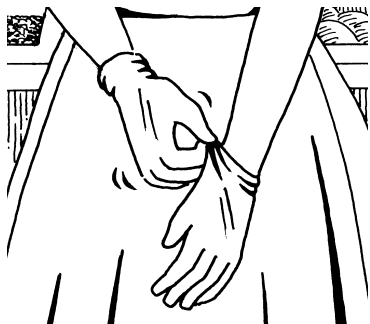


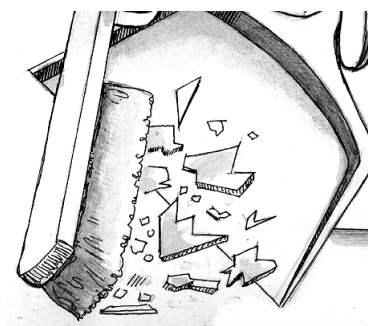
# Workplace Safety Checklist

## Personal Cleanliness & Hygiene



- Shower and wear clean clothes for each shift.
- Keep fingernails trimmed, and don't use nail polish or false nails while handling food.
- Don't wear perfume or cologne if you handle food.
- Remove jewelry before handling food.
- Wear gloves when you handle food that's ready to be served.
- Don't eat, drink, smoke, chew tobacco or gum or use toothpicks in food preparation areas.
- Wash hands with warm soapy water.

## Personal Safety



- Keep the work area free of clutter.
- Wear nonslip shoes.
- Avoid clothing that's loose-fitting or has dangling sleeves.
- Use your legs, not your back, when lifting.
- Push, don't pull, loads.
- Use mechanical tools to move loads when available.
- Dry hands before plugging in or unplugging equipment.
- Lock doors at closing time.
- Wear personal protective equipment when using chemicals.

## Kitchen Safety



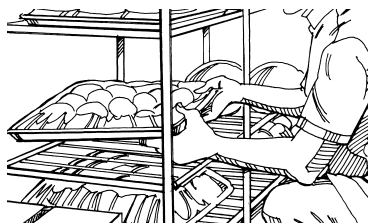
- Remove flammable items from cooking areas.
- Keep a lid nearby for each pan you're cooking with.
- Keep stoves and ovens clean.
- Turn off appliances that aren't being used.
- Know where fire extinguishers are and what they're used for.

## Kitchen Sanitation



- Keep food preparation areas clean and sanitized.
- Keep hand-wash stations stocked with soap and paper towels.
- Close doors to keep out pests.
- Keep floors clean.
- Dispose of waste and trash properly.

## Food Safety



- Keep food storage areas dry and at the proper temperatures.
- Keep foods separate from each other.
- Thaw foods in the refrigerator overnight.
- Keep hot foods at 140° F or above.
- Keep cold foods at or below 40° F.
- Wash, rinse and sanitize utensils between uses.
- Store chemicals away from food in properly labelled bottles.