



PSU KITCHEN SAFETY INSPECTION FORM

Date:		Inspector(s):	
Building:		Department:	

	Yes	No	N/A
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A. HOUSEKEEPING:

(1) Does the area have a clean and orderly appearance?			
(2) Is the kitchen free from trip/slip hazards?			
(3) Are "wet floor signs" or equivalent available and used when mopping floors?			

B. PERSONAL PROTECTIVE EQUIPMENT:

(1) Are heat-resistant gloves available and used where required?			
(2) Are cut-resistant gloves available and used where required?			
(3) Is clothing with short or close-fitting sleeves worn while cooking?			

C. FIRE PROTECTION:

(1) Are exits clearly identified and accessible?			
(2) Are fire extinguishers available and clearly accessible?			
(3) Are all fire extinguishers mounted to the wall?			
(4) Have all fire extinguishers been serviced within the past 12 months?			
(5) Are emergency pull stations visible and clearly accessible?			
(6) Do sprinkler heads have at least 18 inches of vertical clearance?			
(7) Are hoods, ducts, and filters kept free of grease accumulation?			
(8) Are combustible materials located away from ranges and other hot surfaces?			

D. ELECTRICAL SAFETY:

(1) Is all electrical equipment in good condition (no exposed wiring/frayed cords)?			
(2) Are all disconnecting means labeled to indicate their use or equipment served?			
(3) Is at least three feet of clear space provided in front of all electrical panels?			
(4) Are all electrical openings (knockouts) covered?			
(5) Are electrical enclosures (switches, outlets, etc) equipped w/ tight-fitting covers?			
(6) Are sufficient outlets provided to avoid the use of extension cords?			
(7) Are GFCI outlets provided where required?			

F. EQUIPMENT/MACHINERY:

(1) Is equipment free from any exposed moving parts/pinch points?			
(2) Is machine guarding in good condition and working properly?			
(3) Are all warning labels legible (e.g. hot surface labels)?			
(4) Are knives kept sharp and stored in racks or knife blocks when not in use?			
(5) Are step ladders in good condition?			

G. MATERIAL STORAGE AND HANDLING:

(1) Is all material stacked in a stable manner?			
(2) Are overhead objects secure?			
(3) Do employees use proper manual lifting techniques?			

	Yes	No	N/A
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H. OCCUPATIONAL HEALTH:

(1) Does ventilation have adequate flow?			
(2) Is lighting adequate?			
(3) Are there any repetitive motion concerns or awkward work postures?			
(4) Are Material Safety Data Sheets (MSDS's) available for all chemicals?			

I. HAZARDOUS WASTE:

(1) Are waste materials placed in the proper receptacles?			
(2) Is waste removed on a routine basis?			

J. MISCELLANEOUS:

Note any other miscellaneous hazards not covered by checklist:

COMMENTS:

Note any comments related to specific hazards uncovered during the inspection: