

Restaurant Safety Checklist for Employers

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Restaurant Location: _____

Checklist Prepared by: _____

Date of Preparation: _____

Safe Oven and Range Cooking Practices

	Are range tops free of overcrowding?
	Are pot handles set away from burners?
	Are pot handles confined to no further than the edge of the cooking range?
	Are employees instructed to not overfill pots, to prevent boiling over?
	Are burner flames adjusted to cover only the bottom of pans?
	Are employees instructed to lift back pot covers slowly and safely to protect themselves from steam?
	Are employees instructed to use tongs to lower food into boiling water?
	Do employees know who they can ask for help when moving or carrying heavy pots of simmering liquids?
	Are hot oil and grease always attended to and appropriately disposed of?

Safe Fryer Cooking Practices

	Do your fryers, including deep fryers, dump grease automatically?
	Do your fryers automatically lower food into hot oil?
	Do fryers contain splash guards that are in good condition?
	Are employees instructed to dry off wet food and brush off ice crystals before placing food in the fryer basket, to avoid splatter and steam?
	Are fryer baskets filled no more than half way?
	Are fryer baskets raised from and lowered gently into the fryer to prevent splashing?
	Are employees instructed to keep a safe distance from hot oil that they are cooking with?
	Are beverages and other liquids kept away from fryers?
	Are employees instructed to wait until the hot oil is cool before straining or transporting it?
	Are appropriate directions given and followed when new fat or oil is added to a cooking preparation?
	Is fryer oil covered when it is not in use?

Safe Microwave Oven Cooking Practices

	Do microwave ovens automatically turn off when the microwave door is opened?
	Are the seals on microwave doors checked periodically for grease and food buildup?
	Are employees instructed to avoid placing metal containers, foil, or utensils in a microwave oven?

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Safe Microwave Oven Cooking Practices (continued)	
	Are containers opened carefully and slowly after their removal from the microwave, so that steam can escape?
	Are microwave ovens located at approximately waist level and within easy reach, to provide for ease of lifting of hot foods?
	Are manufacturer's instructions for operating microwave ovens followed?
	Are foods that are cooked in microwave ovens covered, to prevent splattering?
	Are damaged microwave ovens (e.g., ovens with damaged doors or doors that do not lock properly) promptly discarded or taken out of service?
	Are microwave interiors kept clean at all times to avoid splattering and popping?
	Are employees instructed to immediately turn off and unplug the microwave if they notice any sparking inside the microwave during cooking?
Machinery Operation Safety (e.g., mincers, choppers, dicers, slicers)	
	Are appropriate machine guards in place during periods of non-usage?
	Is machine guarding that prevents access to cutter blades used while the machine is in operation?
	Are employees instructed to not bypass safety guards?
	Are employees instructed to keep hands, face, hair, clothing, and jewelry away from moving machine parts?
	Are lockout/tagout procedures used when cleaning or repairing electrical equipment?
	Are push sticks or tamps used to feed or remove food from mincers, choppers, dicers and slicers?
	Have employees been instructed to avoid using their hands to feed smaller pieces of meat through slicers?
	Are employees instructed to avoid putting their hands into operating machines to stir contents or guide food?
	Are machines turned off and unplugged before cleaning and disassembling?
Food Processor and Mixer Operation Safety	
	Are employees instructed to avoid removing items from dough while mixers are mixing?
	Are employees instructed to avoid opening processor lids to stir food contents while food is processing?
	Are food processors turned off before the lid is opened or items are added?
	Is machinery turned off and unplugged before cleaning or removing a blockage?
	Are machine guards used?
	Are employees instructed to avoid wearing loose clothing or jewelry that could become caught in machinery?
Steamer and Pressure Cooker Safety	
	Are steamer doors kept closed while the steamer is on?
	Is the steam shut off for a couple of minutes before releasing the pressure and opening the steamer?

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Steamer and Pressure Cooker Safety (continued)

	Is the area around the steamer cleaned before the steamer is opened, and after each time the steamer is used?
	Is the steamer door opened properly, by standing to the side and keeping the door between the employee and the open steamer?
	Are hot, dripping steamer trays placed on a cart for transport, to prevent dripping and slip hazards?
	During stacked steamer use, are trays removed from the top steamer first, then the lower one, to prevent burns from rising steam?
	Are employees instructed to stand to the side and open pressure cooker doors away from themselves, keeping the open lid between themselves and the pressure cooker?

Coffee Maker Operation Safety

	Are coffee makers placed away from counter edges so that people passing by do not come into contact with the coffee makers?
	Is the coffee filter in place before coffee is made?
	Is the coffee filter kept in place for as long as the coffee is still dripping?
	Are employees instructed to avoid placing their fingers into the chamber of a coffee grinder to drop beans into the grinder?

Personal Protective Equipment (PPE) and Clothing

	Do you provide employees with potholders, gloves, and mitts for use in cooking with fryers, checking food on the stove, placing food in boiling water, or reaching into ovens and broilers? Are employees trained in how to use this equipment, and do they use it?
	Are employees provided with pads, potholders, gloves, or mitts for use in removing food from microwave ovens?
	Are employees provided with dry towels to use as potholders?
	Are employees who use knives and other cutting instruments provided with cut-resistant gloves that cover the wrists, fit well, and have sturdy, tightly-woven seams?
	Are employees instructed to wear non-skid, waterproof shoes with low heels and good tread?
	Are employees instructed to lace and tightly tie their shoes?
	Are employees instructed to avoid wearing shoes with leather or smooth soles, shoes that leave skin exposed, and to avoid wearing over-sized or baggy pants that can cause them to trip?

Preventing Cuts

	Are appropriately-sized knives provided for each job?
	Are box cutters provided for opening boxes?
	Is there proper storage space for knives (e.g., counter racks, wall racks), and are knives properly stored in this space?
	Are workers instructed to work safely and cautiously with knives?

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Preventing Cuts (continued)	
	Are knife blades and edges kept sharp?
	Are employees instructed to avoid placing or keeping knives soaking in water?
	Are damp cloths placed under cutting boards to prevent slipping?
	Are employees instructed to lie a knife down flat if they are interrupted while cutting?
	Do employees know how to transfer knives to other individuals (i.e., by either laying the knife on the counter, or passing the knife with the blade pointed down)?
	Are knives carried and stored in sheaths or protective cases when possible?
	Are employees instructed to, when cutting, keep fingers tucked in on the hand holding the food?
	Are employees instructed to avoid trying to pick up a falling knife?
Electrical Safety	
	Are large electrical appliances equipped with machine guards?
	Are all cords, plugs, outlets and blades kept in good repair?
	Are electrical outlets kept free of cracks and grease to avoid short circuits?
	Are electrical equipment and outlets kept away from water and wet floors?
Glass and Dishware Safety	
	Is at least one trash can designated and clearly marked for broken glass?
	Are glasses, bottles, and dishware stored away from areas with heavy foot traffic?
	Are dustpans and brooms used for clean-up of broken glass?
	Are gloves and goggles available for employees to use in cleaning up broken glass?
	Are gloves and towels used when removing lids from glass jars?
Preventing Injuries from Slips and Falls - Moving Around Safely	
	Is adequate workspace available to prevent collisions?
	Are items properly stored so that walkways and work areas are kept free of clutter?
	Are electrical cords kept away from walkways?
	Are carpets maintained in good condition?
	Are hardwood, vinyl, and other floor surfaces kept in slip-free condition?
	Are dining areas and kitchens arranged without tight or blind corners, so as to avoid collisions?
	Are stairs equipped with non-slip surfaces and handrails?
	Are employees instructed to avoid carrying items they cannot see over?
	Are employees instructed to warn other workers of their presence, when walking behind other workers?

