

Self-Audit Safety Checklist for School Kitchens

Purpose:

This checklist is a guide to assist public employers provide 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. Refer to the actual standards for a more detailed description.

Kitchen Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
<i>Deli Slicer</i>				
A guard covers unused portions of rotary blade.	1910.212 (a) (3)			
A feeding attachment protects hands when feeding the slicer.	1910.212 (a) (3)			
Cut-resistant gloves used when cleaning deli slicer.	1910.132 (a)			
Blade retracted when slicer is cleaned or not in use.	1910.212(a)(3)			
A cleaning device with a handle is used to clean the blade.	Owner's manual			
Lockout-Tagout procedures are used for cleaning and repair.	1910.133(a)(1)			
Workers trained on safe work practices. ^{1,2}	Owner's manual			
<i>Dough Mixer</i>				
Interlocked guard prevents hands from entering bowl when blades are in motion.	1910.212 (a) (3)			
Workers trained on safe work practices. ^{1,2}	Owner's manual			
<i>Electrical</i>				
Electrical outlets and switches – cover plates installed.	1910.305(b)			
Receptacles are grounded.	1910.304(b)(2)(i)			
GFCI receptacles at sinks and wet locations.	1910.304(b)			
Extension cords are not used for permanent wiring.	1910.305(g)(1)(ii)			
Power cords - Electrical grounding pins (3-prong) intact.	1910.335(a)(3)(i)			
Power strips not piggybacked.	1910.303(b)(2)			
<i>Emergency Egress</i>				
Exit doors are accessible, and not blocked.	1910.37(a)(3)			
Exit doors are marked.	1910.37(b)(2)			
The Emergency Action Plan is available.	1910.38(b)			
<i>Fans for temporary cooling</i>				
Fan blades guarded by cage; openings less than 1/2 inch.	1910.212 (a) (5)			
Fan cords have 3-prong plug or double insulated.	1910.335(a)(3)(i)			
<i>Fire Prevention</i>				
Items not hung from ceiling or obstructing sprinklers.	1910.159(c)(10)			
Combustibles kept clear from flames and hot appliances.	1910.106(d)(5)(iii)			
Extension cords NOT used to power appliances.	1910.305(g)(1)(ii)			
<i>Hazardous Chemicals</i>				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet for each product is available.	1910.1200(g)(8)			
Eyewash available if chemical products are corrosive.	1910.151 (c)			
Employees trained on chemical use and PPE. ^{1,2}	1910.1200(h)			

Kitchen Inspection	OSHA Standard (29 CFR 1910)	Y	N	Correction Required
Knife Safety				
Employees trained on knife safety (cutting, cleaning, etc.) ^{1,2}	1910.242(a)			
Lockout Tagout (LO/TO)				
Written Lockout Tagout program for repair, maintenance of deli slicer, dishwasher, oven, freezer and other appliances.	1910.133(b)(2)(ii)			
Locks and Tags for lockout/tagout are used.	1910.333(b)(2)(iii)			
Employees trained on lockout/tagout. ^{1,2}	1910.333(b)(2)(iii)			
Personal Protective Equipment (PPE)				
Gloves, goggles used for corrosive cleaning products.	1910.132(a)(1)			
Cut-resistant gloves used when cleaning deli slicer.	1910.132(a)(1)			
A hazard assessment for selection of PPE conducted.	1910.132(d)(1)			
Workers trained on PPE required for each task conducted. ^{1,2}	1910.132 (f)			
Shelves				
Shelves secured from tipping. Items stored to prevent falling.	1910.176(b)			
Heavy items stored below shoulder height.	Best practice			
Sink Disposal				
A safety throat guard is installed to prevent hands from being able to be inserted into disposal.	1910.212(a)(3)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
Slippery, greasy floors: Consult with vendor for better floor cleaner that reduces slipperiness.	1910.22 (a)(2)			
Wet floors cleaned immediately.	1910.22(a)(2)			
Floors kept free of tripping hazards, power cords and clutter.	1910.22(a)(1)			
Walking aisles kept clear and uncluttered.	1910.22(a)(1)			
Ramps and stairs have railings.	1910.23			
Walk-in Refrigerator				
Door can be opened from inside the refrigerator.	1910.37(d)(1)			
Floors kept clear of ice and aisles clear of obstructions.	1910.22 (a)			

Required Training – School Kitchen	Standard	“New hire”¹	Refresher²
Emergency action plan for all employees in facility.	1910.38(f)	Yes	Performance based.
Hazard communication on chemical products	1910.1200(h)	Yes	
Personal Protective Equipment	1910.132 (f)	Yes	
Ladder training for staff that use ladders.	1910.23(b)(8)	Yes	
Lockout Tagout for staff who perform maintenance/repair.	1910.332(a)-(c)	Yes	
Staff trained on use of equipment (deli slicer, dough mixer, steamer, knife safety, etc.). Follow owner’s manual.	1910.242(a)	Yes	

Notes:

1 – Provide training at new hire, or time of assignment to duties.

2 – Repeat training when a) new equipment or chemicals introduce new hazards to the work area; b) there is a change in procedures that present a hazard to which the employee has not been trained; or c) employer has reason to believe there are deviations from or inadequacy in employee’s knowledge to perform the task safely.

Sample programs and additional self-audit checklists are available at www.mass.gov/dols/wshp.