



# Loss Prevention Topic



## Kitchen Safety Checklist

There are three basic rules to remember when working in a school kitchen:

1. Be on the lookout for potential hazards. They are always present.
2. Use safe work procedures. Accidents can be prevented by doing things correctly and by not taking shortcuts.
3. Use protective equipment when needed.

Here are some additional areas to be assessed:

### Fire Hazards

Kitchen fires can be serious. They often involve combustibles that ignite and foods that flare up. Defects in ovens, burners, electrical and gas connections can also be hazardous.

Keep combustible materials away from stoves. If a stove is near a window with curtains or drapes, make sure they are short and flame-resistant. Do not put napkins, towels or paper containers on a stove. Watch cooking pots and use the lowest practical heat. Use care when lighting gas ovens that do not have a self-lighting feature. Check that all burners and ovens are off when finished cooking and before closing. Do not use flammable fuels to start a fire in a cook stove.

If a fire occurs assess the situation. Always have an escape route posted and make sure that kitchen staff is familiar with it. If it is possible to safely turn off the electricity or gas feeding the fire, do so. If a pan is on fire, shut off the heat and tightly cover the fire with a lid. This should be done only if the fire is small. Never pour water on a pan fire involving grease, or try to carry it to the sink or outdoors.

A type K extinguisher should be present and used for grease fires. The fire extinguisher should be kept no farther than 30 feet from the cooking area. When using this extinguisher, it should be sprayed from approximately one yard (3 feet) away and aimed directly above the fire in the vapor area. Test the extinguisher before approaching the fire. Sweep it from side to side until the fire is out.

Stoves can be a source of many accidents in the kitchen. Always make sure pilot lights are on. If they are not, turn the dials to off and wait for the gas to disperse before relighting. Never leave pan handles over burners.

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### Food Safety

Food must be prepared, cooked and stored properly to ensure safety. Fresh foods need to be washed before cutting or eating. Follow the directions on package labels when handling meats. Store eggs in the refrigerator for not more than three weeks. Wash the tops of cans before opening them. Always clean contaminated surfaces before putting something on them. If there is a question about the freshness of food, discard it.

In the event of a power outage, foods stored in a refrigerator or freezer will stay fresh for a period of time if the doors are kept closed. A full, tightly packed freezer may stay frozen for 48 hours if the door is closed. A partially filled freezer may last for 24 hours. Any cooked foods that thaw should be eaten immediately or thrown away.

### Hygiene and Personal Protective Equipment

Employees should always wash hands before, during and after working in the kitchen. Nails need to be kept clean to prevent the spread of germs. Any cuts need to be covered with waterproof bandages that should be changed when work in the kitchen is finished. All jewelry that might get in the way should be removed. Hair should be tied back and hairnets worn. Kitchen staff should never wear dangling sleeves that may get caught in appliances or catch fire.

Oven mitts should be used when handling hot dishes. Elbow-length oven mitts are preferable. Help to prevent burns by using extreme caution when working with steam.

Knives are one of the most useful tools in the kitchen, but also one of the most dangerous. Workers should always cut away from their bodies on a proper cutting surface. Keep blades sharp and clean. Keep knife grips clean. Never leave knives lying in water. They can injure an unsuspecting dishwasher. When wiping blades always point the cutting edge away from the hand. Lay knives flat and away from counter edges. If a knife should fall, do not try to catch it. Pick it up after it has fallen. Always clean and return knives to their proper storage areas when finished working with them.

### Falls and Spills

Always clean up messes and spills immediately. Close storage doors and drawers when done. Use a sturdy step ladder to reach for things. Do not step on objects that are unstable. Heavier materials should always be stored on the floor where they can be moved more easily with a dolly or cart. Lighter materials should be at the higher locations. Slip resistant mats should be placed in front of all pieces of equipment, especially in the dishwashing area.

Use proper lifting techniques when lifting and carrying heavy loads. Make sure the path you intend to take is clear. When lifting, bend the knees and use the legs to lift. Be careful when carrying liquids, especially hot ones. Never lift beyond your own lifting capacity.

## Kitchen Safety Checklist

Following basic safety rules can help reduce the chance of fires, accidents and food poisonings. Make everyone who uses the kitchen aware of these rules and enforce them. The following checklist will help you better assess your kitchen. Yes or No should be checked for each question, and action to be taken noted.

Cooking Area	Yes	No	Action to be taken
1. Are exhaust fans operating properly (note if fans are excessively noisy)?	<input type="checkbox"/>	<input type="checkbox"/>	
2. There are no foul odors near cooking, preparation or eating areas?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are exhaust fans used whenever cooking, washing dishes and cleaning?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Are gas appliances functioning properly?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are gas appliances vented outdoors?	<input type="checkbox"/>	<input type="checkbox"/>	
6. There are no combustion gas or natural gas odors, leaks, back-drafting or headaches when gas appliances are used?	<input type="checkbox"/>	<input type="checkbox"/>	
7. There are no signs of microbiological growth in the kitchen, including the upper walls and ceiling (e.g., mold, slime, algae)?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Kitchen is free of plumbing and ceiling leaks (signs include stains, discoloration and damp areas)?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Slip resistant mats are in front of each piece of equipment with special attention to the dishwashing area?	<input type="checkbox"/>	<input type="checkbox"/>	

Food Handling and Storage			
10. Food preparation, cooking and storage areas are checked for signs of insects and vermin?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Stored leftovers are in well-sealed containers with no traces of food on outside surfaces?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Food preparation, cooking and storage practices are sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	
13. Food scraps are disposed of properly?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Counters are wiped clean with soap and water or disinfectant after being used?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Knives are cleaned after each use?	<input type="checkbox"/>	<input type="checkbox"/>	
16. Floors are swept and wet mopped?	<input type="checkbox"/>	<input type="checkbox"/>	

## Kitchen Safety Checklist

Food Handling and Storage – cont.	Yes	No	Action to be taken
17. Heavier items are stored as low as possible and lighter items are stored in higher locations?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Refrigerators are running properly at an acceptable temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
19. Freezers are running properly at an acceptable temperature?	<input type="checkbox"/>	<input type="checkbox"/>	

Hygiene/Personal Protective Equipment			
20. Does the kitchen staff wash their hands before every shift and periodically throughout the day?	<input type="checkbox"/>	<input type="checkbox"/>	
21. Are gloves, hairnets and aprons supplied and being used, as necessary, by each of the staff?	<input type="checkbox"/>	<input type="checkbox"/>	
22. Are knives properly stored?	<input type="checkbox"/>	<input type="checkbox"/>	
23. When using knives do employees always cut away from their bodies?	<input type="checkbox"/>	<input type="checkbox"/>	
24. Are proper oven mitts available and used as needed?	<input type="checkbox"/>	<input type="checkbox"/>	
25. Precautions taken to prevent burns when working with steam pots?	<input type="checkbox"/>	<input type="checkbox"/>	
26. Personal Protective Equipment provided and utilized?	<input type="checkbox"/>	<input type="checkbox"/>	

Waste Management			
27. Is waste placed in appropriate, designated containers?	<input type="checkbox"/>	<input type="checkbox"/>	
28. Are food container lids securely closed?	<input type="checkbox"/>	<input type="checkbox"/>	
29. Food waste, food-contaminated items, other wastes separated?	<input type="checkbox"/>	<input type="checkbox"/>	
30. Are stored waste containers in a well-ventilated area?	<input type="checkbox"/>	<input type="checkbox"/>	
31. Are dumpsters properly located away from air intake vents, operable windows and food service doors?	<input type="checkbox"/>	<input type="checkbox"/>	

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