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Preventing Injuries from Slips and Falls – Spills and Spill Clean-Up	
	Are floors equipped with non-slip floor mats that are kept in good condition in areas that may get wet?
	Are spills cleaned up immediately?
	Are floors cleaned regularly to prevent grease buildup?
	Are clean mops with approved floor cleaners used?
	Are warning signs to keep people off wet floors prominently displayed?
Preventing Injuries from Slips and Falls – Reaching and Climbing Safety	
	Are ladders and footstools of appropriate size made available when needed, and kept in good condition when not in use?
	Are work areas, delivery areas, and storage areas adequately lit?
	Are work areas organized so as to limit the need for reaching and climbing (e.g., by keeping the most frequently used items on accessible shelves)?
	Are employees instructed to use ladders or footstools, and to avoid using boxes or carts, to reach for objects?
Preventing Injuries from Ergonomic Hazards – Lifting and Carrying	
	Is the workspace designed to provide enough space to allow workers to move safely when lifting and carrying objects?
	Are hand trucks and other lifting devices made available for employee use?
	Is a garbage chute installed?
	Is training in safe lifting methods provided?
Preventing Injuries from Ergonomic Hazards – Bending and Reaching	
	Is there adequate storage for heavy items on lower shelves?
	Are properly sized ladders and footstools provided and kept in good condition?
	Are drive-thru windows designed to prevent unnecessary stretching in order to serve customers?
	Are employees instructed to ask for help to lift and move heavy items properly?
	Are employees instructed to avoid reaching above their shoulders?
	Are employees instructed to push carts, instead of pulling them, where possible?
Preventing Injuries from Ergonomic Hazards – Repetitive Movements	
	Are tables and chairs installed permanently, so that they need not be set up and taken down on a daily basis?
	Are floor mats provided to protect against constant impact with hard surfaces?
	Is mechanical equipment provided when possible, to allow employees to perform repetitive tasks?

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Preventing Injuries from Robberies and Assaults – Basic Security Measures	
	Are emergency telephone numbers properly posted?
	Are posters containing the laws against assault, stalking, and violent acts posted in areas in which employees frequently congregate?
	Are working locks and alarms present and kept in good condition?
	Is there a way of communicating with police or security personnel in the event of potential criminal activity (e.g., such as a silent alarm)?
	Is the workplace equipped with surveillance cameras and/or mirrors?
	Do workplace parking lots and other areas where people walk alone at night have adequate lighting and security?
	Does the workplace have more than one exit that workers can reach in case of emergency?
	Are at least two people scheduled to work per shift, especially at night?
	Are workers trained as to what to do in the event of a robbery, crime, or potentially violent situation?
	Is there a reporting process for violent incidents and threats?
	Is a "buddy system" available for employee use to walk to public transportation and parking areas?
	Are workplace doors kept locked at night, while permitting safe exit for employees?
Preventing Injuries from Robberies and Assaults – Handling Cash	
	Is there a large, unobstructed view of the cash register from the street?
	Are signs posted indicating that the cash register contains only a small amount of cash?
	Are larger amounts of cash stored in a safe (e.g., drop safe)?
	Are employees instructed to avoid counting cash in the presence of customers?
Fire Safety and Protection	
	Does your worksite have a Fire Prevention Plan?
	Are flammable or combustible chemicals stored, and kept in approved, closed containers, when not in use?
	Are all spills of flammable or combustible liquids cleaned up promptly?
	Has the building sprinkler alarm system been inspected within the past 12 months?
	Are automatic sprinkler system water control valves, air, and water pressure checked periodically as required?
	If you have a fire alarm system, is it certified as required and tested annually?
	If you have interior standpipes and valves, are they inspected regularly?
	Are building evacuation floor plans/evacuation maps posted prominently for all employees to see?
	Are portable fire extinguishers provided in adequate number and type, and mounted in readily accessible locations?
	Are fire extinguishers properly placed, and are emergency lighting fixtures provided?

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Fire Safety and Protection (continued)

	Is access to fire extinguishers free from obstructions or blockage?
	Are all extinguishers serviced, maintained, and tagged at intervals that do not exceed one year?
	Are all extinguishers fully charged and in their designated places?
	Are employees periodically instructed in the use of fire extinguishers and fire protection procedures?
	Is your local fire department familiar with your facility, its location, and specific hazards?
	Are fire doors and shutters unobstructed and in good operating condition?
	Are combustible scrap, debris, and waste materials (oily rags, etc.) stored in covered metal receptacles and promptly removed from the worksite?

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Notes:

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Provided by:

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