

Monthly Safety Inspection Guide

General Environment: ___ Good ___ Fair ___ Poor Inspected By: _____

Date:	S	US	NA	*Remarks
Fire Protection: Annual Maintenance of Portable Fire Extinguishers Inspection By Qualified Professional. Monthly Visual Inspection By and Noted on Inspection Tag.				
Sprinkler Heads Have Minimum of 8" of Free Space Beneath Them.				
Semi-Annual Inspection of Fixed, Dry or CO ² System by Qualified Professional on File, Reviewed With Client.				
Monthly Visual Inspection of Fixed System by Client or on Inspection Tag. Sprinkler Control Valves Locked and Chained in Open Position.				
All Employees Are Trained in the Use of Portable Fire Extinguishers.				
All Storage and Mechanical Heater Areas Are Protected by an Automatic Sprinkler System.				
Portable Fire Extinguishers Near Cooking Equipment Are 20 BC Rated.				
Combustible Materials Are Stored at Least 30" Away from Heating and Electrical Equipment.				
Fire Extinguishers Are Visible and Mounted Below Five Feet Above Floor, Charged and Sealed in Place.				
No Smoking Policy Followed in Storeroom and Kitchen Area.				
Decorations Are Flameproof or Non-Combustible Material.				
Emergency Plans Available With Phone Numbers. Posted Throughout as Needed.				
Egress: Emergency Phone Numbers Posted at Several Locations in Kitchen and Office.				
Exits Visible, Clearly Marked, Illuminated Signs Operable.				
Exit Routes Unobstructed; Min. Width 28". All Means of Egress Ready for Full and Instant Use.				
Emergency Lighting Operable. Flashlights and Illuminated Exit Signs Provided in Lieu of Fixed Emergency Lighting. All Units Tested for Proper Operation.				
Emergency Evacuation Plans Posted.				
Electrical: Switch Box Covers or Plates on ALL Live Parts. Box Covers Kept Closed.				
Control Panels Have Minimum 30" of Unobstructed Work Space in Front.				

Date:	S	US	NA	*Remarks
Appliances Have Three-Wire Grounded Plugs (Unless Marked as Being Double Insulated.)				
Cords in Good Condition. Extensions Limited to 15' in Length. Extension Cords not in Place of Permanent Wiring.				
All Electrical Receptacles Dead or Alive Have Appropriate Plates in Good Repair.				
Switches and Circuit Breakers Clearly Marked to Indicate Equipment/Areas Controlled.				
Kitchen Work Areas: Lighting Adequate. Fixtures Are Shielded.				
Machines Are Suitably Anchored to Prevent "Creeping" or Tipping.				
Slicer Left Unplugged and Set at Zero When Not in Use. Cut Resistant Gloves Available for Use When Cleaning Blade.				
Cooks Know Gas/Electric Emergency Cutoffs.				
The Use of Plastic Buckets for Emptying Hot Grease/Oil Prohibited.				
The Preventive Maintenance Program Is Scheduled and Documented.				
No Steam Leaks on Production Equipment.				
Can Opener Blades Are Clean and in Good Repair.				
Delivery Area Is Free of Bump, Slip, or Trip Hazards.				
Floor Clean. No Food/Grease Buildup Around Grill or Stove.				
The "Clean as You Go" Policy Is Enforced.				
Proper Knife Storage in Rack or Drawer.				
Wet Floor Signs Posted				
Meat, Fish and Other Grinders: Worm-type power driven grinders shall be guarded so fingers cannot contact worm.				
Pushers used to increase safety.				
Floor Mats Properly Placed — No Tripping Hazard Evident.				
Swinging Doors Easy to Open with See-Through Panel, Mirror Overhead at Doors for Blind Spots.				
Soap and Towels Available at Wash Sinks for Employees. Hand Washing Signs Are Posted.				

S = Satisfactory • US = Unsatisfactory • NA = Not Applicable • Under "Remarks" – record noted unsafe or unsatisfactory conditions.

