards, and inspection plan approved by the Centers for Medicare and Medicaid Services, which is the federal government department abbreviated as CMS. The standards required by an Accreditation Organization must meet or exceed CMS expectations.

CMS has been designated as the organization responsible for the certification of hospitals. Below are approved accrediting organizations by CMS that facilities can contract with to complete their survey. The four organizations listed below evaluate hospitals through the survey inspection process. Each has program types that they are qualified to accredit; follow the links below for additional information.

CMS Surveys and Accreditations

When can they come?
• Follow-up to complaint
• Specialty Program Certification
• Full Facility Accreditation Survey
• Local Health Department

When should I be ready?
All day, every day!



The Joint Commission

- Program Types: ASC, CAH, HHA, HIT, Hospice, Hospital, Psychiatric Hospital
- Website: www.jointcommission.org

DNV - Healthcare

- Program Types: CAH, Hospital, Psychiatric Hospital
- Website: www.dnv.us/supplychain/healthcare/

Center for Improvement in Healthcare Quality (CIHQ)

- Program Types: Hospital
- Website: www.cihq.org

Accreditation Commission for Health Care (ACHC)

- Program Types: ASC, CAH, ESRD Facilities, HHA, HIT, Hospice, Hospital
- Website: www.achc.org

How to Prepare

- ✓ Review Policies and Procedures annually and ensure they reflect current practice.
- ✓ Review Employee Files at least annually using the personnel file checklist.
- ✓ Ensure Competency Validation is completed for all employees, signed, and in the employee files.
- ✓ Review the Diet Manual and ensure the Facility Specific Diet Manual is up to date, signed by the current CNM and medical representative.
- ✓ Conduct the Regulatory Review in Acuity Connect.
- ✓ Participate in facility mock surveys.
- ✓ Schedule mock interviews with staff.
- ✓ Provide ongoing in-services to employees on hospital safety topics such as codes, QAPI projects, and other safety topics.
- ✓ Share your experience and create a network of support.
- ✓ Don't try to reinvent the wheel. Use resources and reach out when you need assistance.

Talking to Surveyors

- Choose an altruistic mindset
  - Surveyors are seeking to understand, not to punish
- Embrace the silence
  - Answer the question succinctly and then stop talking
  - Don't talk through the pauses when the surveyor is taking notes
- Start with the basics when providing information
  - Don't assume the surveyor has seen all available information in the EMR
  - Allow the surveyor to request more detail if needed, but don't offer it yourself

The Do's and Don'ts of Survey Inspections:

DO

- Make sure your RDO and RCNM are aware when a surveyor arrives - they can be great support.
- Make eye contact, listen carefully, and speak clearly.
- Only answer the question - don't expand or share additional details.
- If you don't know, say "I'll find out" then circle back.
- Always be respectful, even when you know the surveyor is wrong.
- It is ok to ask for more clarification, information, or the standard that they are questioning.
- As normal practice dictates, ensure that there is no visible PHI.
- Have your HR files well organized.
- Have policies ready to share, but only share those that are requested.
- Be the spokesperson for your practice or your process. No one knows your process better than you.
- Be prepared to provide evidence of your competency program, if requested by the surveyor.
- Be aware of how the survey is going elsewhere in the building.

DON'T

- NEVER speak negatively of other providers. No finger-pointing.

OSHA

Occupational Safety and Health Administration (OSHA):

The Occupational Safety and Health Administration (OSHA) is a regulatory agency of the United States Department of Labor. OSHA's mission is to ensure safe and healthful working conditions for workers by setting and enforcing standards, and by providing training, outreach, education, and assistance.

If OSHA arrives at your facility for an inspection:

DO:

- Request to see the Compliance Officer's credentials, and write his/her name in your notes.
- Inquire as to why the Compliance Officer is there.
- Contact your Corporate Safety Manager for guidance on how to proceed.
- Be courteous, cooperative and professional
- Take accurate notes during the visit.
- Provide any documentation requested.
- Correct any violations on the spot, if possible.

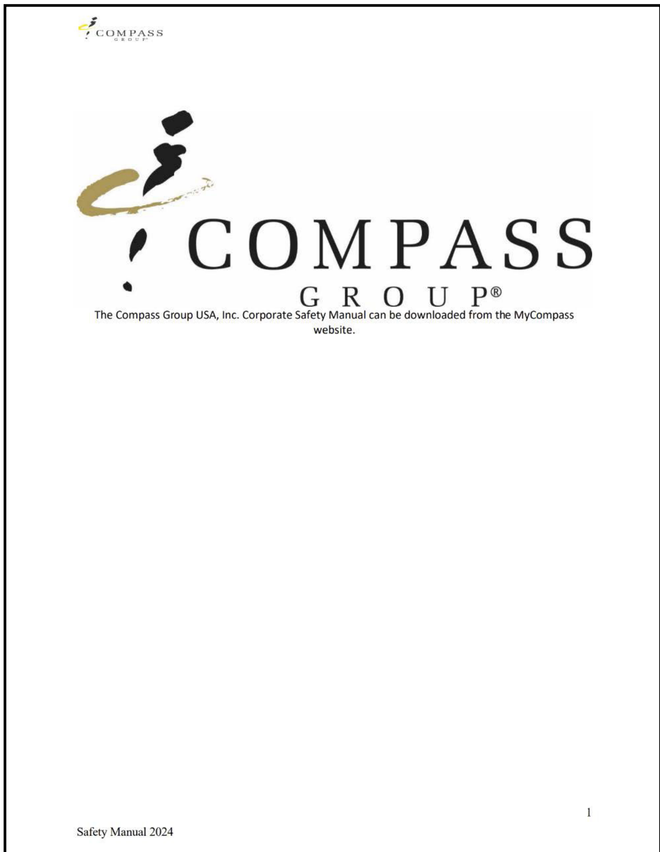
DO NOT:

- Offer additional information than is requested.
- Make the Compliance Officer wait.
- Act unprofessionally or rude.
- Offer the Compliance Officer food or drink "on the house".
- Panic! Never panic.

OSHA®
Occupational Safety
and Health Administration

Safety Resources

STOP THINK ACT
SAFETY

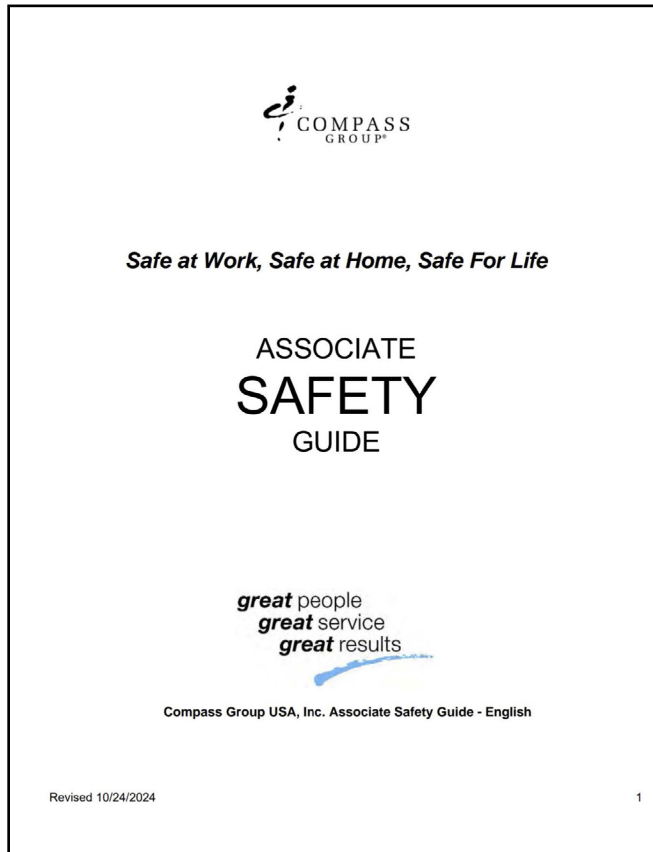


COMPASS GROUP®

The Compass Group USA, Inc. Corporate Safety Manual can be downloaded from the MyCompass website.

