



HOSPITALITY SERVICES
AT WESTERN

Completed by: _____
Unit / Location: _____
Date: _____

Area	Yes	No	N/A	Comments
Walk In Fridge/Freezer				
Adequate lighting, shielded or shatter-proof bulbs used				
Floors free of trip hazards				
Floors dry				
Heavy items on lower shelves				
Door handle on the inside works to allow door to open from inside				
Items stored properly - organized				
Walk In Fridge/Freezer				
Adequate lighting, shielded or shatter-proof bulbs used				
Floors free of trip hazards				
Floors dry				
Heavy items on lower shelves				
Door handle on the inside works to allow door to open from inside				
Items stored properly - organized				
Kitchen				
Adequate lighting, shielded or shatter-proof bulbs used				
Wet floor signs available and being used				
Floor free of trip hazards				
Floors dry				
Oven mitts available and being used				

Area	Yes	No	N/A	Comments
Proper cutting board set up				
Walkways free of trip hazards				
Plumbing in good condition; no leaks				
Knives stored properly				
Step ladder available				
Loading Dock				
Adequate lighting, shielded or shatter-proof bulbs used				
Floors free of trip hazards				
Walkways free of trip hazards				
Orders put away upon delivery				
CO2 cylinders properly stored				
Dishroom				
Adequate lighting, shielded or shatter-proof bulbs used				
Broken glass container available				
Plumbing in good condition; no leaks				
Dish racks in good condition, no cut hazards				
Emergency & Fire				
Extinguishers checked, tagged, dated accessible				
Emergency phone number - posted				
Exit lighting working				
Emergency exits accessible at all times				
Fire emergency plan - posted				
Pull stations accessible				

Area	Yes	No	N/A	Comments
Staff Observations				
Lifting products properly				
Protective equipment used i.e. oven mitts, cutting gloves				
Cleaning as they go				
Approved non-slip shoes worn				
Equipment - Check for leaks, frayed cords, guards in place, overall well maintained equipment				
Coffee maker				
Steamer gaskets				
Fryer baskets				
Kettles				
Woks				
Convection ovens				
Steam tables				
Mixers				
Hot boxes				
Slicers				
Flat top grill				
Toasters				
Char broilers				
Microwaves				
Carts – available & working to move heavier products				
No extension cords used				
PPE in good condition oven mitts, cutting gloves etc				
Dry Storage				
Heavy items stored on lower shelves				
Adequate lighting, shielded or shatter-prof bulbs used				

Area	Yes	No	N/A	Comments
Step ladder available & used				
Floor free of trip hazards				
Fridges - Plugs for all fridges, free of dust buildup, cords not frayed, plug is not hot, nothing stored on top or around				
First Aid				
First Aid kit available and stocked				
Date & initial tag on first aid kit to verify kit has been checked				
All injuries reported				
List of First Aid certified staff posted with first aid kit				
Certified First Aider available				
Additional first Aid supplies are ordered from Mike Mosley ext.84747 or scimjm@uwo.ca				
Administrative: H & S Baord				
OH & S Act - posted				
OH & S committee members - posted				
Minutes of last OH & S meeting - posted				
Name of certified First Aid staff member - posted				
UWO safety policy - posted				
Last month's checklist - posted				
Hazards corrected from last month				
JHA (job hazard analysis) available				
WHMIS				
Only Diversey products available				
Chemicals stored away from food				
MSDS sheets available for all chemicals and up to date				
All employees have completed WHMIS training				
Eye wash station available... Check operation				
Spray bottles labeled				
Form updated Oct 15/13				

HOSPITALITY SERVICES HEALTH & SAFETY COMPLIANCE ORDER

INSTRUCTIONS:

1. Complete one compliance order form for each infraction reported on the Monthly Safety Self-Assessment form (all categories checked in "no" column)
2. Completed compliance orders to be submitted with monthly assessment reports as follows:

Fax copies to:

Barry Russell (All Operations)	83950 or 519-661-3950
Unit Manager/Supervisor of Unit	Copy
Post on OH & S board	Copy



HOSPITALITY SERVICES
AT WESTERN

GENERAL INFORMATION:	
Unit/Location:	
Date:	
Inspector:	
UWO extension:	
Email address:	
HAZARD / DESCRIPTION:	
Be as specific as possible:	
Intended corrective action to be taken to eliminate the hazard i.e.: PPD called	
Intended completion date:	
Follow-up and completion:	
HAZARD RATING:	
Major: <input type="checkbox"/>	Potential of causing death, critical injury or lost time
Moderate: <input type="checkbox"/>	Potential of causing injury requiring medical services but not lost time
Minor: <input type="checkbox"/>	Potential of causing injury requiring first aid or no treatment

Inspector Signature: _____
 Hospitality Services Health & Safety Chair Signature: _____

Form updated Oct 15 / 2013

Date of Inspection: _____

FOOD SAFETY INSPECTION REPORT

HOSPITALITY SERVICES at The University of Western Ontario

Unit Name:

Inspected by:

Date of Inspection:


HOSPITALITY SERVICES
 AT WESTERN

Overall First Impression of the unit: sanitation, organization, etc. (1-10):

Temperature Control		YES	NO	CDI	N/O	N/A
Refrigerated & Frozen Storage of Hazardous Food/Cold Holding						
Food is held at 4 degrees Celsius (40 degrees Fahrenheit) or less						
Food is frozen at -18 degrees Celsius (0 degrees Fahrenheit) or less						
Food is cooled to 4 degrees Celsius (40 or less degrees Fahrenheit) within 4 hours						
Cooking/Hot Holding/Reheating of Hazardous Food/Thermometer Use						
Thermometers calibrate on a weekly basis and documented						
Check calibrations of thermometers						
Thermometers used to verify food preparation and storage temperatures						
Thorough cooking to minimum internal food temperature standards						
Hazardous food products cannot be in the temperature danger zone between 4 degrees Celsius (40 degrees Fahrenheit) and 60 degrees Celsius (140 degrees Fahrenheit)						
Hot holding: minimum of 60 degrees Celsius (140 degrees Fahrenheit) after cooking/rapid re-heating. Soup and chili are maintained at a hot temperature of greater than 60 C						
Re-heating: to 165oF within 2 hours						
Hot Holding: List item and temperature (140 F or more)						
Menu Item:	Temperature:					
Menu Item:	Temperature:					
Cold Holding: List item and temperature (40 F or less)						
Menu Item	Temperature:					
Menu Item	Temperature:					
Freezer Temps: List unit and temperature (0 F or less)						
Unit Temperature:						
Unit Temperature:						
Handwashing						
Washing hands thoroughly according HS hand washing policies						
Separate hand washing basin provided for food handlers						
Hand wash station has proper signage that is clean & on good shape						
Hand washing basin with supplies of soap and paper towels						
Protection from Food Handler Contamination/Hygiene						
Staff following HS jewelry policy watches, rings, piercings etc						
Food handler clean outer garments, All staff have hat & hairnet on						
Certified food handler on all shifts (is their card available & current)						
Gloves worn and changed as required						
Cross Contamination						
Separate raw foods from ready-to-eat foods during storage and handling						
All produce washed prior to using						
Food protected from potential contamination (e.g. food covered, labeled, off floor, stored on racks, sneeze guard, physical hazards, during display, during transport)						
Chemicals						
Chemicals to be stored separately from food						

Food Source and Supply		YES	NO	CDI	N/O	N/A
Only food from approved suppliers used, no home prepared foods						
Sanitation: Dishwashing and Sanitizing						
<i>Equipment and Utensils/Equipment</i>						
Proper storage of clean utensils (including single service utensils)						
Food contact surfaces Cleaned & Sanitizer as required						
Equipment, non-food contact surfaces and linen are maintained, designed, constructed, installed and accessible for cleaning						
Cutting boards in good condition - including sandwich stations						
Mechanical dishwashing: Wash, rinse, sanitizer						
Record Wash temperature:						
Record Rinse temperature:						
<i>Equipment and Utensils Sanitation/Manual Dishwashing</i>						
Manual dishwashing: Wash, rinse, sanitize technique						
Sanitizer test and record concentration:						
Knives and knife racks clean and free of encrusted food						
Can opener - clean & free of any food residue						
Utensils sanitized and stored in proper locations						
Slicers and food processors free from food buildup (tomato slicers)						
Sanitize test strips readily available and in use for sanitizing						
Food contact surfaces washed/rinsed/sanitized after each use and following any operations where contamination may have occurred						
Spray Bottle sanitizing system in place Check & record date on bottle____						
Suma D4 Quat sanitizer 200 ppm? Record Concentration:						
Green bucket for soap being used, Red bucket for storing cloths						
Waste Control						
Frequency of garbage, compost and recycled material removal adequate to maintain the premises in a sanitary condition						
Pest Control						
Adequate protection against the entrance of insects, rodents.						
Pest control companies last visit: record date_____						
Unit Maintenance						
Floors clean and in good repair						
Walls clean and in good repair						
Ceilings clean and in good repair						
Mechanical ventilation operable when required, clean filters						
Lighting adequate for food preparation and cleaning						
High standards of general housekeeping						
Compressors & coils on fridges and freezers free from dust						
Plugs on fridges free of dust buildup, cords and plug not frayed or hot						
Screens on sinks to prevent food from going down the drain						
Gaskets on all fridges, clean, in good condition and sealing properly						
Documentation						
Supervisor/Manager assigned for follow up						
Corrective actions identified						
Logs completed and accurate						

	Corrective actions addressed and have plan for completion					
1	Items for Correction:					
2						
3						
4						
5						
6						
7						
8						
9						
	Inspector Signature:	CDI = Corrected During Inspection, N/O = Not Observed at Time of Inspection, N/A = Not Applicable				
	Fax copies to:					
	Barry Russell (All Operations)	83950 or 519-661-3950				
	Post Copy on your Health & Safety Board					
	Unit Manager/Supervisor of Unit	Copy	Form updated Oct 15,2013			