

April 26, 1995

1. Transmitted is a revision to the Department of Veterans Affairs, Veterans Health Administration Manual M-2, "Clinical Programs," Part III, "Nutrition and Food Service," formerly entitled "Dietetic Service," Chapter 6, "Safety Management Programs," formerly entitled "Dietetic Service Reports."

2. Principal changes are:

a. The addition of a new chapter which outlines management of a Food Service Safety Program. The safety program management includes guidelines for food service product safety, fire safety, energy conservation, infection control, hazardous materials, equipment, protective clothing, accident and injury reports, key control and safety committee.

b. Paragraph 6.01: Includes establishing a Hazard Analysis and Critical Control Point (HACCP) Program as recommended by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

c. Paragraph 6.03: Recommends an emergency preparedness plan for providing food services during disaster and emergency situations.

3. Filing Instructions

Remove pages

iii through iv
6-1 through 6-3

Insert pages

iii through iv
6-i through 6-ii
6-1 through 6-6

4. **RESCISSIONS:** M-2, Part III, Chapter 6, dated October 21, 1981.

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Under Secretary for Health

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FD

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RESCISSIONS

The following material is rescinded:

1. Manuals

M-2, Part III, dated December 1, 1966, and changes 1 through 14.

M10-4, Part II, dated September 1, 1947.

M-2, Part II, Chapter 1, and change 1, dated March 8, 1992.

M-2, Part III, Chapters 2, 3, and 4, dated October 21, 1981.

M-2, Part III, Chapter 5, changes 1 and 2, dated June 11, 1988.

M-2, Part III, Chapter 6, dated October 21, 1981.

2. Interim Issues

II 10-88-3

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3. VHA Circulars/Directives

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RESCISSIONS

The following material is rescinded:

1. Manuals

M-2, Part III, Chapter 6, dated October 21, 1981.

CHAPTER 6. SAFETY MANAGEMENT PROGRAMS**6.01 POLICY**

The Chief, Nutrition and Food Service, supports the medical center's Safety and Infection Control Program by developing policies and procedures that maintain a safe work environment and address the safe handling of food and nutrition products provided for patients.

6.02 FOOD SERVICE SAFETY PROGRAM

a. The Chief, Nutrition and Food Service, supports applicable Occupational Safety and Health Administration (OSHA) requirements and the Hazard Analysis and Critical Control Point (HACCP) food service safety guidelines outlined by the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) (see M-2, Pt. III, Ch. 3).

b. The Chief, Nutrition and Food Service, must have a local medical center policy that addresses the responsibility for the safe handling, storage, preparation and service of food products that are either donated to or donated by services and organizations outside Nutrition and Food service. These products and services include, but are not limited to:

(1) Nutrition and Food service leftover food products provided to a local Donated Food Program.

(2) Foods and beverages donated from local organizations for patient functions sponsored by Voluntary Service, i.e., picnics, parties, etc.

6.03 FIRE SAFETY

a. In conjunction with local medical center policy, an ongoing Fire Safety Program is established to ensure appropriate actions in response to a fire in the Nutrition and Food Service areas.

b. The Chief, Nutrition and Food Service, is responsible for developing a service policy outlining procedures to be followed in case of fire. These procedures include:

(1) Methods of reporting,

(2) Use of fire extinguishing equipment, and

(3) Assignment of specific duties.

c. Personnel on all shifts will participate in annual training and periodic fire drills. Training includes:

(1) The use and function of the fire-alarm systems,

(2) Transmission of alarms,

(3) Movement of patients and personnel to safety, and

(4) Containment of smoke and fire.

6.04 DISASTER PLAN-EMERGENCY PREPAREDNESS

a. In conjunction with medical center policy, an emergency preparedness plan describing the appropriate action to take to ensure performance of essential functions during emergency situations is in effect.

- b. A cascade call back system and responsibility plan is kept current on an ongoing basis.
- c. Detailed plan(s) include provision for the most efficient use of subsistence, supplies, utilities, manpower and communication facilities.
- d. Nutrition and Food Service, will participate in the medical center's emergency preparedness disaster exercises.

6.05 UTILITY MANAGEMENT

- a. A written Utilities Management Program designed to ensure support to the patient care environment in the event of any utility systems failure is required by each medical center.
- b. The Chief, Nutrition and Food Service, is aware of what utilities are included in the program and is responsible for:
 - (1) Identifying the impact the loss of utilities will have on the service,
 - (2) A written plan detailing the course of action to be taken for each possible utility system interruption,
 - (3) An emergency feeding plan, and
 - (4) An energy conservation plan designed to support local medical center policy.

6.06 INFECTION CONTROL

- a. Written policies and procedures describing the role and scope of Nutrition and Food Service participation in infection prevention and control will include, but not be limited to:
 - (1) Food handling practices;
 - (2) Environmental sanitation;
 - (3) Isolation techniques;
 - (4) Universal precautions;
 - (5) Personal hygiene;
 - (6) Sanitizing of dishes, utensils, pots and pans, and equipment;
 - (7) Surveillance of potentially infectious employees;
 - (8) Participation of Nutrition and Food Service in employee health activities; and
 - (9) Storage and use of disposable items.

NOTE: *Such policies and procedures must be approved by the facility Infection Control Committee.*

- b. The Chief, Nutrition and Food Service, is responsible for:

(1) A monitoring procedure ensuring Nutrition and Food Service personnel are free from communicable disease, infections and open skin lesions. **NOTE:** *Employees with these infections will be cleared by the Employee Health physician prior to resuming food handling duties.*

(2) Annual training on infection control procedures and techniques for all Nutrition and Food Service employees.

(3) The assessment of food borne illnesses (see M-2, Part VI, Ch. 7).

6.07 HAZARDOUS MATERIALS

a. Hazardous chemicals or materials must be handled, stored, used, and disposed of in a responsible manner (see M-1, Part VII, Ch. 14). Nutrition and Food Service is responsible for:

(1) Maintaining a current hazardous material inventory list and material safety data sheets (MSDS) in each work area.

(2) Training appropriate employees when initially assigned, or when a new product is introduced into the area, in procedures, such as proper:

- (a) Disposal of products,
- (b) Labeling of containers, and
- (c) Procedure for chemical spills.

b. The Chief, Nutrition and Food Service, is responsible for ensuring all food service employees receive training on OSHA standards which include such items as:

- (1) Physical and health hazards,
- (2) Proper use of personal protective equipment,
- (3) Physical detection and monitoring methods of hazardous chemicals,
- (4) Emergency procedures in case of accidental over exposure,
- (5) Proper response to chemical spills,
- (6) How to read labels, and
- (7) Location and use of material safety data sheets.

6.08 SERVICE SAFETY SUBCOMMITTEE

a. A safety subcommittee established to identify problem areas and to offer and implement solutions is composed of employees from different levels and areas of the Service.

b. It is the responsibility of the safety subcommittee to analyze and evaluate accidents within the Service as to:

- (1) Type,
- (2) Cause,

(3) Results, and

(4) Recommended follow-up action.

c. Duties of the subcommittee members are to:

(1) Participate in Nutrition and Food Service safety inspections of equipment,

(2) Review work orders for safety issues,

(3) Make recommendations for corrective action, and

(4) Assist with implementation.

d. Subcommittee meetings include an education segment which covers such topics as:

(1) Equipment operation safety,

(2) Fire drill review,

(3) Treatment of hazardous waste,

(4) Maintenance of a sanitary environment, and

(5) Emergency preparedness plan.

6.09 EQUIPMENT SAFETY

a. All Nutrition and Food Service employees who are required to operate equipment must be specially trained in its safe use.

b. Training methods need to include in-service programs, manufacturer training classes, and on-the-job training.

c. The Chief, Nutrition and Food Service, is responsible for:

(1) Developing an annual training plan,

(2) Maintaining training records and reports, and

(3) Providing required reports to the medical center's Safety Committee.

d. The training plan must include the proper use of equipment, and address the following:

(1) Use of the equipment when following improper operating procedure is likely to pose a threat.

(2) Equipment operators feel training is necessary to ensure safe operation.

(3) Equipment that is subject to rough physical treatment during normal use.

(4) Equipment with recurring problems resulting from user error.

6.10 PROTECTIVE CLOTHING

a. Protective clothing deemed to be necessary at each facility is furnished to employees as a safeguard against hazardous environmental conditions and cross infection.

b. The Chief, Nutrition and Food Service, determines the clothing items required. Such clothing items may include:

- (1) Safety toe shoes,
- (2) Gloves,
- (3) Freezer jackets,
- (4) Freezer trousers,
- (5) Raincoats, and
- (6) Rubber boots.

6.11 PROTECTIVE EQUIPMENT

a. Employees are furnished protective equipment to be used during food preparation and cleanup.

b. The Chief, Nutrition and Food Service, in consultation with the safety manager, will determine protective equipment needed, such as face shields.

6.12 ACCIDENT REPORTS

a. Chief, Nutrition and Food Service, is responsible for establishing a policy ensuring each employee notifies and furnishes written notice (on approved forms) to their supervisor of any job related accident, incident, injury, illness, or disease

c. Chief Nutrition and Food Service will consult with the Human Resource Management Service on matters pertaining to:

- (1) Compensation for job related injury,
- (2) Identification and placement in alternate duty assignments, and
- (3) Illness or disease.

d. When repetitive lost-time accidents occur, a job safety review is performed. Following the review safe operating procedures are developed as appropriate.

6.13 EXCESSIVE INJURY RATE ABATEMENT PLAN

a. Each Chief, Nutrition and Food Service, must develop a comprehensive plan to meet accident and/or illness reduction goals. This plan must target those areas where accidents and illnesses are occurring and address the following:

- (1) Type,
- (2) Location,

- (3) Time of injuries and/or illnesses occurring,
- (4) Body part affected,
- (5) Employee job classification, and
- (6) Corrective action planned or implemented.

b. If the injury rate in Nutrition and Food Service is determined to be excessive, a service reduction plan is required. This plan must be comprehensive and provide specific tasks, time frames, and objectives.

6.14 KEY CONTROL

a. The Chief, Nutrition and Food Service, is responsible for:

- (1) Determining areas requiring key control and for authorizing key requests;
- (2) Providing written policy designating responsibility for:
 - (a) Opening and closing the area(s),
 - (b) How and where the keys will be maintained during the work day, and
 - (c) Identifying areas to remain locked, when not in use.

b. A list of keys by number, areas, and employees assigned responsibility is maintained in a secure place.