

FOOD SERVICE INDUSTRY SAFETY SYSTEMS AUDIT

This document provides an objective instrument for measuring a company or facility's program efforts against generally-accepted good practice, and/or applicable standards, in key areas of food service operations.

The ideal is a uniform, comprehensive *system* that does not rely on individual volition, knowledge, motivation or other factors, which can vary greatly from person to person.

Each applicable section will be assigned a grading, 1-5. If a section or individual item does not apply, it will be marked through, or "N/A" entered into the score block, and 5 points will be deducted from the "potential score" for each such entry in a given section.

Overall scoring (percentage) will be determined by totaling up "actual scores", and dividing by "potential score"

SCORING KEY

1. **No discernible activity** in this area, or minimal, individual activity.
2. **Some activity** in this area, informal or uncoordinated, not systematic.
3. **Minimal activity level**, at or below statutory requirement. Some systematic application.
4. **Above Average activity level**. Generally formalized and systematic application, well coordinated.
5. **Superlative Activity Level**. Highly formalized, systematic. Functional and effective.

AUDIT SCORE:

TOTALS OF SECTIONS A-I
670-(5x ITEMS MARKED "N/A")

SECTION A

SAFETY MANAGEMENT SYSTEMS

POSSIBLE SCORE--40

SCORE

1. Safety Policy / Mission Statement from top management, communicated to employees.
2. Active company safety coordinators designated, and in place.
3. Coordinators trained in Loss Control / Safety / OSHA / Workers' Comp.
4. Managers (all levels) and individual workers trained in, & apprised of their safety responsibilities.
5. Managers (all levels) and individual workers held accountable for safety performance.
6. Safety reference materials (Company or Site Safety manual, OSHA regs., Safety Suppliers' Catalogs, State regs, Contract Safety Requirements, etc.) available.
7. Safety Professional / Consultants used for assistance.
8. Site-specific written safety program, with goals, objectives, and standards?

_____ TOTAL SCORE SECTION A

SECTION B

SAFETY COMMITTEE COMPOSITION & FUNCTION

POSSIBLE SCORE--45

SCORE

1. Safety Committee formed and functioning
2. Safety Committee objectives / goals defined, communicated to members
3. Safety Committee meetings regularly scheduled
4. Safety Committee Attendance considered in members' performance appraisals.
5. Safety Committee meeting minutes maintained, communicated to applicable mgt. & employee personnel.
6. Safety Committee recommendations conveyed to operational managers
7. Written mgt. response to safety committee recommendations, inquiries, concerns.
8. Senior manager periodically attends Safety Committee meetings, and routinely reviews meeting minutes.
9. Safety is an agenda discussion item at all management / supervisory meetings.

_____ TOTAL SCORE SECTION B

SECTION C

JOB & TASK ANALYSIS / JOB SAFETY ANALYSIS

POSSIBLE SCORE--50

SCORE

1. Work Station set-up.
2. Kitchen Equipment operation.
3. Maintenance job tasks (including electrical)
4. Material handling of foodstuffs / carts / kitchen items
5. Forklift / pallet jack / bulk material carts, kettles, etc.
6. Utility employees
7. Laundry operation
8. Lockout-Tagout for routine operations (e.g. cleaning) [NOT maintenance]
9. Hazardous Materials
10. Temporary Employee orientation / training / definition of limits of their work

_____ TOTAL SCORE SECTION C

SECTION D

ACCIDENT REPORTING / INVESTIGATION / ANALYSIS

POSSIBLE SCORE--60

SCORE

1. OSHA / State logs complete & current with lost time / restricted days.
2. Injury reporting system established, understood, & alternate plans established (state WC reporting)
3. WC claim handlers designated, trained.
4. Alternate WC claim handlers designated, trained for substitution/assistance
5. Accident Investigation program established.
6. Supervisors required to complete / participate in accident investigations
7. Standardized form used for accident investigation reports
8. AI report forms require identification of basic causes, call for preventative measures.
9. Safety coordinator reviews accident investigation reports, forwards summaries / recommendations to top management.
10. Safety Committee reviews accident investigation reports, provides input to top mgt.

- 11. Accident costs & causes correlated, trends, etc. information shared with managers.
- 12. Accident costs charged against departmental / location budgets

_____ TOTAL SCORE SECTION D

SECTION E

INSPECTION & UNSAFE BEHAVIOR AUDIT SYSTEMS

POSSIBLE SCORE 45

SCORE

1. Safety Inspection / Audit objectives defined
2. Standardized form, checklist utilized for each area, hazard, activity, etc.
3. Inspectors / auditors designated, trained.
4. Unsafe activities monitored and documented during audit
5. Inspections / audits regularly scheduled & completed as scheduled
6. Cause(s) analysis completed for observed deficiencies
7. Hazardous conditions/unsafe acts documented for follow up
8. Cited deficiencies followed up on, in timely fashion
9. Inspection results referred to area managers./ supervisors

_____ TOTAL SCORE SECTION E

SECTION F

SAFETY PROCEDURE DEVELOPMENT & DOCUMENTATION

POSSIBLE SCORE--80

SCORE

1. Company management designs / monitors safety procedures.
2. Line supervisors enforce use of safety procedures
3. Each piece of equipment / each task has safety procedures developed for training & daily operational use.
4. Specific safety procedures have been developed for each potentially dangerous utensil.
5. Manual material handling tasks have safety procedures
6. Maintenance task safety procedures.
7. Cleaning tasks in danger zones of equipment have safety procedures.
8. Food carts, hot boxes, other mobile equipment have movement safety procedures established
9. Laundry equipment safety procedures
10. Housekeeping safety procedures for each area / department.

