



**勞工事務局**  
**Direcção dos Serviços para os Assuntos Laborais**

**職業安全健康廳**

Departamento de Segurança e Saúde Ocupacional

Occupational Safety and Health Checklist for Hotel and Catering Industry

<b>Workplace</b>		
1		Keep the workplace clean and tidy.
2		Clear corridor or passageway of obstructions.
3		Fire escape routes and emergency exits must be kept clear.
4		Goods must be stacked tidily and not too high.
5		Should not work or store objects in public areas.
6		Walls should be easy to clean and painted in non reflective and soft colors.
7		Wall surface should be laid with waterproof ceramic tiles.
8		Install a good drainage system in kitchen.
9		Floor surface should be laid with non-slip tiles.
10		Repair uneven floor.
11		Water and spilled oil should be cleared up.
12		Remove broken utensils immediately.
13		Rubbish, broken glass, metal containers and food dregs should be disposed in durable, easy to clean and covered rubbish bins.
14		Drinking water must be provided.
15		Provide first aid box which contains specified quantities of first aid items in sufficient number.
16		The names and contact numbers of persons responsible for the first aid box should be affixed to that facility. Such information should be written in Chinese and Portuguese. The responsible persons should regularly check the quantity and expiration date of items in the first aid box.
17		First aid box should locate in a prominent location or easy of access.

<b>Electrical Safety</b>		
18		Install/replace the electric plug/socket/cover at _____
19		Waterproof plug should be used in _____
20		Should not use adaptors with cracks or overheating signs.
21		Avoid overloading the socket.
22		Should not use electrical appliances which are over 220 volts in moist areas inside kitchen.
23		All electrical appliances should be earthed.
24		All electrical installations including electric cable, electric wire, socket (plug) and wall-mounted socket etc should be in good condition, clean and tidy.
25		Ammeter should install in Insulating metal case. Ammeter case should keep clean and tidy.
26		Outer cover of electric cases should be earthed and properly covered the bare area so as to prevent electrical hazard.



**勞工事務局**  
**Direcção dos Serviços para os Assuntos Laborais**

**職業安全健康廳**

Departamento de Segurança e Saúde Ocupacional

Occupational Safety and Health Checklist for Hotel and Catering Industry

27	Apparatus which can cut and isolate voltage effective, such as circuit-breaker, fuse, automatic circuit breaker, etc, should be suitably located in the circuit.
28	Mal-functioning appliance or damaged electric switch/wire should be taken out of service, put on warning sign and replaced or removed immediately.
29	Electrical installations should be regularly checked and repaired. Have the records on file.

<b>Machinery Safety</b>	
30	Install suitable machine guarding in _____ (dangerous part).
31	Operating instructions and safety guidelines should be displayed prominently.
32	Machines should be turned off and unplugged during cleaning, checking and repairing. Warning sign should be put up.
33	Only people who have been formally trained and authorized, should be allowed to operate the machines.
34	Machines should be regularly checked and repaired. Have the records on file.

<b>Gas Cylinders</b>	
35	Gas cylinders should be put straight up and tighten.
36	Replace the gas tube and pressure gauge.
37	Gas cylinders should be appropriately labeled or painted in different colors.
38	Check whether the liquefied petroleum gas-fired equipment is properly installed.
39	All gas cylinders and accessories should be checked daily and keep record.

<b>Work at Height</b>	
40	Use suitable working platforms when working at height
41	Ladders should be used according to the safety standard
42	Elevated working platforms should be used according to the safety standard
43	Wear safety belt when working at height

<b>Fire Prevention</b>	
44	Inflammable materials, clothes and paper should be stored appropriately and away from sources of heat.
45	Switches of the fuel supply system should be clearly labeled.
46	All fire service installation and equipment should be regularly checked and repaired by qualified person. Have the records on file.
47	The fuel supply system must be checked and maintained regularly. Have the records on file.
48	Provide sufficient and appropriate fire extinguishers.
49	Smoke lobby doors , emergency doors and fire escape routes must be kept clear.



**勞工事務局**  
**Direcção dos Serviços para os Assuntos Laborais**

**職業安全健康廳**

Departamento de Segurança e Saúde Ocupacional

Occupational Safety and Health Checklist for Hotel and Catering Industry

50	Smoke lobby doors should be closed at all the times, but not locked. Do not lock the emergency doors.
----	---

**Cold Rooms**

51	Cold rooms should have sufficient interior lighting.
52	Cold rooms should incorporate safety design so that they can be opened from inside. Emergency call equipment should be fitted such as an alarm for contacting persons on duty.
53	If employees need to work inside the cold room for long periods, they must wear sufficient clothing and gloves to withstand the low temperatures.
54	The floor of cold rooms should be kept clean and dry.

**Food Elevators**

55	Restaurants should develop safety guidelines for the use of food elevators - these guidelines should be displayed prominently.
56	There should be a safety signaling system for communication between different floors.
57	The food elevator should have an interlock safety device, that is, the elevator can only be activated when door is closed.
58	The door of food elevators should be kept closed at all times except when handling food.
59	The food elevator should be checked and repaired regularly. Have the records on file.

**Use and Store of Knives**

60	Knives should be placed on a suitable knife shelf when not in use
61	Knives should be placed properly. Edge of Knives should be covered
62	Knives should not be washed together with other utensils or instruments
63	Employees should wear protective clothing (gloves/aprons)
64	Cutting should be done on a suitable cutting board placed on a firm table

**Hot Objects**

65	Containers for hot objects should not be overfilled. Containers should be properly placed and avoid putting near the passageway.
66	Saucepan handles should be kept away from aisles or out from hot stoves.
67	Chefs should wear appropriate protective work clothes, aprons, shoes and gloves.
68	Microwaves and ovens should be checked daily.

**Ventilation**

69	Install ventilation fan at _____
70	Install ventilation system at _____
71	Install local ventilation system at _____



**勞工事務局**  
**Direcção dos Serviços para os Assuntos Laborais**

**職業安全健康廳**

Departamento de Segurança e Saúde Ocupacional

Occupational Safety and Health Checklist for Hotel and Catering Industry

72	The hot environment (especially kitchen) should have an efficient ventilation system.
73	Install local exhaust ventilation alongside stoves and ovens to facilitate heat removal.
74	Install machine guarding at ventilator.
75	Clean exhaust ventilation and exhaust pipe regularly.

**Chemical Use**

76	Chemicals should be properly stored.
77	Containers should be covered securely.
78	Containers should be appropriately labeled.
79	Use chemicals in well-ventilated area.
80	Wear suitable personal protective equipment (mask/gloves) when using chemicals.
81	Places where chemicals are stored should be away from high temperature or heat sources.
82	No eating, drinking or smoking in places where chemicals are used or stored.

**Lighting**

83	Provide sufficient lighting with fluorescent lamp.
84	Provide sufficient lighting by increasing the number of fluorescent lamp.
85	Replace broken fluorescent lamp.
86	Install lampshade for fluorescent lamp.
87	Keep lampshade of fluorescent lamp clean.

**Noise**

88	Use quieter kitchen appliances.
89	Isolate noisy machines and working procedures.
90	Install silencer in the ventilation system.

**Personal Hygiene Facilities**

91	Install ventilation fan at washroom.
92	Install hand basin/toilet bowl.
93	Repair hand basin/toilet bowl.
94	Do not place other items in washroom.
95	Washroom must be kept clean.
96	Covered rubbish bins, liquid soap, paper towels or hand-dryer must be provided.

**Provide Suitable Personal Protective Equipment and Put Up Safety Signs**

97	Provide suitable respirators to _____
----	---------------------------------------



**勞工事務局**  
**Direcção dos Serviços para os Assuntos Laborais**

**職業安全健康廳**

Departamento de Segurança e Saúde Ocupacional

Occupational Safety and Health Checklist for Hotel and Catering Industry

98	Provide suitable masks to _____
99	Provide suitable eye protectors to _____
100	Provide suitable ear protectors ( earmuffs/earplugs) to _____
101	Provide suitable protective gloves to _____
102	Provide suitable safety footwear to _____
103	Provide suitable safety belts to _____
104	Put up safety signs at _____