1

Safety Manual 2024



COMPASS GROUP®

Safe at Work, Safe at Home, Safe For Life

ASSOCIATE
SAFETY
GUIDE

great people
great service
great results

Compass Group USA, Inc. Associate Safety Guide - English

Revised 10/24/2024

1

Safety Manual + Forms

The Safety Manual contains most information necessary for your safety program. Available in Spanish as well!

- English
- Spanish

All forms can be found under the document search are of the Manuals and Standards page of the MyCompass Safety Page.

Associate Safety Guide

The Associate Safety Guide outlines the responsibilities and safety rules that associates must follow.

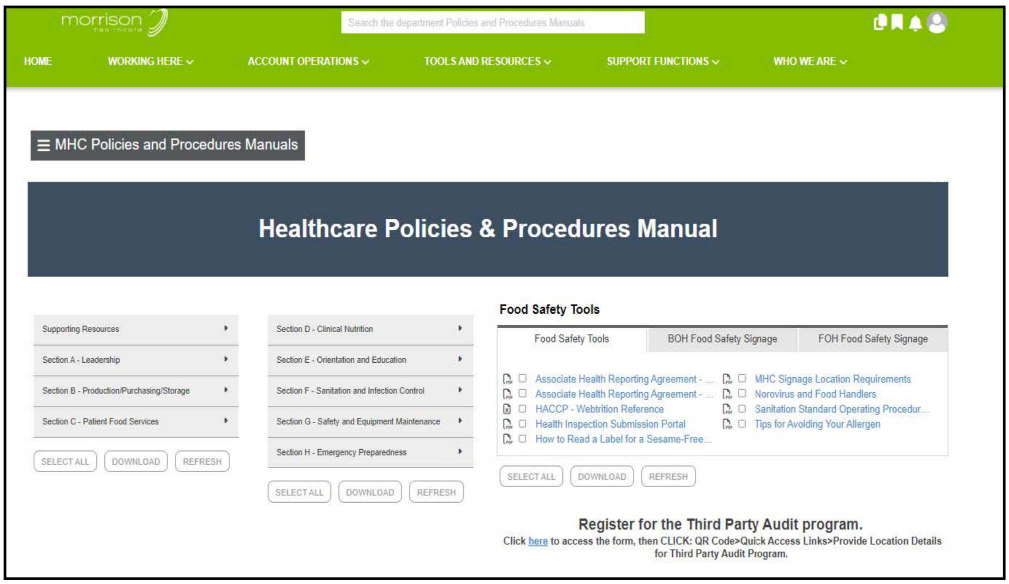
- English
- Spanish

All forms can be found under the document search are of the Guides and Pledges page of the MyCompass Safety Page.

Policies & Procedures

Many agencies write rules that healthcare facilities must follow. Rather than expect every account to do their own research and development, Morrison has written a standard Policies and Procedures (P&P) Manual. Find them here.

The P&P Manual provides direction for how our Food and Nutrition Services department should operate. Each of the eight major sections of the manual has a focus area, such as safety and equipment management, patient services, or emergency preparedness. The P&P manual must be customized to your facility and does require interdepartmental collaboration as well as signatures for approval. Morrison updates polices annually and recommends that each account does the same. Make sure you know where your account keeps your P&P manual. You may be asked for it during a regulatory inspection.



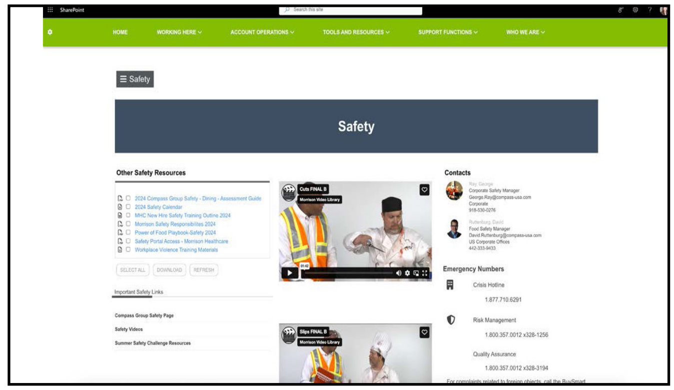
Job Safety Analysis

A Job Safety Analysis (or JSA) is a safety management tool in which the risks or hazards of a specific job in the workplace are identified, and then measures to eliminate or control those hazards are determined and implemented.

For additional details on Job Safety Analysis see section 5.7 Job Safety Analysis (JSA) section of the Safety Manual.

Safety Videos

Safety videos are a fun way to promote safety. Great for monthly meetings or even line-up/GR8 Start meetings. Go to the Morrison MyCompass Safety page to see some examples.



Safety Portal

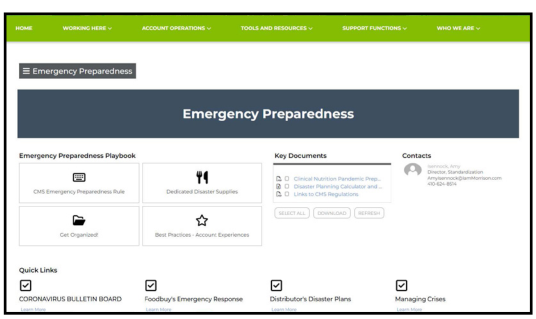
The Morrison Safety Portal is a “one-stop shop” for everything safety related.

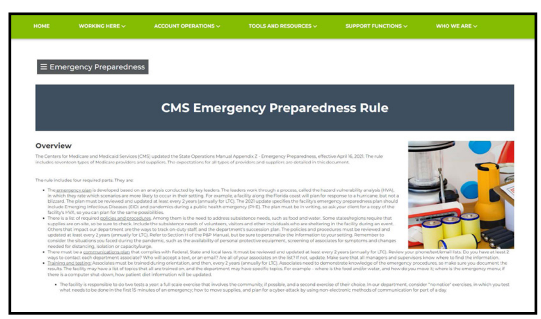
- Incident Reporting
- Diversey Resources
- Access to Assessments
- Quick links to numerous safety links, forms and features

Disaster and Emergency Preparedness

Emergency and Crisis Planning Guide

Please be familiar with procedures outlined in our Emergency and Crisis Planning Guide (crisis management kits) found on the Disaster and Emergency Preparedness Page. Every Compass Group account must have a kit on site. Crisis incidents regarding food can be reported via the online portal- click here for resources and further information.

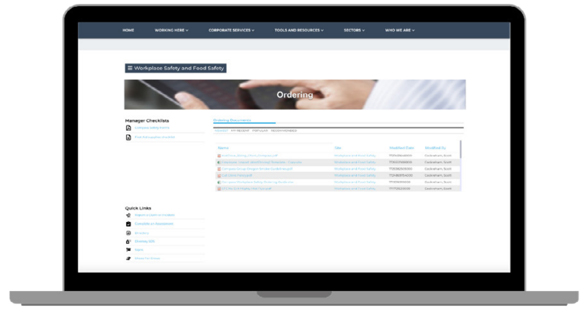




The Centers for Medicare and Medicaid Services (CMS) updated the State Operations Manual Appendix Z – Emergency Preparedness, effective April 16, 2021. The rule includes seventeen types of Medicare providers and suppliers. The expectations for all types of providers and suppliers are detailed in these pages.

