

FOOD SERVICES

QUARTERLY HEALTH & SAFETY INSPECTION REPORT

This Rhodes University CHECKLIST [last updated **2018-12-11**] can be downloaded at www.ru.ac.za/safety/checklists

H&S Rep take report to **Caterer/Manager** to check & sign, keep on file for at least 3 years, & send a copy to: safety@ru.ac.za by no later than **20 March** (Term 1), **20 June** (Term 2), **20 August** (Term 3), **20 November** (Term 4).

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|--------------------------------------|--|--|---|--|
| Kitchen or building: | | | Which term does report refer to? (1/2/3/4): | |
| Caterer/Manager Name Surname: | | Understood & SIGNED by Caterer/Manager: | Date: | |
| Health & Safety Rep Name Surname: | | SIGNED by H&S Rep: | Date: | |
| Contact email address & tel: | | | Copy of this report sent to SHE Office - safety@ru.ac.za - on date: | |

| For GUIDING INFO, please go to the website links provided below ↓ | | Concern + action taken - give details + corrective actions, e.g. repair, requisition number, training, etc ↓ | Responsibility who will ensure action ↓ |
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| 1. BUILDING STRUCTURE & FACILITIES | | | |
| 1.1 | BUILDING: Any visible safety hazards/risks? For repairs please see www.ru.ac.za/facilitiesmanagement/services | | |
| 1.2 | FLOORS: a. Any visible safety hazards/risks to cause slipping/tripping? b. Wet floor signs used when mopping? | | |
| 1.3 | STAIRWAYS: Steps (if any) clearly visible, not slippery or damaged. Secure hand rails in place? | | |
| 1.4 | FACILITIES & HYGIENE: a. Ventilation & Lighting sufficient? b. All areas (including staff facilities e.g. toilets) clean, hygienic? | | |
| 2. EQUIPMENT & SAFETY INFO: | | Concern + action ↓ | Who will ensure action ↓ |
| 2.1 | MACHINERY & PORTABLE ELECTRICAL EQUIPMENT (e.g. v stove, oven, microwave, urn, tilt pan, fridge, etc): All in safe working order, no visible damage, plugs & cords ok? Please see www.ru.ac.za/safety/resources/electrical | | |
| 2.2 | SAFE WORKING PROCEDURES: a. Printed instructions visible for users of equipment and chemicals, with guidance/ training given? b. All cleaning materials & chemicals marked, stored correctly & separately from food? Please see www.ru.ac.za/safety/resources/practices | | |
| 2.3 | MSDS: Material Safety Data Sheets present and visible for all chemicals used? Please see www.ru.ac.za/safety/resources/labsafety | | |
| 2.4 | GAS: a. Cylinders (if any) secured with a bracket against wall? b. Used safely? c. Correct gas tubing used? d. Cylinders & valves checked, when? | | |
| 2.5 | GUARDS: Heat shields in place where necessary? Sufficient? | | |
| 2.6 | COLD STORAGE: Cold room door has a. handle inside so staff can get out safely, b. panic button? | | |
| 2.7 | CLEANLINESS: Cloths, chopping boards, etc kept clean and in good order? | | |
| 2.8 | SAFETY SIGNS & NOTICES: Standard signs present and visible? Maintained? | | |
| 2.9 | VEHICLES & TROLLEYS: a. How many RU vehicles/trolleys in use (if applicable)? b. Maintained and in safe working order? | | |
| 2.10 | LADDERS: a. Number of ladders (if any) in use? b. Maintained and in safe working order? c. Regular ladder safety inspections done? Please see | | |

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| | www.ru.ac.za/safety/resources/ladders | | |
| 2.11 | PPE: <u>a.</u> Personal Protective Equipment (safety shoes, hand/eye protection, etc) provided where required? <u>b.</u> Do staff use PPE as required? Please see www.ru.ac.za/safety/resources/personalprotectiveequipment | | |
| 2.12 | SAFETY DISCUSSION: Safety, health and environmental concerns discussed in regular staff meetings? | | |
| 2.13 | REPORTING PROCEDURES: <u>a.</u> Staff know how to report any unsafe/unhealthy conditions or accidents? <u>b.</u> Any incidents reported this term, and if so, were concerns attended to? Please see www.ru.ac.za/safety/incidents | | |
| 3. | FIRST AID: | Concern + action ↓ | Who will ensure action ↓ |
| 3.1 | FIRST AID BOX: <u>a.</u> Present, accessible? <u>b.</u> Sign to show where it is? <u>c.</u> Contents up to date? Please see www.ru.ac.za/safety/firstaid/firstaidbox | | |
| 3.2 | FIRST AIDERS: <i>Visible</i> contact details of Health Care Centre + closest RU First Aiders* readily available? *All listed at www.ru.ac.za/safety/firstaid/rufirstaiders | | |
| 4. | FIRE SAFETY: | Concern + action ↓ | Who will ensure action ↓ |
| 4.1 | FIRE DRILLS: Have Food Services staff been involved in a fire drill this year? Please provide: <u>a.</u> date & time; <u>b.</u> evacuation time; <u>c.</u> numbers (e.g. present /total); <u>d.</u> comments & corrective action; <u>e.</u> <u>IF automatic alarm:</u> did CPU receive alarm signal? Please see www.ru.ac.za/safety/fire/firedrills | | |
| 4.2 | EMERGENCY EVACUATION PLAN: <u>a.</u> Is a detailed plan of action for emergency evacuation in place? Please get "Emergency Evacuation Plan of Action GENERIC" at www.ru.ac.za/safety/fire/evacuation <u>b.</u> Is the plan well displayed, have all Food Services staff been made aware of it? | | |
| 4.3 | FIRE SAFETY GUIDELINES & TALKS: <u>a.</u> Fire safety info on display? <u>b.</u> When was a fire safety talk/demo held for <u>all</u> staff? Please see www.ru.ac.za/safety/fire/firesafetytraining | | |
| 4.4 | FIRE FIGHTING EQUIPMENT: <u>a.</u> Extinguishers &/or fire hoses in place and accessible - also to people with disabilities? <u>b.</u> Signage present to indicate their position? <u>c.</u> Seals unbroken? <u>d.</u> Last service date? Please see www.ru.ac.za/safety/fire/extinguishers | | |
| 4.5 | EMERGENCY EXITS: <u>a.</u> Clearly marked (signage)? <u>b.</u> Not blocked by bins/boxes/furniture/equipment? <u>c.</u> Can be opened quickly? Please see www.ru.ac.za/safety/fire/evacuation | | |
| 4.6 | EXIT ROUTES: <u>a.</u> Clearly marked and kept clear at all times? <u>b.</u> Emergency lights present and in working order? Please see www.ru.ac.za/safety/fire/evacuation | | |
| 4.7 | FIRE ALARM: <u>a.</u> What device/method is used to warn staff to evacuate (automatic alarm/break glass/ whistle/hand bell/other)? <u>b.</u> <i>Visible</i> instructions on how to warn others or activate alarm in emergency? <u>c.</u> <u>IF automatic:</u> sensors in working order, not covered? | | |

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| | Please see www.ru.ac.za/safety/fire/alarms | | |
| 4.8 | POTENTIAL FIRE HAZARDS: Please give careful thought to things that might be a fire hazard (e.g. faulty electrics, piles of boxes/papers, flammable oil, heater left on under desk, etc) and confirm: <u>a.</u> no apparent fire hazards; & staff regularly reminded about <u>b.</u> safe use of electrical appliances & <u>c.</u> never tamper with <i>any</i> fire safety equipment. Please see www.ru.ac.za/safety/fire | | |
| 5. ENVIRONMENTAL RESPONSIBILITY: | | Concern + action ↓ | Who will ensure action ↓ |
| 5.1 | HEALTH & WELLNESS: <u>a.</u> Staff made aware that wellness issues increase likelihood of accidents? <u>b.</u> Made aware of the role of Peer Educators and the Institutional Wellness Specialist? <u>c.</u> Rights of non-smokers, <i>RU Smoking Policy</i> enforced? (smoking & butt disposal bin downwind & well away from doors, windows, aircon inlets). Please see www.ru.ac.za/safety/resources/smoking | | |
| 5.2 | WASTE, RECYCLING, HAZMAT: <u>a.</u> 2-bag system in place? BLUE bag = disposable, CLEAR bag = recycling. Please see www.ru.ac.za/groundsandgardens/services/recycling <u>b.</u> Food waste recycled to pig farms or worm farms? Please see www.ru.ac.za/environment/resources/waste/recycle/organic <u>c.</u> Are staff made aware that items like blood, used oil, broken glass, CFLs, bleach, used batteries, etc, are hazards? <u>d.</u> Are these collected separately for safe disposal? Please see www.ru.ac.za/safety/resources/hazmat | | |
| 5.3 | ENVIRONMENTAL SUSTAINABILITY POLICY: <u>a.</u> Staff made aware of policy? <u>b.</u> Do they support efforts to save water & electricity, and reduce waste? <u>c.</u> Water restrictions implemented when called for? Please see www.ru.ac.za/environment/policy ... /environment/resources/water | | |
| 6. ANY OTHER CONCERNS: | | Concern + action ↓ | Person Responsible ↓ |
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Health & safety inspection and reporting is a legal requirement – [Occupational Health and Safety Act \(1993\)](#).

More info: RU Safety Health & Environmental (SHE) Office: 046 603 7205, safety@ru.ac.za or go to www.ru.ac.za/safety