

THE RESTAURANT

BASIC SAFETY + COMPLIANCE CHECKLIST

BROUGHT TO YOU BY:



#	FIRE SAFETY	Y	N	N/A
1.	Are flammable liquids (solvents, paints, etc.) stored in a safe location?			
2.	Are combustibles stored at a safe distance from any heat source?			
3.	Are all exits marked, illuminated, and clear of obstructions? Helpful Tool			
4.	Are all doors unlocked during business hours? Helpful Tool			
5.	Are the fire detectors and fire detection systems tested as often as needed to maintain proper reliability?			

#	EXTINGUISHERS	Y	N	N/A
1.	Are automatic dry-chemical extinguishing systems over ranges, grills, and fat fryers present?			
2.	Do the automatic extinguishing systems have current inspection tags?			
3.	Are extinguishing heads capped to prevent clogging?			
4.	Are extinguishing system's manual pulls located away from the range, grill or fryer?			
5.	Will the fuel supply for ranges, grills, and fryers automatically shut-off if the extinguishing system turns on?			
6.	Are exhaust filter(s) cleaned at least once a day?			
7.	Are exhaust system(s) cleaned on a quarterly basis by a qualified contractor?			
8.	Are the portable fire extinguishers the proper type for a kitchen environment?			
9.	Are fire extinguishers properly wall-mounted and clearly marked? Helpful Tool			
10.	Are employees trained in the proper use of extinguishers on a yearly basis? Helpful Tool			

#	EVACUATION & EMERGENCY RESPONSE	Y	N	N/A
1.	Do you have a written and oral emergency action plan in case of an emergency? Helpful Tool			
2.	Is the first aid kit available and in good condition? Helpful Tool			
3.	Are exits clearly marked? Helpful Tool			
4.	Is there an existing employee adequately trained to render first aid? Helpful Tool			
5.	Do you have a summary or record of workplace injuries and illnesses next to your Labor Law Poster? Helpful Tool			

#	ELECTRICAL EQUIPMENT	Y	N	N/A
1.	Are all breaker switches properly marked?			
2.	Are all breaker boxes accessible?			
3.	Are documented inspections of switches, boxes, and outlets performed?			
4.	Do all light fixtures contain bulbs and have covers?			
5.	Are all breaker boxes enclosed with no gaps larger than a person's finger?			
6.	Are all extension cords and electrical leads away from water, chemicals, hot surfaces and walkways?			
7.	Are malfunctioning or out of use equipment tagged and removed?			
8.	Are employees trained and currently using proper lockout and tagout techniques when utilizing machines? Helpful Tool			

#	FLOORS & WALKING SURFACES	Y	N	N/A
1.	Are the floors around the fryer(s) free of grease, water and food particles?			
2.	Is there adequate drainage in wet areas?			
3.	Are portable "wet floor" signs available?			
4.	Are the floors free of boxes, food, or other trip hazards?			
5.	Are the floors in good condition? (No broken tiles, loose mats, torn carpets, etc.)			
6.	Do stair treads have a non skid surface?			
7.	Are all areas properly illuminated?			

#	STORAGE ROOMS	Y	N	N/A
1.	Are supplies securely stacked?			
2.	Are racks secure and stable?			
3.	Are heavier, frequently used items stored on lower shelves? Helpful Tool			
4.	Are step stools or ladders readily available, if needed?			
5.	Are bulk items less than 25lbs?			
6.	Are pathways clear of trip hazards?			

#	PREVENTING CUTS	Y	N	N/A
1.	Are unused knives stored in a designated drawer or rack?			
2.	Do the slicing machines and butchers' steels for knife sharpening have hand guards?			
3.	Are knives washed separately?			
4.	Are employees trained how to sharpen knives as needed?			
5.	Is a scoop and not glasses used to dispense ice?			
6.	No employee steps on or sticks their hand in the trash?			
7.	Is a broken glass (sharps) container available for safe disposal?			

#	HAZARDOUS SUBSTANCES	Y	N	N/A
1.	Are all new employees trained in proper chemical use?			
2.	Are Safety Data Sheets available for reference? Helpful Tool			
3.	Are gloves & safety glasses available?			
4.	Do all chemical containers have a label to identify the chemical and the safety information about the chemical (ex. flammable, toxic if swallowed, etc.)?			
5.	Are all chemical containers stored in approved containers? (not using old drink or food containers)			
6.	Are there any emergency numbers, beside the telephone?			
7.	Do you have a Food Allergy sign visibly available to inform and remind employees and customers about food allergens? Helpful Tool			

#	SANITATION	Y	N	N/A
1.	Are "employee hand washing" signs posted? Helpful Tool			
2.	Is long hair tied back?			

#	WORKPLACE VIOLENCE	Y	N	N/A
1	Is video surveillance and/or alarm systems in place and operating?			
2	Is a drop safe available or is the register skimmed frequently?			
3	Is cash saved and handled in a restricted location?			
4	Is the back door and windows locked from the outside?			
5	Are employees trained on Workplace Harassment Prevention? Helpful Tool			

#	STATE & FEDERAL LABOR REQUIREMENTS	Y	N	N/A
1.	Do you have an updated State & Federal Labor Law poster posted in a place where it can be easily viewed by employees? Helpful Tool			
2.	Does your company have a Human Resource department readily available to help assist your business?			
3.	Inform your employees of their health care options through the Affordable Care Act Notice, which satisfies the content requirement for providing notice in accordance with the FSLA, Section 18B? Helpful Tool			
4.	Do you have No Smoking Signs posted in visible areas around your workplace? Helpful Tool			

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