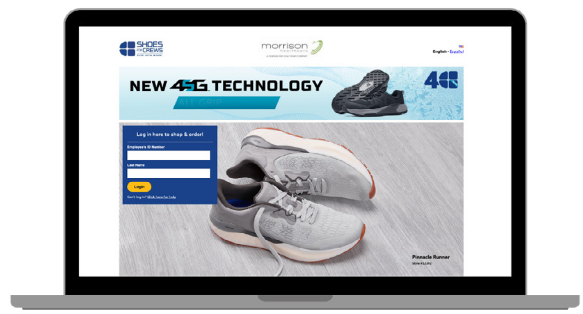
Ordering

The Compass Workplace Safety Order Form includes all approved safety items available from approved vendors.



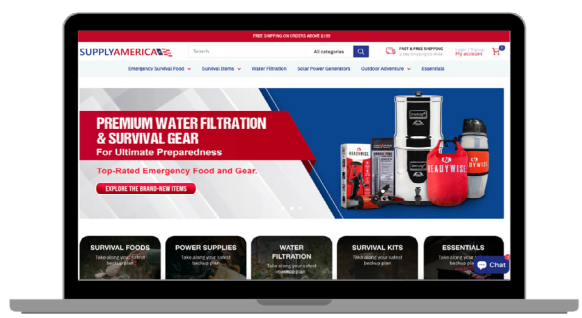
Shoes for Crews

All associates and managers must wear slip-resistant shoes. Shoes for Crews is our approved vendor, and all units must be registered on the Shoes for Crews Website. Shoes for Crews is also the approved vendor for our slip-resistant mats, the Mighty Mat! Only purchase slip-resistant mats from Shoes for Crews!



Department Resources

Purchase first aid kits from Supply America as there are essential items needed per OSHA. Ensure first aid kits are accessible and contain enough supplies for the maximum number of associates working at any given time.



Required Safety Signage

All required safety signage can be found on the Morrison Print Site under "Safety".

Covid-19

All COVID-19 Pandemic information can be found on the Coronavirus Webpage on MyCompass. Items are updated on a frequent basis in order to stay up-to-date. Some examples of useful and necessary information located on the site are:

- Decision trees for exposures and RTW for positive cases,
- Origami link to report suspected or confirmed exposures,
- Checklist for reductions and closures, and
- Ordering supplies.

COVID-19 Safety Mini Assessment-
Safety portal | Origami

- If required, conducted once when an account is opened, and annually.
- Assists in ensuring all measures are in place to work safely in the pandemic environment.
- Assessments are to be conducted using the MHC Safety Portal.

COVID-19 Respirator Mini Assessment-
Safety portal | Origami

- Conducted once when an account is opened, and annually.
- Ensures all testing and procedures are in place for associates assigned a respirator for use in their role.
- Assessments are to be conducted using the MHC Safety Portal.

What to do in the Event of a Crisis

The safety of our associates, patients and customers is our priority. When an incident occurs or accident happens, you need to know what you are expected to do. The type of harm or injury determines your next steps. There are two ways to report and file an incident – use the chart below to determine the best way to report your incident type (which can also be found on the Crisis Protocol page on MyCompass):

How to file an incident: Category	Call the Compass Group Crisis Hotline: 1-877-710-6291	Use the Safety Portal to report:
Injury	**Death**, **harm** or a **serious injury** affecting an associate, customer or patient/resident. Associate **hospitalization** for work-related injury or major medical issue. This includes a heart attack or stroke occurring while on the clock.	Minor medical injuries to an associate, customer, or patient/resident.
Patient/Resident Harm	Patient/Resident chokes on food served or has an allergic reaction to food served (requires intervention or elevation in care).	Patient/Resident chokes on food served (**no** elevation in care). Patient/Resident or guest report of **foodborne illness** or **allergic reaction.** Patient/resident or guest report of foreign object in food.
Quality Assurance		Any type of supplied product defects (In the portal, select Food Safety or Quality, and follow prompts). All other reports concerning food served and food safety.
Disaster	Fire resulting in injury or property damage. Flood, power outage or other natural emergency requiring immediate attention. Active Shooter or other criminal activity.	
Media	Any type of incident where the media has been contacted or social media is involved.	

When in doubt if an issue should be called in or entered via the safety portal, contact the below for further guidance on reporting:

- **Associate Safety Issues:** Skip Ray at 918-530-0276 or Josh Schroyer at 724-672-8701
- **Food Safety Issues:** David Ruttenburg at 760-708-6249

Next Steps:

- Contact your RVP and RDO by CALLING (do not email)
- You will be contacted by someone from Compass Corporate for follow-up and further direction. This may be from the Food Safety team, the Quality Assurance team, the Communications Team or the Safety Team.
  - For incidents reported **via the safety portal,** you will receive an email confirmation once your incident has been submitted.
- **All media calls** should be referred to the Compass One Communications Team. **Do not** respond to media questions.
  - Contact Tom Hughes, VP of Communications, and/or Anna Oswald, Director of External Communications.

COMPASS GROUP SAFETY PORTAL

INSTANT ACCESS TO ALL THINGS SAFETY

- ★ REPORT CLAIMS & INCIDENTS
- ★ REQUEST OSHA LOGS
- ★ REPORT COVID EXPOSURES & VACCINE DETAILS
- ★ LOG EMPLOYEE CERTIFICATIONS
- ★ ASSESSMENTS
- ★ HEALTH INSPECTION DETAILS
- ★ REPORT FOOD INCIDENTS
- ★ QUICK ACCESS LINKS

morrison healthcare

SCAN OR CLICK THE QR CODE

TO ACCESS THE PORTAL

SAFETY FIRST
In everything we do

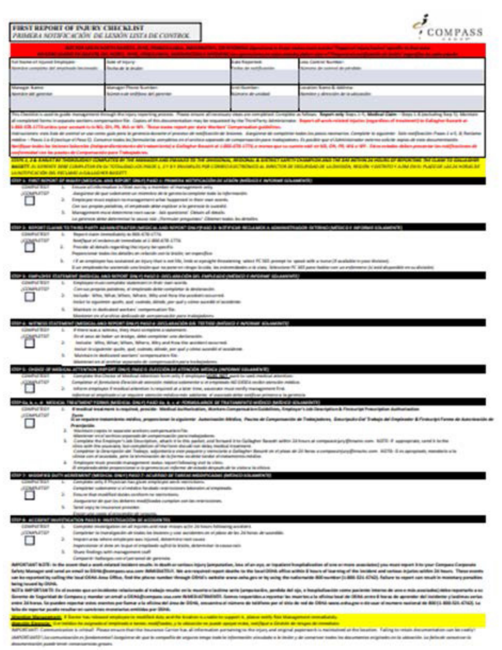
If you have any questions, please reach out to your Sector's Workplace Safety or Food Safety Manager(s)

COMPASS GROUP

Incident Reporting

WC Incident Reporting Binder

By using the WC Incident Reporting Binder (Compass Report of Injury Packet), all members of the management team can have all materials needed at their fingertips to use in the event of an on-the-job injury. Several states have their own guidelines that must be followed so please ensure you use the correct form.



- **Injury Reporting**
  - Print blank Report Of Injury packet. All injury packets can be found here, to include General Liability and State Specific WC packets.
  - TriageNow is a telephonic Nurse Hotline available to associates who sustain an on-the-job injury and wish to seek treatment. Free to the unit. Open 24 hours per day, 7 days per week, bilingual nurses available. Affords our associates professional medical advice immediately over the phone.
  - WC Clinic information – Include the designated workers compensation clinic address, hours of operation, and contact phone number. We do not want to send anyone to the Emergency Room unless it is a true emergency.
    - Use Concentra/Urgent Care or other approved clinic.
    - Send Medical Authorization and MyMatrixx forms with Associate to clinic for treatment.
  - Report using the MHC Safety Portal (found under Other Safety Resources)
  - Complete an investigation as outlined in WC Incident Reporting Binder.
  - If the associate is hospitalized overnight, contact your RSC, RDO, RVP and Skip Ray immediately. This may need to be reported to OSHA and we have a very small time window (8 hours in CA, 24 hours in other states) to report this to OSHA. Do NOT report to OSHA until you speak with Skip Ray.

Why is it important? All on-the-job injuries must be reported within 24 hours of occurrence, no matter how minor. Big or small, report them all!

- **WC Clinic**
- **MHC Safety Portal**

Investigation

Management must conduct an investigation for all injuries that occur on the job—regardless of how minor. This is a federal OSHA and Joint Commission requirement. The investigation must be documented. Any hazards identified in the investigation must be corrected.

Reporting

Leave of Absence

FMLA Managers should work with Human Resources and apply for FMLA for any associate who sustains an on-the-job injury and is placed out of work for more than three days.

Safety Committee

Overview
Each location must designate a unit safety champion and establish a unit safety committee. Members must be from all areas and meet monthly. Agenda template is located in Safety Manual Forms (Form 8.6). Additional information is available from your regional safety champion and is outlined in the Safety Manual in section 2.4 Safety Committee.

Purpose
All facilities are required to have a Safety Committee. The main purpose of the committee is to assist in maintaining high safety awareness through identifying and correcting safety hazards. A committee, align with management, is responsible for ensuring that everyone is following safety procedures. An effective and productive Safety Committee can make a significant difference in reducing injuries and creating awareness.

Objective
The objective of the Safety Committee is to reduce injuries and create high awareness. This will be accomplished by:

- Ensuring employees are following safety procedures.
- Performing monthly safety inspections.
- Reviewing last years injuries to this year.
- Presenting Safety Topics at monthly staff meetings.
- Ensuring Safety Boards and Safety binders are up to date.

Becoming a Member
Effective teams consist of employees who have a desire to be on the team and contribute to increasing safety awareness. It is highly recommended that management place a sign up sheet on the safety board inviting those who have a desire to become a safety team member to sign up. A deadline date for sign up should be determined. After the deadline, management should then select members from the list and notify those new members of the first meeting. The Committee will be compromised of hourly associates from every job and every work shift. A good rule of thumb is one member for every 20 associates. Hourly associates wishing to sit in on a meeting should be encouraged.

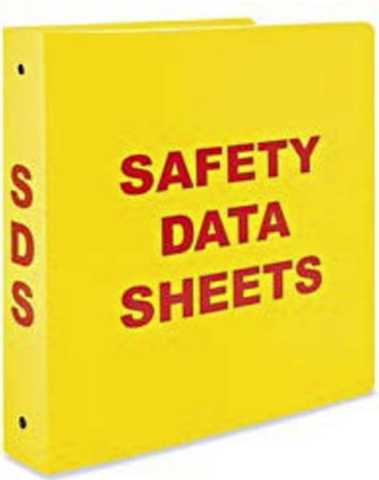
Training
All members are required to complete Safety Orientation and Safety quiz at the first meeting. A 100% score is required on the quiz prior to the member receiving official recognition on the team. Completed quizzes for each member should remain in the Safety Committee Binder.

Safety Data Sheets

Binder must contain a SDS for each chemical used in our department at the unit. There must be an inventory list/table of contents that corresponds to numbered tabs for each SDS and this must be updated annually or when the unit adds a new chemical.. There must be a physical binder even if there is an online and/or phone system available. Your SDS binder should only contain the SDS for the chemicals you have on hand at your account. The majority of chemicals are from the Diversey line of products, and SDS sheets can be found here.

Tips

- Make table of contents/index 1 page
- Have tabs between chemicals to assist with navigation
- Organize alphabetical or chronologically
- Any chemical in the unit needs to be in SDS. (Includes EVS/ maintenance if they mix chemicals with your own supply.)
- If there are satellite kitchens with chemicals, you need an SDS book for those locations and have a master copy in main kitchen.



Safety Bulletin Board

Each location must have a safety board. Guidelines can be found in the Safety Manual Forms (Form 8.5). Let this board be your Safety Committee's chance to be creative. Empower them with responsibility over this board!

Safety board has the following list of required components:

- State/Federal mandatory items
- Safety Record Board ("Days Since Our Last Lost Workday Accident")
- Emergency evacuation route map
- OSHA 300A from Feb 1 through Apr 30
- First-aid/Anti-Choking poster(s)
- Unit-specific safety information, such as "Our Performance", or client requirements
- Workers' Compensation Fraud Poster
- Safety Committee Meeting Minutes
- Safety contact information
- Sector-specific safety information
- Current applicable CHAT poster
- Current applicable CHAT safety topic
- "Shoes For Crews" Safety Shoe poster (Dining and Vending operations)

Quality Assurance

Workplace Quality Assessments

Use Workplace Safety Quality Assessments to ensure compliance, identify hazards, and correct any deficiencies.

SECTOR SAFETY PORTALS
CLICK OR SCAN THE QR CODE TO:
REPORT AN INCIDENT:
- FOOD INCIDENTS
- INJURIES/CLAIMS
- PROPERTY/AUTO DAMAGE

CONDUCT A SELF-ASSESSMENT
FILE A DIVERSEY SERVICE REQUEST

Compass Group Safety Assessment- Dining

The assessment form we use is titled COMPASS GROUP SAFETY ASSESSMENT – DINING. Origami houses our assessment, developed for continuous monitoring of workplace and food safety performance across the enterprise. The assessment is used for both self-assessments, as well as by our third-party audit partners. The assessment criteria are reviewed and updated annually. The current assessment contains 42 food safety questions, each with their own subparts, covering all HACCP topics, associate health and hygiene, approved vendors/sources of food, and much more. When an assessment is completed, the unit manager receives a copy of deficiencies noted, along with a score and rating. Results from both the third-party assessments and the self-assessments are analyzed by our corporate food safety management teams for coaching and historical performance.

