



ZURICH

Restaurant operator's self-assessment

Recognizing and correcting exposures before losses happen



Recognizing and correcting hazards and exposures to loss before they occur is an essential function in restaurant loss prevention. This checklist serves as a resource for individuals responsible for this important task. It should help identify those physical or program areas in need of attention. It is recommended that this checklist be completed monthly by management to assure hazards are detected and corrected on a timely basis.

General safe practices Yes No

- Chairs and tables free of rough edges.....
- Restrooms kept clean.....
- Restroom lights operate satisfactorily at all times.....
- Restroom air dryers or towels in proper working condition and located to minimize spilling of water on floors.....
- Floor coverings chosen to minimize slip/fall potential.....
- Restroom soap dispensers filled and working.....
- Emergency lighting provided and in working order.....
- Unobstructed public walkways and stairways with adequate room for maneuvering.....
- Child seats in good overall condition and free of sharp edges and splinters.....
- Child seats provided with seat belts.....
- Employees periodically retrained by appropriate resource to maintain certification in CPR, first aid and the Heimlich maneuver.....
- Pest control service accomplished by independent licensed contractor.....
- All pest control products used are USDA approved for food operations.....
- Certificates of insurance for contractors obtained prior to initiating work, updated annually and kept on file.....
- Emergency phone numbers for medical and police displayed prominently.....

Exterior safe practices Yes No

- Walkways and parking lots well-illuminated.....
- Parking lots free from holes and obstructions and in good repair.....
- Steps and ramps free from obstruction, in good repair and well-illuminated.....
- Car stops preferably eliminated or painted contrasting colors so they are clearly visible.....
- Snow and ice promptly removed from parking lots and all walking surfaces.....
- Trees and shrubs kept well-trimmed so they do not interfere with walkways or obscure trip hazards.....

Food operations Yes No

- Employees adhere to sanitary practices: wash hands after breaks, when leaving restrooms, prior to food preparation or handling; signs posted in restrooms reminding employees to wash hands thoroughly before leaving.....
- Perishable or potentially hazardous food is properly stored and appropriately covered.....
- Cutting boards and knives washed and sanitized between raw and cooked food usage.....
- Food servers do not touch food contact surfaces.....
- Careful attention paid to food spoilage dates.....
- Lights over food preparation areas protected by safety globes.....

Fire protection Yes No

- Fire extinguishers of proper type(s), adequate number, charged and tagged to show last service date — serviced annually, at a minimum.....
- Fire extinguishers properly wall-mounted, located appropriately for hazard involved, identified and accessible.....
- Employees trained in proper use of extinguishers.....
- Sprinkler system control valves secured in open position.....
- Minimum of 18 inches clearance between stock and storage and sprinkler heads.....
- Clear space of three feet around sprinkler system's main control valve.....
- Water pressure indicated on sprinkler system's main lower gauge.....
- Sprinkler system(s) periodically tested and maintained; written record kept on premises.....
- Sprinkler system(s) local electric or water-motor alarm bell operable and audible.....
- Staff instructed in evacuation procedures for both customers and employees; trained not to show undue alarm and to avoid panic.....
- Instructions conspicuously posted for reporting fire and calling fire department.....
- Flammable and combustible liquids (paints, solvents, etc.) stored in metal safety cabinets or off premises...
- "No Smoking" signs posted and rule enforced in storerooms and other required areas.....

Electrical equipment Yes No

- Portable electrical equipment cords and extension cords in good condition, insulation not frayed or broken, plugs in good condition.....
- All electrical equipment properly grounded, portable electrical equipment and extension cords have ground prong.....
- Breaker switches properly marked; proper operation is never compromised.....
- Electrical panel boxes have door closed, clear area of 30 inches in front of box.....
- Switches, switch boxes, outlets and wiring inspected periodically and deficiencies corrected.....

Storage areas Yes No

- Carbon dioxide tanks chained in place, caps on valves of tanks when not in use.....
- Stock properly and securely stacked on racks, shelves or pallets.....
- Good housekeeping maintained: aisles clear, storage room orderly, floor free of debris, storage has proper clearances from hot water heater and sprinklers.....
- Shelving and racks in good repair and secured to avoid tipping.....

Cold storage and refrigeration equipment Yes No

- Refrigeration and air conditioning compressors clean, well-ventilated, kept clear of combustibles.....
- Walk-in cooler and freezer doors provided with operable interior-release mechanisms.....
- Freezers provided with moisture-proof lighting globes, wiring in conduit.....
- When restocking, new stock placed at rear and old stock moved up front for use first.....
- Cartons inspected for damage; spoiled and damaged food disposed of promptly and properly.....
- Recommended holding times for food followed.....
- Refrigeration equipment serviced under contract at regular intervals.....
- Air temperature of coolers (max. 40°F) and freezers (max. 0°F) monitored weekly to assure safe levels are being maintained.....

Lacerations Yes No

- Broken glass not mixed with other trash.....
- Staff training emphasizes to never attempt to catch a dropped item, especially sharp items such as knives.....

Falls Yes No

- Portable signs used when floors are wet.....
- Nonskid mats provided at entrances during inclement weather.....
- Interior elevations well-illuminated.....
- Slip-resistant wax used on linoleum tile floors.....
- Quarry-tile floors contain double-abrasive grit for better traction.....
- Quarry-tile floors frequently cleaned with cold-water-acting degreaser.....
- Braided rubber mats used at wash racks, sinks, in coolers, at ice machines and prep areas.....
- Specially designed shoes with nonslip soles provided/required.....
- Stair treads equipped with abrasive strips or other nonskid surfaces.....
- Handrails provided for steps or stairs.....
- Floors kept free from food or liquid spills and other debris.....
- Floors kept free from trip hazards such as torn carpets, loose mats, fallen articles, etc.
- Staff trained in appropriate use of floor cleansers, including problems with overuse of cleanser; mop water changed frequently.....
- All spills are first wet mopped, then dry mopped.....
- Appropriate safety ladders and step stools provided; employees trained in their use.....

Material handling Yes No

- Employees trained to always ask for help and/or use carts when lifting or moving loads in excess of 25 pounds.....
- Storage arranged with heaviest items stored at a minimum height of 30 inches and a maximum height of 50 inches, with lighter items stored above and intermediate items stored below.....
- Storage directly on floor is minimized.....
- Storage area aisles maintained in orderly fashion, clear of debris and stock.....
- Storage arranged such that material handling aids/carts may be readily used.....
- Initial training and routine retraining of employees in proper manual material handling.....

Hot items Yes No

- Pre-event planning and employee training accomplished in procedures to be used in handling coffee, water, tea, hot soups and sandwiches.....

Knife safety Yes No

- Knife safety procedures and training program in place.....
- Cut-resistant glove worn on free hand whenever possible and on both hands while cleaning blades of knives or slicer.....
- Carton openers incorporate automatic retracting blades.....

Safety programs	Yes	No
Safe work procedures discussed periodically with employees and with all new employees prior to beginning work.....	<input type="checkbox"/>	<input type="checkbox"/>
Bloodborne pathogens.....	<input type="checkbox"/>	<input type="checkbox"/>
Control of hazardous energy (lockout/tagout).....	<input type="checkbox"/>	<input type="checkbox"/>
Hazard communications.....	<input type="checkbox"/>	<input type="checkbox"/>
General rules and regulations.....	<input type="checkbox"/>	<input type="checkbox"/>

Exits	Yes	No
Loading capacity documented and discussed with staff.....	<input type="checkbox"/>	<input type="checkbox"/>
Exits properly marked, illuminated and unobstructed.....	<input type="checkbox"/>	<input type="checkbox"/>
Exit doors kept unlocked during hours of operation or equipped with panic bars.....	<input type="checkbox"/>	<input type="checkbox"/>
Nonexit doors identified as such.....	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting provided and frequently tested.....	<input type="checkbox"/>	<input type="checkbox"/>
Staff trained in emergency evacuation procedures.....	<input type="checkbox"/>	<input type="checkbox"/>
Emergency lighting in operating condition.....	<input type="checkbox"/>	<input type="checkbox"/>

Accidents	Yes	No
Employees trained to report all accidents to their supervisor immediately.....	<input type="checkbox"/>	<input type="checkbox"/>
State Industrial Commission reports filed with the insurance carrier within 24 hours of an accident.....	<input type="checkbox"/>	<input type="checkbox"/>
Modified duty (light duty) offered and utilized whenever possible.....	<input type="checkbox"/>	<input type="checkbox"/>
OSHA 300 Log maintained in updated fashion and posted annually as required.....	<input type="checkbox"/>	<input type="checkbox"/>
Employees trained in appropriate actions to take in the event of a guest accident.....	<input type="checkbox"/>	<input type="checkbox"/>

It is recommended that this self-audit be completed at least twice annually, with noted hazards addressed within one month.

Self-inspection checklist comments

Inspected by

Date

Deficiencies corrected by

Date

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