

Restaurant Safety Checklist

California Restaurant Association

Adapted from the California Restaurant Association's "Accident Prevention and Safety training Manual" developed by the State Compensation Insurance Fund.

Location: _____

Address: _____

Inspector: _____ Title: _____

Date: _____

AREAS TO BE CHECKED	OK	ACTION TAKEN
CAL/OSHA (Records and Safety Program) Cal/OSHA poster prominently, permanently displayed in employee area		
Citations posted at or near place of citation for 3 working days or until hazard is corrected		
Accident reports kept satisfactorily		
Injury log updated, kept current to 6 days (for firms with 11 or more employees)		
Annual Summary of Occupational Injuries poster for one month, from 2/1-3/1 (for firms with 11 or more employees)		
Supplemental record kept on details of each reportable injury (for firms with 11 or more employees)		
Records filed and available to Compliance Officers upon inspection. (Must be held for 5 years and not forwarded to OSHA)		

AREAS TO BE CHECKED	OK	ACTION TAKEN
Employee representative elected by employees to accompany Cal/OSHA Inspector on walkabouts: also act as liaison between management and employees in correcting safety deficiencies		
Top management representatives selected to accompany Cal/OSHA inspector. Prepared for unannounced inspections by Cal/OSHA inspector		
First Aid Kit quickly accessible, complete kit available		
Someone properly trained in First Aid		
Accident Prevention Program installed per State Statute 3203, Cal/OSHA regulations		
Periodic safety inspections scheduled and conducted		
Employees instructed in and understand general safe work practices		
Employees instructed in and understand specific occupational and job assignment hazards		
On-the-job safety training given		
Continuing safety meeting held		
Cal/OSHA safety laws discussed with employees		
Safety committee established, meetings held and documented		
Employees encouraged to report hazards and suggest safety improvements		
Employees promptly report all injuries		
Employees trained for emergency procedures (fire equipment, first aid, etc.)		

AREAS TO BE CHECKED	OK	ACTION TAKEN
ELECTRICAL EQUIPMENT		
Electrical equipment properly grounded		
All portable electrical equipment grounded		
Time clocks grounded		
Use of adapters not permitted		
Electrical outlets not overloaded		
Switches covered/good order/easily reached/properly located		
Switches guarded against accidental turn-on		
Damaged switches repaired/replaced		
All cords in good condition		
All frayed, worn, broken electrical cords, observed, corrected, replaced		
Electrical contacts free of grease		
Breaker switches marked properly		
Unused, abandoned electrical receptacle plates covered		
Access to electrical panels unobstructed		
Positive "Lock-Out Systems" provided to render those machines inoperative while repairs or adjustments are being made		
Power-driven, worm-type meat grinders guarded		
Infeed pattie-machine rolls guarded		
Reciprocating pattie-forming plate and knock-out arm guarded		
Empty light sockets replaced		
Exposed live parts of transformers guarded		
All equipment kept in a condition suitable for use for which it was intended		

AREAS TO BE CHECKED	OK	ACTION TAKEN
EXITS		
Properly marked, illuminate		
Sufficient exits		
Exit lights properly working		
Line of vision to exit sign not detracted		
Proper exit signs, size		
Door, stairways, passageways-not an exit- identified accurately (“Storage”, “To Basement”, etc.		
Arrows indicating exit placed in every location following line of travel to an exit		
FIRE PROTECTION AND PREVENTION		
Extinguishers properly mounted, in view		
Extinguisher tops no more than 5 ft. from floor. Those over 40lbs. Not over 3 ½ ft.		
All portable extinguishers tagged indicating date inspected		
Extinguishers not blocked or located in hard to reach places		
Any extinguishers empty		
Extinguishers located appropriately for types of hazards involved		
Charts showing fore exit routes and location of fire fighting equipment prominently posted		
Automatic systems in operation		
Instruction for reporting fire and calling Fire Department conspicuously posted		