Months to Complete Compass Safety Assessment - Dining

January **April** **July** **October**

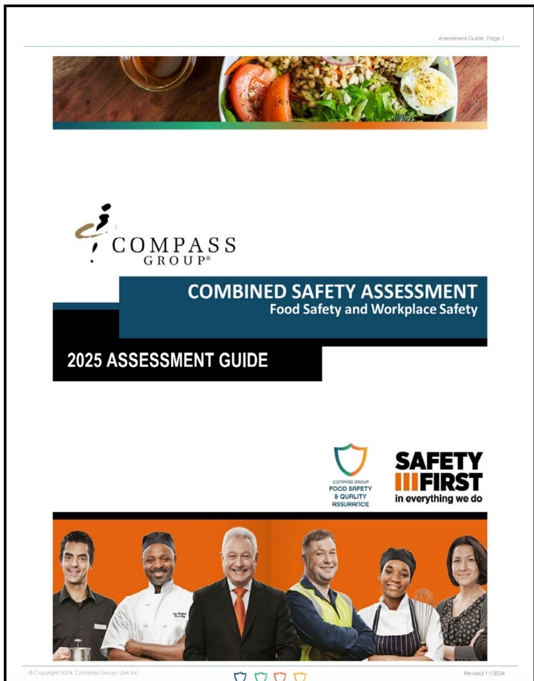
Conducting a Self Assessment - Introduction

Conducting a Self Assessment - Part 2

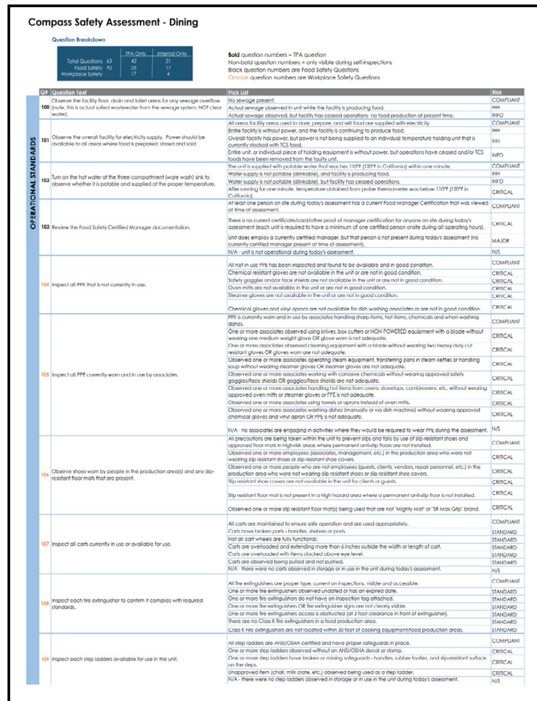
Self Assessment Training

Conducting a Self Assessment - Part 3

Conducting a Self Assessment - Part 4



The Compass Risk Management team has designed an efficient combined safety form to support time efficiency and focus on material operational safety risks. The guide defines each question by category along with details on assessment criteria. The guide includes tools, tips, Compass policy links and photos; all constructed to support your success in operational safety. This Safety Assessment is identical to the form utilized by our qualified third-party assessment partners, providing complete transparency on operational safety expectations.



Select the image for a complete list of questions, self assessment and third party assessment.

Did you know? A portion of the questions on the self assessments are the same questions that Third Party Auditors use during their evaluation.

Focus 6 Checklists

Focus 6 Checklists are available via the sector Safety Portals at NO COST, and designed to supplement the full Self-Assessments and focus on one specific area of the unit at a time. Each checklist is designed to take approximately 15 minutes, and at the conclusion, a resource packet is sent to the unit containing links and other information to aid in bringing the unit to compliance. These checklists are non-scored and there are no penalties associated with them, so units are encouraged to use them as often as they would like.

Frequency

All months that the full Workplace Safety Quality Assessment is not completed.

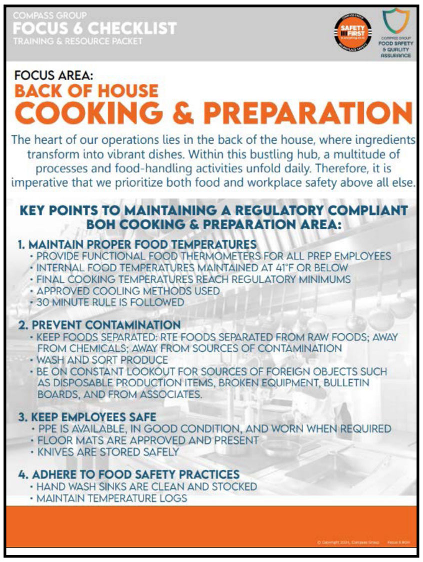
SECTOR SAFETY PORTALS

CLICK OR SCAN THE QR CODE TO:

REPORT AN INCIDENT:
- FOOD INCIDENTS
- INJURIES/CLAIMS
- PROPERTY/AUTO DAMAGE

CONDUCT A SELF-ASSESSMENT

FILE A DIVERSEY SERVICE REQUEST


COMPASS GROUP
FOCUS 6 CHECKLIST
TRAINING & RESOURCE PACKET

FOCUS AREA:
BACK OF HOUSE
COOKING & PREPARATION

The heart of our operations lies in the back of the house, where ingredients transform into vibrant dishes. Within this bustling hub, a multitude of processes and food-handling activities unfold daily. Therefore, it is imperative that we prioritize both food and workplace safety above all else.

KEY POINTS TO MAINTAINING A REGULATORY COMPLIANT BOH COOKING & PREPARATION AREA:

1. MAINTAIN PROPER FOOD TEMPERATURES
- PROVIDE FUNCTIONAL FOOD THERMOMETERS FOR ALL PREP EMPLOYEES
- INTERNAL FOOD TEMPERATURES MAINTAINED AT 41°F OR BELOW
- FINAL COOKING TEMPERATURES REACH REGULATORY MINIMUMS
- APPROVED COOLING METHODS USED
- 30 MINUTE RULE IS FOLLOWED

2. PREVENT CONTAMINATION
- KEEP FOODS SEPARATED: RTE FOODS SEPARATED FROM RAW FOODS; AWAY FROM CHEMICALS; AWAY FROM SOURCES OF CONTAMINATION
- WASH AND SORT PRODUCE
- BE ON CONSTANT LOOKOUT FOR SOURCES OF FOREIGN OBJECTS SUCH AS DISPOSABLE PRODUCTION ITEMS, BROKEN EQUIPMENT, BULLETIN BOARDS, AND FROM ASSOCIATES.

3. KEEP EMPLOYEES SAFE
- PPE IS AVAILABLE, IN GOOD CONDITION, AND WORN WHEN REQUIRED
- FLOOR MATS ARE APPROVED AND PRESENT
- KNIVES ARE STORED SAFELY

4. ADHERE TO FOOD SAFETY PRACTICES
- HAND WASH SINKS ARE CLEAN AND STOCKED
- MAINTAIN TEMPERATURE LOGS


COMPASS GROUP
FOCUS 6 CHECKLIST
TRAINING & RESOURCE PACKET

FOCUS AREA:
FRONT OF HOUSE & SERVERY

The front-of-house and servery area within our establishments play a pivotal role in shaping the dining experience, ensuring guest satisfaction, ultimately impacting our overall success. It is the first point of interaction with our guests, establishing their expectations for their visit. Consequently, it is imperative that we uphold the utmost standards in safe food handling and effective guest communication.

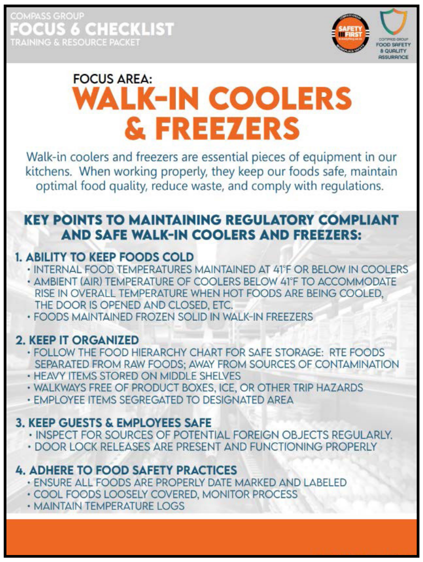
KEY POINTS TO MAINTAINING A REGULATORY COMPLIANT FRONT OF HOUSE/SERVERY AREA:

1. MAINTAIN PROPER FOOD TEMPERATURES
- INTERNAL FOOD TEMPERATURES MAINTAINED AT 41°F OR BELOW (COLD) OR 135°F AND ABOVE (HOT)
- FINAL COOKING TEMPERATURES REACH REGULATORY MINIMUMS
- TIME AS A CONTROL IS APPROVED, WITH WRITTEN POLICY AVAILABLE AND LOGS AND OTHER STANDARDS MET AND MAINTAINED

2. PREVENT CONTAMINATION
- KEEP FOODS SEPARATED: RTE FOODS SEPARATED FROM RAW FOODS; AWAY FROM CHEMICALS; AWAY FROM SOURCES OF CONTAMINATION
- INSPECT FOR SOURCES OF POTENTIAL FOREIGN OBJECTS REGULARLY.
- ENSURE SANITIZER BUCKETS ARE WITHIN 200-400PPM (OR PER MANUFACTURER'S LABEL IF NOT USING QUAT)

3. KEEP EMPLOYEES SAFE
- PPE IS AVAILABLE, IN GOOD CONDITION, AND WORN WHEN REQUIRED
- FLOOR MATS ARE APPROVED AND PRESENT
- KNIVES ARE STORED SAFELY

4. ADHERE TO FOOD SAFETY PRACTICES
- FINISHED PRODUCTS ARE APPROPRIATELY LABELED AND NOT EXPIRED
- HAND WASH SINKS ARE CLEAN AND STOCKED
- MAINTAIN TEMPERATURE LOGS


COMPASS GROUP
FOCUS 6 CHECKLIST
TRAINING & RESOURCE PACKET

FOCUS AREA:
WALK-IN COOLERS & FREEZERS

Walk-in coolers and freezers are essential pieces of equipment in our kitchens. When working properly, they keep our foods safe, maintain optimal food quality, reduce waste, and comply with regulations.

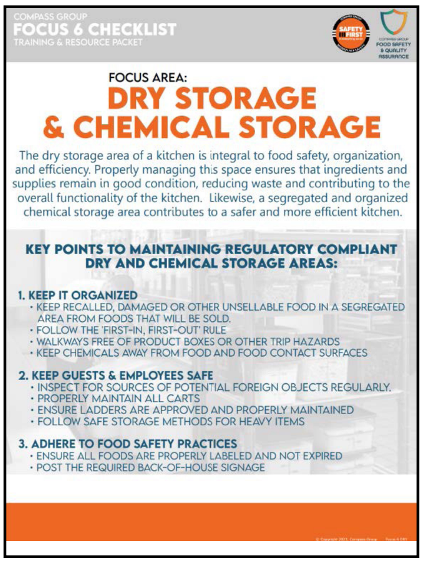
KEY POINTS TO MAINTAINING REGULATORY COMPLIANT AND SAFE WALK-IN COOLERS AND FREEZERS:

1. ABILITY TO KEEP FOODS COLD
- INTERNAL FOOD TEMPERATURES MAINTAINED AT 41°F OR BELOW IN COOLERS
- AMBIENT (AIR) TEMPERATURE OF COOLERS BELOW 41°F TO ACCOMMODATE RISE IN OVERALL TEMPERATURE WHEN HOT FOODS ARE BEING COOLED, THE DOOR IS OPENED AND CLOSED, ETC.
- FOODS MAINTAINED FROZEN SOLID IN WALK-IN FREEZERS

2. KEEP IT ORGANIZED
- FOLLOW THE FOOD HIERARCHY CHART FOR SAFE STORAGE: RTE FOODS SEPARATED FROM RAW FOODS; AWAY FROM SOURCES OF CONTAMINATION
- HEAVY ITEMS STORED ON MIDDLE SHELVES
- WALKWAYS FREE OF PRODUCT BOXES, ICE, OR OTHER TRIP HAZARDS
- EMPLOYEE ITEMS SEGREGATED TO DESIGNATED AREA

3. KEEP GUESTS & EMPLOYEES SAFE
- INSPECT FOR SOURCES OF POTENTIAL FOREIGN OBJECTS REGULARLY.
- DOOR LOCK RELEASES ARE PRESENT AND FUNCTIONING PROPERLY

4. ADHERE TO FOOD SAFETY PRACTICES
- ENSURE ALL FOODS ARE PROPERLY DATE MARKED AND LABELED
- COOL FOODS LOOSELY COVERED, MONITOR PROCESS
- MAINTAIN TEMPERATURE LOGS


COMPASS GROUP
FOCUS 6 CHECKLIST
TRAINING & RESOURCE PACKET

FOCUS AREA:
DRY STORAGE & CHEMICAL STORAGE

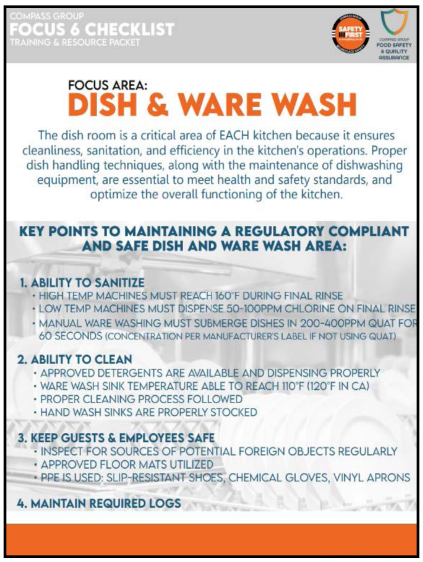
The dry storage area of a kitchen is integral to food safety, organization, and efficiency. Properly managing this space ensures that ingredients and supplies remain in good condition, reducing waste and contributing to the overall functionality of the kitchen. Likewise, a segregated and organized chemical storage area contributes to a safer and more efficient kitchen.

KEY POINTS TO MAINTAINING REGULATORY COMPLIANT DRY AND CHEMICAL STORAGE AREAS:

1. KEEP IT ORGANIZED
- KEEP RECALLED, DAMAGED OR OTHER UNSELLABLE FOOD IN A SEGREGATED AREA FROM FOODS THAT WILL BE SOLD.
- FOLLOW THE 'FIRST-IN, FIRST-OUT' RULE
- WALKWAYS FREE OF PRODUCT BOXES OR OTHER TRIP HAZARDS
- KEEP CHEMICALS AWAY FROM FOOD AND FOOD CONTACT SURFACES

2. KEEP GUESTS & EMPLOYEES SAFE
- INSPECT FOR SOURCES OF POTENTIAL FOREIGN OBJECTS REGULARLY.
- PROPERLY MAINTAIN ALL CARTS
- ENSURE LADDERS ARE APPROVED AND PROPERLY MAINTAINED
- FOLLOW SAFE STORAGE METHODS FOR HEAVY ITEMS

3. ADHERE TO FOOD SAFETY PRACTICES
- ENSURE ALL FOODS ARE PROPERLY LABELED AND NOT EXPIRED
- POST THE REQUIRED BACK-OF-HOUSE SIGNAGE


COMPASS GROUP
FOCUS 6 CHECKLIST
TRAINING & RESOURCE PACKET

FOCUS AREA:
DISH & WARE WASH

The dish room is a critical area of EACH kitchen because it ensures cleanliness, sanitation, and efficiency in the kitchen's operations. Proper dish handling techniques, along with the maintenance of dishwashing equipment, are essential to meet health and safety standards, and optimize the overall functioning of the kitchen.

