

# Hospitality Safety Inspection Checklist

<b>Floors and Walkways</b>	<b>Yes</b>	<b>No</b>
Are aisles clear of materials or equipment?		
Are main aisles at least 1 m (36 in) wide?		
Are doorways clear of materials or equipment?		
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?		
Are floors clean and free of oil or grease?		
Are floors kept dry?		
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high?		
<b>Stairs, Ladders, and Platforms</b>	<b>Yes</b>	<b>No</b>
Are ladders safe and in good condition?		
Are stair handrails fastened to the wall securely?		
Are stairwells clear of materials and equipment?		
Are stairs and handrails in good condition?		
Are ladders and stairs provided with anti-slip treads?		
<b>Walls</b>	<b>Yes</b>	<b>No</b>
Are signs and fixtures securely fastened to the wall?		
<b>Lighting</b>	<b>Yes</b>	<b>No</b>
Are lighting levels in work areas adequate?		
Are work areas free of glare or excessive lighting contrast?		
Is task lighting provided in areas of low light or high glare?		
Are windows covered with blinds, drapes, or other means of controlling light?		
Does emergency lighting work?		

<b>Storage</b>	<b>Yes</b>	<b>No</b>
Are supplies and materials stored properly on shelves?		
Does your storage layout minimize lifting problems?		

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Are trolleys or dollies available to move heavy items?		
Are floors around shelves clear of rubbish?		
Are racks and shelves in good condition?		
<b>Electrical</b>	<b>Yes</b>	<b>No</b>
Are electrical cords in good repair?		
Is there clear access to electrical panels and switch gear?		
Are electrical cords secured?		
Are proper plugs used?		
Are plugs, sockets, and switches in good condition?		
Are ground fault circuit interrupters available, if required?		
Are portable power tools in good condition?		

<b>Equipment and Machinery</b>	<b>Yes</b>	<b>No</b>
Are equipment and machinery kept clean?		
Is the equipment regularly maintained?		
Are operators properly trained?		
Are start/stop switches clearly marked and in easy reach?		
Is machinery adequately guarded?		
Is there enough work space?		
Are noise levels controlled?		
Are fumes and exhaust controlled?		
Do you have a lockout procedure in place?		
Is kitchen equipment in good working order and properly maintained?		
Microwave ovens		
Deep fryers		
Cutters, grinders, choppers		
Grease receptacles		
Storage of knives		
Oiling, cleaning, adjusting		

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<b>Chairs</b>	<b>Yes</b>	<b>No</b>
Are chairs in good condition?		
Are chairs properly adjusted?		
<b>Computers</b>	<b>Yes</b>	<b>No</b>
Are display screens free of dust?		
Are display screens bright enough with sufficient contrast?		
Are display screens positioned at a comfortable viewing level?		

<b>Fire Safety and Security</b>	<b>Yes</b>	<b>No</b>
Are fire extinguishers clearly marked?		
Are fire extinguishers properly installed on walls?		
Have fire extinguishers been inspected within the last year?		
Are workers trained to use fire extinguishers?		
Are flammable liquids properly stored?		
Will space heaters shut off automatically when tipped over?		
Are emergency phone numbers close to phones?		
Are smoke, fire, and burglar alarms in place?		
Are emergency exits clearly marked?		
Are emergency lights in working condition?		
Have sprinkler systems been inspected?		
<b>Entrances and Exits</b>	<b>Yes</b>	<b>No</b>
Is there safe access for workers and customers?		
Are emergency exits clear of materials or equipment?		
Are emergency exit signs working?		
Are emergency lighting units provided? Are they working?		
<b>First Aid</b>	<b>Yes</b>	<b>No</b>
Is the first aid kit accessible and clearly labelled?		
Is the first aid kit adequate and complete?		
Is the first aid kit clean and dry?		

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Are emergency numbers displayed?		
Are injury report forms readily available (Form 7)?		
<b>Garbage</b>	<b>Yes</b>	<b>No</b>
Are bins located at suitable points?		
Are bins emptied regularly?		
<b>Hazardous Materials</b>	<b>Yes</b>	<b>No</b>
Are Material Safety Data Sheets (MSDSs) provided for all hazardous materials?		
Are containers clearly labelled?		
Are hazardous materials properly stored?		
Are hazardous materials disposed of properly?		
<b>Environment</b>	<b>Yes</b>	<b>No</b>
Is air quality good?		
Are workers protected from cool drafts or excessive heat?		
Are workers protected from excessive or irritating noise?		
<b>Parking</b>	<b>Yes</b>	<b>No</b>
Are parking spots and walkways appropriately lighted?		
Are parking spots safe? (names should not be painted on spots)		
Are workers encouraged to use a buddy or escort?		
Is a speed limit posted in the parking lot?		
<b>General Worker Questions</b>	<b>Yes</b>	<b>No</b>
Do workers know where to go and who to call for first aid assistance?		
Do workers know where to find MSDSs for chemical products?		
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>
Do workers know where to find personal protective equipment ?		
Do workers know how to use personal protective equipment?		
Do workers use personal protective equipment properly?		

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Eye/face protection		
Footwear		
Gloves		
Protective clothing		
Aprons		
Respirators		
Other		
<b>Safe Work Practices</b>	<b>Yes</b>	<b>No</b>
Do workers use proper manual lifting techniques?		
Are wastes disposed of properly?		
Do workers know how to deal with violent customers?		
Do workers know the procedures for working alone?		