

# SELF - AUDIT SAFETY CHECKLIST FOR SCHOOL KITCHENS



**Purpose:** This checklist is a guide to help create a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. These guidelines are based on OSHA Standards (29 CFR 1910).

<b>Deli Slicer</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>	<b>Date/Initials</b>
A guard covers unused portions of rotary blade.				
A feeding attachment protects hands when feeding the slicer.				
Cut-resistant gloves are used when cleaning deli slicer.				
Blade retracted when slicer is cleaned or not in use.				
A cleaning device with a handle is used for cleaning and repair.				
Workers trained on safe work practices.				
<b>Dough Mixer</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>	<b>Date/Initials</b>
Interlocked guard prevents hands from entering bowl with blades are in motion.				
Workers are trained on safe work practices.				
<b>Electrical</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>	<b>Date/Initials</b>
Electrical outlets and switches - cover plates installed.				
Receptacles are grounded.				
GFCI receptacles at sinks and wet locations.				
Extension cords are not used for permanent wiring.				
Power cords - electrical grounding pins (3-prong) are intact.				
Power stripes are not piggybacked.				
<b>Emergency Egress</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>	<b>Date/Initials</b>
Exit doors are accessible, and not blocked.				
Exit doors are marked.				
The Emergency Action Plan is available.				
<b>Fans for Temporary Cooling</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>	<b>Date/Initials</b>
Fan blades guarded by cage; openings less than 1/2 inch.				
Fan cords have 3-prong plug or double insulates.				
<b>Fire Prevention</b>	<b>Y</b>	<b>N</b>	<b>Correction Required</b>	<b>Date/Initials</b>
Items not hung from ceiling or obstructing sprinklers.				
Combustibles kept clear from flames and hot appliances.				
Extension cords NOT used to power appliances.				

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Hazardous Chemicals	Y	N	Correction Required	Date/Initials
Containers kept closed, labeled.				
Safety Data Sheet (SDS) for each product is available.				
Eyewash available if chemical products are corrosive.				
Employees trained on chemical use and PPE.				
Knife Safety	Y	N	Correction Required	Date/Initials
Employees trained on knife safety (cutting, cleaning, etc.).				
Lockout/Tagout (LO/TO)	Y	N	Correction Required	Date/Initials
Written LO/TO program for repair, maintenance of deli slicer, dishwasher, oven, freezer, and other appliances.				
Locks and Tags for LO/TO used.				
Employees trained on LO/TO.				
Personal Protective Equipment (PPE)	Y	N	Correction Required	Date/Initials
Gloves, goggles used for corrosive cleaning products.				
Cut-resistant gloves used when cleaning deli slicer.				
A hazard assessment for selection of PPE conducted.				
Workers trained on PPE required for each task conducted.				
Shelves	Y	N	Correction Required	Date/Initials
Shelves secured from tipping. Items stored to prevent falling.				
Heavy items stored below shoulder height.				
Sink Disposal	Y	N	Correction Required	Date/Initials
A safety throat guard is installed to prevent hands from being able to be inserted into disposal.				
Slip, Trip Prevention	Y	N	Correction Required	Date/Initials
Floors maintained as dry as feasible.				
Slippery, greasy floors; consult with vendor for better floor cleaner that reduced slipperiness.				
Wet floors cleaned immediately.				
Floors kept free of tripping hazards, power cords, and clutter.				
Walking aisles kept clear and uncluttered.				

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Slip, Trip Prevention (Continued)	Y	N	Correction Required	Date/Initials
Ramps and Stairs have railings.				
Walk-in refrigerator door can be opened from inside the refrigerator.				
Floors kept clear of ice and aisles clear of obstructions.				
Required Training - School Kitchen	New Hire (1)	Refresher (2)	Date/Initials	
Emergency action plan for all employees in Facility.	Yes	Performance Based		
Hazard communication on chemical products.	Yes			
Personal Protective Equipment.	Yes			
Ladder training for staff that use ladders.*	Yes			
Lockout/Tagout for staff who perform maintenance/repair.	Yes			
Staff trained on use of equipment (deli slicer, dough mixer, steamer, knife safety, etc.). Follow owner's manual.	Yes			

\*List of different ladder types ([OSHA](#)).

**NOTES:**

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