KEY POINTS TO MAINTAINING A REGULATORY COMPLIANT AND SAFE DISH AND WARE WASH AREA:

1. ABILITY TO SANITIZE
- HIGH TEMP MACHINES MUST REACH 160°F DURING FINAL RINSE
- LOW TEMP MACHINES MUST DISPENSE 50-100PPM CHLORINE ON FINAL RINSE
- MANUAL WARE WASHING MUST SUBMERGE DISHES IN 200-400PPM QUAT FOR 60 SECONDS (CONCENTRATION PER MANUFACTURER'S LABEL IF NOT USING QUAT)

2. ABILITY TO CLEAN
- APPROVED DETERGENTS ARE AVAILABLE AND DISPENSING PROPERLY
- WARE WASH SINK TEMPERATURE ABLE TO REACH 110°F (120°F IN CA)
- PROPER CLEANING PROCESS FOLLOWED
- HAND WASH SINKS ARE PROPERLY STOCKED

3. KEEP GUESTS & EMPLOYEES SAFE
- INSPECT FOR SOURCES OF POTENTIAL FOREIGN OBJECTS REGULARLY
- APPROVED FLOOR MATS UTILIZED
- PPE IS USED: SLIP-RESISTANT SHOES, CHEMICAL GLOVES, VINYL APRONS

4. MAINTAIN REQUIRED LOGS


COMPASS GROUP
FOCUS 6 CHECKLIST
TRAINING & RESOURCE PACKET

FOCUS AREA:
BUSINESS COMPLIANCE & RECEIVING

For our business to function smoothly, we need to adhere to regulatory mandates, which include acquiring the necessary operating permits, and certifications for our managers and associates. Among our operational tasks, one of the most critical is receiving food products. This process provides us the opportunity to inspect all incoming food items or any defects, signs of spoilage, or nearing expiration dates before we allow them into our facility. Our diligence extends both to upholding regulatory compliance for our units, and to the quality of the food we introduce to our kitchens.

KEY POINTS TO MAINTAINING REGULATORY COMPLIANT UNITS AND RECEIVING:

1. STAY PERMITTED AND CERTIFIED
- KEEP OPERATING PERMITS UP TO DATE
- MANAGERS ARE CERTIFIED FOOD MANAGERS
- INGREDIENT EXPERT IS ASSIGNED

2. BE DILIGENT WHEN RECEIVING FOOD
- TAKE AND RECORD FOOD TEMPERATURES
- INSPECT FOR DAMAGE, SPOILAGE, INCORRECT PRODUCTS, AND APPROVED SOURCE.
- REJECT FOOD PRODUCTS THAT DO NOT MEET OUR STANDARDS

3. ADHERE TO SAFETY PRACTICES
- ENSURE EYE WASH STATIONS MEET REQUIRED STANDARDS

Quarterly Operations Excellence Review Action Plan Resource Library

In FY 2023, Morrison Healthcare began a new Acuity process, introducing the new **Quarterly Operations Excellence Review**. The questions included in the review are combined from each support department, tied to business risk, and will assist onsite teams to be regulatory ready, keep our patients safe, and keep our patient/client/customer satisfaction top of mind. With this new process, directors and account managers will have the opportunity to take a deeper dive into their business each quarter.

There are 5 categories included in the review:

Ongoing, each account will complete the review the second period of each quarter. Directors, with the help of their onsite leaders, will submit the review via the Acuity Connect App on the company issued iPad.

Months to Complete Quarterly Operations Excellence Review

February | **May** | **August** | **November**

Check out the **Assessment Checklist** webpage for a complete list of scheduled reviews.

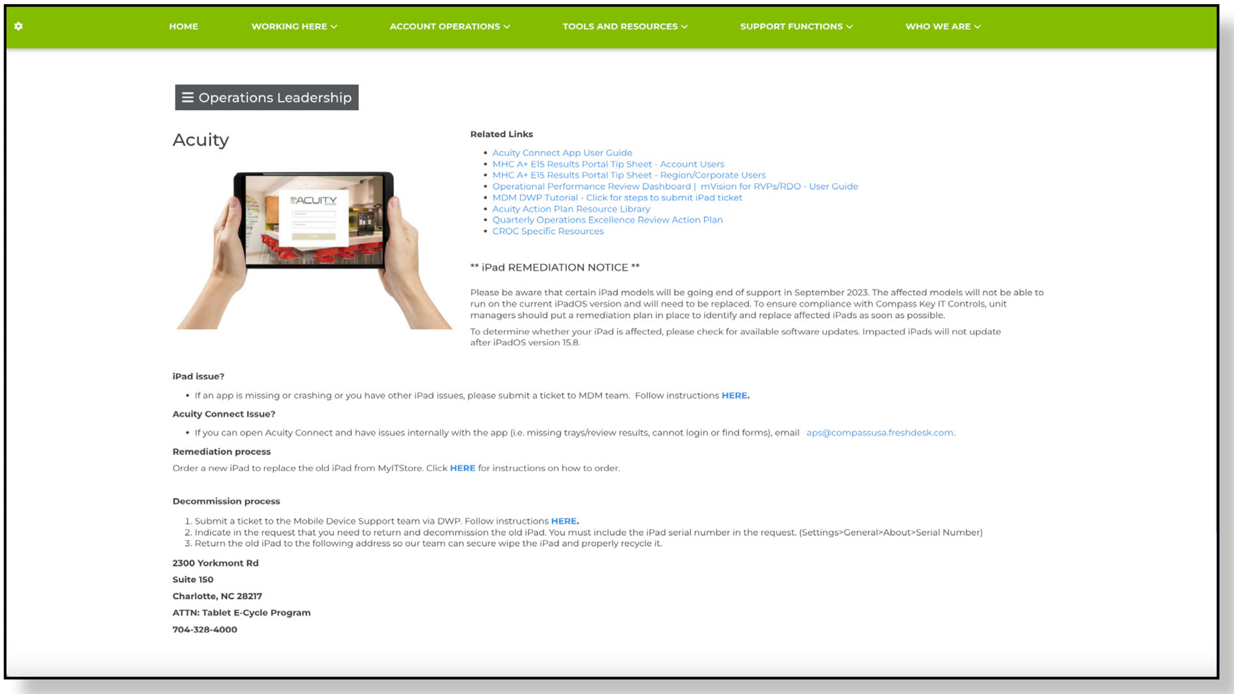
Acuity Connect and A+ Dashboard

Acuity Connect Application, hosted by E15 group, is a Review Tool featuring a single access point for all Morrison Healthcare Reviews, assessments, and surveys! Each review pushed live to our operators through this application go hand in hand with each section of our Standard Operating Procedures.

The A+ Dashboard is hosted by E15 Group and presents your team's data and results submitted from the Acuity Connect App. To get started viewing your results, visit https://aplus.e15group.com/ on your computer or tablet.

Information is available on MyCompass including user guides, tips sheets, iPad ordering, and technical contacts for Acuity Connect, A+ Dashboard, and/or iPad help. The webpage includes everything you need to ensure your account iPad, managed by Compass Mobile Device Management (MDM) Team, is up and running, ready to automate data. Tip sheets will include credential information for account based users, as well as region and corporate support users.

Why it's important? Automate data, track trends, action plan, share data with team and clients.



