



DIOCESE OF ALEXANDRIA

Diocese of Alexandria

Loss Control Inspection List - Food Service

Parish: _____ Facility _____

Date Inspected _____ Inspected By _____

ITEM	YES	NO	N/A	Comments, Deficiencies & Action Required	Date Corrected
Is a first aid and blood borne pathogen kit readily accessible and clearly marked for emergency use?					
Is the kit monitored regularly for an adequate, fresh supply of kit components?					
Is at least one employee per shift trained to administer first aid and/or CPR? If not, have local arrangements been made for prompt response by offsite personnel?					
Are all employees trained in medical emergency procedures to provide assistance and get help and are they required to report all accidents and injuries immediately?					
Are employees wearing sturdy, closed-toe, low-heeled shoes which minimize slips, falls, burns and cuts?					
Is the use of illegal drugs and alcohol prohibited to working employees?					
Are there restrictions or guidelines on loose-fitting clothing, jewelry or long hair to prevent entanglement in machinery and food contamination?					
Are all chemicals-solvents, caustics, pesticides, etc., - labeled, tightly covered and properly stored away from food stuffs?					

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Are non-flammable solvents or cleaning acids used to clean hoods, fans, ducts and grease-removal devices?					
Are portable fuel sources such as ignited charcoal, alcohol and liquefied petroleum gas, protected from combustibles, used in controlled quantities and handled only by those instructed in safety procedures and pertinent hazards?					
Do employees refrain from horseplay, teasing or otherwise playfully distracting fellow workers?					
Do employees refrain from running or rushing while performing their duties?					
Are employees attentive to their tasks?					
Are employees observing "no smoking" restrictions?					
Are correct manual lifting procedures followed – is the load kept as close as possible to the body, are knees bent and is the back straight – to prevent injuries?					
Do employees abstain from using boxes, chairs and other objects as makeshift ladders?					
Are aisle ways and traffic ways kept free of obstacles and obstructions?					
Are employees trained in the proper use of equipment that their duties require them to use and are they forbidden to use other equipment?					

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Do employees understand the hazards associated with each type and piece of equipment they use and do they use and maintain appropriate guards and other safety devices?					
Do employees handle machinery in a safe manner – do they shut off machines before removing, clearing them, unjamming blades and when unattended or not in use? Are lockout/tag out procedures followed?					
Are pots and pans on ranges kept with their handles turned to the back or side and out of the way?					
When handling hot objects are oven mitts and potholders, or are locked lifter handles used?					
Are foods prepared on surfaces that prior to use have been cleaned rinsed and sanitized to prevent cross contamination?					
Are proper washing, storage, thawing, heating and cooling procedures being followed to prevent food contamination and inhibit the growth of pathogens?					
Are employees restricted from using glasses or other fragile items in scooping ice, and are protective covers kept in place over bins when not in use, to keep ice free of foreign materials?					
Are broken, chipped and cracked glass, china and plastic being picked up and disposed of promptly in the correct manner?					
Are drinking glasses, vases and other glass objects stored in cases, cartons or racks – never nested on shelves within one another or otherwise presenting a breaking hazard?					

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Are grease filters, broilers, ovens and ventilation hoods and ducts kept free from accumulated grease and fat and are grease receptacles being emptied regularly?					
Are only approved pesticides used according to label instructions?					
Have employees been trained to double check to make sure all cooking and warming equipment is turned off when preparing to close the kitchen?					
Are Material Safety Data Sheets (MSDS) available for all hazardous materials used?					
Is the correct PPE used when handling drain and oven cleaners or other corrosive materials?					
Are slip-resistant waxes or polishes used in treating floors?					
Are portable signs used to indicate wet mopped floors or other temporary hazards?					
Is carpeting checked for holes, tears, loose threads and other tripping hazards?					
Is the traffic flow set so that patrons do not collide while carrying trays, obtaining condiments?					
Are broken, wobbly, unsteady, splintered or burred chairs and tables quickly repaired or replaced?					
Are wall and window decorations securely fastened and adequately recessed to prevent accidents?					

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Are diners guarded from hot, food-holding equipment and heating elements?					
Are instructions clearly posted to assist in choking emergencies?					
Are vending machines properly grounded?					
Are counters, steam tables, carts and other serving equipment free from sharp corners and in good condition?					
Are microwave ovens in good repair, especially doors and seals?					
Have thermostats such as those on cooking equipment and steam tables, been inspected by an authorized maintenance person or contractor?					
Is displayed food properly protected from contamination by display cases or other means and maintained at the required temperature?					
Is ventilation adequate to remove steam and dampness?					
Are traffic ways unobstructed by pans, dish tubs, racks and other obstacles?					
Are floors frequently monitored for excessive water, food spillage and tripping hazards from worn flooring materials?					
Are appropriate employees trained in the safe use of cleaning compounds and drying agents to prevent dermatological problems?					

