**SAMPLE RESTAURANT SAFETY INSPECTION CHECKLIST**

**(Worker Injury Prevention)**

This Restaurant Safety Inspection Checklist is designed to help assist your organization identify and initiate corrective actions for physical hazards that could result in employee injury. This form is a guide and should be modified to fit your specific needs or hazards at your specific restaurant.

**National Store Number: \_\_\_\_\_\_\_\_\_\_\_Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Managers or Inspector Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Directions: Please indicate with a √ under the “Y” or “N” column for each item inspected and “N/A” if the item is not applicable. Please place a √ under “corrective actions” column if corrective actions are needed or if they have already been implemented immediately. Please complete the “Corrective Actions Follow-Up” section on the last page of this inspection report for all action items containing a √ under the “corrective actions” column. Once all corrective actions have been completed, this report should be maintained in a master file for future analysis.

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| --- | --- | --- | --- | --- | --- |
|  | FLOORS & WALKING SURFACES | Y | N | N/A | Corrective Actions |
|  | Are ALL employees wearing approved slip-resistant footwear?  |  |  |  |  |
|  | Are the floor surfaces at the stores entrances in good condition? (no broken tile; missing grout, loose mats; torn carpets, damaged thresholds, etc.) |  |  |  |  |
|  | Are the floor surfaces in the main dining areas in good condition? |  |  |  |  |
|  | Is the floor being cleaned according to O&T manual recommended schedule? |  |  |  |  |
|  | Are floor mats or carpets in good condition? (edges not rolled up) |  |  |  |  |
|  | Are steps or stairs in main dining areas or just outside in good condition?  |  |  |  |  |
|  | Are primary walkways clear of obstructions such as boxes, materials, bun racks or other tripping hazards? |  |  |  |  |
|  | Was the floor scrubbed using a Deck Brush with in the last 24 hours? |  |  |  |  |
|  | Is lighting adequate in all areas of the store (Inside and Outside)?  |  |  |  |  |
|  | Are pathways to exits clear of obstructions, trash, etc.?  |  |  |  |  |
|  | Are the floor surfaces in the kitchen areas in good condition?  |  |  |  |  |
|  | Are secondary walkways (kitchen & walk-in freezers or coolers) clear of obstructions such as boxes, materials, or other tripping hazards?  |  |  |  |  |
|  | Are the floors and/or floor mats around the Fryers free of grease?  |  |  |  |  |
|  | Within the last year, have you had a slip test using a slip reader test your floors? |  |  |  |  |
|  | Are the floors around the ice machines free of standing water and ice cubes?  |  |  |  |  |
|  | Are the floors around the sink areas free of standing water?  |  |  |  |  |
|  | Are floor drains adequately covered and drains secure?  |  |  |  |  |
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|  | LADDER SAFETY | Y | N | N/A | Corrective Actions |
|  | Are employee’s properly trained: No carrying items, face the ladder, 3-point contact, correct shoes, etc.  |  |  |  |  |
|  | Are step ladders or step stools available? (primarily in storage rooms)  |  |  |  |  |
|  | Are all ladders in good condition? (good base of support, secure when in use, no visible physical damage to ladder rungs)  |  |  |  |  |
|  | Are all Ladders properly stored & secured when not in use?  |  |  |  |  |
|  | Are roof ladder always locked to prevent access? |  |  |  |  |
|  |  |  |  |  |  |
|  | STORAGE ROOMS/WALK-IN COOLERS & FREEZERS | Y | N | N/A | Corrective Actions |
|  | Are CO2 gas systems secured and in good working order? |  |  |  |  |
|  | Are storage racks in good condition and strong enough to support the weight of bulk materials stored on them? (shelves are NOT bent or “sagging” from old age or over-loading).  |  |  |  |  |
|  | Are storage racks secured properly to prevent tipping over when loaded?  |  |  |  |  |
|  | Are lighter materials such as cups & paper products stored on the top shelves?  |  |  |  |  |
|  | Are heavier, frequently used items stored on the middle shelves?  |  |  |  |  |
|  | Are the floor surfaces leading into the walk-in coolers or freezers textured to help prevent slips/falls when wet?  |  |  |  |  |
|  | Are the floor surfaces in the walk-in freezers in good condition? (no ice buildup at entrance of walk-in freezers or coolers)  |  |  |  |  |
