



El Paso - Ambulatory Clinic Policy and Procedure

Title: CATERING SAFETY	Policy Number: 0.16
Regulation Reference:	Effective Date: 4/2009

Policy Statement:

To assure that all catering activities are carried out safely without the possibility of fires starting with use of open flame heating sources such as “Sterno Brand” or other heating sources.

Scope and Distribution:

All TTUHSC-EP personnel at all campus sites.

Procedure:

1. While any open flame heating source is in use a staff member or caterers representative will remain in attendance in the room to monitor the heating source to prevent ignition of unintended items. Location of nearest fire extinguisher will be known by attendant.
2. Caterers will use an “approved “ chafing set = one with a bottom tray that contains the heating cans or will place a flame resistant tray or foil, etc. under the chafing dish to prevent any ignition.



3. Use the following cautions when dealing with open flame containers such as “Sterno brand”:
 - Always use caution when handling open flame products;
 - Always use a blunt object to pry off lid;
 - Always cup hand over lid when opening can;
 - Always remove excess gel from lid if being used as a regulator;
 - Always wash fuel residue from hands



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- Always place can under chafing dish before lighting
 - Always assure can is placed securely in equipment;
 - Always use a long handled match or lighter to ignite;
 - Always use a snuffer paddle, regulator or saucer to extinguish flame;
 - Always wait until can cools before touching
 - Never use a sharp knife to pry off lid of sterno;
 - Never use a lit can to light another can;
 - Never carry a lit can;
 - Never carry chafing dishes with a lit can;
 - Never touch can while hot;
 - Never allow loose clothing, napkins or table cloth near flame;
 - Never allow hair to fall near flame;
 - Never use hands to extinguish flame;
 - Never blow out flame to extinguish
 - Never throw a hot can of Sterno in the trash.
 - Never set up near a thermostat.
4. The Safety Department will extinguish, turn off or unplug all heating devices left unattended. Caterers or departments found in non-conformance with this policy will be reported to the El Paso Safety Committee and repeat offenders may be reported to the HSC Fire Marshal and prohibited from future catered events that require heating devices.
5. If assistance is needed or there are safety questions about a set up of chafing dishes etc. Call the Safety Manager, Jose Melchor at: 783-5244, cell: 241-4166, or the Director of Employee Occupational Health, Donna Holguin at 545-6501.