

**MINNESOTA DEPARTMENT OF CHILDREN, FAMILIES & LEARNING**  
**SCHOOL FOOD SERVICE MUSCULOSKELETAL INJURY PREVENTION EVALUATION TOOL**  
**FINAL PREPARED 7/27/2000 BY**

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Evaluation Date \_\_\_\_\_ Evaluator \_\_\_\_\_  
Kitchen Manager \_\_\_\_\_ Telephone \_\_\_\_\_  
School Name & Address \_\_\_\_\_

**Food Storage Areas - Dry Storage**

Questions	Answers		Potential Recommendations
	YES	NO	
Do employees report difficulty taking items from loading dock to the storage area?			<ul style="list-style-type: none"> <li>• Arrange for delivery person to drop off items in the storage room.</li> <li>• Evaluate type of carts for proper movement of materials.</li> <li>• Use carts to facilitate delivery.</li> <li>• Minimize the number of material transfers.</li> <li>• Instruct staff in proper body mechanics technique (esp. lifting and push/pull movements)</li> </ul>
Does moving stored items require moving other boxes/items first?			<ul style="list-style-type: none"> <li>• Make changes around storage design to allow access to items without moving other items first.</li> <li>• Place stored items on flat bed cart so they can be moved aside.</li> <li>• Instruct staff in proper body mechanics techniques.</li> </ul>
Are boxes stored on the floor?			<ul style="list-style-type: none"> <li>• Store on dunnage at least 12' off the floor.</li> <li>• Instruct staff in proper body mechanics techniques with emphasis on lifting.</li> </ul>
Are chemicals stored in the same area as food?			<ul style="list-style-type: none"> <li>• Separate food and chemical storage, per MN Food Code. (Death has resulted from inadvertent replacement of chemicals for food items.)</li> </ul>
Are items weighing greater than 25 pounds stored above shoulder or below knees?			<ul style="list-style-type: none"> <li>• Store heavy items on carts.</li> <li>• Store heavy items at waist height.</li> <li>• Purchase in smaller sizes.</li> <li>• Utilize ladder and two person lift for items above shoulder level.</li> <li>• Establish policy regarding two person lifts for heavier items</li> <li>• Instruct staff in proper body mechanics techniques.</li> <li>• Use lipless shelving to reduce need for lifting product</li> </ul>
Are heavy items stored between shoulder & hip?			<ul style="list-style-type: none"> <li>• Instruct staff in correct body mechanics techniques</li> </ul>
Is food stored on wood pallets?			<ul style="list-style-type: none"> <li>• Eliminate wood pallets; they are not cleanable.</li> </ul>

**Food Storage Areas - Dry Storage – continued**

Questions	Answers		Potential Recommendations
	YES	NO	
Is can storage awkward and stock rotation difficult?			<ul style="list-style-type: none"> <li>• Use can storage racks on casters to allow for easy stock rotation and reduce the number of material transfers.</li> <li>• Adjust or purchase shelving to improve storage area efficiency.</li> <li>• Instruct staff in proper body mechanics techniques</li> <li>• Goal – Storage of cans between shoulder and knee height.</li> <li>• Minimize can usage.</li> </ul>
Are items frequently used in other areas stored on fixed stations?			<ul style="list-style-type: none"> <li>• Purchase movable shelves on wheels or mobile spice racks.</li> <li>• Instruct staff in proper body mechanics techniques.</li> </ul>

**Food Storage Areas - Cooler**

Questions	Answers		Potential Recommendations
	YES	NO	
Are boxes stored on the floor?			<ul style="list-style-type: none"> <li>• Install shelves or dunnage with a minimum height of one foot.</li> <li>• Put items on carts.</li> <li>• Instruct staff in proper body mechanics techniques (especially lifting, pushing, pulling movements).</li> </ul>
Is cooler overcrowded?			<ul style="list-style-type: none"> <li>• Incorporate “just in time delivery” system; increasing the number of deliveries</li> <li>• Change menu selection to require fewer refrigerated items. * Rent cooler space.</li> <li>• Build more cooler space.</li> <li>• Keep items in center on flat bed carts or mobile racks.</li> </ul>
Are floors slippery from condensation?			<ul style="list-style-type: none"> <li>• Fix the drain for the condensation.</li> <li>• Address cause of condensation to reduce occurrence of same if feasible</li> <li>• Discuss features (slip resistant soles) which should be considered when purchasing work shoes.</li> <li>• Install slip resistant strips on floor.</li> </ul>
Is the door difficult to open/close?			<ul style="list-style-type: none"> <li>• Request evaluation and remediation by Maintenance staff</li> <li>• Lubricate/repair door</li> <li>• Consider development and implementation of a Preventive Maintenance Program</li> </ul>
Is it difficult to move carts in and out of Cooler?			<ul style="list-style-type: none"> <li>• Eliminate height difference between cooler and kitchen by ramping or grinding.</li> </ul>
Is shelving utilization ineffective?			<ul style="list-style-type: none"> <li>• Evaluate use of shelving and either 1) order extra shelving and insert where needed, 2) adjust heights of shelves, 3) purchase dunnage shelving if bottom shelf is holding cases of canned products, and/or 4) intervene in other ways as indicated</li> </ul>

