

# **Catholic Mutual...CARES**

## **FOOD SERVICE SAFETY SURVEY**

Frequent safety surveys of food service operations is essential in eliminating hazards and reducing potential accidents. The following is a list of questions that includes some of the most common cause of accidents that take place in this type of setting. This survey may be adapted to meet your own particular needs.

### **Receiving Area**

- Are floors in safe condition? Are they covered with non-skid material?
- Are garbage cans washed daily in hot water?
- If garbage disposal area is adjacent to or part of the general receiving area, is there a program that keeps floors and/or dock areas clear of refuse?
- Is there a proper rack for holding garbage containers?
- Are garbage containers on dollies or other wheel units to eliminate lifting by employees?
- Are employees instructed in correct handling methods for various items that are received when opening, lifting, or storing?
- Are adequate tools available for opening crates, barrels, cartons, etc?
- Is the opening of crates, barrels, cartons, etc. done away from containers of food?

### **Storage and Handling Area**

- Are shelves adequate to bear weight of items stored?
- Are employees instructed to store heavy items on lower shelves and lighter materials above?
- Is a safe ladder provided for reaching high storage?
- Is a fire extinguisher located near the exit doorway?
- Are toxic materials and hazardous substances properly stored and labeled?
- Are combustibles and flammables stored and handled properly?
- Are compressed gas cylinders stored properly in a cool, dry, well ventilated and fire-resistant area?
- Are compressed gas cylinders protective valve caps kept in place?
- Are compressed gas cylinders secured, strapped, chained, or positioned to prevent tip-over potential?
- Are compressed gas cylinders stored away from electricity, salt, corrosives or heat?
- Is there sufficient space for storage to eliminate any items being stored on floors or in corridors or stairways?

- Are cartons or other flammable materials stored sufficiently away from light bulbs and other sources of heat?
- Are portable storage racks and stationary racks in safe condition, free from broken or bent shelves and set on solid legs?
- Is there a safety device on the walk-in cooler door to permit exit from the inside?
- Is the refrigerant in the refrigerator non-toxic? (Check this with your service technician.)

### **Food Preparation Area**

- Is electrical equipment properly grounded?
- Are electrical switches located so they can be reached readily in the event of an emergency?
- Are the switches located so that employees do not have to lean on/against metal equipment when reaching for them?
- Are floors regularly and adequately maintained and covered with non-skid material where necessary?
- Are employees properly instructed in the operation of machines?
- Are employees forbidden to use equipment unless specifically trained in its use?
- Are machine safety guards always in place?
- Is a pusher or tamp provided for use with the grinder?
- Are the mixer beaters properly maintained to avoid injury?
- If anything breaks near the food service area, are all foods removed from service adjacent to breakage?
- Are hot pads, asbestos gloves, spatulas, or other equipment provided for use with stove, ovens or cooking units?
- Are cooking utensil handles turned sideways so as not to protrude over edges of cooking unit?
- Are prepared foods properly protected from contamination?
- Are stoves, hood filters, and cooking areas properly cleaned to remove grease and other flammable wastes?
- If equipped, are fire suppression systems serviced and tagged every 6 months by a qualified technician?
- Are knives and other sharp instruments properly stored in scabbards, sheath racks or on magnetic bars?

### **Serving Area**

- Are steam tables cleaned daily and regularly maintained?
- Are gas or electric units checked regularly by a qualified service technician?
- Is the safety valve equipment operative?

- Are serving counters and tables free of broken parts and wooden or metal slivers and burrs?
- Are floors and/or ramps in good condition and covered with non-skid material?
- Is the traffic flow set so that employees do not collide while carrying trays or obtaining food?
- Is glassware, china, silverware, etc., regularly inspected for chips, cracks, or flaws?
- Is there a program for disposal of broken glass and china?
- Are tray counter rails adequate and set to prevent trays from slipping or falling?

### **Dining Area**

- Are floors free from broken tile and defective floor boards?
- Are floors covered with non-skid wax?
- Are pictures securely fastened to walls?
- Are drapes and curtains fireproof and securely fastened?
- Are spills cleaned up immediately to reduce slip and fall potential?
- Is special attention given to the floor adjacent to water station and service station?
- If dishes are removed on portable racks or bus trucks, are these units in safe operating condition? (i.e. wheels/casters working, shelving firm, etc.)

### **Walk-in Coolers and Freezers**

- Are floors in the units in good condition and covered with slip-proof material?
- Are floors mopped at least once a week?
- Is there an outside safety light to indicate use of the cooler?
- Is there a by-pass device on the exit door if an employee is locked inside?
- Is there an alarm bell?
- Are heavy items stored on lower shelves and lighter items on higher shelves and are they spaced to prevent pinched hands?
- Is the refrigerant in the refrigerator non-toxic? (Check with your service technician).

### **Soiled Dish Processing Area**

- Is there an adequate drain board or other drying area so that employees do not have to pile pots and pans on the floor before and after washing them?
- Are adequate floor drains provided and properly covered with grating?
- Are floors covered by non-skid materials?
- Are all electrical units properly grounded and are switches located to permit rapid shutdown in the event of an emergency?
- Can employees easily reach switches without touching or leaning against metal units such as tables and counters?

- Are controls, located in passageway, recessed or guarded to prevent breakage or accidental starting?
- If trays and/or soiled dishes are placed on conveyor units, are the conveyor edges guarded to keep persons from catching fingers or clothing?
- If soiled dishes are removed on portable racks or bus carts, are these units in safe operating condition? (i.e. wheels/casters working, shelving firm, etc.)
- Are dish racks kept off the floor to prevent tripping and falling hazards?
- Are employees properly instructed in the use of correct amounts of detergent and/or other cleaning agents and sanitizers?
- Are utensil racks provided for submersion in hot water methods?
- Are gloves and hooks provided for submersion methods?
- Are drain plugs mechanically operated or provided with chains to permit draining without employee placing hands in hot water?

### **Waste Storage Area**

- Are garbage and waste containers constructed of leak-proof material?
- Are garbage and waste containers covered when not in use?
- Are the containers adequate in number and size?
- Are the containers washed and cleaned frequently?
- Are disposal area floors and surrounding area kept clean and clear of refuse?
- Is there a proper rack for holding garbage containers?
- Are containers on dollies or other wheel units to eliminate lifting by employees?

### **Hot Water Heating Area**

- Are safety devices provided to prevent explosion? (Temperature and pressure relief valve, or energy cut-off.)
- Do the pressurized systems (closed or open) have safety devices? (Open systems that are non-pressurized do not require safety devices if permanent outside relief is assured.)
- Do the safety valves meet approval standards of the American Standards Association (ASA) or the American Society of Mechanical Engineers (ASME)?
- Is hot water temperature properly controlled in lavatory and sink area or provided with mixing faucets to prevent burning?
- Are siphon breakers installed where necessary?
- Are motors properly mounted, ventilated and located to prevent injury or accidents?
- Are overhead pipes or fixtures high enough to prevent head injuries?
- Is a minimum 3' clearance maintained around water heating units?

## **Electrical Equipment**

- Is electrical equipment properly grounded?
- Is electrical equipment properly wired and fused?
- Is electrical equipment of approved type and properly installed?
- Does it meet the National Electrical Code specifications or local ordinances and bear the seal of the Underwriter's Laboratories?
- Are inspections routinely made by a qualified electrician?
- Are electrical switches located so they can be reached readily in the event of an emergency?
- Are electrical switches located so that employees do not have to lean on/against metal equipment when reaching for them?
- Are electrical outlets within 6' of a water source equipped with Ground Fault Circuit Interrupters (GFCI's)?
- Are cords, plugs and receptacles resistant to sun or cold weather and appropriate for outdoor equipment?
- Are poor locations (those with wet floors or subject to flooding) avoided for placement of electrical equipment?
- Are protective pads or platforms provided for customers or service personnel who use vending machines?
- Are electrical cords of proper length provided to prevent use of extension cords?
- Are electrical cords maintained without splices, cracks, or worn areas?
- Are electrical cords run through holes in walls, floor, ceiling or doorways?
- Are ground prongs provided on electrical plugs?
- Are you sure that your building circuitry is properly grounded?

## **Fire Extinguishers and Emergency Equipment**

- Are emergency phone numbers made available to all staff?
- Is first-aid equipment readily available to staff?
- Is food service staff fully acquainted with operation of all emergency equipment?
- Are fire extinguishers wall mounted and easily accessible?
- Are fire extinguishers the proper size and type to control a fire?
- Have employees been instructed as to how to use fire extinguishers?
- Are sprinklers or automatic alarms provided?
- Are extinguishers and fire detection equipment approved by the National Fire Protection Association Life Safety Codes (NFPA)?
- Are shut-down procedures part of the fire drill?

### **Microwave Area**

- Are instructions completely read through before operating by all staff?
- Are the safety interlocks checked routinely for wear and need of maintenance?
- Are the doors, hinges, seals and seams tight, clean and fitted properly?
- Is the microwave plugged directly into a properly grounded outlet?
- Are any serious questions relative to operation, maintenance, repair, etc., sought out in the instruction manual, dealer, or the manufacturer?

### **Doors, Stairways and Ramps**

- Do doors open into passageways where they could cause an accident?
- Are fire exits clearly marked and passages kept clear of equipment and materials?
- Are stairways and ramps adequately lighted?
- If stairs are metal, wood or marble, have abrasive materials been used to provide protection against slips and falls?

### **Clothing**

- Do employees wear good shoes with non-skid soles?
- Is the employee's clothing free of parts that could get caught in mixers, cutters or grinders?