

Hazard Identification Checklist



Name of Client:

Location:

For restaurants, cafes and associated commercial kitchens

Use this checklist to identify potential health and safety problems in kitchens, storerooms or food preparation areas. If you answer no to any question, you may need to contact the client.

Burns	Yes	No	N/A
Is vegetable oil used instead of animal fat (remains in liquid form when cool)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the candidate have any VISA restrictions – Student / Working / Unlimited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a first-aid kit accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in safe work procedures (eg preventing burns in kitchens)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate personal protective equipment (PPE) available, such as aprons, closed shoes and heatproof gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Chemicals	Yes	No	N/A
Are chemical containers appropriately labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals stored in approved containers (not drink or food containers) and away from food preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a safety data sheet supplied for each hazardous chemical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained to use chemicals safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency contact numbers readily available (eg Poisons Information Centre)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers wear appropriate protective clothing/equipment when handling chemicals (eg nitrile gloves, apron, goggles, closed shoes)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Equipment	Yes	No	N/A
Is faulty electrical equipment removed immediately from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety switches installed to guard against electric shock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are safety switches tested on a regular basis by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a licensed electrical contractor hired to install and repair electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment regularly inspected, tested and maintained by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in working safely with electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Equipment	Yes	No	N/A
Is fire-fighting equipment kept in a clear, unobstructed place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does all gas equipment have a shut-off valve?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exhaust fans and hoods cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable materials, clothes and paper stored away from ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler systems and fire extinguishers installed and regularly inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff trained to use fire protection equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire blankets available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire evacuation and emergency procedures available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hot Conditions	Yes	No	N/A
Are air-conditioning and ventilation systems serviced on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system in place to minimise heat stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Knives and Sharp Tools	Yes	No	N/A
Are knives sharp, maintained and in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do slicing machines and butchers' steels for knife sharpening have hand guards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a suitable cutting board available and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are knives stored safely when not in use (eg knife shelf, block, sheath or wall-mounted magnetic strip)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are knives washed separately, not with other utensils or instruments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mesh gloves used when working with knives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dirty knives stored safely for washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers wear protective clothing, such as gloves and aprons, when handling sharp implements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for using knives safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Machinery and Equipment	Yes	No	N/A
Are sharp edges and moving parts appropriately guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are interlock guards fitted to the front edge of all compactor units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an emergency button accessible on compactor units?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are coffee machines and other pressure vessels fitted with low-level cut-off devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do under-counter compactors have an interlock switch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the equipment have appropriate safety instructions and signs on display?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained to use machinery and equipment safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for reporting and fixing faulty equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Workplace Environment and Layout	Yes	No	N/A
Is there adequate work space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are foot rails provided for workers who stand for long periods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workbenches height-adjustable, to reduce the risks associated with bending forward or reaching?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the bain-marie connected to the plumbing, to eliminate manually moving containers of water?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are large mixers positioned between knuckle and elbow height, to reduce bending at the waist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the storage area close to the working area, to reduce carrying distances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bulk goods delivered in small, easy-to-handle containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the height and location of shelving appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are heavy items stored on shelves at waist height or lower?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment and Mechanical Aids	Yes	No	N/A
Are mechanical aids or pumps used to transport liquid waste, such as oil?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there false bottoms in deep sinks, to reduce awkward bending at the waist?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys available to transport food or large quantities of dishes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do utensils and knives have ergonomic handles that allow for power grips?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there machines and tools to reduce manual chopping of vegetables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is long-handled cleaning equipment used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nature of Load	Yes	No	N/A
Is cooking oil purchased in containers that minimise force and awkward postures to handle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is used oil cooled down and moved in small metal containers with a secure lid and sturdy handle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are trolleys available to move heavy loads around the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is heavy equipment, such as chest freezers, on lockable castors, to make cleaning easier?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there signs near bins, to remind staff not to overfill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Practices	Yes	No	N/A
Are goods delivered close to the storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers given varied tasks, job rotation and frequent breaks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a maintenance schedule for equipment, such as knives and trolleys?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is manual task training given to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Security Violence	Yes	No	N/A
Is there a zero tolerance policy for aggressive and abusive customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is security lighting or video surveillance installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there locks on doors and windows?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are workers trained in the policy and procedures for managing aggressive and abusive customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are enough staff rostered to keep delays to a minimum, reducing the potential for customer aggression?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure in place to support workers exposed to critical incidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Managing Cash	Yes	No	N/A
Is cash stored safely and counted in a secure room?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cashless purchases (eg credit cards) encouraged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are bank deposits made at random times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a safe work procedure for handling and managing cash?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Slips, Trips and Falls	Yes	No	N/A
Does drainage prevent pooling of water and grease?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a spill procedure that requires immediate clean-up of all spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is non-slip flooring installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there appropriate 'wet floor' signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate floor-cleaning products used to clean floors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are passageways, entrances and exits kept clear and easily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floor surfaces, stairs and ramps well maintained (both indoors and outdoors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a policy in place for closed, non-slip footwear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Young Workers	Yes	No	N/A
Are young workers given induction training when they start?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are young workers trained in all safe work procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are young workers given clear instructions about tasks to be performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are young workers given close and competent supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a zero tolerance policy for harassment, skylarking, intimidation, offensive language and behaviour, initiations and practical jokes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do young workers know how to report unsafe conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a 'buddy' system in place to support new and young workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checked by:

Date: