

Pizzeria Workplace Safety Audit Form

per federal OSHA standards 9 (29 CFR 1910)

federal standards available online at www.osha.gov

	Yes	No	Comments
Exterior			
Walkways clear and properly lit			
Hanging signs / awnings / menu boards secure			
Bottled gas cylinders, pipes, meters guarded / supported			
Safe employee access to garbage area			
Normal employee routes of travel free of clutter / grease / obstructions			
Compactors properly guarded			
Employees trained in and implementing proper compactor operation			
Means of Egress			
Sufficient number of exits provided for prompt employee escape			
All exits clearly marked "Exit" / doors that are not exits marked "Not An Exit"			
Exit signs meet OSHA requirements (letters min. 6" high / brushstroke min. 3/4" wide)			
All exits clearly illuminated			
Exit routes marked and unobstructed			
Exit doors fitted with emergency hardware / doors open toward exterior			
Emergency lighting installed / tested			
Exit doors in good repair			
Employees trained in safe evacuation			
Fire Protection			
Fire extinguishers permanently mounted / accessible / clearly signed / visible			
Extinguishers regularly inspected for proper charge / monthly service / annual service			
Automatic sprinkler system inspected annually / in working order			
Automatic fire protection system in cooking area inspected annually / in working order			
Automatic fire protection system manual controls accessible / clearly marked			
Grease collection hood clean			
Employees trained in fire protection / extinguisher use / automatic systems			
Emergency telephone numbers posted (does your area use 911?)			
Employees trained in extinguisher use			

Cold Storage			
Floors clean / dry / not slippery			
Cold storage entrance areas dry / floor mats in good condition			
Walk-in aisles unobstructed, sufficient width for easy passage			
Heavy items stored on lowest shelves			
Walk-in properly lit / light fixture guarded			
Interior door safety latch assembly / handle in good working order			
Blower fans guarded			
Electrical wiring guarded / marked / out of way			
Dry Storage			
Heavy items stored on pallets or shelves near floor			
Chemical substances stored below eye level			
Goods stacked or balanced to avoid falling			
Floors clean / dry / not slippery			
Sufficient lighting			
Light fixtures guarded / stored items at least 2' from fixtures and sprinkler heads			
Chemical Safety			
All chemical substances stored away from food / utensils			
Non-compatible chemicals (i.e.: flammables & oxidizers) stored in separate areas			
Chemical containers labeled / in good condition / covered			
Only necessary amount of cleaning or dishwashing chemicals open and available for use			
Non-flammable chemical substances used for cleaning hoods, fans, ducts, etc.			
Employees provided with and use proper protective equipment			
Complete Material Safety Data Sheets (MSDS) & Chemical Inventory available			
Employees receive hazard communication training prior to chemical exposure			
Employees receive annual hazard communication reviews			
Material Handling			
Hand trucks / carts available for heavy loads			
Whenever possible, vendors unload heavy items like kegs / syrup tanks / boxes			
Goods ordered in smaller containers if feasible to ease lifting by employees			
Goods shelved so employees do not lift from below knees or above shoulders			

Abdominal belts provided for and used by employees moving extremely heavy loads			
Employees trained on proper use and limitations of abdominal belts			
Employees trained to request assistance in moving heavy / awkward loads			
Employees provided training about proper lifting techniques prior to performing work			
Floor mats provided for employees who stand in one place for long periods			
Kitchen / Preparation Areas			
Aisles and walkways unobstructed			
Floors clean / dry / not slippery			
Portable signs used to warn of slippery floors or other temporary hazards			
Proper illumination / lighting guarded to protect workers from shattered bulbs			
Grease hoods / filters clean			
Guards for slicers / blades / belt & chain drives in place			
Machine guards set to proper clearance (consult owners manuals)			
Employees firmly secure slicer attachments before use			
Power switches guarded to prevent accidental turn-on			
Machines disconnected before food is removed or equipment cleaned			
Protective gloves issued to employees and are being worn			
Knives and other cutting blades sharpened, cleaned and properly stored			
Employees trained in slicer use and cleaning			
Can opener blades clean and in good condition			
Permanently placed machines anchored to prevent tipping or sliding			
Microwave doors, seals, handles in good working order			
Microwaves checked at least annually for radiation leakage			
Floor in front of ice maker dry and / or protective mat in use			
Compressed gas cylinders anchored			
Compressed gas cylinders safety valves capped when not in use			
Combustible kept a safe distance from heat sources, like furnace, water heater, etc.			
Employees trained in proper lifting technique (lift with legs, not back)			
Work processes help employees avoid repetitive motion and awkward posture			
Employees required to wear non-slip safety shoes			
Service Areas			
Carpeting in good condition, no tears, holes, protruding corners / edges			
Floors clean / dry / not slippery			
Chemical substances stored below eye level			

Chemical substances stored away from food, beverage and food contact surfaces			
Employees required to wear non-slip safety shoes			
Servers use proper technique when carrying loaded serving trays			
Servers / cashiers trained to properly handle irate customers			
Bussing staff receives blood borne pathogen hazard training and safe work practices			
Protective gloves provided for glass washing station			
Stainless steel scoop provided for icing drink glasses and pitchers			
Servers understand the hazards associated with cleaning substances and safe practices			
Work processes help employees avoid repetitive motion and awkward posture			
Electrical			
Cords in good repair, no splices, fraying, taped areas			
Cord plugs in good repair, no missing ground prongs			
Equipment plugged in so as not to overload individual circuit			
All grounding in place			
Employees do not have to lean on or against metal surfaces to deploy switches			
Switches / receptacles securely fitted with cover plates			
Switches easily accessible for emergency use			
Switches guarded to avoid accidental turn-on			
Live electrical parts guarded with approved cabinets			
Circuit breakers individually labeled to identify specific function			
Circuit breaker box securely closed / accessible / unobstructed			
Professional periodically checks equipment heat gauges, controls and thermostats			
Extension cords not used as substitute for permanent wiring installation			
Emergency / battery lighting operable			
Power tools have 3-prong plugs or are double insulated (marked on casing)			
Fall Protection			
Ladders in good condition / stored in dry area not subject to temperature extremes			
Employees inspect ladders before use			
Damaged ladders immediately placed out of service or destroyed and thrown out			
Non-metal ladders used for work around electrical circuits			
Employees understand and use proper climbing and descending techniques			
Fixed ladders in good repair / inspected for defects and traction before use			
Stairways of uniform width, properly guarded, risers of uniform height, kept slip-free			
Guardrail (42" top rail, mid rail, 4" toe board) protects open edges 6' or more above next			

lowest level.			
Employees do not climb on shelving, chairs, tables, kegs, tanks, etc.			
Emergency Response			
Written plan exists that covers applicable emergencies, such as weather, fire, etc.			
Employees receive training / understand emergency response policies and procedures			
Emergency contact information prominently displayed			
MSDS (Material Safety Data Sheets) up to date and accessible			
Delivery Fleet			
Drivers properly licensed and insured			
Vehicles in good condition / conform to local ordinance and state law			
Drivers follow existing laws, ordinances and rules of the road			
System in place by which management knows when a driver has been out too long			
Method of contact with drivers pre-arranged and followed			