AREAS TO BE CHECKED	OK	ACTION TAKEN
Hot pipes covered with thermal insulating material, or guarded against contact (surface temperature sufficient to burn animal tissue, within 7 ft. off floor, or 3 ft. horizontal)		
Fumes controlled through proper ventilation		
“No Smoking” signs properly posted where required		
Fire hose readily accessible		
HOUSKEEPING		
Floors: clean/dry/non-slippery/Floor covering without holes, tears, ravel, frays		
Aisle-ways clear and unobstructed		
Stairways: solid/good repair/treads safe: non-skid/free from storage/properly illuminated		
Lockers free of trash and debris, secured to floor		
Hoods, vents free of grease, clean		
Spills quickly wiped up		
All materials stacked in a safe manner		
Carpeting free of tears, ravel, clean		
Walls clean, free of grease		

AREAS TO BE CHECKED	OK	ACTION TAKEN
RESTROOMS		
Customers' and employees' facilities clean		
Floors dry, non-slippery, clean		
Toilet seats tight, and unable to move sideways		
Sink, dispensers, mirror clean		
Sink free of soap accumulation		
Furniture and equipment in good repair		
Hourly policing of all restrooms		
Lights operating satisfactorily		
STORAGE		
Materials properly stacked, stored		
Non-food items stored separately from food items, safely		
Proper tools available, used for opening crates, boxes, etc.		
Proper tools available, used for opening crates, boxes, etc.		
Pesticides, paints, varnishes, flammable liquids, detergents, solvents, stored separately, clearly marked-away from food storage area		
CO2 bottles secured in place, both full and empty		
Shelving good order, repair		
Overall housekeeping good		

AREAS TO BE CHECKED	OK	ACTION TAKEN
WASTE DISPOSAL		
Combustible trash quickly disposed of		
Trash containers clean, maintained, area free of broken glass, metal cans, food spillage, moisture, etc.		
Compactors, incinerators operated in safe manner: employees trained properly in safe use		
“No Smoking” sign posted in trash storage area		
MAINTENANCE		
Preventive maintenance program		
Trash and combustibles kept from premises		
Steps, ramps, ground, parking lot in good repair. Free from holes or obstruction: maintained		
Parking lots well marked, lighted, proper signs for entrance, exits and traffic patterns		
Tall grass, dry brush, etc., cut, removed away from building		
Grounds swept, clear of debris, dry: policed sufficiently		
Lights, bulbs, switches replaced, maintained		

AREAS TO BE CHECKED	OK	ACTION TAKEN
LADDERS		
Sturdy, properly constructed, in good repair		
Metal ladders tagged "Caution-Do Not Use Around Electrical Equipment"		
Metal ladders not used for electrical work		
Metal ladders free from rough, sharp edges		
Ladders equipped with non-skid feet or tips		
Ladders beyond repair discarded		
Ladders not in use, properly stored		
Portable ladders, step stools, sturdy, in good condition		
Broken ladders not used		
COLD STORAGE-WALK-INS		
Walk-in freezer floors dry, non-slippery, clean		
Duck boards in good repair		
Illumination provided in cold storage rooms		
Door hardware working properly in walk-ins and freezers		
At least one door which can open from inside of cold storage room		
Fireman's ax inside walk-ins and freezers		
Lights operative in walk-ins, guarded		
Emergency interior door latch in good working condition, alarm bell operative		
Blower fans working properly, guarded		
Food covered, stored properly, safely		

AREAS TO BE CHECKED	OK	ACTION TAKEN
REFRIGERATION EQUIPMENT		
Proper support for compressor/unobstructed access opening and passageways		
Compressor located in non-hazardous area		
Piping located free of damage by external source		
Legible, permanent sign, indicating installer's name, address, kind and amount of refrigerant and leak test pressure applied		
When toxic refrigerant are used, approved respiratory protective devices provided, maintained, located outside compressor rooms		
Systems with more than 100 lbs. Of refrigerant must have signs, metal, ½" letters, indicating shut-off valve to each vessel: location of electrical controls		
Hazardous moving parts completely enclosed		
FOOD PREPARATION		
Floors dry, non-slippery, free from spillage, food drippings, etc		
Electrical equipment properly grounded		
Knives, cutting blades not left unattended		
Glasses not used as ice scoops		
Handles of saucepans, fry pans, etc., in use, not protruding into aisle space		
Metal pots, pans used for meat cuts, trimmings and waste not to block passageway		
All deep fat fryers cleaned and oil strained when temperature of grease is 140° or below		
Grease filters free from accumulated grease		
Empty containers, stored, removed promptly		

Comments and recommendations on items that require attention:

Action taken: