**MCDONALD’S 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. For best results, a formal walkthrough of your store, using this checklist form as a guide, should be conducted at least once monthly by supervisory personnel. This form is a guide and should be modified to fit your specific needs or hazards at your specific store.

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

**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 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 McDonald’s recommended schedule? |  |  |  |  |
|  | Are any floor mats or carpets in good condition? (edges not rolled up) |  |  |  |  |
|  | Are steps or stairs in main dining areas or just outside in good repair? |  |  |  |  |
|  | Are hand rails provided for stairs & in good condition? |  |  |  |  |
|  | Are primary walkways clear of obstructions such as boxes, materials, or other tripping hazards? |  |  |  |  |
|  | Are stairs and ramps equipped with hand rails & in good condition? |  |  |  |  |
|  | Are ALL employees wearing approved slip-resistant footwear? |  |  |  |  |
|  | Is lighting adequate in all areas of the store (Inside and Outside)? |  |  |  |  |
|  | Are pathways to exits clear of obstructions, trash, etc.? |  |  |  |  |
|  | Are cleaning agents used appropriate for the job task? |  |  |  |  |
|  | Are primary walkways clear of obstructions such as boxes, bun racks, materials, or other tripping hazards? |  |  |  |  |
|  | Are ramps equipped with hand rails & in good condition? |  |  |  |  |
|  | Are the floor surfaces in the kitchen areas in good condition? |  |  |  |  |
|  | Are floor mats or carpets in good condition, edges not rolled? |  |  |  |  |
|  | 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 (don’t just look clean)? |  |  |  |  |
|  | Are the floors around the ice machines always free of standing water and ice cubes? |  |  |  |  |
|  | Are the floors around the sinks areas free of standing water? |  |  |  |  |
|  | Are floors free of spills? |  |  |  |  |
|  | Are floor mats placed in front of the sink/dishwasher & in good condition? |  |  |  |  |
|  | Are floor mats placed in front of the ice machine & in good condition? |  |  |  |  |
|  | Are floors around soft-drink syrup boxes free of sticky buildup? |  |  |  |  |
|  | Are floor drains adequately covered and drains secure? |  |  |  |  |
|  | Are steps or stairs outside of public areas clearly marked with yellow or orange tape or other identifiable markings? |  |  |  |  |
|  | **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 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? |  |  |  |  |
|  | Are appropriate ladders used for ongoing tasks? |  |  |  |  |
|  | **STORAGE ROOMS/WALK-IN COOLERS & FREEZERS** | **Y** | **N** | **N/A** | **Corrective Actions** |
|  | 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 bolts.) |  |  |  |  |
|  | 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 the A/C condensers working properly inside the walk-in coolers? |  |  |  |  |
|  | 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? |  |  |  |  |
|  | **EQUIPMENT/APPLIANCE SAFETY** | **Y** | **N** | **N/A** | **Corrective Actions** |
|  | Is the grease filtration system working properly? |  |  |  |  |
|  | Is the grease shuttle device in good working condition? |  |  |  |  |
|  | Is regular scheduled ANSUL cleaning taking place? |  |  |  |  |
|  | Is there adequate personal protective equipment (PPE) available to those employees changing the grease from the fryers? (gloves, etc) |  |  |  |  |
|  | Are box cutters or knives adequately stored when not in use? |  |  |  |  |
|  | Is there a separate container to place knives that need to be washed? (knives should not be placed in the sink basin with other glass & plate dishes) |  |  |  |  |
|  | Are cut-resistant or metal mesh gloves available for use when using knives? |  |  |  |  |
|  | Are ALL Appliances in good working order? |  |  |  |  |
|  | Is the dishwasher machine working properly? |  |  |  |  |
|  | Is the Trash Compactor working properly? |  |  |  |  |
|  | Is all other equipment working properly? |  |  |  |  |
|  | Is an unbreakable scoop used (instead of a glass) to dispense ice? |  |  |  |  |
|  | Are heat resistant potholders provided and used? |  |  |  |  |
