

STAFF TRAINING CHECKLIST FOR SAFETY PROTOCOLS

General Safety Protocol Training

Date

TASK	STATUS
Review workplace safety policies and procedures.	
Train staff on emergency exits and evacuation routes.	
Demonstrate proper use of safety equipment (e.g., fire extinguishers, first aid kits).	
Teach the importance of reporting hazards or unsafe conditions immediately.	
Conduct a walkthrough of the facility to identify high-risk areas.	
<i>Additional Task:</i>	

Instructions:

- *Begin with a clear overview of general safety practices applicable to all staff members.*

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Fire Safety Protocols

Date

TASK	STATUS
Train staff on how to identify fire hazards (e.g., grease buildup, electrical overload).	
Demonstrate proper fire extinguisher use (PASS method: Pull, Aim, Squeeze, Sweep).	
Conduct a drill on evacuation procedures and meeting points.	
Explain the importance of keeping fire exits and paths unobstructed.	
Verify that staff know the location of fire alarms and how to activate them.	
<i>Additional Task:</i>	

Instructions:

- *Emphasize fire prevention and quick response techniques during training.*

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Food Safety and Hygiene Protocols

Date

TASK	STATUS
Train staff on proper handwashing techniques and frequency.	
Review cross-contamination prevention (e.g., separate raw and cooked food areas).	
Teach the importance of cleaning and sanitizing workstations and utensils.	
Explain food storage guidelines (e.g., FIFO, temperature control).	
Ensure staff understand allergen handling and labeling procedures.	
<i>Additional Task:</i>	

Instructions:

- Use practical demonstrations to reinforce food safety standards.

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Guest Safety Protocols

Date

TASK	STATUS
Train staff on assisting guests with accessibility needs (e.g., ramps, elevators).	
Review procedures for managing slips, trips, and falls in guest areas.	
Teach staff how to respond to guest injuries or medical emergencies.	
Emphasize the importance of maintaining clear walkways and exits.	
Train on handling guest complaints related to safety concerns.	
<i>Additional Task:</i>	

Instructions:

- *Role-play scenarios to prepare staff for guest interactions during emergencies.*

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Equipment and Hazard Management

Date

TASK	STATUS
Train on proper handling and storage of hazardous materials (e.g., cleaning chemicals).	
Teach safe use of equipment like slicers, stoves, and dishwashers.	
Explain procedures for inspecting and reporting faulty equipment.	
Demonstrate lifting techniques to prevent back injuries.	
Ensure staff are familiar with Material Safety Data Sheets (MSDS).	
<i>Additional Task:</i>	

Instructions:

- *Conduct hands-on sessions to ensure staff are confident using equipment safely.*

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Post-Training Evaluation and Refreshers

Date

TASK	STATUS
Test staff knowledge with quizzes or practical assessments.	
Observe staff during daily tasks to ensure protocol compliance.	
Schedule regular refresher training sessions (e.g., quarterly).	
Update training materials based on new regulations or incidents.	
Encourage staff to provide feedback on training effectiveness.	
<i>Additional Task:</i>	

Instructions:

- Use evaluations to identify gaps and reinforce critical safety practices.