



FOOD DEFENSE CHECKLIST

Food defense is the job of all employees in a food facility. All employees should receive adequate training to accurately assess a risk or suspicious activity in the facility.

Establishment Security:

- Restrict access to food establishment storage, processing and preparation areas
- Secure windows and lock doors to prevent entry into food storage areas. **Do not block fire exits**
- Monitor visitors and delivery personnel entering food facilities
- Require all visitors to sign-in on a log with name, date, time in and out, and purpose for the visit.
- Report suspicious activities or individuals to the manager, security, or law enforcement
- Food employees and staff must wear proper identification when in the facility with access to the facility only during scheduled work shifts.

Employee requirements:

- Have a policy for employee screening and background checks prior to employment.
- Provide adequate training for employees to perform specific job responsibilities and document trainings.
- Managers must supervise employee actions and access within the establishment.
- Written employee health policies must be implemented and monitor employee health.
- Provide secure locations for employee personal items, away from food storage and preparation areas.
- Train employees on Food Defense and how to report suspicious activity.