Monthly Safety Inspection Guide *continued*

General Environment: ___ Good ___ Fair ___ Poor

Inspected By: _____

Date:	S	US	NA	*Remarks
No Grease Buildup on Floors, Equipment. Prompt Attention to Spills on Serving or Customer Side.				
Use Pan Handles or Pot Holders to Lift Hot Pans. No Greasy Rags Stored Under Counter.				
Persons Under 18 Years Old Are Prohibited From Operating Slicers and Food Processors. Power Supply Is Disconnected When Cleaning.				
Dish Area: Floor Mats, Non-Slip Material or Strips Properly Placed and in Good Condition.				
Dish Machine Final Rinse at 180 Degrees or Approved Chemical Disinfectant Used.				
Protective Cover Over Disposal Opening. No Water Leaks from Hoses, Valves, Dish Machine, Etc.				
Exhaust Working Properly.				
Dishes Stacked Properly in Carts and Tables.				
Clean Mops and Clean Mop Pails Available to Clean Up Spills.				
Broken Glass Is Swept Up Promptly and Placed in Special Containers. Clearly Marked.				
Storage Areas: Floors Free of Slip Hazards; Food, Water, Ice, Grease.				
Walk-in Freezer Temperature Is Maintained Between 0-10 Degrees. Refrigeration Temperature Between 38-42 Degrees.				
Ice Storage Is Protected to Prevent Accidental Presence of Foreign Objects and a Proper Scooping Utensil Is Provided.				
All Compressed Gas Cylinders For Soda Dispensers Are Individually Chained in a Vertical Position.				
All Compressed Gas Cylinders Not in Service Have a Valve Protective Cap in Place.				
No Goods over 30 Pounds Stored over Five Feet Above Ground.				
Step-Ladder in Storeroom Is of Sufficient Height to Allow Access to Top Shelves Without Standing on Top Two Steps.				
Goods Removed from Cartons Proper to Storage on Shelves.				
Shelves in Good Repair, Secured if Necessary.				
Conditions Are Avoided Where Items Are Stored Above Food That Could Contaminate Food.				
All Food Covered, Dated & Labeled.				
Employees Frequently Receive Training on Correct Lifting Techniques.				

Date:	S	US	NA	*Remarks
Applicable Items Are Cross-Stacked to Avoid Tripping or Tumbling.				
Aisles Are Free of Boxes and Cartons.				
Possible Heavy Items Are Stored Between Shoulder and Knee Height to Facilitate Lifting.				
Floors in Walk-In Refrigerators and Freezers Are Clean, Dry and Non-Slippery.				
Dining Area: Waiters, Waitresses or Busboys Are Refraining from Overloading Trays or Bus Boxes.				
Broken, Torn, Wobbly Chairs or Unsteady Tables Are Quickly Repaired.				
Carpet and Runners in Good Condition. Stair Treads and Nosings Have Non-Slip Material and Are Secure.				
Dining Area Is Free of Bump, Slip or Trip Hazards.				
Toilet Doors Solid, Self-Closing and in Good Repair.				
Wet Mopping Is Avoided During Rush House.				
Sufficient "Wet Floor" Signs Are Available and Used at Every Public Entrance Where Floors Are Wet.				
Floors Are Free from Food Spills, Silverware, Broken Glass, Loose Mats, Torn Carpets or other Hazards.				
Vending: No Sharp Corners Projecting on Machines; No Broken Glass Plastic Plates.				
Use of Proper Equipment in Lifting, Relocating Machines.				
Lighting Adequate and Working; Proper Sanitation Standard, Good Housekeeping of Area.				
Emergency Water, Electrical Cut-Off Known; Service Numbers Posted on Machine.				
Safe Practices Observed: Spills Wiped, Swept Up Promptly.				
Proper Lifting Methods Observed. Use of Carts in Transporting Heavy Loads.				
No Horseplay or Employee Running While Working.				
Employees Wear Closed-Heel, Closed Toe and Slip Resistant Sole Footwear.				
Food Handlers Are Wearing Clean Outer Garments.				
Employees Are Prohibited from Wearing Loose or Dangling Jewelry Which Could Be a Hazard near Moving Equipment or Could Get in Food.				
Flashlights Fully Charged Should Be Placed at Strategic Locations in the Facilities.				

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