University of Nebraska Lincoln

Safe Operating Procedure

(Revised 7/18)

SAFETY AUDIT GUIDELINES FOR KITCHENS

Safety audits represent one of the most important elements in the implementation of an effective occupational health and safety program. The importance of auditing is underscored in UNL's Injury and Illness Prevention Plan, which requires supervisors to conduct regular work area safety inspections. The benefits and purposes of conducting work area surveys are listed below:

- Identify uncontrolled hazardous conditions, processes, and work practices that may lead to injury, illness, or prohibited releases to the environment.
- Serve as a communication tool by which responsible individuals are made aware of the potentially hazardous processes, conditions, or work practices and appropriate control measures.
- Identify regulatory risk by assessing compliance with various regulatory standards.

The checklist and information provided below is not meant to cover every possible hazard that may exist, but rather as abridged guidelines to assess hazardous conditions and operations common to these types of spaces. Add additional inspection items as appropriate, based on past inspections, accident or near miss analysis, unique facility/equipment attributes, etc.

Problems? (Yes/No)	Inspection Item
Chemical Safety	
	Entrances to areas where hazardous chemicals are stored are identified with a door placard, and the placard is legible and accurate.
	An accurate inventory of hazardous chemicals stored or used in the area is readily available.
	Employees know how to access Safety Data Sheets for hazardous chemicals that are stored or used in their work areas.
	Chemical containers are labeled and labels are complete and legible.
	Chemicals are stored properly (e.g., gas cylinders restrained, flammable liquids in rated cabinets, incompatible chemicals are segregated, etc.).
	Food and/or drink are not stored or consumed in chemical use and storage areas.
	A properly stocked chemical spill kit is readily available.
	An ANSI-compliant shower and eyewash station is present and in good working condition in areas where toxic or corrosive chemicals are used; the eyewash is flushed weekly; and the shower is tested annually.
General Electrical Safety	
	Power strips and extension cords are plugged directly into a permanently installed electrical outlet (not each other).
	Extension cords are used only for temporary applications.
	Electrical cords are protected from damage and are in good repair (no loose plugs, broken insulation, etc.).
	Unused openings in electrical cabinets, boxes, and fittings are closed with appropriate covers, plugs, or plates and outlet faceplates are present and in good condition.
	Equipment and/or outlets are enclosed to protect against shock or electrocution.

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	Ground Fault Circuit Interrupters (GFCI) are installed on outlets/circuits in damp/wet locations (e.g., near sinks and in “wash down” locations).
	Electrical appliances and power strips (Relocatable Power Taps) are UL or FM approved and have not been altered in a manner that compromises the UL or FM approval.
	Three feet of clearance is maintained in front of electrical panels and breaker boxes; emergency shut-off controls to equipment are accessible.
Equipment and Machinery	
	Machines and equipment are clean and well maintained.
	Cords and plugs on machines/equipment are in good condition.
	All covers on machines/equipment are in place to protect the operator from contacting all power transmission components (e.g., belts, chains, rotating shafts, etc.).
	If hard-wired, a disconnect means to facilitate lockout/tagout is present.
	Guards on all equipment/machines/appliances are in good condition and properly placed to prevent operator contact with dangerous parts (e.g., slicers, mixers, etc.).
	Ancillary equipment to prevent lacerations, amputations, etc., are available and in good condition (e.g., push sticks for food processors and slicers, etc.).
	Knives are stored in racks or knife blocks.
	Lighting is sufficient to support safe conduct of work activities.
	Walk-in coolers/freezers are equipped with an operable latch release to prevent someone from being trapped inside if the door shuts.
	Carts and trolleys used for moving heavy or awkward items are available, of the appropriate design, and are in good condition.
	Equipment is arranged in a manner that minimizes risk of injury (e.g., do not need to reach across steamers or other hot surfaces, sharp blades, etc.).
Fire & Life Safety and Housekeeping	
	LPG cylinders are stored appropriately and the amount stored does not exceed allowable limits.
	Kitchen is equipped with at least one type K (Kitchen) fire extinguisher, and it is fully charged and has been inspected in the past year.
	Grease producing appliances are located under a kitchen hood.
	Hoods, ducts, and grease filters are free of grease build up.
	Hood/duct fire suppression system has been inspected in past six months.
	General housekeeping is sufficient to prevent build-up of grease, accumulation of water, or excessive ordinary combustibles.
	All means of egress are kept free of obstructions or impediments to full use in case of fire or other emergency.
	18” of clearance is maintained from sprinkler heads and/or 24” of clearance is maintained from the ceiling in non-sprinklered areas.
	Fire alarm pull stations and/or fire strobes are unobstructed.
	Emergency exit signs are in good condition and illuminate properly.
	Combustibles are protected from heat/flame sources.
Miscellaneous	
	Stock items are stored in a manner that does not create a hazard (e.g., heavy items placed low, stable stacks, etc.) and is ergonomically friendly.
	Furnishings are stable, designed for the intended load, or used/secured in a manner to prevent injury.
	Ladders and step stools are structurally sound, of the appropriate rated capacity, in good condition, and appropriate for the intended use.
	Employees have completed applicable safety training (e.g., Injury and Illness Prevention, Emergency Preparedness, Chemical Safety, etc.).
	Appropriate personal protective equipment (PPE) is available, consistently used by employees, appropriate for the operations conducted, sized to the users, and properly

	maintained (examples: cut-resistant gloves, heat-resistant aprons and sleeves, oven mitts, slip-resistant shoes, etc.).
Regulated Waste Management	
	Waste containers are in good condition, compatible with the contents, appropriately labeled (chemical name and indication of whether used/spent), and closed.
	Waste is stored in the same room where it is generated while awaiting EHS pickup.
	There is no evidence of improper disposal (e.g., trash, drain, evaporation, etc.).
	Unused chemicals that are inherently waste-like are not present (e.g., unlabeled/ unknown/ unwanted, etc.).
	Spent fluorescent lamps are contained in a sealed box, labeled as “Universal Waste Lamps,” and dated with a date less than 6 months old.
	Aerosol cans are not discarded. They are placed in the designated drum or container for collection/disposal by EHS.
Additional Items	