

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 |
|--|------------------------------------|----------|----------|----------------------------|
| <i>Knife Safety</i> | | | | |
| Employees trained on knife safety (cutting, cleaning, etc.) ^{1,2} | 1910.242(a) | | | |
| <i>Lockout Tagout (LO/TO)</i> | | | | |
| 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) | | | |
| <i>Personal Protective Equipment (PPE)</i> | | | | |
| 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) | | | |
| <i>Shelves</i> | | | | |
| Shelves secured from tipping. Items stored to prevent falling. | 1910.176(b) | | | |
| Heavy items stored below shoulder height. | Best practice | | | |
| <i>Sink Disposal</i> | | | | |
| A safety throat guard is installed to prevent hands from being able to be inserted into disposal. | 1910.212(a)(3) | | | |
| <i>Slip, Trip Prevention</i> | | | | |
| 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 | | | |
| <i>Walk-in Refrigerator</i> | | | | |
| 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.