



# Jackson County School District Manager Safety Checklist

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SCHOOL

MANAGER

DATE

## PREVENTING SLIPS, TRIPS AND FALLS

DOES NOT  
APPLY

- |  | YES                      | NO                       | DOES NOT<br>APPLY        |
|--|--------------------------|--------------------------|--------------------------|
| 1. Any dropped food, spilled liquids or grease is cleaned up immediately.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All employees wear properly fitted, slip-resistant shoe or shoe cover and proper uniform.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Entire floor is thoroughly cleaned each day with degreasing agent and "wet floor" signs are used when necessary.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All passageways are free of carts, boxes, trash cans, mop buckets, cords and other obstacles.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Walk-In Freezer and cooler floors are free from ice/condensation buildup and do not present a danger of causing slips or falls. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Oven doors are closed immediately after inserting or removing food.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Proper equipment is used for reaching upper shelves.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. No running or horseplay in preparation area.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PREVENTING CUTS

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Knives are kept sharp and are cleaned immediately after using and then stored correctly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Cut-resistant gloves are worn when using and cleaning slicers.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Safety Guards are utilized on equipment.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PREVENTING BURNS

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Safety procedures are followed when removing heavy pans from hot ovens, including wearing oven mitts or using pot holders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Safety procedures are followed when working with steamers, dish machines, fryers and ranges.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Instructions are carefully followed when using cleaning agents, and chemicals are never mixed together.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## PREVENTING BACK INJURIES

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1. Proper procedures are followed for lifting heavy objects. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Dollies or carts are used when needed.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Heavy or bulky objects are not stored on top shelves.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Recommendations or Comments: \_\_\_\_\_

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