



Safety & Security CHECKLIST

EMPLOYEE NAME _____ DATE _____

TOPIC	INITIALS (TRAINER)	INITIALS (WORKER)
1. Restaurant Manager contact information Name _____ # _____ Market Leader contact info Name _____ # _____		
2. Rights and responsibilities a) General duties of employees, workers, and supervisors (details in pocket guides and in PTEU and hands on training will be given and explained before starting tasks) b) Worker right to refuse unsafe work and procedure for doing so (immediately let supervisor know and report to a health and safety committee member (names and contact info posted near the schedule) or if unable contact your Market Leader. c) Worker responsibility to report hazards and procedure for doing so (immediately let your supervisor know and report to a health and safety committee member (names and contact info posted near the schedule) or if unable contact your Market Leader.		
3. Workplace health and safety rules a) must wear black non-slip kitchen shoes (closed no open toe) b) must wear safety glasses, hot gloves, heavy apron when filtering stoves c) must use oven mitts when transferring biscuit pans and removing from oven d) must say "hot stuff" when transferring hot items near other staff e) take care not to splash hot oil in the stoves (cooking chicken, placing fry baskets) f) place wet floor sign immediately following a spill and before mopping		
4. Known hazards and how to deal with them a) clean up any spill immediately to prevent slips b) Do not take short cuts when filtering the stoves (follow steps posted) c) Do not loiter near the fryers, be aware of the hot oil always lower items into the fryer slowly never drop. d) bend at the knee when lifting boxes. e) never push down garbage with bare hands foreign objects could poke (needles) f) only use equipment for the intended task.		
5. Safe work procedures for carrying out tasks a) Use the designated mop for spills (dry mop) b) When filtering let everyone around know, first step is to turn off the fryer, then place safety equipment on, follow procedure posted. c) do not drop items into the oil follow the guides on how to toss away from you, gentle rocking motions. d) do not lift items beyond your strength (20kg) ask for a helper, do not attempt to reach over your head use the safety step ladder and use a partner keep object close to your body and limit twisting. e) garbage in the washroom and the washroom could contain sharps do not push down. Change bag and carry away from your body.		



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6. Procedures for working alone or in isolation a) do not work alone. b) graveyard shifts have the dining room locked.		
7. Measures to reduce the risk of violence in the workplace and procedures for dealing with violent situations (dealing with irate customers) a) Focus on the emotions first. Remain calm, and try to calm the other person. b) Avoid escalating the situation. Find ways to help the irate customer save face. c) Listen carefully and try to put yourself in the customers shoes, so you can better understand how to solve the problem. d) If you cannot calm the person, ask for help. If you are feeling threatened in anyway call 9-1-1.		
8. Personal protective equipment (PPE) – what to use, when to use it, and where to find it a) non slip kitchen shoes need to be worn at all times. b) safety glasses, apron and hot gloves need to be worn when filtering. c) long rubber gloves to mix spicy chicken products. d) use disposable gloves when using cleaning products.		
9. First Aid a) first aid attendant names b) Locations of first aid kits and eye wash facilities c) How to report an illness, injury, or other accident (including near misses) inform your supervisor on duty as well as a member of the health and safety committee		
10. Emergency procedures a) Locations of emergency exits and meeting points create a diagram and post near the schedule. b) Locations of fire extinguishers and fire alarms c) How to use fire extinguishers P-Pull the pin on the handle A-Aim the nozzle at the base of the fire S-Squeeze the lever slowly S-Sweep from side to side		
d) What to do in an emergency situation 1) Stay calm 2) assess the situation Medical (Non-life-threatening call for first aid. Life threatening or unknown call 911) Fire (contained using fire extinguisher or pull fire suppression pull station. Uncontained or growing leave the building via an emergency exit and call 911 when you have reached the muster point) Earthquake stay away from falling debris and the fryer. Leave via an emergency exit to the muster point. If unable take cover under a table away from windows.		