HOME | WORKING HERE | ACCOUNT OPERATIONS | TOOLS AND RESOURCES | SUPPORT FUNCTIONS | WHO WE ARE

☰ Operations Leadership

Acuity

Related Links

- Acuity Connect App User Guide
- MHC A+ E15 Results Portal Tip Sheet - Account Users
- MHC A+ E15 Results Portal Tip Sheet - Region/Corporate Users
- Operational Performance Review Dashboard | mVision for RVPs/RDO - User Guide
- MDM DWP Tutorial - Click for steps to submit iPad ticket
- Acuity Action Plan Resource Library
- Quarterly Operations Excellence Review Action Plan
- CROC Specific Resources

** iPad REMEDIATION NOTICE **

Please be aware that certain iPad models will be going end of support in September 2023. The affected models will not be able to run on the current iPadOS version and will need to be replaced. To ensure compliance with Compass Key IT Controls, unit managers should put a remediation plan in place to identify and replace affected iPads as soon as possible.

To determine whether your iPad is affected, please check for available software updates. Impacted iPads will not update after iPadOS version 15.8.

iPad issue?

- If an app is missing or crashing or you have other iPad issues, please submit a ticket to MDM team. Follow instructions **HERE.**

Acuity Connect Issue?

- If you can open Acuity Connect and have issues internally with the app (i.e. missing trays/review results, cannot login or find forms), email aps@compassusa.freshdesk.com.

Remediation process

Order a new iPad to replace the old iPad from MyITStore. Click **HERE** for instructions on how to order.

Decommission process

1. Submit a ticket to the Mobile Device Support team via DWP. Follow instructions **HERE.**
2. Indicate in the request that you need to return and decommission the old iPad. You must include the iPad serial number in the request. (Settings>General>About>Serial Number)
3. Return the old iPad to the following address so our team can secure wipe the iPad and properly recycle it.

2300 Yorkmont Rd
Suite 150
Charlotte, NC 28217
ATTN: Tablet E-Cycle Program
704-328-4000

Equipment Inspection Program

To ensure that all equipment is in safe operating condition, an equipment inspection program is followed. **Complete** the checklist monthly found in Policy G006. This checklist should be customized to your location.

Sample Equipment Maintenance Schedule I G005

EQUIPMENT MAINTENANCE SCHEDULE
DEPARTMENT OF FOOD AND NUTRITION SERVICES/DINING SERVICES

EQUIPMENT	INSPECTION/MAINTENANCE	Monthly	3 Months	6 Months	Annual	Date Completed & Initials
All Electrical	Visually inspect for defective cords and plugs			√		
Wall Outlets	Safety check and tag. Replace as needed in hospital/community grade, spec. grade or twist lock receptacles.			√		
All Plumbing	Check for leaks and low water pressure. Adequate hot and cold water available from an approved source. Backflow prevention or air breaks in place	Daily √	√			
Panel Box Lower Distribution Panels	Inspect for loose connections, signs of heating. Visually check for lint and dust. Thermographic scan.		√			
Microwave Ovens	Check gaskets for leaks with detector Inspect for good working condition. Check with oven thermometer for accuracy and calibrate.	√	√ √			
Stove Grill	Inspect burner orifices to ensure they are open and clear. Check temperature with surface thermometer for accuracy and calibrate.		√ √			
Char-Broiler	Inspect for good working condition. (lava rock, replaced periodically as required.) Check burner orifices to ensure good gas flow.		√			
Water Coolers Slicer	Clean condenser and compressor. Ensure drain is clear. Check fan and lubricate. Inspect for good working condition. Check blade for chips; replace as needed. Sharpen blade. Lubricate – USDA approved lubricant. Ensure knobs and guards are intact.			√ √		
Mixer	Inspect for good working condition. Lubricate. Check and replace belts (if belt driven). Ensure bowl guard is installed and operational.			√		

Equipment Inspection Checklist I G006

EQUIPMENT INSPECTION CHECKLIST

CRITERIA	Y/N/NA	REPAIR NEEDS	DATE/ COMPLETED BY
Gas stock ovens operating properly.			
Proof Box: Temperature gauge operating Cord and plug safe			
3-compartment reach-in cooler: Temperature gauge operating			
Mixer: Wiring and electrical box secure Power control switch operational Bowl lifter secure Ensure bowl guard is installed and operational.			
Small fans: Power control switch operational Plugs and cords in good condition			
Food delivery carts: Power control switch operational Plugs and cords in good condition			
Floor buffer: Power control switch operational Plugs and cords in good condition			
Buffalo chopper: Power control switch operational Plugs and cords in good condition Sharp blade Blade cover in good condition			
Steam table: Power control switch operational Plugs and cords in good condition			
Electric rotisserie toaster: Power control switch operational Plugs and cords in good condition Conveyor chain free			
Can opener: Anchored Blade sharp Free moving handle			
Floor drains: Drain properly Guards in place			
Slicer: Power control switch operational Plugs and cords in good condition Blade sharp Blade cover in proper condition and position Safety guard intact No chips in blade			

(Policy #G006)

CRITERIA	Y/N/NA	REPAIR NEEDS	DATE/ COMPLETED BY
Small mixer: Power control switch operational Plugs and cords in good condition Bowl lifter secure			
Automatic steamer: Pop-off valve functional Steam gauge accurate Steam cut-off control operable			
Steam kettle (large): Steam cut off control operable Drain valve functional Lid fits securely Handle on lid secure Free of corrosion Can be drained without getting liquid in walkways			
Steam kettle (small): Steam cut off control operable Drain valve functional Lid fits securely Handle on lid secure Free of corrosion Can be drained without getting liquid in walkways			
Gas range: Gas jets clear Flame well adjusted Controls operable Control knobs in place Control knobs secure Oven jet clear			
Ventilation System			
Walk-in: No condensation or water on floor Opens from inside			
Hot water: Proper temperature Does not scald			
Fuse box: Extra fuses in box Box is closed and unblocked			
Outlets: Not overloaded Switch plates are in place			
Step ladder: **NOTE: Plastic step stools are not allowed.** Sturdy Equipped with non-skid feet			
Floor: Non-slip strips/mats in place where needed			
Lighting: Adequate foot candles			

(Policy #G006)

Annual Safety Calendar

Workplace Safety Standard Operating Procedures

Annual Safety Calendar

January	• Compass Safety Assessment Dining I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
February	• Post OSHA form 300A from February 1 to April 30 • Quarterly Operations Excellence Review I Acuity Connect an iPad • Focus 6 Assessment – Back of House Cooking and Prep I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
March	• Focus 6 Assessment – Dry Storage and Chemical Storage I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
April	• Compass Safety Assessment Dining I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
May	• Quarterly Operations Excellence Review I Acuity Connect an iPad • Focus 6 Assessment – Front of House Survey I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
June	• Focus 6 Assessment – Business Compliance and Receiving I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist

Annual Safety Calendar

July	• Compass Safety Assessment Dining I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
August	• Quarterly Operations Excellence Review I Acuity Connect an iPad • Focus 6 Assessment – Dish and Ware Washing I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
September	• Focus 6 Assessment – Walk-in Coolers and Freezers I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
October	• Compass Safety Assessment Dining I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
November	• Quarterly Operations Excellence Review I Acuity Connect an iPad • Focus 6 Assessment – Back of House Cooking and Prep I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist
December	• Focus 6 Assessment – Front of House and Servery I Safety Portal • Monthly CHAT • Safety Committee Meeting • Equipment Inspection Checklist

January 2025