|  | Are employees who are cooking wearing clothing that is not loose fitting or could otherwise catch fire? |  |  |  |  |
|  | Is long hair tied back? |  |  |  |  |
|  | Is dangling jewelry and rings removed? |  |  |  |  |
|  | Are cleaning mops, deck brushes and squeegees in good condition? |  |  |  |  |
|  | Are floor “Caution” Signs available & in good condition? |  |  |  |  |
|  | Are mop buckets equipped with casters for easy movement? |  |  |  |  |
|  | Are face-shields and safety goggles provided where needed? |  |  |  |  |
|  | **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? |  |  |  |  |
|  | **ELECTRICAL EQUIPMENT** | **Y** | **N** | **N/A** | **Corrective Actions** |
|  | Are all extension cords equipped with ground prong? |  |  |  |  |
|  | 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 for cleaning equipment equipped with ground prong? |  |  |  |  |
|  | Are all circuit breaker boxes clear of obstruction? (no materials stored in front of access panel…minimum 30 inches) |  |  |  |  |
|  | Are all circuit breaker switches properly labeled? |  |  |  |  |
|  | Are all unused switches adequately covered in circuit breaker box? |  |  |  |  |
|  | Are face plates installed on all electrical receptacles? |  |  |  |  |
|  | Are face plates installed on all light switches? |  |  |  |  |
|  | Do all light fixtures contain bulbs and covered properly? |  |  |  |  |
|  | **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) |  |  |  |  |
|  | 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 have a current inspection tag? |  |  |  |  |
|  | Are all exits marked & properly illuminated? |  |  |  |  |
|  | Are all exits unlocked during business hours? |  |  |  |  |
|  | Are all non-exit Doors clearly marked as “Not An EXIT”? |  |  |  |  |
|  | If the restaurant is equipped with a sprinkler system, is there at least 18 inches of clearance between sprinkler heads and any stored materials? |  |  |  |  |
|  | Is the ANSUL system properly inspected by qualified technician at least once annually? |  |  |  |  |
|  | Is there at least 3 feet of clearance around the sprinkler system main control valve? |  |  |  |  |
|  | Are emergency lights working properly? |  |  |  |  |
|  | **RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT** | **Y** | **N** | **N/A** | **Corrective Actions** |
|  | Disposable Vinyl Gloves Provided? Non-food accident clean up and disinfecting procedure and restroom cleaning. |  |  |  |  |
|  | Heat Resistant Gloves are available. The gloves are clean and have no holes. Used in cleaning toasters, grill cleaning, fryer filtering/cleaning & emptying the grease trough. |  |  |  |  |
|  | Protective Face Shield, Apron, & Heat Resistant gloves are available for fryer filtering/cleaning. Face shield is clean and free of cracks. Heat Resistant gloves are clean and have no holes. |  |  |  |  |
|  | Oven Mitt is available for use to remove items from oven. Oven mitt is clean with no holes. |  |  |  |  |
|  | Safety Googles worn while cleaning with chemicals. Clean condition and no scratches. |  |  |  |  |
|  | Dishwashing/Chemical Cleaning Gloves worn while using cleaning chemicals. Gloves are clean and no holes. |  |  |  |  |
|  | Reflective Safety Vest are available for employees conducting outside store work. (Order takers, order runners, maintenance, etc.) |  |  |  |  |
|  | Trash Removal Gloves – puncture and cut-resistant – clean condition with no holes |  |  |  |  |
|  | Cut Resistant Gloves – worn to protect hands when opening boxes and stocking boxes. Clean condition with no holes. |  |  |  |  |
|  | Orange reflective traffic cones available for parking lot – used to direct traffic and warn of hazards. |  |  |  |  |
|  | **OTHER RELEVANT SAFETY CONSIDERATIONS** | **Y** | **N** | **N/A** | **Corrective Actions** |
|  | First Aid Kit is available in an accessible location. All first aid supplies are in stock and not expired. |  |  |  |  |
|  | Emergency Flashlights available and in working condition. |  |  |  |  |
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**MCDONALD’S RESTAURANT – COORECTIVE ACTIONS**

**(Worker Injury Prevention)**

**It is recommended that you contact your workers compensation insurance company’s loss consultant to help you with corrective actions.**

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