- 11. Enforcement of safety procedures / disciplinary action defined, implemented
- 12. Personal protective equipment needs defined, use & care procedures implemented, enforcement of use
- 13. Medical physicals to meet essential functions
- 14. Creation of essential function definitions.
- 15. Controlled substance testing, pre-hire, on suspicion, post-accident.
- 16. Temporary employee screening & control procedures implemented & followed.

_____TOTAL SCORE SECTION F

SECTION G

TRAINING PROGRAMS & DOCUMENTATION

POSSIBLE SCORE--135

I. SUPERVISION & MANAGEMENT SAFETY TRAINING

SCORE

1. Inspections, unsafe acts auditing.
2. Accident Investigation/ cause analysis/remedial actions
3. OSHA / other statutory regulations
4. Lockout/Tagout
5. Hazard Communication / Material Safety Data Sheets (MSDS)
6. Equipment use, cleaning, safety devices
7. Facility / Operation emergency plans.
8. First Aid / CPR / Medical emergency
9. Personal Protective Equipment application, regulations, etc.

_____SUBTOTAL, PART I

II. KITCHEN EMPLOYEES

- 1. Company equipment--written safety regulations
- 2. Equipment lock-out requirements
- 3. Equipment unjamming safety procedures
- 4. Hazard Communication / MSDS
- 5. Safe work space set-up.
- 6. Kitchen utensils--use, care, cleaning, storage
- 7. Work area emergency procedures
- 8. Manual materials handling procedures
- 9. Emergency stops, shutoffs, other safety devices
- 10. Personal protective equipment.

_____ SUBTOTAL, PART II

III. WAREHOUSE, STORAGE FACILITY WORKERS, MATERIAL HANDLERS

- 1. Forklift, motorized equipment operators trained, certified.

- 2. Annual refresher training & certification.
- 3. Documented pre-use inspections performed on all equipment regularly
- 4. Seat belts required to be worn.
- 5. Familiar with OSHA 1910.178 (“Powered Industrial Trucks”)
- 6. Manual materials handling training.
- 7. Refueling / recharging safe procedures established, trained, enforced.
- 8. Forklifts governed to control maximum speed

_____SUBTOTAL, PART III

_____TOTAL (SECTION G)

SECTION H

LOSS MANAGEMENT ACTIVITIES

POSSIBLE SCORE--105

SCORE

1. Facility First Aid capability
2. First aid certified personnel available during all work times
3. Bloodborne pathogen program in place & operational
4. First Aid kits, supplies available in all areas.
5. Documented recertification (annual) of first-aid personnel.
6. Bloodborne pathogen “Universal Precautions” equipment readily available for first responders.
7. Emergency medical response (EMT’s, Ambulance Service, etc.) procedures established.
8. Emergency contact numbers prominently posted at all telephones, in all areas
9. Facility emergency management / response team
10. Hazardous materials response organized, planned

- 11. Emergency evacuation maps posted for all work areas; practice drills held at least annually.
- 12. Procedures established for off-site (non-emergency) medical attention under WC coverage.
- 13. Drug testing program established
- 14. Communications routinely established with medical care providers of injured employees.
- 15. Medical care providers familiarized with various tasks, to allow for informed light-duty assignments, etc.
- 16. ADA job descriptions / essential functions written & defined for all jobs, all departments.
- 17. Regular, established claims contact with insurance company adjusters
- 18. Insurance agent utilized for assistance in claims matters
- 19. Established procedures for submitting claims
- 20. Department heads familiar / trained in procedures for reporting and submitting claims.
- 21. Alternative work (modified work, light-duty) tasks identified, available

_____ TOTAL SCORE SECTION H

SECTION J

FACILITIES AND PHYSICAL CONDITIONS

POSSIBLE SCORE--110

SCORE

1. Slicing equipment use, cleaning, sharpening.
2. Knife use, supply, storage, sharpening.
3. Cooking equipment design, use, cleaning, protection.
4. Heat Lamps, hot plates, warmers, steam tables, etc.
5. Floor, spills, cleanup procedures (busy & slack times)
6. Floor surface, design, appropriate for operations.
7. Working space--safe set-up.
8. Lighting in work areas.
9. Proper shoe soles required for slip & skid resistance.
10. General housekeeping practices & procedures.
11. Freezers / refrigerators safe access, emergency egress mechanisms for walk-ins

- 12. Storage practices safe for placement & handling.
- 13. Electrical installations safe--no improper use, no flexible cords, etc.
- 14. Manual material movement to & from kitchen
- 15. Hazardous materials storage practices safe.
- 16. Dishwashing equipment guarded / safety devices.
- 17. Dishwashing chemicals / soaps, etc. properly handled, eye & skin protection provided.
- 18. Electrical dishwasher equipment installation safe.
- 19. Dishwash area floors drained properly. Mats / other slip controls provided
- 20. Food cart movement through various areas. (Include. to & from dining area)
- 21. Protection from burns--scalding water / hot air ,etc..
- 22. Eyewash stations available in dishwash, other areas.

_____ TOTAL SCORE SECTION J