



# FOOD SERVICE RISK EXPOSURE SELF ASSESSMENT

## Keeping everyone safe is our job #1.

Use this checklist to help identify and assess hazards that may exist in your workplace. If you answer "NO" to any of these items, add to your Action Plan to make corrections and keep all employees safe!

#	Fire protection/prevention	Yes	No	Recommendation
1.	Fire extinguishers are available, charged and tagged to show last service date.	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Employees trained in proper use of extinguishers and manual operation of wet-chemical system protecting cooking equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Employees instructed in evacuation procedures for both customers and employees.	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Instructions prominently posted for reporting fire and calling Fire Department.	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Flammable and combustible liquids (solvents, paints, other chemicals, etc.) stored in metal safety cabinets or off-premises.	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Combustibles stored at proper distance from water heaters, furnaces, other heat sources - minimum 30 feet.	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Matches, cigarettes and open flames handled and disposed of properly.	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Fire alarms and smoke detectors in working order.	<input type="checkbox"/>	<input type="checkbox"/>	
#	Range / grill / gas controls / electrical equipment	Yes	No	Recommendation
9.	Operable automatic wet-chemical extinguishing system in hood and duct above ranges, grills and fat fryers (UL 300 is standard).	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Explosion-proof lights over cooking equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Areas & floors adjacent to deep-fat fryers are dry and free of grease.	<input type="checkbox"/>	<input type="checkbox"/>	
12.	All electrical equipment properly grounded; portable electrical equipment and extension cords have ground prong.	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Electrical panel boxes have doors closed, clear area of 36 inches in front of boxes.	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Employees are trained and have signed that they understand electrical safety.	<input type="checkbox"/>	<input type="checkbox"/>	



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#	Floors / public areas / exits	Yes	No	Recommendation
15.	Floor is free from food spillage, silverware, broken glassware, loose mats, loose tiles, torn carpets and other hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Portable signs available to indicate wet-mopped floors or temporary hazards.	<input type="checkbox"/>	<input type="checkbox"/>	
17.	If floor is wet, "Caution – Wet Floor" signage used properly.	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Outdoor walkways checked frequently for tripping hazards; repairs made promptly.	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Indoor-outdoor carpeting or other type of mat provided at entrance doors in inclement weather.	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Changes in interior elevations properly illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Stair treads equipped with abrasive strips or other nonskid surface.	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Broken glass cleaned up and disposed of safely and promptly.	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Floors kept clean and dry. Including floors around sink.	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Non-slip matting in areas that tend to be wet.	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Exits properly marked, illuminated and unobstructed; doors kept unlocked during hours of operation or equipped with panic bars.	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Emergency lighting equipment functional.	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Chairs and tables well maintained and arranged so that they don't block emergency exits.	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Aisles kept clear.	<input type="checkbox"/>	<input type="checkbox"/>	
#	Storage / cold storage / refrigeration equipment	Yes	No	Recommendation
29.	Stock properly and securely stacked (on racks/shelves/pallets with lightest items on top).	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Good housekeeping maintained: aisles clear, orderly storage, floors free of debris, storage has proper clearances from hot-water heater and sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Shelving and racks secured to avoid tipping, ladder is secured, and all in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	



