



## Appendix E Food Service and Hospitality Workplace - Bakery Safety Checklist



What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply. Use a check mark to indicate that an item is OK. Use an X to indicate items that are unacceptable or need further assessment.

- Are normal hygienic food procedures being followed such as personal body and head coverings, general cleanliness, proper waste disposal procedures, sanitation procedures and refrigeration of perishables being followed?
- Are floors clean and free of spilled powders or liquids?
- Are materials in place to ensure the spills are cleaned up quickly?
- Are floors and aisles free of obstacles and uneven surface areas?
- Are mechanical aids such as carts, movers and lift trucks available to assist with lifting and moving heavy materials? Do the hand trucks have their casters set back to avoid catching people's feet?
- Are operational procedures and personal protection available for the proper use of cleaning chemicals? Is training provided?
- Are the handles of bake racks positioned so that the operator's hands do not extend beyond the outer edge of the frame?
- Are proper storage places, away from the worktables, provided for knives? Is mesh hand protection required when using knives?
- Are goods stacked neatly, in a manner to ensure stability and no higher than normal reach?
- Are guards (covers) provided over reciprocating-blade or rotational slicers? Is there an interlocking arrangement so that the machine cannot operate unless the covers are in place? Are all belts, chains, gears, pulley sprockets, conveyors and other moving parts on all equipment provided with guards?
- Are all dough mixers designed to require the use of both hands on the controls when the agitator is in motion and while the bowl is opened more than one-fifth of its total opening? Are lockouts provided to prevent accidental start-up when cleaning or servicing?
- Are lifting devices available to move bowls in and out of the mixing position and to and from other workstations?
- Do dough brakes have emergency stop bars at the table end or other safety devices designed to stop the rollers if the operator slips and falls or gets his/her hand caught in the rollers?
- Are routine inspections conducted using written inspection report forms to ensure maintenance is carried out and safe conditions are maintained?
- Are all grease/vapour producing cooking equipment such as donut machines, grills, and fryers equipped with ventilation and an approved automatic extinguishing system?
- Are all high temperature equipment equipped with high temperature cut-off devices which cut off the fuel or power source if the upper safe limit is exceeded? Are all hot water, steam, and any other hot pipes or exposed vessels labelled and guarded to protect employees' contact?

