

SAMPLE RESTAURANT SAFETY INSPECTION CHECKLIST

(Worker Injury Prevention)

This Restaurant Safety Inspection Checklist is designed to help assist your organization identify and initiate corrective actions for physical hazards that could result in employee injury. For best results, a formal walkthrough of your store, using this checklist form as a guide, should be conducted at least once monthly by supervisory personnel. This form is a guide and should be modified to fit your specific needs or hazards at your specific store.

National Store Number: _____ **Location:** _____

Managers or Inspector Name: _____ **Date:** _____

Directions: Please indicate with a √ under the “Y” or “N” column for each item inspected and “N/A” if the item is not applicable. Please place a √ under “corrective actions” column if corrective actions are needed or if they have already been implemented immediately. Please complete the “Corrective Actions Follow-Up” section on the last page of this inspection report for all action items containing a √ under the “corrective actions” column. Once all corrective actions have been completed, this report should be maintained in a master file for future analysis.

FLOORS & WALKING SURFACES	Y	N	N/A	Corrective Actions
Are ALL employees wearing approved slip-resistant footwear?				
Are the floor surfaces at the stores entrances in good condition? (no broken tile; missing grout, loose mats; torn carpets, damaged thresholds, etc)				
Are the floor surfaces in the main dining areas in good condition?				
Is the floor being cleaned according to McDonald’s recommended schedule?				
Are any floor mats or carpets in good condition? (edges not rolled up)				
Are steps or stairs in main dining areas or just outside in good repair?				
Are hand rails provided for stairs & in good condition?				
Are primary walkways clear of obstructions such as boxes, materials, or other tripping hazards?				
Are stairs and ramps equipped with hand rails & in good condition?				
Was all the grease and dirt lifted from the grout using a Deck Brush with in the last 48 hours?				
Is lighting adequate in all areas of the store (Inside and Outside)?				
Are pathways to exits clear of obstructions, trash, etc.?				
Are cleaning agents used appropriate for the job task?				
Are primary walkways clear of obstructions such as boxes, bun racks, materials, or other tripping hazards?				
Are ramps equipped with hand rails & in good condition?				
Are the floor surfaces in the kitchen areas in good condition?				
Are floor mats or carpets in good condition, edges not rolled?				
Are secondary walkways (kitchen & walk-in freezers or coolers) clear of obstructions such as boxes, materials, or other tripping hazards?				
Are the floors and/or floor mats around the Fryers free of				

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	grease?				
	Within the last year, have you had a slip test using a slip reader test your floors (don't just look clean)?				
	Are the floors around the ice machines always free of standing water and ice cubes?				
	Are the floors around the sinks areas free of standing water?				
	Are floors free of spills?				
	Are floor mats placed in front of the sink/dishwasher & in good condition?				
	Are floor mats placed in front of the ice machine & in good condition?				
	Are floors around soft-drink syrup boxes free of sticky buildup?				
	Are floor drains adequately covered and drains secure?				
	Are steps or stairs outside of public areas clearly marked with yellow or orange tape or other identifiable markings?				
	LADDER SAFETY	Y	N	N/A	Corrective Actions
	Are employee's properly trained: No carrying items, face the ladder, 3 point contact, correct shoes, etc.				
	Are step ladders or step stools available? (primarily storage rooms)				
	Are all ladders in good condition? (good base of support, secure when in use, no visible physical damage to ladder rungs)				
	Are all Ladders properly stored & secured when not in use?				
	Are roof ladder always locked to prevent access?				
	Are appropriate ladders used for ongoing tasks?				
	STORAGE ROOMS/WALK-IN COOLERS & FREEZERS	Y	N	N/A	Corrective Actions
	Are CO2 gas systems maintained and in good working order?				
	Are storage racks in good condition and strong enough to support the weight of bulk materials stored on them? (shelves are NOT bent or "sagging" from old age or over-loading).				
	Are storage racks secured properly to prevent tipping over when loaded?				
	Are lighter materials such as cups & paper products stored on the top shelves?				
	Are heavier, frequently used items stored on the middle shelves?				
	Are the floor surfaces leading into the walk-in coolers or freezers textured to help prevent slips/falls when wet?				
	Are the floor surfaces in the walk-in freezers in good condition? (no ice buildup at entrance of walk-in freezers or coolers)				
	Are the metal floor ramps and base supports leading into the walk-in cooler & freezers adequately secured to prevent tripping hazards? (Base should be adequately bolted to the surface. Note any missing bolts.)				
	Are the doors of the walk-in coolers or freezers equipped with an interior-release mechanism, and is it working properly?				
	Do the doors to the walk-in cooler or freezer shut properly?				