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32.	Refrigeration and air-conditioning compressors clean, well ventilated, kept clear of combustibles.	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Walk-in has inside door handle (prevent locking employees inside).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>#</b>	<b>Injury prevention</b>	<b>Yes</b>	<b>No</b>	<b>Recommendation</b>
34.	Are standardized statements, such as “Corner!” or “Behind you!” called out to prevent accidents when carrying plates or hot items.	<input type="checkbox"/>	<input type="checkbox"/>	
35.	When moving large or multiple hot items (i.e. hot water containers, coffee urns, containers of hot food), cart is used.	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Oven mitts and potholders used properly with hot foods.	<input type="checkbox"/>	<input type="checkbox"/>	
37.	Hot liquids carried / moved in closed containers.	<input type="checkbox"/>	<input type="checkbox"/>	
38.	Hot liquids poured with caution, ingredients added to hot liquids done in small amounts gently (to prevent burns from splashing).	<input type="checkbox"/>	<input type="checkbox"/>	
39.	Pot handles turned inward so as not to protrude over edges of counters, ranges or tables.	<input type="checkbox"/>	<input type="checkbox"/>	
40.	Dishes and utensils taken out of service and discarded when chipped, cracked or broken.	<input type="checkbox"/>	<input type="checkbox"/>	
41.	Knives stored properly when not in use, are well maintained and used correctly.	<input type="checkbox"/>	<input type="checkbox"/>	
42.	Proper guards in place and used with meat-slicing machines.	<input type="checkbox"/>	<input type="checkbox"/>	
43.	Equipment is properly guarded (such as slicing machines, mixers, air compressors, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
44.	Plunger used to feed foods into choppers and grinders.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>#</b>	<b>Lifting procedures established &amp; used</b>	<b>Yes</b>	<b>No</b>	<b>Recommendation</b>
45.	If item weighs more than 40 pounds, two people assist or a hand truck is used.	<input type="checkbox"/>	<input type="checkbox"/>	
46.	Before lifting, paths are planned and obstructions are removed.	<input type="checkbox"/>	<input type="checkbox"/>	
47.	If hands or the item being lifted is wet or greasy, this is resolved prior to lifting.	<input type="checkbox"/>	<input type="checkbox"/>	
48.	For items with sharp or rough edges, gloves are worn when lifting.	<input type="checkbox"/>	<input type="checkbox"/>	
49.	When lifting, proper techniques are used (stand in front of object, position feet 6” to 12” apart, with one foot slightly in front).	<input type="checkbox"/>	<input type="checkbox"/>	



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50.	When lifting, bend at the knees, keeping back straight, while holding object as close to body as possible.	<input type="checkbox"/>	<input type="checkbox"/>	
51.	Lifting is completed with smooth, gradual motions (vs. jerking or yanking on load).	<input type="checkbox"/>	<input type="checkbox"/>	
52.	Lifting objects from the floor to level above waist is done in two motions: Set load down, readjust grip, lift the rest of the way.	<input type="checkbox"/>	<input type="checkbox"/>	
53.	To change directions, feet are pivoted first and then entire body (vs. twisting at the waist).	<input type="checkbox"/>	<input type="checkbox"/>	
54.	Objects are placed in the same way they were picked up, but in reverse order.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>#</b>	<b>Safe handling of sharps</b>	<b>Yes</b>	<b>No</b>	<b>Recommendation</b>
55.	Broken glass is picked up with broom and dustpan, and glass deposited in "Broken Glass" container.	<input type="checkbox"/>	<input type="checkbox"/>	
56.	Chipped and cracked glassware is deposited in "Broken Glass" container.	<input type="checkbox"/>	<input type="checkbox"/>	
57.	Can lids are placed inside empty cans before disposal. "Safe edge" can openers are used to prevent injuries.	<input type="checkbox"/>	<input type="checkbox"/>	
58.	Drinking glasses are not stacked inside each other.	<input type="checkbox"/>	<input type="checkbox"/>	
59.	Employees trained on how to use and clean slicers safely (see following):	<input type="checkbox"/>	<input type="checkbox"/>	
60.	• When cleaning exposed edges of blades, wear mesh gloves.	<input type="checkbox"/>	<input type="checkbox"/>	
61.	• When using, pay attention, avoid distractions, watch work.	<input type="checkbox"/>	<input type="checkbox"/>	
62.	• Don't put hand on top of blade guard while operating.	<input type="checkbox"/>	<input type="checkbox"/>	
63.	• Replace all guards after cleaning or making adjustments.	<input type="checkbox"/>	<input type="checkbox"/>	
64.	• Turn slicer off and unplug when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	
65.	Employees trained to never attempt to catch a falling knife.	<input type="checkbox"/>	<input type="checkbox"/>	
66.	Cutting boards are always used and a damp towel is placed under board to prevent slippage.	<input type="checkbox"/>	<input type="checkbox"/>	
67.	Knives are washed by themselves and never left soaking under soapy water.	<input type="checkbox"/>	<input type="checkbox"/>	



