**“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.