**Food Storage Areas – Freezer**

Questions	Answers		Potential Recommendations
	YES	NO	
Is ice buildup present at the inside entrance to the freezer?			<ul style="list-style-type: none"> <li>• Fix the cooling unit condenser.</li> <li>• Assure that door gasket is in good condition.</li> <li>• Assure that heat strip is operating properly around doorframe.</li> <li>• Redesign the drain for the condenser unit.</li> <li>• Concern: This is a safety hazard for slips, trips and falls and requires immediate attention.</li> <li>• Discuss features (slip resistant soles) which should be considered when purchasing work shoes.</li> </ul>
Are items frequently moved in and out of the freezer stored on fixed shelves?			<ul style="list-style-type: none"> <li>• Use moveable storage racks and carts.</li> <li>• Instruct staff in proper body mechanics techniques.</li> </ul>
Is the Freezer overcrowded?			<ul style="list-style-type: none"> <li>• Adjust the menu list to require fewer freezer items.</li> <li>• Evaluate use of shelving and either 1) order extra shelving and insert where needed, 2) adjust heights of shelves, 3) purchase dunnage shelving if bottom shelf is holding cases of canned products, and/or 4) intervene in other ways as indicated</li> <li>• Rent freezer space.</li> <li>• Use “just in time delivery” system or increase number of deliveries per week.</li> <li>• Construct more freezer space.</li> <li>• Allow paid time to rearrange and remove unneeded items.</li> </ul>
Is it difficult to move carts in and out of the Freezer?			<ul style="list-style-type: none"> <li>• Use a flat bed cart with a handle that can be attached at either end.</li> <li>• Eliminate height difference between freezer and kitchen by installing a ramp that does not pose a slip-trip-fall hazard.</li> <li>• Eliminate height difference between freezer and kitchen by grinding down lip to allow for smooth entry/exit of carts.</li> <li>• Develop policy regarding two person movement of carts.</li> </ul>
Are carts bent or buckled and not strong enough for the items placed on them?			<ul style="list-style-type: none"> <li>• Purchase carts with a heavier weight capacity and large casters.</li> <li>• Institute a preventive maintenance program to inspect and repair carts on a regularly scheduled basis.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Is the door difficult to open and close?			<ul style="list-style-type: none"> <li>• Request evaluation and remediation by Maintenance staff</li> <li>• Lubricate/repair door</li> <li>• Consider development and implementation of a Preventive Maintenance Program.</li> </ul>

**Food Storage Areas – In Food Preparation Area**

Questions	Answers		Potential Recommendations
	YES	NO	
Are cabinets fixed without wheels?			<ul style="list-style-type: none"> <li>• Consider mobile cabinets with casters and bumpers on the perimeter.</li> <li>• Instruct staff in proper body mechanics techniques.</li> </ul>
Is there a manual can opener being used with a high volume of cans?			<ul style="list-style-type: none"> <li>• Use an electric can opener.</li> <li>• Assure that manual can opener is in good repair; change blades frequently</li> <li>• Order product delivered in plastic bags or pouch pack</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> <li>• Instruct employees in proper body mechanics techniques.</li> </ul>
Has recycling of cans resulted in injuries or reports of musculoskeletal discomfort?			<ul style="list-style-type: none"> <li>• Do the minimum required by the recycling firm.</li> <li>• Purchase food in containers other than cans when possible.</li> <li>• Consider use of convenience foods, i.e. spaghetti sauce in a pouch pack, preformed cookies and bread products.</li> </ul>
Do employees report experiencing hand, wrist arm and/or back discomfort while chopping fruits, vegetables, etc.?			<ul style="list-style-type: none"> <li>• Purchase pre-chopped vegetables and salads.</li> </ul>
Is cooking done on stovetop because there is no large steam kettle?			<ul style="list-style-type: none"> <li>• Consider feasibility of installing a trunnion.</li> <li>• Do team lifting if kettles are heavy.</li> </ul>
Are pans used for cooking large and heavy when full?			<ul style="list-style-type: none"> <li>• Consider purchase of smaller pans</li> <li>• Consider modification of recipes so smaller units can be cooked at a time</li> <li>• Consider another recipe</li> </ul>
Is food preparation done without the use of an electric knife?			<ul style="list-style-type: none"> <li>• Consider purchase of an electric knife</li> </ul>
Are knives assessed and sharpened only when they no longer cut effectively?			<ul style="list-style-type: none"> <li>• Develop and implement a Preventive Maintenance Program to include regular sharpening of knives</li> <li>• Purchase proper knives for food preparation needs</li> <li>• Purchase knives with “comfort” handles</li> </ul>
Is there only one type of knife available for use in preparing food?			<ul style="list-style-type: none"> <li>• Assess variety of food preparation requiring use of a knife and assure that a variety of knives are available so that the correct knife is used for the purpose intended?</li> </ul>

