



Safety in Five

Topic: Housekeeping for Restaurants

Date: _____

Location: _____

Company: _____

Topic specifics relevant to your job

Good housekeeping goes hand in hand with maintaining a safe workspace for employees

- A cluttered workplace can lead to slips/trips/falls, struck-by incidents, ergonomic issues and fire hazards

Slip/Trip/Fall Prevention

- Report and clean up spills, leaks, grease accumulations and ice build-up
- Use wet floor signs to identify temporarily wet conditions
- Keep interior and exterior walkways clear of stock and debris
- Prohibit storage on stairs
- Use slip-resistant mats in vulnerable areas
 - Replace worn or damaged flooring and mats
- Change water after mopping greasy floors
- Evaluate lighting and replace non-functional light bulbs
- Keep ladder accessible for reaching top-tier stock

Prevent Falling Objects

- Keep stock storage tidy and neatly arranged

- Place heavier items on waist height racks and keep lighter items on top-tier shelves
- Refrain from placing objects near the edge of storage shelves
- Ensure shelving units and rack systems are stable
 - Secure racks to resist seismic activity

Fire Prevention

- Maintain a minimum of 18" of clear space between storage and automatic sprinkler heads
- Schedule cleaning of hood, duct, grease traps and filters
- Regularly empty trash receptacles
- Keep dumpster lid closed with surrounding area clear
- Do not store combustibles around heat-producing equipment (cooking line, water heater)
- Manage dust on surfaces

Ergonomics

- Regularly check and clean wheels on carts and hand trucks
- Maintain clean and smooth work surfaces
- Organize stock to minimize reaching or climbing

Attendees (Names/Signatures)	

Comments/Suggestions