



WALK-IN SAFETY PROCEDURES

Keeping Your Walk-In and Your Team Safe.

Use this guide to train staff on how to properly enter, store, and work around your walk-in cooler or freezer. Safety starts with smart habits.



ENTERING & EXITING

- Always let someone know when you're entering the walk-in.
- Never prop the door open with unauthorized objects.
- Do not enter if the unit appears to be malfunctioning (e.g., excessive ice buildup, non-functioning lights, etc.).
- Use the inside release knob to exit safely if the door closes behind you.



MONITORING & MAINTENANCE

- Keep a thermometer inside the walk-in for regular checks.
- Report temperature fluctuations outside the safe range (34°F–38°F for coolers, -10°F to 0°F for freezers).
- Regularly check gaskets for cracks or leaks.
- Ensure the safety light/alarm system (if installed) is functioning.



STORAGE & ORGANIZATION

- Store items on shelves, not the floor.
- Keep raw meats on the lowest shelf to prevent drips and contamination.
- Leave 2–6 inches of space between walls and products for proper airflow.
- Do not block fans or vents.



PROHIBITED ACTIONS

- No horseplay or unauthorized access.
- Never use open flames or heat-producing tools inside the walk-in.
- Do not store chemicals or non-food items inside the walk-in.
- No rolling jacks or forklifts inside the walk-in.
- Standing water on the floor should be removed immediately to prevent icy slips and potential panel damage.



EMERGENCY PROCEDURES

- In case of entrapment, use the inside release knob to exit safely.
- Know the location of emergency shut-off switches and alarm systems (if applicable).

TRAIN SMART. STAY KOOL.

Every staff member should complete a safety walkthrough before using the walk-in for the first time. Reinforce safety protocols at regular intervals and keep this flyer posted near the entrance.

