



## Workplace Inspection Checklist

<b>Exteriors</b>	Yes	No
Are sidewalks and ramps leading to the entrances brush-finished to avoid slips, kept clean, and repaired as needed? Raised surfaces of 3/8 inch difference or more are trip hazards.		
Are the heights and slopes of curbs and ramps leading from the parking lot within local code and Americans with Disabilities Act (ADA) accessibility guidelines? It should be a ratio of 12 to 1 (12 inches of run to 1 inch of rise).		
Are parking bumpers and rails placed out of normal routes to the building?		
Are speed bumps clearly marked with paint or marking tape and treated to be slip-resistant?		
Is the parking lot clear of debris and lighted according to local building codes? These standards are particularly important for parking for the disabled.		
<b>Doors and Exits</b>		
Are entrance and exit steps, walkways, and ramps clearly marked, kept clean, and repaired as necessary?		
Do all exit doors open outward? Are they easy to operate with a clear opening for the disabled? Are the doors identified with signs and emergency lighting?		
Will all exit doors open from the inside without keys, to allow rapid escape when necessary?		
Can an exit be reached from every point in the building without having to pass through any area that would become especially hazardous in a fire or other emergency? It should be a minimum of 36 inches clearance.		
Are routes to exits clearly marked and equipped with emergency lighting?		
Are escape routes and doors kept clear of equipment and materials?		
<b>Electrical System</b>		
Are wiring and equipment regularly inspected by a qualified electrician? Do only fully qualified electricians or restaurant personnel work on electrical repairs? Restaurants that do not engage an electrician must designate clearly which employees are "qualified."		
Are all installed equipment and appliances protected from flooding or plumbing malfunction?		
Are ground fault circuit interrupters (GFCIs) installed wherever equipment and floors may become damp from cleaning?		
Are all plugs and receptacle boxes designed so that electrical connection will not be made unless the plug is completely inserted?		
Are exposed receptacle boxes made of nonconductive material?		
Are electrical switches safely accessible? Employees should not have to reach across equipment to use a light switch.		
Are all switches and outlets clearly marked and fully covered with switch or receptacle plates? Are junction and fuse boxes contained in cabinets and clearly marked?		
Is there adequate unobstructed working space in front of electrical panels? There should be three feet minimum clearance from all combustibles.		



Are lockout/tagout procedures followed when repairs are necessary for both hard-wired and cord-connected equipment? The basic requirements include opening the circuit at the switch box, padlocking the switch in the “off” position, and tagging the lock with a description of the work being done, the name of the person doing the work, and the department involved. Other warning signs should also be posted.		
<b>Heating, Cooling, and Ventilation</b>		
Are work areas where employees are restricted in movement free from unwanted cold drafts?		
Is hear-producing kitchen equipment ruined off when not needed for long periods of time?		
Does the cooling system in the kitchen achieve the industry standard of 85°F (29.4°C) or lower? In work areas where hear may be greater than 85°F (29.4°C), are fans or other spot cooling devices available? Does humidity play a role in this?		
Are all fans and their moving parts guarded?		
In receiving, storage, ware-washing areas, and in walk-in coolers and freezers, are general ventilation systems in place and in good working condition? A general ventilation system usually includes an exhaust fan pulling air out of the building.		
In areas used for food preparation and cooking, are there local ventilation systems? Local ventilation systems usually include an exhaust hood, fan, ducting, and exhaust outlet. For example, gas-fired equipment usually requires local ventilation.		
Is air drawn from the dining area into the kitchen rather than the opposite? Odours from the kitchen should not affect the rest of the restaurant, and air from dining areas will be cooler, helping to cool the kitchen.		
Are all ventilation outlets far enough from air intake vents so that contaminated air is not pulled back into the building?		
Are cleaning materials or potentially hazardous chemicals stored in adequately ventilated areas away from food products?		
Are all tanks of carbon dioxide gas stored in well-ventilated areas? Cylinders should not be stored in basements, since leaked gas will settle to the lowest available level.		
Are all tanks of helium for party balloons stored in well-ventilated areas and labelled to warn employees?		
<b>Lighting</b>		
Is lighting adequate in all areas? In dining areas, is the light sufficient during meal periods for servers and bussers to move safely? Can the lighting be raised to a higher level for cleaning? In the kitchen, is the lighting arranged so no shadows are cast on food preparation areas? Fluorescent lighting provides the most uniform and energy- and cost-efficient lighting for kitchens. In stairways, corridors, ramps, and pathways, is the lighting sufficient and located so no shadows are cast?		
Is lighting sufficient for cleaning in the storage area?		
Is heat-proof lighting provided over cooking areas, in vent hoods, and other highly heated areas?		
Are light fixtures, bulbs, and tubes shielded? Shielded fluorescent lights will not shatter into		



