

Monthly Health and Safety Inspection Restaurant Checklist

Food & Hospitality

ACCIDENT RECORDS

Was the total number of accidents reviewed monthly?

☐ Yes☐ No☐ NA

Were the records for maintenance available?

☐ Yes☐ No☐ NA

FIRST AID KIT

Were the first aid kits kept clean and adequately stocked?

☐ Yes☐ No☐ NA

Was the register for the first aid updated completely?

☐ Yes☐ No☐ NA

Was a bandaging policy displayed in the store?

☐ Yes☐ No☐ NA

GENERAL

Is the floor behind the bar and under the stations moped clean?

☐ Yes☐ No

Is the bar top scrubbed clean?

Yes

No

Are the areas around the sink, the underside of all steels, and the underside lip of the bar cleaned well?

Yes

No

Are the sinks of the bar properly cleaned and dried?

Yes

No

Are all the fridges cleaned and wiped inside out thoroughly?

Yes

No

Are all the shelves clear of glasses and wiped clean?

Yes

No

Do all the shelves have nonstick webbing wherever necessary?

Yes

No

Are all the shelves restacked post cleaning?

Yes

No

Are all the surfaces of stainless steel wiped and cleaned with soapy water thoroughly?

Yes

No

Are all the mixed guns cleaned thoroughly including their holster and metal piping?

Yes

No

Are the tills and lower back bar wiped clean?

Yes

No

Is the space under the stations and fridges clear of any and all clutter?

Yes

No

Is the back bar free from all clutter?

Yes

No

Are the bottles at the back polished and wiped clean?

Yes

No

Are the bottles at the speed rails polished and wiped clean?

Yes

No

Are the ceilings wiped clean and free of any splashing?

Yes

No

Are the refrigerators restocked with the necessary items including champagne, beer bottles, water bottles, etc.?

Yes

No

Are the stations restocked with speed rail spirits post the line checks?

Yes

No

Is the back bar restocked and re-merchandised?

☐ Yes☐ No

Are all the bottles in the back bar facing at the front?

☐ Yes☐ No

Is the bar equipment relaid for service?

☐ Yes☐ No

Are the bar bins cleared?

☐ Yes☐ No

Are the cleaning and mop buckets removed from the bar?

☐ Yes☐ No

Are the straws and napkins restocked?

☐ Yes☐ No

Any comments:

☐ Yes☐ No

How satisfactory is the status of the bar?

☐ Yes☐ No

Name of establishment

☐ Yes☐ No

Name

Day and Date:

HANDLING CHEMICALS

Were all the accidents inspected and documented in a form?

Was the labelling removed from the original chemical containers?

Were the goggles available for use while mixing the chemicals?

Were the chemicals properly covered and stored far away from the food items?

HANDLING SHARP ITEMS

Were the knives safely handled?

Were the sharp knives stored in a proper rack?

Did the employees used gloves for slicing?

Yes

No

NA

Were the broken glass pieces carefully disposed in a separate garbage container?

Yes

No

NA

POLICIES

Which of the following statements were displayed in the store?

☐

Health and Safety Policy

☐ 1☐

Harassment Policy

☐

Employee Responsibilities

☐

Management Responsibilities

Were health and safety meetings conducted on a monthly basis?

Yes

No

NA

Were there any directives available for the organizational health and safety?

Yes

No

NA

PREVENTING HAZARDOUS RISKS

When was it conducted last?

Were the fire exit signs and alarms functional?

Yes

No

NA

Were the fire exits easily approachable?

Yes

No

NA

Were the fire extinguishers tested each year?

Yes

No

NA

When was it checked last?

Were the emergency lighting functional?

Yes

No

NA

Were the safety instructions displayed properly?

Yes

No

NA

Were skilled fire officials hired by the management?

Yes

No

NA

Was a fire control training conducted each year?

Yes

No

NA

Were the fire control system and equipments assessed yearly?

Yes

No

NA

When was it assessed last?

Was the cleaning of exhaust and ventilation system done every 6 months?

Yes

No

NA

When was it cleaned last?

Were the microwaves assessed every 6 months?

☐ Yes ☐ No ☐ NA

When was it assessed last?

Were all the wires and electrical equipments in a good condition?

☐ Yes ☐ No ☐ NA

Was a correct labelling done for circuit breaker panels?

☐ Yes ☐ No ☐ NA

Were the lockout instructions for electrical panels displayed properly?

☐ Yes ☐ No ☐ NA

Was the plan for working under solitary displayed in the store?

☐ Yes ☐ No ☐ NA

Were the emergency contact numbers added in all the phone devices?

☐ Yes ☐ No ☐ NA

Was a proper plan of action for threats, power failures and robberies available and accessible?

☐ Yes☐ No☐ NA

PREVENTING INJURIES

Were the high surface areas clearly identified and accessible?

☐ Yes☐ No☐ NA

Were the heavy items stored between waist and shoulder length?

☐ Yes☐ No☐ NA

Did the staff use both the hands to handle heavy items?

☐ Yes☐ No☐ NA

Were the work areas clean and well arranged?

☐ Yes☐ No☐ NA

Were the accidental spills cleaned immediately?

☐ Yes☐ No☐ NA

Were the overflowing garbage cans emptied at regular intervals?

☐ Yes☐ No☐ NA

Were the floors and carpets clean and well maintained?

☐ Yes☐ No☐ NA