



Safety Inspection Checklist – Restaurant

Building location: _____ Date: _____
 Inspected by: _____

Clearly comment on the details of the corrective measures.

Description	Yes	No	N/A or Comments	Corrected Date/Info
OFFICE/WORK AREA				
Required labor posters				
What to do in case of emergency				
Local clinic within Medical Provider Network (MPN)				
Safety Manual and Safety Data Sheets – available and employees trained				
Report of Unsafe Condition form				
First aid kit stocked – no medications – no aspirin/Tylenol				
EXITS/STAIRS/PASSAGEWAYS				
Top step of stairs highlighted?				
Proper exit signs visible from all areas and lights working				
Exits not obstructed and kept unlocked or panic hardware				
“Not An Exit” signs posted or doors clearly labeled				
Handrails if 4 or more risers on stairs or elevated areas more than 30” high?				
At least two exits from areas where 50+ people may be located in any one room or in basement or upper levels?				
Is the emergency lighting system in place and working?				
FIRE PROTECTION				
Fire extinguishers mounted properly, recharged annually, inspected monthly in house, fully charged?				
Has at least one employee from each shift been trained on the use of portable fire extinguishers?				
Ansul type system over stove serviced w/in 6 mo?				
ELECTRICAL/GAS				
All switches and outlets covered and in good repair				
Ground Fault Circuit Interrupters (GFCIs) in wet locations?				
Electrical cords and wiring in good condition				
Extension cords temporary use only; not thru doors/walls				
Electrical panel boxes closed				
All circuit breakers labeled, inserts over openings				
3 feet clearance in front of electrical panels				
At least one employee on each shift can shut off gas and electricity to restaurant, or can call bldg engineer				
Gas shut off tool mounted and labeled				
FOOD PREPARATION AREAS				
Hot oil and pots cooled before carrying or cleaning over				
Floor clean and free of spillage				
Exhaust hood functioning/clean				
Knives sharpened and properly stored				
Pickle bucket opener available and used				
Equipment in good repair				
Clear walkways (no protruding handles)				
OTHER/COMMENTS				

LOCATION: _____

DATE: _____

Description	Yes	No	N/A or Comments	Corrected Date/Info
WORK PROCEDURES				
Proper lifting: no twisting or overreaching				
Proper use of ladders				
Safe use of knives				
Use caution words (e.g. behind you, hot plate)				
Carry 3 plates maximum				
Only slip-resistant shoes worn				
ELECTRIC FOOD PREP EQUIPMENT				
Guards installed/used correctly – mixers, meat slicers, etc.				
Slicer width adjustment set to “0” when not in use				
Unplugged during maintenance and cleaning				
Safe operation procedures posted				
Cut-resistant gloves worn - clean meat slicer/use mandolin				
STORAGE AREAS				
Racks/Shelving in good repair, secured from falling				
Heavy items on lower shelves and not overloaded				
Stepladders provided, in good condition				
Gas cylinders secured, cap on when not in use				
All containers clearly labeled/dated				
COLD STORAGE				
Floors dry and clean (not slippery)				
Adequate lighting, light bulbs protected				
Doors fully operable and emergency release inside to allow escape even when locked?				
Proper temperature – below 41 degrees				
HOUSEKEEPING				
Floor mats clean and properly positioned (not stacked)				
Aisles and walkways clear				
Floors free of grease and water and in good repair				
Floor openings covered and guarded				
Walls and vents clean (no grease)				
Facilities free of rodents and insects? Licensed pest co?				
DISHWASHING AREA				
Area clean and organized; no excess water				
Broken glass container – broom used on glass, not hands				
Knives washed separately				
Gloves/eye protection provided when working w/chemicals				
Spray bottles and sanitation buckets clearly labeled				
Eyewash station				
TRASH DISPOSAL AREA				
Trash emptied regularly/cans not heavy when loaded				
Dumpster area and trash cans clean and good condition				
Separate broken glass container				
PARKING LOT				
Well lit				
Utilities marked and protected				
Free of slip, trip, fall hazards; highlighted steps				

Are there any facilities or equipment issues in need of repair or attention not noted above?

Additional Comments: