

Food Service – Kitchen Safety Checklist – page 1 of 2

	Checklist Safety Item	Acceptable?	Unaccept?	Date, Corrective Action Will Occur and initials.
1	Are required State/Federal posters placed where employees can see them?			
	Federal - OSHA act poster (29 CFR, 1910.2 (a)(1))?			
	Federal – minimum wage poster (29 USC Sec 206)?			
	Federal – Employee Polygraph Protection notice (29 USC Sec 2001)?			
	Federal - EEOC/Wage poster (29 CFR, 1610.30)?			
	Federal - Family & Medical Leave Act of 1993 (US Department of Labor)?			
	Federal OSHA 300 log (29 CFR 1904.32)?			
	State – Minimum Wage Law (check your state for information)?			
	State – Workers Compensation Act (check your state for information)?			
	State – Unemployment Insurance Act (check your state for information)?			
2	Incidents/accidents are immediately reported to the Supervisor?			
3	An immediate investigation is completed by the Supervisor?			
4	Hazardous floor conditions are cleaned immediately (water, oil, debris)?			
5	Floors are level and free of cracks, holes, broken tiles and defects?			
6	Area around dishwasher is mopped and dried frequently?			
7	Area around dishwasher is equipped with protective mats?			
8	Lighting and ventilation is adequate for all areas?			
9	Exhaust hoods, ducts and filters are cleaned regularly?			
10	Exhaust fire suppression system has been inspected within the last year?			
11	Aisles and passageways are kept clear (36”) and free of debris and clutter?			
12	Waste receptacles are emptied before they reach half full?			
13	Ladders are used for reaching storage and other items?			
14	Heavy objects are stored on lower shelves?			
15	Material is stored in a fashion that prevents collapse or falling?			
16	All chemicals are stored well-away from all food items?			
17	Hazardous edges and protrusions are removed?			
18	Kitchen/dining room doors are marked “in” or “out” or have windows?			
19	Carts, dollies, hand trucks, trays and/or tray stands are properly loaded?			
20	Cold storage has interior release mechanism?			
21	Truck wheels are chocked and/or dock plates are secured during delivery?			
22	Guards are in place on all cutting, slicing, chopping and grinding machinery?			
23	Belts, pulleys, shafts and power train are all guarded?			
24	Equipment is grounded and wiring is in proper condition?			
25	Equipment stands are sturdy and well maintained?			

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	Checklist Safety Item	Acceptable?	Unaccept?	Date. Corrective Action Will Occur and initials.
26	CO2 cylinders are stored properly and/or chained?			
27	Fire extinguishers are provided throughout and inspections are up to date?			
28	Rated, sealed lights are installed inside the hood system?			
29	Machinery is turned off and unplugged before cleaning?			
30	Potholders and/or heat resistant gloves used for hot materials?			
31	Knives are stored properly after use?			
32	Knives are kept sharp and in good condition?			
33	Knives, forks, and pointed/sharp objects are “handle up” in the dishwasher?			
34	Slicer is set to “0” after each use and when cleaning it?			
35	Chipped and/or broken glassware is immediately discarded?			
36	Proper lifting techniques are used?			
37	All jewelry is removed during work time?			
38	“Pusher sticks” are used to feed chopping and cutting equipment?			
39	Skid resistant footwear is worn by all employees?			
40	Safety training is completed on a regular basis and it’s documented?			
Summary of deficiencies and comments:				

Signature of the person completing this checklist

date completed

Signature of the Kitchen Manager

date reviewed and signed

Signature of the Senior Manager

date reviewed and signed