

**ILLINOIS DEPARTMENT OF PUBLIC HEALTH
DIVISION OF FOOD, DRUGS & DAIRIES**

Safety in Food Establishments

TO PREVENT COSTLY ACCIDENTS IN A FOOD ESTABLISHMENT AND LOSS OF TIME, LABOR AND MONEY, PLANNING AND FORETHOUGHT ARE NECESSARY. THIS CHECKLIST WILL HELP YOU ELIMINATE MANY POTENTIAL ACCIDENTS FROM OCCURRING IN YOUR ESTABLISHMENT.

FIRE PREVENTION

- Are fire extinguishers serviced at recommended intervals, at least once per year and after every use?
- Do employees know the "drill" if there is a fire? How to use the fire extinguisher? Which exits to use? Who will help the customers?
- Are Emergency Exit doors kept unlocked and unblocked?
- Do Exit lights and smoke detectors all work properly?
- Are ash trays emptied into metal containers to prevent smoldering fires in trash cans?
- Is the duct work in the kitchen ventilation system steam-cleaned annually to remove grease build-up? Many insurance companies require this for valid fire coverage.
- Are flammable liquids and materials stored away from stoves, ovens, water heaters with pilot lights, etc.?
- Are employees aware that long, loose sleeves, plastic gloves, other inappropriate clothing can be a danger when working over a hot stove, grill or deep fryer?
- To prevent explosions, no equipment that uses large quantities of flour (mixers, dough rollers) should be located near appliances with an open flame (gas stoves, grills, fryers, water heaters, etc.)
- Make sure traps of floor drains in rooms containing appliances with open flames are kept wet. If the trap dries out, sewer gas escaping into the room can explode.

HEALTH AND SAFETY

- Are employees aware of the dangers of unauthorized mixing of chemicals, especially bleach and ammonia?
- Are all medical compounds, burn ointments, etc. stored in a medicine chest so it is easily available but kept away from food and utensils?
- Do you keep emergency numbers for poison control, ambulance or emergency treatment, fire department, police department and health department near the telephone?
- Do you have a Choking Poster (required by State law) easily visible? Have you encouraged your staff to become trained in CPR?

- Sharp knives which require less force to cut are actually safer to use than dull knives.
- Are all spills cleaned up immediately to prevent falls?
- Stable step ladders or step stools should be available for reaching high storage areas.
- Do employees know the safe method of lifting heavy weights to prevent back injuries.
- Chemical containers should never be reused for food or different chemicals.
- Chemical containers should always be labeled.
- Pesticides and insecticides must be stored separately or below any other item including cleaners.

EQUIPMENT AND FACILITIES

- Are frayed electrical cords replaced to prevent fires and shocks?
- Are electrical junction boxes and outlets covered, switch plates in place?
- Are stairwells, basements, hallways, storerooms well lighted?
- Hand rails provide a needed safety factor on stairs.
- Are risers of equal height and treads in good repair on stairs?
- Is proper training and access to the equipment manual provided to employees who use sharp or dangerous equipment?
- Are the exhaust gases from all gas-using appliances and open cooking surfaces (especially where charcoal is used) exhausted to the outside to prevent an accumulation of carbon monoxide and other fumes inside the building?
- When the hinges on a microwave oven are damaged or the door does not close tightly, there may be danger from microwave radiation.
- Chain up empty and full CO₂ tanks so they cannot accidentally tip over.
- To prevent a slip hazard, abrasive strips or abrasive paint can be put down on floors that are often wet or greasy.

ALL EMPLOYEES IN A FOOD ESTABLISHMENT SHOULD BE MADE AWARE OF THESE DANGERS