food.		
Are lamps and work area surfaces requiring lighting kept clean so light is fully provided and reflected?		
Are lights replaced before they fail or begin to flicker? A regular replacement schedule based on the life expectancy of the type of bulb used avoids damage to the fixture.		
<b>Plumbing</b>		
Is the hot water temperature at or between 110° and 120°F (43.3° and 48.9°C) and properly controlled in lavatories and kitchen sinks? Are mixing valves provided to prevent scalding?		
Are overhead pipes or fixtures high enough to prevent head bumping?		
Are drain pipes from ice machines, coolers, and refrigeration units cut off above floor drains to avoid back-siphoning of contaminated water?		
Are sufficient drains provided to handle waste water produced by the operation?		
<b>Receiving Dock or Entry</b>		
Are adequate tools available for opening and moving barrels, boxes, crates, and other containers?		
Is the area sheltered from wind and kept clear of water, snow, and ice? The area used for vendor deliveries should also be clear.		
<b>Food Storage</b>		
Is there enough storage space available that food and other items are not left on floors, behind doors, or in corridors or stairways?		
Are shelves sturdy enough for the items stored on them?		
Are heavy items stored on lower shelves?		
Are portable and stationary racks free from broken or bent shelves and unsteady legs?		
Are there exit doors that can be opened from the inside in all cold storage rooms, refrigerator, and freezer units?		
Are storage room aisles at least four feet wide?		
Are ladders or step-stools provided for reaching high shelves?		
Are ladders in good condition and inspected frequently?		
So ladders have non-slip bases?		
Is the number of ladders and step-stools provided sufficient and in good repair for employee use?		
<b>Food Preparation</b>		
Is aisle space between pieces of equipment adequate for traffic?		
Are cooking utensils always positioned so that they do not protrude into aisles?		
Are the sufficient floor drains to allow for spills?		
Are hoods, filters, and ducts kept free and clean to avoid fire hazards?		
<b>Equipment</b>		
<i>Kitchen</i>		
Are all counter and equipment edges filed smooth and covered?		
Is a non-splintering, easily cleanable tamper provided for use with grinders?		
Are hot pads, spatulas, and other equipment provided for use with ovens, stoves, and other heat-generating equipment?		



Are easily cleanable scabbards, sheaths, racks, or magnetic bars provided for storing knives and other sharp tools?		
Are machines properly guarded with covers, lids, and other devices?		
Are knives and other blades kept sharp?		
Are tanks of carbon dioxide gas chained securely upright away from heat sources, regularly inspected for damage to the shut-off valve, and stored only in well-ventilated areas?		
Are tanks of nitrous oxide gas labelled to warn employees that inhaling the gas is extremely hazardous and has caused a number of deaths? Nitrous oxide is typically used for pressurized cans of whipped-cream topping.		
<i>Powered</i>		
Does all equipment meet National Electrical code specifications, local ordinances, and Underwriter's Laboratory, Inc. requirements?		
Are equipment cords free of splices, cracks, or worn areas?		
Are equipment cords long enough to avoid the need for extension cords whenever possible?		
Are weather-proof cords and plugs provided for outdoor equipment?		
Does all equipment have grounded three-prong plugs or pigtail adapters?		
Are rubber-soled footwear and rubber gloves available if employees must use equipment when work area floors are damp?		
Is all self-starting machinery clearly marked as such? Does it have a springswitch or dead-man control?		
Is fixed wiring used whenever required?		
<b>Fire Prevention</b>		
Are emergency phone numbers posted on or near all telephones?		
Are fire extinguishers located near fire-hazard areas?		
Are written instructions posted for use of fire extinguishers?		
Are extinguishers adequate in size and kind to control the kinds of fire that may occur? Kitchen fires fed by grease should be fought with a B/C fire extinguisher that contains sodium bicarbonate or potassium bicarbonate.		
Are extinguishers, sprinklers, and alarms kept fully charged and inspected weekly or monthly for damage?		
Has all fire prevention equipment been inspected to comply with local and provincial agency requirements?		
<b>Transportation</b>		
Are vehicles used in transporting food equipped with all recommended safety devices, such as lap and shoulder belts, neck restraints, etc.?		
Are vehicles provided with safety partitions and storage racks to prevent merchandise or in-vehicle ovens and warmers from breakage or falling against the driver?		
<b>Ware-Washing</b>		
Are conveyor unit edges of dishwashing machines guarded to avoid catching employees' fingers or clothes?		
Are portable racks or bus trucks in good condition, with firm shelves and operable wheels or		



