

Restaurant operator's self-assessment

Recognizing and correcting exposures before losses happen



Recognizing and correcting hazards and exposures to loss before they occur is to be considered an important function in restaurant loss prevention. This checklist serves as a resource for individuals responsible for this important task. It should help identify those physical or program areas in need of attention. It is recommended that this checklist be completed monthly by management to confirm that hazards are detected and corrected on a timely basis.

General safe practices	Yes	No
Chairs and tables inspected on regular schedule	<input type="checkbox"/>	<input type="checkbox"/>
Chairs and tables free of rough edges	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms maintained on regular schedule and kept clean	<input type="checkbox"/>	<input type="checkbox"/>
Toilet seats properly secured and operating properly	<input type="checkbox"/>	<input type="checkbox"/>
Entrance doors, bathroom stall doors and exit doors operating properly	<input type="checkbox"/>	<input type="checkbox"/>
Restroom lights operate satisfactorily at all times	<input type="checkbox"/>	<input type="checkbox"/>
Restroom air dryers or towels in proper working condition and located to minimize spilling of water on floors	<input type="checkbox"/>	<input type="checkbox"/>
Floor coverings chosen to minimize slip/fall potential	<input type="checkbox"/>	<input type="checkbox"/>
Slippery when wet floor signs utilized	<input type="checkbox"/>	<input type="checkbox"/>
Restroom soap dispensers filled and working	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting provided, in working order and inspected monthly	<input type="checkbox"/>	<input type="checkbox"/>
Hot plates avoided, or customers warned when used	<input type="checkbox"/>	<input type="checkbox"/>
All dishes or utensils discarded when chipped, cracked or broken	<input type="checkbox"/>	<input type="checkbox"/>
Unobstructed public walkways and stairways in front and back of the house with adequate room for maneuvering	<input type="checkbox"/>	<input type="checkbox"/>
Approved child seats in use and in good overall condition, free from sharp edges and splinters	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained and certified in AED, CPR, first aid and/or the Heimlich Maneuver as required by local health code	<input type="checkbox"/>	<input type="checkbox"/>
Pest control service accomplished by independent licensed contractor	<input type="checkbox"/>	<input type="checkbox"/>
All pest control products used are USDA approved for food operations	<input type="checkbox"/>	<input type="checkbox"/>
Certificates of insurance for contractors obtained prior to initiating work, updated annually and kept on file	<input type="checkbox"/>	<input type="checkbox"/>
Emergency phone numbers for medical and police displayed and prominently posted	<input type="checkbox"/>	<input type="checkbox"/>

Safety programs	Yes	No
Safe work procedures discussed periodically with employees and with all new employees prior to beginning work	<input type="checkbox"/>	<input type="checkbox"/>
Blood Borne Pathogens program developed, implemented and documented	<input type="checkbox"/>	<input type="checkbox"/>
Control of Hazardous Energy (lockout/tagout) program developed, implemented and documented	<input type="checkbox"/>	<input type="checkbox"/>
Hazard Communications/Chemical safety program developed, implemented and documented	<input type="checkbox"/>	<input type="checkbox"/>
General Rules and Regulations posted in accordance with codes	<input type="checkbox"/>	<input type="checkbox"/>
Applicable State OSHA/OSHA-10 Posters posted as required	<input type="checkbox"/>	<input type="checkbox"/>
Exits properly marked, illuminated and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors kept unlocked during hours of operation or equipped with panic bars	<input type="checkbox"/>	<input type="checkbox"/>
Non-exit doors identified as such	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in emergency procedures including, but may not be limited to: Fire, medical, severe weather, criminal activity and power outage	<input type="checkbox"/>	<input type="checkbox"/>

Fire protection	Yes	No
Fire extinguishers of proper type(s), adequate number, charged and tagged to show last service date — serviced annually, at a minimum	<input type="checkbox"/>	<input type="checkbox"/>
Minimum of one K type fire extinguisher available in each kitchen	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers properly wall-mounted, located appropriately for hazard involved identified and accessible	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in proper use of fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on manual operation of hood fire suppression systems protecting cooking equipment	<input type="checkbox"/>	<input type="checkbox"/>
UL 300 listed automatic extinguishing system installed per local fire code	<input type="checkbox"/>	<input type="checkbox"/>
Manual shut-off for gas and other power sources readily available	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler system control valves secured in open position	<input type="checkbox"/>	<input type="checkbox"/>
Minimum of 18" clearance between stock and storage and all fire sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>
Minimum clear space of 3' around sprinkler system's main control valve	<input type="checkbox"/>	<input type="checkbox"/>
Adequate water pressure indicated on sprinkler system's main lower gauge	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler system(s) periodically tested and maintained; written record kept on premises	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler system(s) local electric or water-motor alarm bell operable and audible	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in evacuation procedures for both customers and employees	<input type="checkbox"/>	<input type="checkbox"/>
Periodic fire drills conducted with designated regrouping area identified	<input type="checkbox"/>	<input type="checkbox"/>
Instructions conspicuously posted for reporting fire and calling fire department	<input type="checkbox"/>	<input type="checkbox"/>
Hot pipes covered with thermal insulating materials	<input type="checkbox"/>	<input type="checkbox"/>
All flammable and combustible materials (paints, solvents, etc.) stored in approved metal fire-resistant containers	<input type="checkbox"/>	<input type="checkbox"/>
Sterno and other flammable cooking materials stored in approved fire-resistant container	<input type="checkbox"/>	<input type="checkbox"/>
"No Smoking" policy in place and enforced	<input type="checkbox"/>	<input type="checkbox"/>

ADA compliance	Yes	No
Walkways and isles adequate for wheelchair use	<input type="checkbox"/>	<input type="checkbox"/>
Adequate number of accessible parking spots (minimum of 1 per 25 seats), clearly marked and close to the entrance	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms accessible with adequate disabled facilities	<input type="checkbox"/>	<input type="checkbox"/>
Hot water and drain lines protected with insulated covers under all bathroom sinks	<input type="checkbox"/>	<input type="checkbox"/>
Braille menus available for visually impaired	<input type="checkbox"/>	<input type="checkbox"/>
Service Animals in restaurant policy and employees trained	<input type="checkbox"/>	<input type="checkbox"/>

Exterior safe practices	Yes	No
Walkways and parking lots well illuminated	<input type="checkbox"/>	<input type="checkbox"/>
Parking lots free from potholes, obstructions and in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Winter snow and ice removal program in place (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Winter de-icing material available for sidewalks, parking lots where applicable	<input type="checkbox"/>	<input type="checkbox"/>
Steps, ramps and walkways meet ADA guidelines, free from obstruction, and in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Car stops in good condition. No protruding re-bar	<input type="checkbox"/>	<input type="checkbox"/>
Car stops removed, or of contrasting color to walking surfaces	<input type="checkbox"/>	<input type="checkbox"/>
Landscaping trimmed so that they do not interfere with walkways or obscure trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Grease trap containers covers/lids in good condition and within local code/ordinance	<input type="checkbox"/>	<input type="checkbox"/>
Dumpster area maintained in good condition and secured	<input type="checkbox"/>	<input type="checkbox"/>

Food operations	Yes	No
Formal food safety program in place, implemented and documented in accordance with local health codes	<input type="checkbox"/>	<input type="checkbox"/>
Employees maintain any required food safety training or certifications (Serv-safe, Eco-sure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Employees adhere to approved sanitary practices	<input type="checkbox"/>	<input type="checkbox"/>
Cross contamination practices in place to reduce the potential for food borne illnesses	<input type="checkbox"/>	<input type="checkbox"/>
Formal hand washing policy in place, to include after breaks, when leaving restrooms, prior to food preparation or handling, after busing soiled dishes and prior to handling clean place settings	<input type="checkbox"/>	<input type="checkbox"/>
Signs posted in restrooms requiring employees to wash hands thoroughly before returning to work	<input type="checkbox"/>	<input type="checkbox"/>
All food products are properly stored, covered and dated	<input type="checkbox"/>	<input type="checkbox"/>
Produce thoroughly washed prior to preparation and serving	<input type="checkbox"/>	<input type="checkbox"/>
Separate color-coded cutting boards used	<input type="checkbox"/>	<input type="checkbox"/>
Knives washed and sanitized between raw and cooked food usage	<input type="checkbox"/>	<input type="checkbox"/>
Proper utensils, not hands, used to pick up foods for serving such as bread, ice, etc.	<input type="checkbox"/>	<input type="checkbox"/>
All food (including poultry, seafood, raw meats, eggs, etc.) handled properly	<input type="checkbox"/>	<input type="checkbox"/>
Sinks and all surfaces are cleaned and sanitized after use	<input type="checkbox"/>	<input type="checkbox"/>
Formal approved procedure for thawing frozen foods in accordance with approved safe food handling practices or codes	<input type="checkbox"/>	<input type="checkbox"/>
Formal approved procedures to re-heat or hold food in accordance with approved safe food handling practices or codes	<input type="checkbox"/>	<input type="checkbox"/>
Proper scoop used to pick-up and handle ice	<input type="checkbox"/>	<input type="checkbox"/>
Ice scoop maintained in separate approved vessel	<input type="checkbox"/>	<input type="checkbox"/>
Designated containers used to transport ice	<input type="checkbox"/>	<input type="checkbox"/>
Food servers should not touch food contact surface of plates, cups, glasses, silverware, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Formal food stock rotation practices in place	<input type="checkbox"/>	<input type="checkbox"/>
Spoilage and/or Use By dates labeled on all food	<input type="checkbox"/>	<input type="checkbox"/>
Cream and other perishable food not left on tables between servings	<input type="checkbox"/>	<input type="checkbox"/>
Lights over food preparation areas protected by safety globes	<input type="checkbox"/>	<input type="checkbox"/>
Temperature charts used and maintained for all walk-in coolers and freezers	<input type="checkbox"/>	<input type="checkbox"/>
Menus compliant with all applicable labeling requirements including consuming raw or undercooked food and allergen labeling.	<input type="checkbox"/>	<input type="checkbox"/>

Storage areas	Yes	No
All compressed cylinder tanks (Carbon dioxide, helium, etc.) chained or secured in place, caps on valves of tanks not in use	<input type="checkbox"/>	<input type="checkbox"/>
Stock properly and securely stacked on racks, shelves or pallets	<input type="checkbox"/>	<input type="checkbox"/>
Good housekeeping maintained: aisles clear, storage room orderly, floor free of debris	<input type="checkbox"/>	<input type="checkbox"/>
Storage has proper clearances from hot-water heater and fire sprinklers	<input type="checkbox"/>	<input type="checkbox"/>
Shelving and racks in good repair and secured to avoid tipping	<input type="checkbox"/>	<input type="checkbox"/>
No food products stored on floor	<input type="checkbox"/>	<input type="checkbox"/>
Heavy equipment not stored on top shelves	<input type="checkbox"/>	<input type="checkbox"/>
Adequate box and bag opening equipment available (no kitchen knives used)	<input type="checkbox"/>	<input type="checkbox"/>
Mop sink condition and storage maintained free from hazards	<input type="checkbox"/>	<input type="checkbox"/>
Pallets stored in approved areas and not in coolers, freezers or walking areas	<input type="checkbox"/>	<input type="checkbox"/>

Cold storage and refrigeration equipment	Yes	No
Refrigeration and air conditioning compressors clean, well ventilated, kept clear of combustibles	<input type="checkbox"/>	<input type="checkbox"/>
Compressor pulleys and driver belts properly guarded	<input type="checkbox"/>	<input type="checkbox"/>
Walk-in cooler and freezer doors provided with operable interior-release mechanisms	<input type="checkbox"/>	<input type="checkbox"/>
Temperature gauges in working condition in all walk-in coolers and freezers	<input type="checkbox"/>	<input type="checkbox"/>
Secondary temperature gauges located in each walk-in and freezer	<input type="checkbox"/>	<input type="checkbox"/>
Freezers provided with moisture-proof lighting globes, wiring in conduit	<input type="checkbox"/>	<input type="checkbox"/>
Food rotation program in place (First in, first out)	<input type="checkbox"/>	<input type="checkbox"/>
Food product containers inspected for damage, spoiled and damaged food disposed of promptly and properly	<input type="checkbox"/>	<input type="checkbox"/>
Recommended holding times for food followed	<input type="checkbox"/>	<input type="checkbox"/>
Refrigeration equipment serviced under contract at regular intervals	<input type="checkbox"/>	<input type="checkbox"/>
Air temperature of coolers (max. 40°F) and freezers (max. 0°F) checked on regular schedule and documented	<input type="checkbox"/>	<input type="checkbox"/>
Walk-in cooler and freezer door seals in good condition	<input type="checkbox"/>	<input type="checkbox"/>
No ice build-up in freezer threshold or flooring areas	<input type="checkbox"/>	<input type="checkbox"/>

Lacerations	Yes	No
Kevlar or other cut resistant gloves are available	<input type="checkbox"/>	<input type="checkbox"/>
Cut resistant gloves available in various sizes for both hands	<input type="checkbox"/>	<input type="checkbox"/>
Metal mesh gloves available when handling shellfish, opening oysters, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Cut resistant gloves mandatory when handling/cleaning motorized equipment (slicer, robot coupe, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Broken glass not mixed with other trash	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained against placing flatware or trash in glassware	<input type="checkbox"/>	<input type="checkbox"/>
Broken plates or glass immediately removed (Blue bucket used)	<input type="checkbox"/>	<input type="checkbox"/>
Dirty dish/glass rack area set up to minimize breakage	<input type="checkbox"/>	<input type="checkbox"/>
Staff training focuses on careful handling of glassware and dishes at dish rack/dish washing areas	<input type="checkbox"/>	<input type="checkbox"/>
Soaking of dishes, ramekins, etc. accomplished in small containers to minimize breakage	<input type="checkbox"/>	<input type="checkbox"/>
Glass stock that tends to break replaced with sturdier variety	<input type="checkbox"/>	<input type="checkbox"/>
Staff training emphasizes to never attempt to catch a dropped item, especially sharp or breakable items such as knives or glasses	<input type="checkbox"/>	<input type="checkbox"/>
Carton openers incorporate automatic retracting blades	<input type="checkbox"/>	<input type="checkbox"/>
Slicer blade always set at 0 when not in use	<input type="checkbox"/>	<input type="checkbox"/>
Slicers, choppers, grinders adequately secured to working surface	<input type="checkbox"/>	<input type="checkbox"/>

Knife safety	Yes	No
Knife sharpening program in place for all house and personal knives	<input type="checkbox"/>	<input type="checkbox"/>
If contracted knife sharpening service used, how often and is it appropriate	<input type="checkbox"/>	<input type="checkbox"/>
Safe knife handling procedures and training program in place	<input type="checkbox"/>	<input type="checkbox"/>
Magnetic knife storage racks at all prep stations	<input type="checkbox"/>	<input type="checkbox"/>
Knives never left on tables or placed in drawers	<input type="checkbox"/>	<input type="checkbox"/>
Use of cutting board mandatory — chopping or slicing on counter strictly prohibited	<input type="checkbox"/>	<input type="checkbox"/>

Hot items	Yes	No
Oven mitts or other personal protection equipment available and used when handling hot items	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained not to carry individual items, but to use tray or cart	<input type="checkbox"/>	<input type="checkbox"/>
Employee trained in procedures to be used for the handling hot oil, grease, coffee, water, tea and steamers	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on procedures for removing items from stoves, ovens, etc.	<input type="checkbox"/>	<input type="checkbox"/>

Slips, Trips and Falls	Yes	No
Approved wet floor signs used when floors are wet	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate nonskid mats provided at entrances during inclement weather	<input type="checkbox"/>	<input type="checkbox"/>
Interior walking surfaces and elevations well-illuminated	<input type="checkbox"/>	<input type="checkbox"/>
Slip-resistant coatings used on all floors and walking surfaces	<input type="checkbox"/>	<input type="checkbox"/>
Approved kitchen floor surface installed	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen floor cleaning protocols implemented and enforced	<input type="checkbox"/>	<input type="checkbox"/>
Slip resistant shoe program implemented and enforced	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen floors degreased or deep-cleaned on regular schedule	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate mats utilized for all cooking lines	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate mats used at dish stands, wash racks, sinks and at ice machines	<input type="checkbox"/>	<input type="checkbox"/>
Stair treads equipped with nonskid surfaces	<input type="checkbox"/>	<input type="checkbox"/>
Handrails provided for all steps or stairs	<input type="checkbox"/>	<input type="checkbox"/>
Dining room floors kept free from food or liquid spills and other debris	<input type="checkbox"/>	<input type="checkbox"/>
Floors kept free from trip hazards such as torn carpets, loose mats, fallen articles, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen floors properly designed or corrected to allow for good drainage	<input type="checkbox"/>	<input type="checkbox"/>
Correct size drain covers in place and in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in appropriate use of floor cleaners	<input type="checkbox"/>	<input type="checkbox"/>
Mops, mop water changed frequently	<input type="checkbox"/>	<input type="checkbox"/>
Separate mop buckets used for cleaning front and back of restaurant	<input type="checkbox"/>	<input type="checkbox"/>
Mop buckets emptied after each use	<input type="checkbox"/>	<input type="checkbox"/>
All spills are first wet mopped, then dry mopped	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate ladders and step stools provided	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained on location and safe use of ladders and step stools	<input type="checkbox"/>	<input type="checkbox"/>

Material handling	Yes	No
Employees trained to always ask for help and/or use carts when lifting or moving loads in excess of 25 lbs.	<input type="checkbox"/>	<input type="checkbox"/>
Storage arranged with heaviest items stored at a minimum height of 30 inches and a maximum height of 50 inches	<input type="checkbox"/>	<input type="checkbox"/>
Storage directly on floor is minimized	<input type="checkbox"/>	<input type="checkbox"/>
Storage area aisles maintained in orderly fashion clear of debris and stock	<input type="checkbox"/>	<input type="checkbox"/>
Storage arranged such that material handling aids/carts may be readily used	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in proper manual material handling	<input type="checkbox"/>	<input type="checkbox"/>
Formal procedures for the handling and removal of used cooking oils	<input type="checkbox"/>	<input type="checkbox"/>
Approved equipment available (hand trucks, gloves, etc.) for the handling and movement of used oils	<input type="checkbox"/>	<input type="checkbox"/>

Electrical equipment

Yes

No

Portable electrical equipment cords and extension cords in good condition

Electrical outlets in good condition

Electrical outlets have appropriate GFCI protection

All electrical equipment properly grounded, portable electrical equipment and extension cords have ground prong attached

Breaker switches properly marked; proper operation is never compromised

No open spaces in electrical breaker panels

Electrical panel doors closed, clear area of 30" in front of panel

Switches, switch boxes, outlets and wiring inspected periodically, and deficiencies corrected

Heat lamps in good working condition and covered to prevent burns

Trash removal

Yes

No

Contents of ashtrays and any other flammables are disposed of in metal or noncombustible containers

Trash collection area kept free of debris, spilled food and grease

Trash dumpster area secured when not in use

Trash compactor door equipped with electric safety interlock

Broken glass segregated from other trash

Tampered switch/safety on garbage disposal

Trash picked up on regular schedule by approved vendor

Post-accident practices

Yes

No

Employees trained to report all accidents to their supervisor immediately

Injury area cleaned and disinfected before resuming use

Injured employee wears appropriate bandage (blue) and gloves post cut injury

State Industrial Accident Reporting forms filed with the insurance carrier within 24 hours of the accident

Modified duty (light duty) offered and utilized whenever possible

OSHA 300 Log maintained and posted annually as required

Employees trained in appropriate actions to take in the event of a guest accident