**Kitchen Preparation Areas – Mixers/VCMs?**

Questions	Answers		Potential Recommendations
	YES	NO	
Must Mixer bowls be lifted in order to be moved?			<ul style="list-style-type: none"> <li>• Purchase and assure usage of wheeled dollies to move bowl easily away from beaters either in preparation for lifting bowl or to move bowl to an alternative location</li> </ul>
Are Mixer bowls lifted by only one employee when full?			<ul style="list-style-type: none"> <li>• Identify weight of filled bowls and if 40 lbs. on a regular basis then institute a policy of mandatory team lifting of filled bowls.</li> </ul>
Do employees report experiencing musculoskeletal discomfort when using Mixers/VCM's?			<ul style="list-style-type: none"> <li>• Instruct employees in proper body mechanics techniques.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> <li>• If large mixer used and weight of bowl with ingredients is heavy, develop and implement policy of using two persons to lift bowl</li> </ul>
Is the VCM/Mixer positioned so it is not possible to be approached from both sides for ease in team lifting?			<ul style="list-style-type: none"> <li>• Reposition bowl so that it can be approached from both sides during team lifting</li> </ul>
Does VCM/Mixer move when operated?			<ul style="list-style-type: none"> <li>• Consider installing rubber pads under feet to stabilize equipment.</li> </ul>

**Kitchen Preparation Areas - Slicers**

Questions	Answers		Potential Recommendations
	YES	NO	
Is a manual slicer used for frequent slicing of meat and cheese?			<ul style="list-style-type: none"> <li>• Use pre-sliced meats.</li> <li>• Adjust height of the table to allow for use at a comfortable work height.</li> <li>• Use slice resistant gloves - personal protective equipment.</li> <li>• Instruct staff in proper body mechanics techniques.</li> <li>• Develop and implement policy of not speaking to individuals when they are using slicer.</li> <li>• Institute a preventive maintenance program to inspect and assure that blade is sharp.</li> <li>• Consider purchasing/trading for automatic slicer.</li> </ul>
Is slicer used without employee wearing a cut resistant glove?			<ul style="list-style-type: none"> <li>• Purchase cut resistant gloves and institute a policy and procedure for its use.</li> </ul>
Is the blade sharpened or replaced only when it appears to no longer be cutting effectively?			<ul style="list-style-type: none"> <li>• Institute a preventive maintenance program to inspect and assure that blade sharpener is in proper operational condition.</li> </ul>

**Kitchen Preparation Areas – Steam Kettles/Cookers**

Questions	Answers		Potential Recommendations
	YES	NO	
Are steam kettles unapproachable from at least one side and the front?			<ul style="list-style-type: none"> <li>Consider purchase of prepared product to reduce or eliminate need to stir ingredients in kettle, i.e. precooked beef crumbles.</li> <li>Consider using alternative method of preparing product either by changing process or using other equipment such as tilting braising pan.</li> <li>Evaluate kitchen design and, if needed, consider installing a draw-off valve.</li> </ul>
Is the steam kettle too high for employees to be comfortably and safely positioned when preparing food?			<ul style="list-style-type: none"> <li>Construct or purchase a sturdy, slip resistant step stool to enable employee to be closer to top of kettle when preparing food and cleaning kettle.</li> </ul>

**Kitchen Preparation Areas – Preparation of Cookies/Sandwiches/Cakes/etc.**

Questions	Answers		Potential Recommendations
	YES	NO	
Is extensive baking done without specialized equipment (roll formers, slicers, etc.)?			<ul style="list-style-type: none"> <li>Instruct employees in correct body mechanics techniques</li> <li>Rotate staff</li> <li>Purchase pre-prepared product</li> <li>Have variety of types and handle sized scoops available (thumb activated and full hand grip activated)</li> <li>Instruct staff in problem solving skills related to work process flow, selection/placement of equipment/tools</li> <li>Use rubber pads to reduce random movement of bowls</li> <li>Use sandwich bag holders.</li> </ul>
Have employees been cut when tearing plastic or aluminum wrap from rolls of product?			<ul style="list-style-type: none"> <li>Install plastic guards over cutting edge on roll of product</li> </ul>
Are carts bent or buckled and not strong enough for the items placed on them?			<ul style="list-style-type: none"> <li>Purchase carts with a heavier weight capacity.</li> <li>Institute a preventive maintenance program to inspect and repair carts on a regularly scheduled basis.</li> <li>Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Is peanut butter placed on bread with scoops directly from the carton?			<ul style="list-style-type: none"> <li>Soften peanut butter and repackage to allow for easier access when using scoops.</li> <li>Substitute the use of scoops with the use of spatulas.</li> </ul>
Have any of the food service staff reported discomfort during food preparation?			<ul style="list-style-type: none"> <li>Assess work surface height in relation to height of employee and provide a work surface that will allow staff to be positioned ergonomically correct when performing work tasks.</li> <li>Rotate staff as frequently as is feasible.</li> </ul>

**Kitchen Preparation Areas - Ovens/Stoves/Combis**

Questions	Answers		Potential Recommendations
	YES	NO	
Are oven racks above shoulder height or below knee height?			<ul style="list-style-type: none"> <li>• Install ovens with racks between shoulder and knee height</li> <li>• Instruct staff in proper body mechanics techniques.</li> <li>• Avoid use of racks above shoulder height when possible.</li> </ul>
Is the exhaust system for the ovens noisy?			<ul style="list-style-type: none"> <li>• Request professional evaluation of sound level, air velocity, etc.</li> <li>• Check function of exhaust fan. Assure that there is proper take-up air.</li> <li>• Check function of exhaust fan. Lubricate/repair as appropriate</li> <li>• Arrange for the kitchen exhaust system to be cleaned. Follow the cleaning with a visual inspection. Re-clean if necessary.</li> <li>• Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> </ul>
Are doors hard to open/close on the ovens?			<ul style="list-style-type: none"> <li>• Repair or replace after consulting with manufacturer.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Do metal handles on the ovens/stoves/counters have sharp edges?			<ul style="list-style-type: none"> <li>• Replace with handles that are insulated and have round edges.</li> </ul>
Is removal of steam and combustion products out of the kitchen ineffective or absent?			<ul style="list-style-type: none"> <li>• Install exhaust hood(s) - required by OSHA.</li> </ul>
Is the stove working improperly?			<ul style="list-style-type: none"> <li>• Evaluate actual use of stove and determine whether or not functions be performed by other equipment, i.e. trunnion, commercial microwave oven, etc.</li> <li>• <u>Consider feasibility of replacing with</u> other more appropriate piece of equipment.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Is the stovetop height above waist high?			<ul style="list-style-type: none"> <li>• Instruct employees in correct body mechanics techniques</li> <li>• Rotate staff</li> </ul>
Are pots and pans bigger than stovetop?			<ul style="list-style-type: none"> <li>• Use smaller pots and pans or a trunnion.</li> </ul>
Is large steam kettle heavy and awkward?			<ul style="list-style-type: none"> <li>• Use trunnion or tilting braising pan.</li> <li>• Instruct staff in proper body mechanics techniques.</li> </ul>
Is it difficult to approach the ovens/stoves/combis with carts?			<ul style="list-style-type: none"> <li>• Explore feasibility of changing layout of ovens/stoves/combis</li> <li>• Explore feasibility of using smaller carts that will <b>ease</b> access to ovens/stoves/combis.</li> </ul>

**Kitchen Preparation Areas – Carts/Rolling Tables etc.**

Questions	Answers		Potential Recommendations
	YES	NO	
Do carts have square shaped handles?			<ul style="list-style-type: none"> <li>• Purchase carts with round handles.</li> <li>• Replace current handles with round handles.</li> <li>• Use these carts less frequently.</li> </ul>
Do cart/rack wheels get stuck in floor mat?			<ul style="list-style-type: none"> <li>• Purchase carts/racks with larger wheels (5" diameter or greater). * Use floor mats with beveled edges.</li> </ul>
Do cart/rack wheels wobble or stop rolling and slide?			<ul style="list-style-type: none"> <li>• Repair wheels and keep wheels free of debris, mop string and other items.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Is food stored in the center aisle space of the freezer?			<ul style="list-style-type: none"> <li>• Assess feasibility of storing food on carts so that there is easier access to shelving on either side of the center aisle.</li> </ul>
Are carts/racks hard to push?			<ul style="list-style-type: none"> <li>• Purchase carts designed for heavier weights (300 lbs. or greater.)</li> <li>• Repair wheels; replace with large casters, if possible</li> <li>• Use cart for lighter items.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Is there a shortage of tall open and closed carts requiring more frequent transfers of food?			<ul style="list-style-type: none"> <li>• Assess feasibility of purchasing and utilizing more tall open and closed carts.</li> <li>• Assess frequency of food orders and determine if a more "Just In Time" system might be feasible.</li> </ul>
Is shelf on cart/rack bent?			<ul style="list-style-type: none"> <li>• Replace the cart/rack with a heavier duty cart/rack.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Are frames of carts/racks bent or buckled and not strong enough for the items placed on them?			<ul style="list-style-type: none"> <li>• Purchase carts/racks with a heavier weight capacity.</li> <li>• Institute a preventive maintenance program to inspect and repair carts on a regularly scheduled basis.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair.</li> </ul>
Are available carts at an improper height to pour into from tilting VCM's, trunnions, etc.?			<ul style="list-style-type: none"> <li>• Assess feasibility of purchasing carts that are the proper height to pour into from tilting VCM's, trunnions, etc.?</li> </ul>