casters?		
Are dish racks kept off the floor to prevent tripping?		
Are racks, hooks, gloves, and aprons provided so that employees can avoid injuries from hot water of detergent chemicals?		
Are drain plugs mechanically or chain-operated so employees can drain sinks without putting their hands into hot water or detergent chemicals?		
Are chemicals properly dispensing in dish machines?		
<b>Garbage and Solid Waste Storage</b>		
Are garbage and waste containers leak-proof?		
Are containers adequate in number and size?		
Are disposal area floors and surroundings kept clean and clear?		
Are containers on dollies or other wheeled units to eliminate lifting by employees?		
Are exterior waste storage areas large enough to hold all materials discarded between scheduled pick-ups?		
Are exterior waste bins provided with covers and surrounded by enclosures if required by law? Are the doors easy and safe for one employee to operate?		
<b>Chemical and Potentially Hazardous Material Storage</b>		
Are potentially hazardous materials, such as chemical sanitizers, drain cleaners, and detergents, stored in tightly sealed containers and kept in a locked cabinet away from food and food-preparation areas?		
Are potentially hazardous materials stored in their original containers and labelled clearly with name of chemical, warnings, and other important information?		
Are employees informed of hazards and trained according to the Manitoba Health and Safety Act and Regulations? Are material safety data sheets (MSDS) available to employees in a convenient location? Is a written "Right-to-Know" program accessible to employees?		
Are combustible and flammable or heat sensitive materials, such as aerosol cans, stored away from heat sources and secured against spills?		
Are tanks containing compressed gases, such as CO2 for carbonated beverage service, stored securely in an upright position? Do all tank pressure gauges work? Are the tanks moved only with carts or dollies provided with security chains?		
<b>Floors</b>		
Are floors cleaned thoroughly every day and adequately after meal rush periods to prevent slipping?		
Do floors have slip-resistant finishes? Are they free from broken tile and defective floor boards, worn areas, and items that may cause people to trip or fall?		
Are spills and debris removed from the floor immediately, or marked by warning signs until clean-up is possible?		
Are all drains adequately covered to prevent falls, are drains free of obstructions to prevent flooding?		
Are aisles in work areas at least four feet wide and marked on the floor by paint or tape?		
Are all carpets and rugs flat and tight to the floor?		
Are heavy traffic areas that are likely to be wet provided with non-skid floor mats?		



Are carpets, non-skid floor mats, walls, floors, and all surfaces cleaned sufficiently to prevent the build-up of odour- and disease-causing bacteria?		
<b>Raised Areas, Stairs, and Ramps</b>		
Are raised dining areas or platforms high enough to require at least two or three steps to reach them? Are ramps provided? One-step platforms are the most likely to cause accidents. Handrails, in addition to lighted, marked steps and ramps, are also necessary for all platforms. Different coloured carpeting or flooring and warning signs may be necessary.		
Are stairs and ramps clearly marked and lighted? Are handrails provided on both sides?		
Do stairs have abrasive surfaces to prevent slips and falls?		
Are center handrails provided for wide stairs?		
Are stairways kept unobstructed? Are spills on stairways cleaned up immediately?		
<b>Serving Areas and Dining Room</b>		
Are serving counters, tables, and chairs free of broken parts, splinters, and sharp edges or corners? Are table and chair legs secured? Are chair seats and backs secure?		
Is all tableware regularly inspected for chips, cracks, or flaws? Are defective pieces discarded in a safe manner?		
Is traffic flow designed to prevent collisions? This is especially important in all areas where both customers and employees will be active, such as aisles, salad bars, lounges, buffets, and service stands.		
Are ceiling and wall fixtures firmly attached, in good repair, and high enough so employees and customers avoid bumping their heads?		
Are all aisles at least four feet wide? Are aisles in dining areas easy to see? Are aisles kept free of obstructions, such as tray stands or vacant chairs?		
<b>Employee Job Practices</b>		
Do employees stretch and warm up before beginning their shift?		
Do employees practice good personal hygiene, such as keeping their hair, hands, and clothing clean?		
Do employees avoid wearing clothing and jewellery that can be caught in mixers, cutters, grinders, and so on?		
Do employees refrain from smoking in the vicinity of anything flammable or trash areas? Do employees refrain from alcohol and drug abuse at all times on the job?		
When an area becomes contaminated with materials such as dust, water, and smoke, do employees remove and discard all food in or near the contaminated area as necessary?		
Do employees make use of goggles, hair restraints, gloves, tampers, hot pads, safe knife storage devices, machine guards, and other protective devices?		
Do employees maintain the equipment, tools, and clothing entrusted to them?		
Do employees wear seat belts when driving? Do employees have current valid driver's licenses? Do they drive defensively?		
<b>Management Practices</b>		
Is senior management involved in creating safety policy and regularly informed of safety issues?		



Is local or first-line management involved in safety training for employees, inspections, and communication about safety?		
Are newly hired employees introduced to the safety program?		
Are all legal requirements and restrictions regarding who is qualified for certain duties being followed? For example, in some areas employees under the age of 18 are prohibited from doing certain tasks.		
If employees are assigned to report and correct safety violations, are they given the training, released time, and authority to carry out these assignments?		
Are employees made to feel comfortable reporting safety violations to management?		
Are employees provided with recognition or incentives for following safety rules and reducing accidents?		