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(a seal should be made when closed properly to prevent condensation & ice buildup).				
Are lights working properly inside walk-in cooler or freezer?				
Are pathways clear of trip hazards?				
Are floors clear of standing water or ice?				
Are the A/C condensers working properly inside the walk-in coolers?				
Are light covers in place?				
Are supplies securely stacked?				
MATERIAL HANDLING	Y	N	N/A	Corrective Actions
Are dollies and/or push carts available to carry heavy bulk items & in good condition?				
Are wheeled casters available for the garbage cans & in good condition?				
Are soda syrup box racks in an easily accessible area on waist height shelves?				
EQUIPMENT/APPLIANCE SAFETY	Y	N	N/A	Corrective Actions
Is the grease filtration system working properly?				
Is the grease shuttle device in good working condition?				
Is regular scheduled ANSUL cleaning taking place?				
Is there adequate personal protective equipment (PPE) available to those employees changing the grease from the fryers? (gloves, etc)				
Are box cutters or knives adequately stored when not in use?				
Is there a separate container to place knives that need to be washed? (knives should not be placed in the sink basin with other glass & plate dishes)				
Are cut-resistant or metal mesh gloves available for use when using knives?				
Are ALL Appliances in good working order?				
Is the dishwasher machine working properly?				
Is the Trash Compactor working properly?				
Is all other equipment working properly?				
Is an unbreakable scoop used (instead of a glass) to dispense ice?				
Are heat resistant potholders provided and used?				
Are employees who are cooking wearing clothing that is not loose fitting or could otherwise catch fire?				
Is long hair tied back?				
Is dangling jewelry and rings removed?				
Are cleaning mops, deck brushes and squeegees in good condition?				
Is there an adequate number of wet floor cones/signs available for all situations?				
Are floor "Caution" Signs available & in good condition?				
Are mop buckets equipped with casters for easy movement?				
Are face-shields and safety goggles provided where needed?				
CHEMICAL SAFETY	Y	N	N/A	Corrective Actions
Are all cleaning chemicals properly stored?				
Are all cleaning chemical containers properly labeled?				

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	Is PPE available to employees when using cleaning chemicals? (gloves, goggles, etc.)				
	Are compressed gas cylinders properly secured with a chain?				
	Are material safety data sheets (MSDS) available on all chemicals?				
	ELECTRICAL EQUIPMENT	Y	N	N/A	Corrective Actions
	Are all extension cords equipped with ground prong?				
	Are power cords for small appliances equipped with ground prong? (some appliances may be double insulated and not required to have ground prong)				
	Are power cords for cleaning equipment equipped with ground prong?				
	Are all circuit breaker boxes clear of obstruction? (no materials stored in front of access panel...minimum 30 inches)				
	Are all circuit breaker switches properly labeled?				
	Are all unused switches adequately covered in circuit breaker box?				
	Are face plates installed on all electrical receptacles?				
	Are face plates installed on all light switches?				
	Do all light fixtures contain bulbs and covered properly?				
	FIRE/LIFE SAFETY	Y	N	N/A	Corrective Actions
	Are portable fire extinguishers properly wall-mounted in strategic locations?				
	Are portable fire extinguishers properly inspected? (fire extinguishers should be inspected by qualified technician at least once every 12 months, with monthly visual inspections documented on the tag)				
	Do all fire extinguishers appear to be in working order and properly charged?				
	Is there at least 3 ft. of clearance (unobstructed access) to the portable fire extinguishers?				
	Does the automatic extinguishing system have a current inspection tag?				
	Are all exits marked & properly illuminated?				
	Are all exits unlocked during business hours?				
	Are all non-exit Doors clearly marked as "Not An EXIT"?				
	If the restaurant is equipped with a sprinkler system, is there at least 18 inches of clearance between sprinkler heads and any stored materials?				
	Is the ANSUL system properly inspected by qualified technician at least once annually?				
	Is there at least 3 feet of clearance around the sprinkler system main control valve?				
	Are emergency lights working properly?				
	OTHER RELEVANT SAFETY CONSIDERATIONS	Y	N	N/A	Corrective Actions

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