



### RESTAURANTHUB OCCUPATIONAL RISK, HEALTH & SAFETY CHECK.

- The Occupational Risk, Health, and Safety check is a monthly check done to ensure the safety of your team and your guest.
- The point of departure for this exercise is to appoint a Safety Representative who will be responsible to co-sign this document once completed.
- The Safety Rep can also double up as a Fire Marshal to have a comprehensive oversight regarding the health and safety of team members and guests.
- You want your premises and equipment to be in top tip condition so that none of the assets and or the condition of the assets can cause your team or guests any harm.
- Therefore a detailed monthly check that needs to be completed and kept on file.
- If any faults are found the team member completing the document can note such and action the repair or corrective measure immediately.
- Proof of this documentation and actions are kept on file in the case of accidental or occupational injuries.
- Accidents do happen, therefore called accidents, proof of maintenance and upkeep will be material to show that it was not the owner or general manager's cause or neglect that was instrumental in an incident.
- If you struggle for time like most of us, RESTAURANTHUB Management Consultants are available to complete the audits on your behalf at a nominal rate.
- Please contact Marius Joubert on 0605254998 or [marius@restauranthub.co](mailto:marius@restauranthub.co)

| RESTARANTHUB OCCUPATIONAL RISK, HEALTH & SAFETY CHECK |                             |   |               |         |
|---|-----------------------------|---|---------------|---------|
| MONTH:  |                             |   |               |         |
| H&S REPRESENTATIVE:                                   |                             |   |               |         |
| STORE:  |                             |   |               |         |
| DATE:   |                             |   |               |         |
| AREA  | STANDARD                    | ✓ | RISK ASSESSED | REMARKS |
| BUILDINGS   | STRUCTURAL DAMAGE           |   |               |         |
|   | BROKEN WINDOWS              |   |               |         |
|   | DAMAGED PAVING              |   |               |         |
|   | DAMAGED DRAINAGE            |   |               |         |
| FLOORS AND CEILINGS                                   | STRUCTURAL DAMAGE           |   |               |         |
|   | CLEAN                       |   |               |         |
|   | NOT SLIPPERY                |   |               |         |
| LIGHTING  | ALL IN WORKING ORDER        |   |               |         |
| VENTILATION HVAC                                      | ALL WORKING                 |   |               |         |
|   | NO BLOCKAGES                |   |               |         |
| STORE HYGIENE   | CLEANLINESS                 |   |               |         |
|   | TOILETS WORKING AND CLEAN   |   |               |         |
|   | CHANGE ROOMS CLEAN & NEAT   |   |               |         |
|   | LOCKERS CLEAN & NEAT        |   |               |         |
|   | NO BROKEN TILES             |   |               |         |
|   | ALL LIGHTS WORKING          |   |               |         |
|   | WASTE DISPOSED OF CORRECTLY |   |               |         |

|                              |                              |  |  |  |
|------------------------------|------------------------------|--|--|--|
|                              | RECYCLING SYSTEM             |  |  |  |
| POLLUTION                    | DRAINS NOT BLOCKED           |  |  |  |
|                              | NO BAD SMELLS                |  |  |  |
|                              | EXTRACTION CLEAN             |  |  |  |
|                              | EXTRACTION FILTERS WORKING   |  |  |  |
| PASSAGES AND ISLES & LADDERS | NO STORAGE BLOCKAGES         |  |  |  |
|                              | SAFE                         |  |  |  |
|                              | ESCAPE ROUTES CLEARLY MARKED |  |  |  |
| STACKING & STORAGE           | CLEAN                        |  |  |  |
|                              | NEAT                         |  |  |  |
|                              | SAFE                         |  |  |  |
| NOTICES                      | ALL AVAILABLE                |  |  |  |
|                              | NOT DAMAGES                  |  |  |  |
|                              | CLEARLY LEGIBLE              |  |  |  |
| DB AND ELECTRICAL            | CLEARLY MARKED               |  |  |  |
|                              | LEGIBLE                      |  |  |  |
|                              | SAFE                         |  |  |  |
|                              | ALL WORKING                  |  |  |  |
| COMPRESSED GASSES            | GAUGES WORKING               |  |  |  |
|                              | LINE SAFE                    |  |  |  |
|                              | HOSES SAFE                   |  |  |  |
|                              | NO DAMAGE                    |  |  |  |
|                              | CYLINDERS HIDRO DATE         |  |  |  |
|                              | SAFELY SECURED               |  |  |  |
| CHEMICALS                    | STORAGE SECURE               |  |  |  |
|                              | NOT WITH FOODSTUFF           |  |  |  |

|                            |                              |        |  |  |
|----------------------------|------------------------------|--------|--|--|
|                            | CONTENTS CLEARLY MARKED      |        |  |  |
| ELECTRICAL APPLIANCES      | NO DAMAGE                    |        |  |  |
|                            | ALL WORKING                  |        |  |  |
|                            | CORDS IN GOOD HEALTH         |        |  |  |
|                            | PLUGS ALL WORKING            |        |  |  |
| FIRE EQUIPMENT             | ALL IN PLACE                 |        |  |  |
|                            | SERVICING IN DATE            |        |  |  |
|                            | GAUGES WORKING-GREEN         |        |  |  |
|                            | SEALS ALL INTACT             |        |  |  |
|                            | FIRE MARSHAL APPOINTED       |        |  |  |
| GENERAL SAFETY             | FIRST AID BOXES IN DATE      |        |  |  |
|                            | SAFETY REGISTER UP TO DATE   |        |  |  |
|                            | TRAINED FIRST AIDERS ON DUTY |        |  |  |
|                            | FIRST AID BOXES MARKED       |        |  |  |
|                            |                              |        |  |  |
| SIGNED BY SAFETY REPS:     |                              | DATE : |  |  |
|                            |                              |        |  |  |
| SIGNED BY GENERAL MANAGER: |                              | DATE : |  |  |
|                            |                              |        |  |  |