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Do employees take adequate precautions to prevent burn injuries in conjunction with hot liquids and serving containers, steam and heat lamps?					
Do you perform scheduled inspections of glassware, china, flatware and plastic equipment for cracks, chips and defects?					
Are floors clean, dry and free from slippery substances?					
Are entrance ramps dry and non-skid?					
Are aisle ways free of boxes and cartons especially in walk-in refrigerators so that shelved items are reachable?					
Are safe step stools available and are they used for reaching shelved items?					
Are heavier and bulkier items stored on pallets or shelves near the floor?					
Are cartons piled at safe heights and where applicable? Are items cross stacked to avoid tipping or tumbling?					
Are cartons stored away from wetness or dampness which would cause their collapse?					
Are light fixtures operational, guarded, provided with two feet (minimum) clearance from stored items and adequate in number?					
Are blower fans properly guarded in refrigerated areas?					

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Is the emergency interior door latch to the refrigerated storage area in good working condition and is the alarm bell working?					
Are loading dock and entryway floors free from holes and obstructions?					
Is the loading dock and receiving area free from accumulated trash?					
Is the receiving area sufficiently lighted?					
Are the hand trucks, carts, dollies and other equipment in good repair?					
Are chocks provided to keep trucks and dollies from rolling during loading and unloading?					
Is care taken not to load carts to the point of their being a hazard to the handler?					
Are employees instructed in the correct operation of hand trucks and dollies?					
Are loaded dollies removed promptly from the receiving point to the storage area?					
Are proper tools provided for opening food crates, cartons, etc?					
Are food stuffs checked for foul smells, decomposed products, improperly maintained frozen/refrigerated foods, insect/rodent droppings and damaged/open cartons?					
Is safe access to food waste and trash containers maintained?					

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Is the disposal area free from broken glass, metal cans and food spillage?					
Are food waste and refuse containers adequate in number, insect/rodent proof and kept covered when not being filled or emptied?					
Are there proper holding racks and/or dollies for garbage containers?					
Are garbage cans washed and sanitized daily in hot water?					
Are employees who are using steam jet or steam hoses instructed in their safe use?					
Are gloves used when handling cans and broken glassware?					
Do employees operate compactors and incinerators in a safe manner, properly using guards and protective devices?					
Is combustible trash stored away from the building?					
Is smoking forbidden in trash storage areas?					
Are all local fire code requirements fulfilled for quantity, size, type and placement of required fire emergency Equipment?					
Is every exit in the building clearly marked with a visible, approved exit sign and with paths of travel to exits kept free of cartons, trash, equipment, etc.?					

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Are all exit doors provided with approved hardware? Do they operate properly?					
Are all fire extinguishers securely mounted, easy to see and easy to get to?					
Are all fire extinguishers tagged, noting monthly inspections and annual maintenance and identified for use?					
Have employees been trained in the use and type of fire extinguishers and do they know the location of them?					
Are periodic fire drills held for the employees?					
Have employees been instructed in evacuation procedures for employees, students and visitors, and are the telephone numbers for emergency services readily accessible to them?					
Have the automatic sprinkler systems, standpipes, hose installations and the automatic fire protection system over cooking appliances been inspected and serviced by qualified persons and are they now in operable condition?					
If cooking equipment has been added or relocated, have appropriate changes been made in the extinguishing system?					
Is all electrical equipment properly grounded?					
Are all energy disconnects correctly labeled and capable of being locked out with padlocks?					

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Is there an adequate supply of individually keyed padlocks and tags available for use as personal lockout devices?					
Are all electrical cords in good condition and properly used with no "permanent" extension cords being substituted for fixed wiring? Are electrical outlets adjacent to sinks & wet surfaces protected by GFCIs?					
Are fuses (or circuit breakers) on lighting and small appliance circuits of proper capacity and is the use of multiple plugs monitored to prevent overloading of circuits?					
Are switches for electrical equipment located so that they can be reached easily in the event of an emergency without having to lean on or against metal equipment?					
Are switches guarded properly to prevent inadvertent or accidental starting?					
Is adequate lighting provided throughout the facility? Are there any live but empty light sockets or live but damaged switches?					