**Kitchen Serving Areas – Main Serving Line**

Questions	Answers		Potential Recommendations
	YES	NO	
Are serving counters designed so that staff posture consistently demonstrates stooping and long stretching/reaching when they are serving?			<ul style="list-style-type: none"> <li>• Primary concern: Servers repeatedly lean forward at waist to serve items. Many possible changes:</li> <li>• Remove student tray shelf.</li> <li>• Train students to hold up trays.</li> <li>• Have teachers aides assist younger children.</li> <li>• Fill hot items behind the counter on plates and then give the plates to the children by sliding the plate forward.</li> <li>• Instruct staff in correct body mechanics techniques.</li> <li>• Have a variety of long handled tools and spoodles available.</li> </ul>
Does serving soup present a possible spill hazard?			<ul style="list-style-type: none"> <li>• Serve soup in containers that have lids.</li> <li>• Serve soup at the table for preschool through kindergarten. (The soup is placed on carts and given to the children after they are seated.)</li> <li>• Have students self serve the soup.</li> </ul>
Are only ladles available for serving?			<ul style="list-style-type: none"> <li>• Assess feasibility of purchasing spoodles for serving selective food</li> </ul>
Are cold items served first?			<ul style="list-style-type: none"> <li>• Redesign to serve hot food main entrée first and self-service items later.</li> </ul>
Is sneeze guard height inappropriate for age of student served?			<ul style="list-style-type: none"> <li>• Lower the sneeze guard height.</li> <li>• Use a half pan cover instead of a sneeze guard.</li> <li>• NOTE: Check these solutions with a local health department before implementing them.</li> </ul>
Is self-service of food items used infrequently?			<ul style="list-style-type: none"> <li>• Use insert pans made of lightweight materials.</li> <li>• Consider feasibility of implementing menus that would enable maximum use of self-service of food items.</li> <li>• Have hinged sneeze guards on units so that they can be lifted when setting unit up, cleaning, refilling, etc.</li> <li>• Instruct staff in correct body mechanics techniques.</li> <li>• Use carts to move pans to service area.</li> </ul>
Does staff report discomfort from standing serving?			<ul style="list-style-type: none"> <li>• Install anti-fatigue mats with a beveled edge.</li> <li>• Rotate staff between job tasks.</li> <li>• Discuss features (shock absorbing soles, arch support) which should be considered when purchasing work shoes.</li> </ul>

### Kitchen Serving Areas – Cashier

Questions	Answers		Potential Recommendations
	YES	NO	
Do cashiers stand for over two hours without matting?			<ul style="list-style-type: none"> <li>• Install anti-fatigue mat with a beveled edge.</li> <li>• Use chair with pneumatic adjustable seat with a ring for feet.</li> <li>• Discuss features (shock absorbing soles, arch supports) which should be considered when purchasing work shoes.</li> </ul>
Is the equipment that the cashier uses at a height that results in discomfort?			<ul style="list-style-type: none"> <li>• Check height of cash register. Adjust to height to allow for neutral body postures.</li> <li>• Instruct staff in ergonomic principles related to use of cash register/computer</li> <li>• Use food credit vouchers.</li> <li>• Use automatic change dispenser</li> </ul>
Does cashier work only one side of the line?			<ul style="list-style-type: none"> <li>• Try to balance body mechanics by having Cashier work both sides of the line.</li> </ul>

### Kitchen Serving Areas – Alacarte

Questions	Answers		Potential Recommendations
	YES	NO	
Is the microwave at shoulder height or above?			<ul style="list-style-type: none"> <li>• Redesign surface on which microwave is stored so that it is located between hip and shoulder height</li> </ul>
Are frequently used pans, equipment and supplies kept above shoulder or below hip height?			<ul style="list-style-type: none"> <li>• Redesign storage area so that frequently used pans and supplies are located between hip and shoulder height</li> </ul>

### Kitchen Serving Areas – Condiments/Milk & Juice Coolers

Questions	Answers		Potential Recommendations
	YES	NO	
Does stocking milk/juice require heavy lifting or awkward posture?			<ul style="list-style-type: none"> <li>• Instruct staff in correct body mechanics techniques for work tasks.</li> <li>• Work with vendor to have product stored directly in coolers</li> <li>• Rotate staff</li> <li>• Institute “just in time delivery” system</li> </ul>
Is milk/juice manually carried in and out of cooler rather than using a milk cooler for self-service of milk?			<ul style="list-style-type: none"> <li>• Purchase milk cooler for self-service of milk and juice.</li> <li>• Instruct staff in correct body mechanic technique for lifting crates and filling cooler so as to avoid twisting motions.</li> <li>• Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>• Develop and implement a system for tagging/reporting and taking care of equipment that is in need of repair</li> <li>• Consider development and implementation of a policy of having two people transporting carts</li> <li>• Secure and utilize task appropriate carts to transport milk.</li> </ul>

**Kitchen Clean-Up Areas – Dish Washing Room**

Questions	Answers		Potential Recommendations
	YES	NO	
Is tension and availability of sustained spray inappropriate for repeated use of dish sprayer head?			<ul style="list-style-type: none"> <li>Assure that the sprayer head is not below the surface of the spray sink. This will prevent backflow of water.</li> <li>Adjust the tension to support sprayer just below shoulder height and above waist.</li> <li>Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> <li>Install a ring to enable sustained spray.</li> <li>Evaluate sprayer head for best ergonomic design.</li> </ul>
Is the dish sprayer heavy due to a long hose?			<ul style="list-style-type: none"> <li>Assess arrangement of dish sprayer and plumbing and redesign to eliminate need for a long hose.</li> <li>Replace long hose with one made of lighter weight material.</li> </ul>
Does the wash down mechanism re-circulate water?			<ul style="list-style-type: none"> <li>Sanitize the system daily.</li> <li>Purchase a system that does not re-circulate water.</li> </ul>
Do floor mats have a right angle edge rather than a beveled edge?			<ul style="list-style-type: none"> <li>Purchase floor mats with a beveled edge. Right angle floor mats may cause injuries because of uneven surface between mat and floor.</li> </ul>
Are floor mats infrequently cleaned?			<ul style="list-style-type: none"> <li>Clean the floor mats daily or weekly coinciding with the floor cleaning. Have custodians wash down mats.</li> <li>Wash mats in pots and pans sink at the end of a shift.</li> <li>Wash mats in dishwasher at end of shift if allowed by the manufacturer and local health department.</li> </ul>
Does the dishwasher exhaust inadequately capture and remove the steam?			<ul style="list-style-type: none"> <li>Have exhaust system evaluated by a professional, if there is a ventilation concern.</li> <li>Redesign the exhaust to capture steam.</li> <li>Increase airflow on exhaust.</li> <li>Redesign exhaust hood to capture steam closer to source. Increase the makeup air to space if exhaust is starved.</li> <li>Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> </ul>
Does the staff report that the floor mats are heavy to lift and move for cleaning?			<ul style="list-style-type: none"> <li>Use smaller and/or lighter weight floor mats with beveled edges.</li> </ul>
Does the dish washer door operate with difficulty?			<ul style="list-style-type: none"> <li>Instruct employees in proper body mechanics techniques</li> <li>Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> </ul>

**Kitchen Clean-Up Areas – Dish Washing Room – Continued**

Questions	Answers		Potential Recommendations
	YES	NO	
Is the location of the sinks, garbage disposal and dishwasher such that trays do not flow easily through the dishroom?			<ul style="list-style-type: none"> <li>Assess feasibility of redesigning physical layout of sinks, garbage disposal and dishwasher to enable easy flow of trays through the dishroom in order to eliminate need for unnecessary repetitive motions.</li> </ul>
Is your water “hard”?			<ul style="list-style-type: none"> <li>To reduce deliming and scrubbing dishwasher, consider leasing/renting a water softener. Commercial companies will attach unit to dishwasher, attach heat blanket, check it monthly for salt and add salt. They also can credit for summer “down-time”.</li> </ul>

**Kitchen Clean-Up Areas – Cafeteria Tables**

Questions	Answers		Potential Recommendations
	YES	NO	
Are retractable tables difficult to open and close?			<ul style="list-style-type: none"> <li>Fix the locking mechanism.</li> <li>Fix the tension of the mechanism to allow the table to easily be retracted into the wall.</li> <li>Replace older tables.</li> <li>Institute a preventive maintenance program to assure equipment is inspected on a regular schedule.</li> <li>Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> <li>Instruct employees in proper body mechanics techniques.</li> </ul>
Are tables difficult to clean?			<ul style="list-style-type: none"> <li>Consider using teacher’s aides to clean tables etc..</li> <li>Consider having students to clean tables, etc.. (Some schools use children in the developmentally disabled class with mixed results. Other schools have used second and third graders to clean tables with the reward of an extra menu item, pass to the front of the line, after two weeks of work or a salary. High school work release program credit and job training have been used for high school agents. Liability concerns with appropriate MERTKA training and parental permission for doing the work need to be addressed)</li> <li>Use a shortened handle on a mop or a long handled scrubber to maintain proper back posture while cleaning the bench or chair. The mop and water are only used for cleaning benches or chairs. Avoid use of sponges.</li> <li>Instruct employees in proper body mechanics techniques, particularly the use of the strut and golfer’s stance concepts. Emphasize 1) wiping with one hand while using the other arm as a strut for support, 2) Placing knee on the bench while wiping. 3) Wiping only one half of the table to reduce stretching.</li> <li>Rotate staff</li> <li>NOTE: Using table cleaning as a punishment for students does not work.</li> </ul>

**Kitchen Clean-Up Areas – Cafeteria Tables - Continued**

Questions	Answers		Potential Recommendations
	YES	NO	
Is the crack in the middle of the table above four feet?			<ul style="list-style-type: none"> <li>• Purchase tables with wide cracks or tables that fold at a height of less than 4 feet.</li> <li>• Provide a sturdy, slip resistant stool for cleaning.</li> </ul>
Do the dining room tables lack wheels?			<ul style="list-style-type: none"> <li>• Use table lifters to move tables.</li> <li>• Purchase tables with wheels.</li> </ul>
Are the tables difficult to open/close/move?			<ul style="list-style-type: none"> <li>• Fix the tension mechanism for the tables.</li> <li>• Institute a preventive maintenance program to assure equipment is regularly inspected</li> <li>• Develop and implement a system for tagging/reporting and adjusting equipment that is in need of repair.</li> <li>• Instruct employees in proper body mechanics techniques</li> </ul>

**Kitchen Clean-Up Areas – Sinks for Pots/Pans/Cooking Utensils/Cookie Sheets etc.**

Questions	Answers		Potential Recommendations
	YES	NO	
Does the kitchen have a two-well sink?			<ul style="list-style-type: none"> <li>• Three-well sinks are required by the Health Department. Install a three-well sink. (These can be custom designed with drainboards and back splash to fit the area. Evaluate actual depth of well, 12", 14", etc.?)</li> </ul>
Is the first well for washing pots and pans too small so that it does not allow for whole pan or tray to soak in soapy water?			<ul style="list-style-type: none"> <li>• Redesign the first sink well to allow the pans to completely soak in the water.</li> </ul>
Is pan washing consistently done by the same person?			<ul style="list-style-type: none"> <li>• Try running pots/pans through the dishwasher. Depending on the pan this may rust.</li> <li>• Rotate pan washing among multiple staff.</li> </ul>
Is the pan washing sink deep and difficult to work in?			<ul style="list-style-type: none"> <li>• Use a pan upside down in skin to raise up pan.</li> <li>• Install foot rail.</li> <li>• Rotate staff.</li> </ul>

**Kitchen Clean-Up Areas – Other**

Questions	Answers		Potential Recommendations
	YES	NO	
Are garbage cans large and heavy without wheels?			<ul style="list-style-type: none"> <li>• Use a round dolly to move cans.</li> <li>• Use a garbage can on wheels.</li> <li>• Use smaller garbage cans.</li> <li>• Instruct employees in proper body mechanics techniques. <b>Team lift bags.</b></li> </ul>
Are sponges used for clean up?			<ul style="list-style-type: none"> <li>• Avoid use of sponges</li> </ul>
Are garbage bags difficult to pull out of garbage cans due to suction?			<ul style="list-style-type: none"> <li>• Explore feasibility of reducing size of garbage bags.</li> <li>• Tilt garbage cans to release suction prior to lifting bags.</li> </ul>

**Kitchen Clean-Up Areas – Other - Continued**

Questions	Answers		Potential Recommendations
	YES	NO	
Are dumpsters above shoulder height?			<ul style="list-style-type: none"> <li>• Explore feasibility of obtaining smaller dumpsters.</li> <li>• Explore feasibility of using a lift to place garbage in dumpsters.</li> <li>• Explore feasibility of having a platform near the dumpster to allow staff to dump garbage into dumpster without having to lift above shoulder level.</li> </ul>

**Kitchen Area – MISCELLANEOUS IDENTIFIED BY EVALUATOR**

Questions	Answers		Potential Recommendations
	YES	NO	

### Kitchen Area – General Health & Safety

Questions	Answers		Potential Recommendations
	YES	NO	
Have cooks had lifting training?			<ul style="list-style-type: none"> <li>Develop and implement annually body mechanics training which includes lifting principles.</li> </ul>
Do cooks warm up/stretch at beginning of their shift?			<ul style="list-style-type: none"> <li>Develop and implement a daily "Pause &amp; Stretch" program to prepare staff physically to perform job tasks.</li> </ul>
Are clean up, serving, baking, dishwashing and cashier duties rotated on a frequent and regular basis?			<ul style="list-style-type: none"> <li>Develop and implement a staff rotation program to allow for performance of varying job tasks.</li> </ul>
Is food received in 50 lb. Containers?			<ul style="list-style-type: none"> <li>Consider feasibility of ordering product in containers that weigh less than 50 lbs..</li> </ul>
Are floors washed before cooks leave the kitchen?			<ul style="list-style-type: none"> <li>Consider a power washer and wet vacuum machine for difficult to reach areas</li> </ul>
Has lead in water testing been done?			<ul style="list-style-type: none"> <li>Institute program for water testing on a regular basis.</li> </ul>
Is the kitchen sprayed for insects?			<ul style="list-style-type: none"> <li>Institute program for regular monitoring to prevent presence of insects.</li> <li>Use only approved pesticides for food service in accordance with district's air quality policies</li> <li>Contract for Independent Pest Management services</li> </ul>
Is there adequate staffing?			<ul style="list-style-type: none"> <li>Assess staffing needs regularly in relation to menus and number of students/faculty served.</li> <li>Consider use disposable serving items and preparation materials.</li> <li>Use pan liners and foil pans to reduce clean-up time and effort. Use 2 pan liners crosswise on a sheet pan for pizza to prevent pizza from touching edges.</li> </ul>

### OSHA COMPLIANCE

Questions related to OSHA Requirements	Answers		Potential Recommendations
	YES	NO	
Is clearance around circuit breaker boxes and electrical shutoffs maintained?			<ul style="list-style-type: none"> <li>Move items currently blocking access to circuit breaker boxes/electrical shutoffs.</li> </ul>
Is guarding in place to prevent injury from moving parts, including knives, garbage disposals and compressor belts, that could result in injury?			<ul style="list-style-type: none"> <li>Ensure garbage disposals have a device in place that would prevent a hand from reaching the blades.</li> <li>Ensure all belts and revolving machine parts are covered to prevent contact.</li> <li>Ensure sheaths are available for knives.</li> </ul>
Has Fire Extinguisher training been provided to kitchen staff?			<ul style="list-style-type: none"> <li>Provide Fire Extinguisher training to kitchen staff (contact local fire department or company that inspects fire extinguishers.</li> </ul>
Are Material Safety Data Sheets available for all chemicals used in kitchen?			<ul style="list-style-type: none"> <li>Provide Material Safety Data Sheets</li> </ul>
Is personal protective equipment provided to staff including such items as hot pot holders, arm guards, goggles, cut resistant gloves, chemical gloves, etc.?			<ul style="list-style-type: none"> <li>Ensure employees have personal protective equipment for heat, chemicals, sharp items, etc.</li> </ul>
Has staff had Employee Right to Know training annually?			<ul style="list-style-type: none"> <li>Provide Employee Right to Know training to staff annually including information on chemicals, radiation, noise and heat.</li> </ul>
Has staff had Personal Protective Equipment training?			<ul style="list-style-type: none"> <li>Provide Personal Protective Equipment training.</li> </ul>

**OSHA Compliance - continued**

Questions	Answers		Potential Recommendations
	YES	NO	
Is staff encouraged to report all injuries, including repetitive stress injuries, and are reporting forms readily available?			<ul style="list-style-type: none"> <li>• Encourage staff to report all injuries and repetitive stress injuries.</li> <li>• Have reporting forms readily available in the kitchen.</li> </ul>
Have sound levels been measured in the kitchen?			<ul style="list-style-type: none"> <li>• Ensure employees are not over exposed to noise.</li> </ul>
Is ventilation adequate over the dish machine, fryers and ovens to prevent exposure to steam and combustion products?			<ul style="list-style-type: none"> <li>• Ensure proper ventilation.</li> </ul>
Are adequate first aid supplies readily available in the kitchen?			<ul style="list-style-type: none"> <li>• Provide first aid supplies in a readily accessible location in the kitchen.</li> </ul>
Is there an inside escape from walk in freezers?			<ul style="list-style-type: none"> <li>• Provide an inside escape for each of the walk in freezers.</li> </ul>
Is an OSHA approved eyewash available within six feet of where delimers are used?			<ul style="list-style-type: none"> <li>• Provide an OSHA approved eyewash within six feet of where delimers are used.</li> </ul>
Are written emergency procedures available for fire, tornado, intruders, chemical spills and other emergency situations?			<ul style="list-style-type: none"> <li>• Provide written emergency procedures in a readily accessible location in the kitchen.</li> </ul>