

Hazard Identification Checklist Dining & Kitchen Areas

The **Hazard Identification Checklist** is a tool used to identify unsafe or unhealthful work conditions, practices, or procedures. The checklist includes an outline of the corrective actions identified for each hazard found.

To ensure thorough record-keeping and accessibility for review, please fill out the following sections and retain each completed checklist on record.

Surveyor Name:	Survey Date:
Work Unit:	SR Name:

Areas Assessed:					
<input type="checkbox"/> Dry Storage Rooms	<input type="checkbox"/> Dish Room	<input type="checkbox"/> Lockers/Breakroom	<input type="checkbox"/> Stairways	<input type="checkbox"/> Cooking Stations:	
<input type="checkbox"/> Cold Storage Rooms	<input type="checkbox"/> Chemical Room	<input type="checkbox"/> Fire Exits	<input type="checkbox"/> Loading Dock		
<input type="checkbox"/> Pots Room	<input type="checkbox"/> Indoor Dining Area / Beverage Station	<input type="checkbox"/> Outdoor Dining Area	<input type="checkbox"/> Manager's Office		

Assess the following items. If “No” is selected, include its corrective action and the date it was (*or due to be*) corrected.

For example, write “Corrected: MM/DD/YY” for items corrected onsite OR write “Due: MM/DD/YY” for items due to be corrected.

Training and Documentation	Yes	No	Not Assessed	Priority Level	Corrective Actions:	Date Corrected:
1. Is the Emergency Procedures Flipchart and the UC Irvine Injuries & Medical Treatment readily available and posted? Is there a work unit emergency call list available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2. Does staff know the location of the evacuation assembly area and evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3. Does staff know how to report an incident/injury/safety concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4. Are instruction manuals, JSA's (Job Safety Analysis) and SDS's (Safety Data Sheets) readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Housekeeping	Yes	No	Not Assessed	Priority Level	Corrective Actions:	Date Corrected:
5. Are aisles, hallways, exit corridors, and doorways kept clear? Are they unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Is there adequate lighting at all work areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7. Is good housekeeping practiced (e.g. floors dry, no spills, no clutter)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8. Are walking surfaces and stair treads in good condition and without any trip, slip, or fall hazards? (e.g. clean floors, spills are cleaned up, railing or bollards with chains installed on loading dock to avoid falls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9. Are safety mirrors installed in areas with blind spots or hidden corners? (Recommended for hallways with collision hazards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

10. Do swinging doors have windows? (Recommended in areas with high foot traffic to avoid collisions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Are ceiling tiles/panels in reasonable condition (not substantially damaged, moldy, or missing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12. Are floor drains in good conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13. Are eyewash stations available? Are they in good condition and easily accessible? (Request testing and maintenance by Facilities Management) Ensure plumbed eyewash stations are turned on at least monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14. Are safety precaution signs posted where applicable? (e.g. wet floor signs, do not enter signs, caution signs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15. Are first aid kits readily accessible, appropriately stocked with approved items, and easy to locate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16. Is PPE (Personal Protective Equipment) in good condition, appropriate for the job task, and readily available? (e.g. cut gloves, slip resistant shoes, shoe covers, safety glasses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Equipment and Storage	Yes	No	Not Assessed	Priority Level	Corrective Actions:	Date Corrected:
17. Is appropriate machine guarding present and in good condition in any equipment that has the following capabilities: grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action including food processors and slicers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18. Are machines/equipment working properly? Are they in good condition? Are broken items placed out of service? (Tip: inspect frequently used items, e.g. speed racks, casters, wheels, appliances, ladders, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19. Are heavy or tippable items secured? (e.g. permanently stationed equipment are bolted down, brakes enabled on temporarily stationed wheeled carts/equipment, adjacent shelving units are secured with post clamps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20. Are heavy/hard items secured / limited in height? (e.g. boxes are not over stacked)						
21. Is storage kept at least 18" below sprinkler heads and ceiling throughout room or area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22. Are proper tools/equipment (i.e. step stools or ladders) available to assist with reaching items above shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23. Are chemicals properly stored? (e.g., no leaks or unlabeled bottles, acids and bases stored separately)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24. Are knives / sharp tools safely stored? Does staff know to clean, wash, sanitize, and put away knives after use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25. Are knives kept sharp and handles in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

26. Gas stoves, ovens, grills, deep fryers, are in good working condition and functional? No leaks or spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ELECTRICAL SAFETY	Yes	No	Not Assessed	Priority Level	Corrective Actions:	Date Corrected:
27. Are electrical cords and plugs in good repair, not cracked, broken, or frayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
28. Are exit corridors and doors free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
29. Are junction boxes, wall outlets, & switches in good repair? (e.g. not broken, covers in place, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
30. Do all electrical panels and breaker boxes have a 3-foot clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
31. If power strips are present, are they grounded and not connected to another power strip or to an extension cord? <i>Extension cords are only allowed for temporary conditions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
32. Are there fixed or portable Ground Fault Circuit Interrupter (GFCI) devices used in areas that are frequently wet (within 6 feet of a water source)? (e.g. fixed outlet near the sink has a green light indicator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
33. Are machines and equipment properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
34. Are energy sources removed during cleaning, maintenance, and/or repair? (e.g. deli slicer are unplugged during cleaning, LOTO procedures are observed and followed during maintenance or repairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Emergency and Fires	Yes	No	Not Assessed	Priority Level	Corrective Actions:	Date Corrected:
35. Are exits properly marked and unobstructed (not locked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
36. Are fire extinguishers provided and are physically and visually accessible, fully charged (needle is in the green zone), pin and security seal in place, and up-to-date maintenance tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
37. Are pull stations identified and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
38. Are fire doors in good conditions and not propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
39. Do sprinkler heads have an 18" clearance? Do FDCs have a 3-foot clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
40. Are exit stairways unobstructed and free of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
41. Are combustible materials stored away from heat sources? (e.g. towels stored away from grill, tools with wooden handles are stored away from stoves, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Additional Hazards. Please include any additional hazards identified during the inspection below:	Priority Level	Corrective Actions:	Date Corrected:

Questions or Comments? Contact Environmental Health & Safety at safety@uci.edu or at (949) 824-1413.

Resources:

Report an Injury, Safety Concern or Near-Miss:

<https://www.ehs.uci.edu/forms/report-injury/>

UCI Injuries and Medical Treatment Poster:

https://www.ehs.uci.edu/research-safety/occupational-health/_pdf/med-emergency-poster.pdf

Ladder Purchasing Guidelines:

<https://www.ehs.uci.edu/safety/ladder-safety.php>

Emergency Procedures:

https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf3/max/render.uP?pP_cmsUri=public%2FMainMenuEmergencyManagement.xml