|  | Are the metal floor ramps and base supports leading into the walk-in cooler & freezers adequately secured to prevent tripping hazards? (Base should be adequately bolted to the surface. Note any missing fasteners)  |  |  |  |  |
|  | Are the doors of the walk-in coolers or freezers equipped with an interior-release mechanism, and is it working properly?  |  |  |  |  |
|  | Do the doors to the walk-in cooler or freezer shut properly? (a seal should be made when closed properly to prevent condensation & ice buildup).  |  |  |  |  |
|  | Are lights working properly inside walk-in cooler or freezer?  |  |  |  |  |
|  | Are pathways clear of trip hazards?  |  |  |  |  |
|  | Are floors clear of standing water or ice?  |  |  |  |  |
|  | Are light covers in place?  |  |  |  |  |
|  | Are supplies securely stacked?  |  |  |  |  |
|  |  |  |  |  |  |
|  | MATERIAL HANDLING | Y | N | N/A | Corrective Actions |
|  | Are dollies and/or push carts available to carry heavy bulk items & in good condition?  |  |  |  |  |
|  | Are wheeled casters available for the garbage cans & in good condition?  |  |  |  |  |
|  | Are soda syrup box racks in an easily accessible area on waist height shelves?  |  |  |  |  |
|  | Are safety box cutters being provided to employees? |  |  |  |  |
|  | **EQUIPMENT/APPLIANCE SAFETY** | Y | N | N/A | Corrective Actions |
|  | Is the oil filtration system working properly?  |  |  |  |  |
|  | Are ANSUL nozzle caps in place on all nozzles? |  |  |  |  |
|  | Is there adequate personal protective equipment (PPE) available? (face shield, apron, gloves, etc.)  |  |  |  |  |
|  | Are face-shields and safety goggles in good condition? |  |  |  |  |
|  | Are cleaning mops, deck brushes and squeegees in good condition?  |  |  |  |  |
|  | Are mop buckets clean and empty when not in use?  |  |  |  |  |
|  | Are mop heads cleaned and hung to dry when not in use? |  |  |  |  |
|  | CHEMICAL SAFETY | Y | N | N/A | Corrective Actions |
|  | Are all cleaning chemicals properly stored?  |  |  |  |  |
|  | Are all cleaning chemical containers properly labeled?  |  |  |  |  |
|  | Is PPE available to employees when using cleaning chemicals? (gloves, goggles, etc.)  |  |  |  |  |
|  | Are compressed gas cylinders properly secured with a chain?  |  |  |  |  |
|  | Are material safety data sheets (MSDS) available on all chemicals? |  |  |  |  |
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|  | **ELECTRICAL EQUIPMENT** | Y | N | N/A | Corrective Actions |
|  | Are power cords for small appliances equipped with ground prong? (some appliances may be double insulated and not required to have ground prong)  |  |  |  |  |
|  | Are power cords in good condition?  |  |  |  |  |
|  | Are all electrical panels clear of obstruction? (no materials stored in front of access panel…minimum 36 inches)  |  |  |  |  |
|  | Are all circuit breaker switches properly labeled?  |  |  |  |  |
|  | Are face plates installed on all electrical receptacles?  |  |  |  |  |
|  | Are face plates installed on all light switches?  |  |  |  |  |
|  | Are all removable panels in place on all equipment? |  |  |  |  |
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|  | **FIRE/LIFE SAFETY** | Y | N | N/A | Corrective Actions |
|  | Are portable fire extinguishers properly wall-mounted in strategic locations?  |  |  |  |  |
|  | Are portable fire extinguishers properly inspected? (fire extinguishers should be inspected by qualified technician at least once every 12 months, with monthly visual inspections documented on the tag)  |  |  |  |  |
|  | Do all fire extinguishers appear to be in working order and properly charged?  |  |  |  |  |
|  | Is there at least 3 ft. of clearance (unobstructed access) to the portable fire extinguishers?  |  |  |  |  |
|  | Does the automatic extinguishing system (ANSUL) have a current inspection tag?  |  |  |  |  |
|  | Are all exits marked & properly illuminated?  |  |  |  |  |
|  | If the restaurant is equipped with a sprinkler system, is there at least 18 inches of clearance between sprinkler heads and any stored materials?  |  |  |  |  |
|  | Are the emergency lights working properly?  |  |  |  |  |
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**COORECTIVE ACTIONS**

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|  | Corrective Action Needed | Person Responsible | Date Completed |
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