

Loss Control: Activities to Prevent Accidents or Reduce the Cost of Accidents in the Workplace

Restaurant Safety Checklist

Location:

Date:

Time:

Manager:

Inspected by:

	SATISFACTORY			COMMENTS
	ATTENTION NEEDED			
	CORRECT	IMMEDIATELY		
EQUIPMENT				
Kitchen knives are kept sharp and properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All electrical appliances are in good working condition and properly wired and grounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food carts and bus carts are clean and in good operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders and stools are equipped with safety treads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glass racks are in good condition and properly stacked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper tools are available and being used as they are intended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The dishwashing machine is operating at the proper temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Razor knives are properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FOOD HANDLING				
All food is labeled, dated and rotated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All food is kept at the proper temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach-ins and walk-ins are set at 40 degrees F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Freezers are set at least at 0 degrees F.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cutting boards are clean, in good condition and changed often to prevent cross-contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bleach water is clean and available in all stations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Line checks are performed each shift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hats and hairnets are being used by kitchen staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gloves are worn when required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are complying with uniform, jewelry and grooming standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HANDLING WASTE				
Waste receptacles are emptied before they overflow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken glass and china are properly handled and discarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Grease traps are cleaned on a regular basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ashes are extinguished using an airtight, fireproof container that has the ash disposal instructions on the lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trash area is clean and swept clear of all debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HOUSEKEEPING				
Floors are free of grease, wet spots and debris.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wet floor signs are posted when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors are free of cracks, holes and other irregularities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles are clear and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slip resistant mats are used when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	SATISFACTORY			COMMENTS
	ATTENTION NEEDED			
	CORRECT IMMEDIATELY			
LIGHTING				
Lighting is adequate in dining room, kitchen and storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Burned-out bulbs have been replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosion-proof light guards are in place over cooking areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Light switches are in good condition with no exposed wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior security lighting is functioning at proper times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
VENTILATION				
Ventilation in the dining room, kitchen and storage areas is adequate and in good operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exhaust hoods, vents and filters are dust and grease free.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MOVING AND STORAGE				
Proper lifting techniques are being taught and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ladders are available for reaching upper shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand-trucks and dollies are available and are in good working condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heavy objects are stored properly on lower shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage room is clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cold storage is adequately equipped with trays, dollies, shelves and proper containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Floors in all storage areas are clear with items stored a minimum of 6" above the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All flammable liquids are stored in approved, labeled containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All cleaning solutions are stored in approved, labeled containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Razor knives are properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAFETY EQUIPMENT				
Exits are adequately marked and kept clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are charged and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit is complete and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An emergency treatment clinic telephone number is posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A staff person is trained in first aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety signs and posters are being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The airtight, metal ash can is emptied according to instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Protective clothing and goggles are used when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Instructions on the proper use and handling of insecticides, poisons, acids soak tanks, etc. available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SAFETY EDUCATION				
New employees are given copy of and trained in company safety rules and safe practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New employees are being trained on equipment they use.				
Follow up questions are given employees to assure they understand the safety training and documented.				
Employees are not using equipment unless already trained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees are being warned of possible hazards in specific areas and how to avoid them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety topic of the month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENFORCEMENT				
Unsafe Act verbal warnings are given initially and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unsafe Act written safety citations are issued and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**If You Have Any Questions or Need Assistance
Contact Your CompWest Loss Control Consultant
Or Request Assistance on the CompWest Web Page.**