Food Service Monthly Safety Inspection

Corrective Action Plan Must Be Completed For All "No" Answers (This checklist can be modified to suit each Unit)

Unit: _____ **Date:** _____

Chemicals	Yes	No	N/A
1. Inventory of hazardous chemicals is current (within one year).			
2. SDS readily available for each hazardous material on inventory.			
3. Chemicals stored properly. (Insecticides, Detergents/Sanitizers, Caustics/Acids/Polishes)			
4. All containers properly identified and labeled with hazard warnings.			
5. Proper personal protective equipment used when handling chemicals (see SDS).			
6. Chemical hazard communication training received by all employees and documentation in personnel files (current within one year).			
7. Working Eye wash station available with continuous 15-minute flow.			
8. Copy of Chemical Hazards Communication Plan			

Storage Area	Yes	No	N/A
1. Aisles clear and floor clean.			

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2. Shelves and racks are of adequate strength and are secured.			
3. Compressed gas cylinders stored in upright position, are individually chained and those not in use have protective caps in place.			
4. Employees frequently receive training on correct lifting techniques.			
5. Heavy items stored on shelves between knee and shoulder height.			
6. No goods over 40 lbs. stored at more than five feet above floor.			
7. Goods have been removed from cartons prior to being placed on shelves.			
8. Cartons cross-stacked to avoid tipping or tumbling.			
9. Step ladder in good condition and of sufficient height to reach tip of storage without standing on the top two steps.			
10. Floors in walk-ins are clean, dry and not slippery.			
11. Flammables properly stored; sterno, charcoal lighter fluid, butane, etc. (No more than 24 containers of butane in one location.			
12. Sharp edges are identified and eliminated.			
13. Bump hazards are eliminated			
14. Falling object hazards are eliminated.			
15. Emergency releases in walk-in refrigerators and freezers in proper working order.			

Exits	Yes	No	N/A
1. Exit Routes unobstructed.			
2. Exits clearly marked with illuminated signs.			
3. Emergency lighting provided for all occupied areas and tested.			
4. Emergency evacuation plans posted.			

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5. All doors in exit path kept closed.			
6. Lighting is adequate.			
7. Handrails provided on all stairs.			
8. Adequate number of exits provided.			
9. Exit doors are operable in the path of exit travel without the use of a key or any special knowledge.			

Electrical	Yes	No	N/A
1. All electrical cords are in good condition.			
2. Extension cords are not used in place of permanently installed fixed wiring.			
3. Cover plates, switches, outlets, etc. are in good condition.			
4. Equipment grounded or double insulated.			
5. A Lockout/tagout procedure in place and staff is trained regarding these procedures.			
6. Ground plugs on equipment in good condition.			
7. Motors are clean and properly lubricated.			
8. Emergency shutdown switches installed and easily accessible.			
9. Switches and circuit breakers are clearly marked to indicate equipment/areas controlled.			
10. Control panels have minimum 36” of unobstructed workspace in front and are closed.			

Fire Protection	Yes	No	N/A
1. Portable fire extinguishers properly mounted, accessible and serviced annually.			
2. Monthly visual inspections of portable fire extinguishers near cooking area are class K rated.			
3. All employees familiar with the location of portable extinguishers, manual controls on extinguishing systems and fire alarms.			

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4. Automatic fire protection system inspected and serviced by qualified persons semi-annually.			
5. Minimum of 18” clearance under sprinkler heads.			
6. Fire doors in proper operational condition and unobstructed.			
7. Do employees know how to report a fire?			
8. Decorations are flameproof or non-combustible.			
9. All fire alarms unobstructed.			
10. Hoods, filters, and ducts clean and free of grease accumulation. A cleaning schedule has been established.			
11. Emergency phone numbers posted at several locations (i.e. kitchen and office)			

Kitchen Work	Yes	No	N/A
1. Lighting adequate, fixtures shielded.			
2. Machines are suitably anchored to prevent creeping or tipping.			
3. Mixing bowls fit on vertical mixer pins and locking devices (if equipped) are in working order.			
4. Employees know location and operation of gas/electric emergency cutoffs.			
5. No steam leaks on production equipment.			
6. Floors and equipment clean and free of food/grease build-up.			
7. Area is clean and free of cut, bump or trip hazards.			
8. 35” Safety cones used with floor hazards.			
9. Floor mats properly placed.			
10. Swinging doors have see through panels and are easy to open; overhead mirrors at doors with blind spots.			
11. Slicer left unplugged and set at zero when not in use or during cleaning; cut resistant gloves for both hands available for use when cleaning blade.			
12. Persons under 18 years old prohibited from operating slicers and food processors.			

13. Can opener blades clean and in good repair.			
14. Clean-as-you-go policy is enforced.			
15. Knives stored properly in rack.			
16. Meat, fish, and other grinders: Worm-type power driven grinders guarded so fingers can't contact worm and pushers used to increase safety.			
17. No broken springs on lowerators; plates not stacked over 18" on counter.			
18. Pan handles or potholders used to lift hot pots; no greasy rags stored under counter.			
19. Employee locker rooms clean.			
20. Compactors are equipped with adequate guards and safety switches.			
21. Guards for equipment in good condition and in place.			
22. Eye, face and hand personal protection equipment is available, maintained and used.			
23. No sharp corners projecting on machines.			
24. Employees wear clean outer garments and closed-heel, closed-toe and slip resistant footwear.			
25. Employees do not wear loose or dangling jewelry.			
26. Safe knife handling procedures in place and used			
27. Kitchen hood ventilation systems work and operating efficiently			

Dish Area	Yes	No	N/A
1. Floor mats, non-slip material, or strips properly placed and in good condition.			
2. Dish machine final rinse above 180 degrees or approved chemical disinfectant used.			
3. Protective cover over disposal opening; no water leaks from hoses, valves, dish machine, etc.			
4. Ventilation in area is adequate, work and operate efficiently			
5. Dishes stacked properly in carts and tables.			

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6. Mops and pails clean and available to clean up spills.			
7. Broken glass is swept up promptly and placed in special, clearly marked containers.			
8. No standing water where people stand.			
9. Emergency shut-off accessible.			

Dining Area	Yes	No	N/A
1. Broken, torn, wobbly or unsteady tables or chairs are quickly repaired.			
2. Carpet and runners in good condition; stair treads and nosing have non-slip material and are secure.			
3. Wet mopping is avoided during rush hours.			
4. Sufficient 35” safety cones are available and used at every public entrance where floors are wet.			
Additional Slip/Trip/Fall Requirements	Yes	No	N/A
1. Areas with stairs having 4 or more risers must have a well-maintained handrail.			
2. Stairs in general are kept clean, in good repair and have a non-slip surface. Exterior stairs are free of slip and fall hazards (i.e., snow, ice, grease, water, etc.).			
3. Snow shoveling/salting frequency at entryway and sidewalks is completed before building occupants and guest arrive, and then periodically as conditions warrant. Snowplowing/salting frequency for the parking lot is appropriate for conditions.			
4. Entrances and exits are maintained free of obstacles such as grease, water, leaves, loose gravel, snow/ice, and not used as storage.			
5. Storm water drain covers/grates have high-visibility paint and are flush with surrounding pavement and do not pose a trip or fall hazard.			
6. Parking lots and sidewalks are maintained free of obstacles such as leaves, snow and ice and free of uneven surfaces/trip hazards.			
7. Dock areas are maintained free of obstacles and surfaces kept free of slip/trip/fall hazards and kept in proper repair. Dock areas should not be used as storage areas.			
8. All docks 48” or higher have a guard in place to protect from falls when not in use.			
9. All areas of the parking lot, including sidewalks and building perimeter, provide enough lighting to illuminate all walking surfaces. Check during evening/early morning hours.			

10. The floor surface area around the fat disposal container(s) is kept in clean condition			
11. Walk-in coolers and freezers floors are free of ice			

Explanation for Questions Answered "No"

Problem Area (List Question)	Discrepancy	Corrective Action	By Whom	Target Date	Date Completed

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Date: _____ Manager:

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