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#	Electrical safety	Yes	No	Recommendation
68.	Power cords kept away from the path of vacuum cleaners, floor polishers, and slicers to prevent damage.	<input type="checkbox"/>	<input type="checkbox"/>	
69.	Ground plugs and power cords should be checked for worn insulation and disrepair regularly.	<input type="checkbox"/>	<input type="checkbox"/>	
70.	Any appliance with cut, worn, frayed, improperly spliced, or damaged power cords is removed from use immediately.	<input type="checkbox"/>	<input type="checkbox"/>	
71.	Appliances are disconnect by pulling on the plug, not the cord.	<input type="checkbox"/>	<input type="checkbox"/>	
72.	Employee know to NEVER stand in water or on a wet surface when operating electrical appliances.	<input type="checkbox"/>	<input type="checkbox"/>	
#	General / safety	Yes	No	Recommendation
73.	Pest control services performed by licensed, extermination contractor; substances used approved for food establishments.	<input type="checkbox"/>	<input type="checkbox"/>	
74.	Heimlich Maneuver posters are in plain view; all employees trained, where required by law.	<input type="checkbox"/>	<input type="checkbox"/>	
75.	Fully equipped first-aid kit always available; at least one employee on each shift trained in its use.	<input type="checkbox"/>	<input type="checkbox"/>	
76.	Required posters (wages, hygiene, safety, etc.) hung in areas easily visible for employees.	<input type="checkbox"/>	<input type="checkbox"/>	
77.	Emergency telephone numbers for police and emergency medical services prominently posted.	<input type="checkbox"/>	<input type="checkbox"/>	
78.	Smoking regulations posted as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
79.	Workers trained to use equipment and chemicals safely.	<input type="checkbox"/>	<input type="checkbox"/>	
#	Crime	Yes	No	Recommendation
80.	Employees trained to recognize and report suspicious activities.	<input type="checkbox"/>	<input type="checkbox"/>	
81.	Cash registers emptied and left open during non-operating hours.	<input type="checkbox"/>	<input type="checkbox"/>	
82.	Bank deposits made at least once or twice daily with varying times and routes.	<input type="checkbox"/>	<input type="checkbox"/>	
83.	Combination to safe changed after turnover of any money-handling employee.	<input type="checkbox"/>	<input type="checkbox"/>	
84.	Locks changed after turnover of any employee having possession of keys.	<input type="checkbox"/>	<input type="checkbox"/>	



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85.	Back door equipped with a panic lock so it can be kept locked at all times, equipped with hinge pins.	<input type="checkbox"/>	<input type="checkbox"/>	
86.	Front door is used for late food supplier deliveries, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	
87.	Exterior lights turn on at dusk and for bad weather.	<input type="checkbox"/>	<input type="checkbox"/>	
#	Exterior areas	Yes	No	Recommendation
88.	Paths and parking lot well illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	
89.	Steps, ramps, grounds, parking lot in good repair, free of holes, litter, major cracks, or obstructions. Well illuminated.	<input type="checkbox"/>	<input type="checkbox"/>	
90.	Snow and ice promptly removed from parking lot and all walkway surfaces, when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	
91.	Dumpster doors and lids in working order.	<input type="checkbox"/>	<input type="checkbox"/>	
92.	Path to dumpster well lit. If in parking lot, employees have access to safety vest.	<input type="checkbox"/>	<input type="checkbox"/>	
#	Follow-up	Yes	No	Recommendation
93.	All maintenance issues have been reported as required.	<input type="checkbox"/>	<input type="checkbox"/>	
94.	Maintenance-related items have been reported, called in or entered on restaurant computer.	<input type="checkbox"/>	<input type="checkbox"/>	
95.	Unsafe practices have been addressed with all employees.	<input type="checkbox"/>	<input type="checkbox"/>	
96.	Someone has been assigned responsibility for following up on items needing improvement.	<input type="checkbox"/>	<input type="checkbox"/>	
97.	Serious reported hazards have been given priority for correction.	<input type="checkbox"/>	<input type="checkbox"/>	
98.	Procedures are in place to investigate all accidents and incidents occurring on premises.	<input type="checkbox"/>	<input type="checkbox"/>	
99.	Annual Fire Department checks are completed and recorded.	<input type="checkbox"/>	<input type="checkbox"/>	

## Answered "No" to any of these items?

Add items for which you answered "No" to your Action Plan on the following page. Describe how these will be corrected, addressing each within one month.



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## Our Action Plan

Inspected by:

Date:

Identified "No's" corrected by:

Date: