

Inspection Preparation Checklist: Sanitation, Safety, and Security

The environment is conducive to protecting the health and wellness of the patients and employees through high levels of sanitation standards.

- Employees know state and local code requirements for food service establishments.
- Employees know basic principles of food service sanitation for equipment, personnel, food, and facility.
- Employees know causes of foodborne illnesses and infections, their characteristics, and the most commonly infected items.
- Employees know procedures to follow to prevent bacterial food poisoning.
- Employees know principles of personal hygiene.
- Employees know principles of the Hazard Analysis and Critical Control Point (HACCP) system or other appropriate safe food-handling techniques.
- Employees know sanitation principles associated with disposal and storage of garbage and refuse.
- Employees know the importance of verifying safety and security of food items received from food vendors.
- Employees know the importance of maintaining a food safety policy.
- Employees maintain a practice of handling clean and sanitized equipment and utensils to protect them from contamination.
- Employees ensure that processes are followed for maintaining food at the proper temperature at all times during freezing, thawing, preparation, holding, and serving.
- Employees implement rules of safe practice for handling or discarding leftover foods.
- Employees maintain daily temperature records of the equipment and food as dictated by supervisor, noting deficiencies and corrections.
- Employees implement a system of properly using, cleaning, and disinfecting approved garbage and trash receptacles and surrounding area on a regular basis.
- Employees demonstrate ability to recognize food quality and usability.
- Employees maintain storage cleanliness and sanitation in accordance with good housekeeping practices and sanitation guidelines.
- Employees have a firm understanding of infection control precautions.
- Food contact surfaces are cleaned at least once every 4 hours.
- Cutting boards are selected according to type of food used.
- Cleaning cloths are stored in a sanitizing solution.

An understanding of food temperature/time controls is demonstrated.

- Potentially hazardous foods are cooked adequately to required internal temperatures.
- Employees use thermometers to check food temperatures.
- Employees demonstrate knowledge of proper cooking temperatures for foods.
- Hot foods are held about 135°F.
- Cold food are held below 41°F.
- Leftovers are reheated rapidly to 165°F in 2 hours.
- Temperatures are checked and recorded prior to service.

- Employees use rapid cooling methods to achieve 140°F to 70°F in 2 hours and 70°F to 41°F in 4 additional hours.
- Employees know time and temperature relationships associated with microbiological safety, appearance, and palatability of food.

Employees practice acceptable personal hygiene habits.

- Employees wear clean and appropriate uniforms, including proper shoes.
- Jewelry is limited to watches, simple earrings, and plain rings.
- Fingernails are short, unpolished, and clean.
- Smoking is only allowed in designated areas.
- Gloves and utensils are used/changed as necessary.
- Employees wash hands as necessary.
- Eating, drinking, or chewing gum is permitted only in designated areas away from food preparation areas.
- Hair restraints are worn.
- Employees with infections restrict themselves from working with food, notifying their manager immediately.
- Employees take appropriate action when coughing or sneezing.
- Open sores, cuts, or splints/bandages are covered completely when handling food.

Employees store food in a safe and sanitary matter—refrigerators and freezers.

- Raw and cooked foods are stored separately.
- The first-in, first-out method of inventory rotation is practiced.
- The refrigerator and freezer units are clean.
- All food is properly wrapped, dated, and labeled.
- Temperatures are taken and recorded at least daily. Corrective action is taken as appropriate.
- Thermometers are conspicuous and accurate.
- Food is stored 6" off floor and 18" from ceiling.

Employees store food in a safe and sanitary matter—dry storage.

- Chemicals are stored away from food and food-related supplies.
- Food is stored in proper containers.
- Dry storage temperatures are between 50°F and 70°F.
- All food is properly wrapped, dated, and labeled.
- The area is cleared of debris and clean.
- The first-in, first-out method of inventory rotation is practiced.
- Food is stored 6" off floor and 18" from ceiling.

Sanitary warewashing principles are practiced.

- Utensils are allowed to air dry.
- Three compartment sink is used appropriately.
- Mechanical and manual warewashing ppm/temperatures are documented.
- Dishes and trays are checked for chips and cracks, and are discarded if necessary.

Sanitary garbage storage and disposal is practiced.

- Kitchen garbage cans are cleaned regularly.
- Boxes and containers are promptly removed from site.
- Garbage cans are emptied as necessary throughout the day.
- Employees use designated building entrances and exits to remove garbage.

A safe environment for performance of work is provided.

- Employees know principles of creating and maintaining a safe work environment.
- Employees know accident prevention guidelines.
- Employees know procedures for the use of fire extinguishers and/or fire extinguishing systems appropriate for each type of fire.
- Employees know safety standards for using equipment and maintaining facilities.
- Employees know the procedure for reporting accidents and injuries.
- Employees know the procedure to follow when handling utensils to prevent cuts and burns.
- Employees ensure the safety of facility floors, aisles, and walkways by eliminating factors that cause trips and falls.
- Employees demonstrate procedures for lifting and moving objects to prevent muscle and back injuries.
- Employees maintain a system for labeling and storing all chemicals and other hazardous materials in compliance with all local and state laws.
- Employees follow all manufacturer instructions for the proper use and care of equipment to prevent burns, cuts, and other injuries.
- Employees ensure that procedures for all hospital-wide drills are followed.
- Employees understand that safety and health are a shared responsibility. Employees know that everyone must take ownership of his/her own safety and that of co-workers.
- Employees communicate any concerns related to safety to supervisor in a timely manner.
- Employees know location of MSDS sheets for all chemicals used in kitchen.

Review Date 3/08
G-0559