

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).

Deli Slicer	Y	N	Correction Required	Date/ Initials
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 to clean the blade.				
Lockout-Tagout procedures are used for cleaning and repair.				
Workers trained on safe work practices.				
Dough Mixer	Y	N	Correction Required	Date/ Initials
Interlocked guard prevents hands from entering bowl when blades are in motion.				
Workers are trained on safe work practices.				
Electrical	Y	N	Correction Required	Date/ Initials
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 strips are not piggybacked				
Emergency Egress	Y	N	Correction Required	Date/ Initials
Exit doors are accessible, and not blocked.				
Exit doors are marked.				
The Emergency Action Plan is available.				
Fans for temporary cooling	Y	N	Correction Required	Date/ Initials
Fan blades guarded by cage; openings less than 1/2 inch				
Fan cords have 3-prong plug or double insulated				
Fire Prevention	Y	N	Correction Required	Date/ Initials
Items not hung from ceiling or obstructing sprinklers				
Combustibles kept clear from flames and hot appliances				
Extension cords NOT used to power appliances				
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 LOTO program for repair, maintenance of deli slicer, dishwasher, oven, freezer, and other appliances				
Locks and Tags for LOTO are used				
Employees trained on LOTO				
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 reduces slipperiness				
Wet floors cleaned immediately				
Floors kept free of tripping hazards, power cords and clutter				
Walking aisles kept clear and uncluttered				
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)	
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			