

SAFETY ASSESSMENT CHECKLIST

The following checklist, while not exhaustive, will assist in planning a safe workplace. Assess what needs to be done and where you need to go from here. Is there room for improvement? What changes could make things better? Who will follow up?

DATE: _____ INSPECTED BY: _____

ITEM	YES	NO	N/A	What action is required?
Are all spills wiped up immediately? Are portable signs used to indicate wet-mopped floors or other temporary hazards (e.g. grease, water, spills, etc.)?				
Are aisle ways and traffic ways free from obstacles and obstructions?				
Are service doors marked "in/out" with windows, if possible, to ensure safe traffic?				
Do employees know the safeguards and hazards which pertain to each type and piece of equipment?				
Are employees forbidden to use machines unless they have been instructed on their use and hazards?				
Are all attachments firmly fixed and guards in place on equipment and machinery?				
Is pusher/tamper/plunger, instead of hands, being used to feed products into choppers, grinders, slicers, saws?				
Do employees shut off machines before repairing, cleaning, or unclogging?				
Are machines turned off when not in use or unattended?				
Are sources of heat situated away from areas where personnel may be accidentally burned?				
Are counters, cabinets, movable equipment and furnishings free from sharp corners and in good condition?				
Are thermostats inspected on a regular basis?				
Are handles securely mounted on tools/utensils?				
Are knives/blades kept properly sharpened?				
Are grease filters free from accumulated grease?				

ITEM	YES	NO	N/A	What action is required?
Are service carts, hand trucks, carts and dollies in good repair?				
Are knives and cutting blades left unattended?				
Is equipment being used for its intended use(s) only?				
Are equipment/tools that are not in use stored appropriately?				
Is all portable equipment disconnected before being moved?				
Are floor mats, tiles, carpets, stairs, etc. in good repair and not creating a tripping hazard?				
Are employees trained in the safe use of cleaning compounds and agents?				
Are all equipment and machines operated to the manufacturer's specifications?				
Are all electrical units and switches properly grounded?				
Are chocks provided to keep hand trucks or dollies from rolling during loading or unloading?				
Is care taken not to load hand trucks to the point of being a hazard to the handler?				
Are loaded dollies removed promptly from receiving point to the storage rooms?				
Are proper tools provided for opening crates, cartons, barrels, etc.				
Is the loading dock and receiving area lit for night deliveries?				
Are the loading dock and walk-in freezers/storage kept free of ice, etc.?				
Are light fixtures operational, covered or guarded, and provided with two feet (minimum) clearance from stored items and adequate for the area they're lighting?				
Is the emergency interior door latch on fridge/freezer/storage in good working order and is alarm bell operative?				

ITEM	YES	NO	N/A	What action is required?
Are blower fans properly guarded in heated or refrigerated areas?				
Are cartons stored away from wetness or dampness which could cause their collapse?				
Are items stocked crosswise to avoid tipping and tumbling and not piled to hazardous heights?				
Are safe ladders available and in use for reaching shelved items?				
Are step risers of uniform height and railings firmly attached and in good repair?				
Are interior stairwells well lit and free of debris?				
Is disposal area free from broken glass, metal cans, spillage, etc?				
Is safe access to waste, garbage and trash containers maintained?				
Is smoking forbidden in trash storage area?				
Is ice and snow sanded, or removed promptly from exterior landings, steps, walks, passage-ways and parking areas?				
Are exterior platforms, steps, and parking areas well lit at night during operational hours?				
Are bottled gas cylinders properly supported and protected from physical damage?				
Do wait staff/delivery personnel refrain from overloading trays or boxes?				
Do employees understand the hazards and necessary precautions which apply to the jobs they are doing?				
Are employees wearing sturdy, closed toe, low heeled shoes with a non-skid sole that minimize slips, falls, burns, crushing, and cuts?				
Are employees prohibited from wearing loose or dangling jewelry which could be a hazard near moving equipment or could get into product?				
Are employees with long hair wearing adequate hair restraints to prevent risk of entanglement?				