**“Restaurant” Safety Meeting**

**Safety Meeting**

**May 18, 2019**

Safety Coordinator: \_\_\_\_\_\_\_\_

Attendees: \_\_John Doe\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_

Issues/ Plan of Action:

-Issue #1: The door on the Altasham opens in the walkway of the team members and creates a potentially hazardous obstacle.

 **POA (Plan of Action):** Level the Altasham by installing bigger wheels on one side so the door

 does not swing open towards the walkway. OR install a stopper on the

 door to prevent it from swinging toward the aisle.

-Issue #2: Dish Station: Dishes from the dish station have been coming out dirty and full of water, which creates for unsanitary plateware and rewashing of those dishes.

 **POA:**  Change the dish filter every hour and monitor it with a log. Also, purchase

 a special wire rack for the ramekins to be washed in to make certain they

 are properly clean.

-Issue #3: Towels for Hosts: There are only two sanitizer buckets that FD use and the frequency of when they change their towels is not enough.

 **POA:** Add more sanitizer buckets throughout the restaurant. Enforce change of

 towels and have coordinator monitor it.

-Issue #4: Safety words/mirrors: Use of safety words is important and is not heard enough in the restaurant

 **POA:** Help encourage team members to use safety words more often to prevent

 accidents from happening. Also, change safety mirrors and possibly add

 more to increase safety throughout the restaurant.

-Issue #5: Restrooms: Water buildup on the floor creates a safety hazard.

 **POA:** Increase restroom checks and educate staff as to a proper restroom check.

 Use mop if necessary to keep floors dry.

-Issue #6: Gate door: Guy leaves gate door open and could potentially create a

 hazard for passing traffic.

 **POA:** Enforce closing of door EVERY time guy exits the area.

-Issue #7: Dish Station: Knives, forks, and spoons get tossed randomly when buckets are

 full. Organization is loosely kept up and creates possibilities for accidents.

 **POA:**  Place ramekin bucket on top as to prevent overflow from landing on the

 floor. Continually rotate buckets to prevent one bucket from overflowing.

 Educate staff on proper drop n go procedures.