



Unit / Location: _____

Date: _____

Completed By: _____

Health & Safety Unit Self-Assessment

Area:	Yes	No	Hazard Description	Corrective Action Required	Completion Date
Walk in Fridges/Freezers					
Lighting: operational bulbs, shielded or shatter-proof bulbs					
Floors: dry, free of slip or trip hazards					
Door Handle: allows for ease of opening from inside					
Storage: heavy items on lower shelves, items neat organized and not over-stacked					
Dry Storage					
Lighting: operational bulbs, shielded or shatter-proof bulbs					
Floors: dry, free of slip or trip hazards, no cracks in tiles, wet floor signs available and in use where necessary					
Equipment: step ladder available & in good condition					
Storage: heavy items on lower shelves, items neat organized and not over-stacked					
Equipment: shelves secured to wall					
Dish Room					
Lighting: operational bulbs, shielded or shatter-proof bulbs					
Floors: dry, free of slip or trip hazards, no cracks in tiles, wet floor signs available and in use where necessary					
Maintenance: plumbing & fixtures in good order, no leaks,					
Equipment: Dishwasher wash & rinse temperature in safe range, dishracks in good condition, no cut hazards					
Equipment: anti-slip mats in use, shelves secured to wall					
PPE: Long chemical gloves & goggles available, proper signage and storage					
Loading Dock					
Lighting: operational bulbs, shielded or shatter-proof bulbs					
Floors & Hallways: dry, free of slip or trip hazards					
Storage: orders moved & stored in timely manner					
Stairs & Ramps: salted, free from ice & snow					

Area:	Yes	No	Hazard Description	Corrective Action Required	Completion Date
WHMIS					
Vendor: only approved Ecolab products in use/storage					
Storage: chemicals stored in non-food storage area					
MSDS (required): Material Data Safety Sheets for approved product present and up to date					
Training: all employees completed WHMIS training module (to be confirmed by manager)					
Eye Wash Station: operational & tags dated & initialed					
Labels: all decanted product is properly labelled in new container/spray bottle					

Area:	Yes	No	Hazard Description	Corrective Action Required	Completion Date
Kitchen					
Lighting: operational bulbs, shielded or shatter-proof bulbs					
Floors: dry, free of slip or trip hazards, no cracks in tiles, wet floor signs available and in use where necessary					
Walkways: free of physical obstructions & trip hazards					
Equipment: cutting boards with grip edges available and free from deep cuts & gouges, knives stored properly					
Equipment: step ladder available & in good condition					
Equipment: Check overall maintenance on all major equipment* i.e. plumbing/leaks, gaskets, frayed cords, *steamers, ovens, kettles, fryers, woks, steam tables, hot box, grill, flat top griddle					
Stand Up Fridges/Freezers: plugs for all fridges not frayed or hot to touch, nothing stored on top or around, vent screen free from dust build up					
Maintenance: plumbing & fixtures in good order, no leaks. Gaskets around fridges and cooking equipment in tact					
Knife Safety: Availability of knife safety operational instructions and Instruction manual; "Knife Sharpener Check List"					
Knife Safety: Adequacy and condition of electric knife sharpener, Removable shavings drawer is empty/clean					
Knife Safety: Scrub brushes located in wash buckets around kitchen for cleaning knives					
Knife Safety: Knife Safety posters visible, in conspicuous areas throughout kitchen					
PPE: oven mitts & cut gloves & drying rack in good condition, available & in use when necessary					

Area:	Yes	No	Corrective Action Required	Completion Date
Staff Observations				
Lifting products properly				
Protective equipment used: oven mitts, cutting gloveuse enforced				
Approved non-slip shoes worn				
Servery Equipment: Check for leaks, freayed cords, guares in place, overall well maintained equipment: Coffee maker, Convection ovens, Steam tables, Mixers, Hot boxes, Slicers, Flat top grill, Toasters, char broilers, <u>Microwaves, panini press</u>				
Carts: available & working to move heavier products				
No extension cords being used				

Area: First Aid	Yes	No	Corrective Action Required	Completion Date
First Aid Kit: available and supplies replenished by firstaid@uwo.ca				
First Aid Kit: tagged with monthly dates & initials				
First Aid: copy of first aid certificates for current staff				
First Aid: certified first aider available				

Area: Health & Safety Board	Yes	No	Corrective Action Required	Completion Date
Poster (required): "In Case of Injury At Work" posted				
Poster (required): "Health & Safety at Work" posted				
Occupational Health & Safety Act of Ontario, R.S.O 1990, c.O.1 (required): posted & visible				
Policies (required): UWO Health & Safety Policy, Safe Campus Community Policy, Non-Discrimination/Harassment Policy				
Admin (required): Joint Occupational Health & Safety Committee Members Contact Information posted				
Admin: Previous month Health & Safety Unit Self-Assessment posted				
Admin: Job Hazard Analysis (JHA) available				
Admin: Previous month's hazards corrected, hazard reporting forms stored for four months in-unit				

Area: Emergency & Fire	Yes	No	Corrective Action Required	Completion Date
Extinguishers: checked, tagged, dated and accessible				
Emergency contact list: posted				
Exit lighting: working				
Emergency exits: accessible at all times				
Fire Emergency plan: posted				
Pull stations: accessible				

Employee Signature:

Unit Manager/ Supervisor Signature: