



FOOD HANDLING... HEALTH & SAFETY STARTUP CHECKLIST

Unit Name _____ Date _____

Completed by: _____

	ITEM	YES	NO	Action required
	Health & Safety			
1.	First Aid kit available & stocked, regulation 1001 in the kit (red & white booklet)			
2.	Wet Floor Signs available/in good condition			
3.	Knives sharpened & rack clean			
4.	All equipment in good working condition			
5.	All PPE equipment available, oven mitts etc, cutting gloves & storage station available			
6.	Current Emergency phone numbers posted			
7.	Fire extinguisher available & dated			
8.	Outside loading dock area clean and well lit			
9.	Step stools available & in good working condition			
10.	H&S Boards...			
	• Act Available (green book)			
	• Policy Posted			
	• MSDS sheets available			
	• Evacuation plan posted			
	• JHA available			
	• Committee members posted			
	• Hazard reporting forms available			
	• Form 82 posted (4 steps when an accident occurs)			
	• List of online information available			
11.	Cards of certified first aiders posted on kit			
12.	All shelving secure			
13.	All staff are wearing non-slip shoes			
14.	All lights & Emergency lighting is working			
15.	Unit is free of trip Hazards			
16.	Accident/Illness flow chart process posted in office			
17.	Carts of good working condition			
18.	Cutting boards in good condition, including sandwich stations			

	ITEM	YES	NO	Action required
	FOOD SAFETY			
1.	Thermometers available & calibrated			
2.	Blue cloths available			
3.	Paper towel dispensers working properly			
4.	Hand soap dispensers working & stocked			
5.	Hand washing signage posted & in good condition			
6.	Hand sanitizer dispensers available & stocked			
7.	sanitizer dispenser working (check concentration - 200 PPM)			
8.	Test strips available			
9.	Backup supply of... <ul style="list-style-type: none"> • Hand Towels • Hand Sanitizer • Hand Soap 			
10.	HACCP sheets or Quick Check unit ready			
11.	All fridges & freezers working & have working thermometers in them, check temps & gaskets			
12.	Hand Sanitizers available for guests at cash stands			
13.	Dishwashers functioning (check water temps)			
14.	Replace any worn looking signage (hand washing etc).			
15.	Policies posted...(hair restraints, jewellery, fingernails)			
16.	Sanitizer spray bottles available with instructions, date tracking labels			
17.	Carts cleaned & sanitized			
18.	Only Diversey products available for use			
19.	WIPE signage posted (staff aware of program)			
	Corrective actions required...			
	Please return completed form to Barry Russell:			
	Email: brussell@housing.uwo.ca			
	Fax: 83950 or 519-661-3950			
	Intercampus Mail: Barry Russell, Room 130 - Lambton Hall			