Accommodation and Food Services Safety Orientation

Ask your supervisor at an approved meeting point. Type here or print all three pages.

Confirm the training and permission for your actual work

Employee workplace awareness only. This is not food-handler or food-manager certification, allergen or alcohol-service training, equipment-operation or maintenance qualification, pool or lifeguard training, or emergency-response qualification. It gives no permission for restricted work. Required job training and local instruction remain separate. First aid, CPR and AED roles need their own preparation.

Free with an account. Allow 30 to 60 minutes total: online learning plus this supervisor walkthrough.

If you are not sure, stop and ask.

It is okay not to know the answer. It is not okay to pretend you do. Questioning is how we learn.

Learner or team member

Supervisor or host contact

Employer, location and approved meeting point

Walkthrough date

Role, work setting and shift - use the examples on page 3

01 / Before entry or the first task

What are my task limits? Who checks age limits, required training, qualifications and permission?

Who explains my assigned duties? Who provides trained help and backup?

Who completes my host handoff? Show allowed rooms, routes, equipment limits and traffic boundaries.

Find it together

Use an approved meeting point. Ask the employer and host to explain your local role and limits.

Keep guest names, room numbers, access codes, medical and sensitive security details out of this form. Record general instructions only. Do not test alarms, touch equipment controls or handle a spill, sharp or unknown item for this worksheet. In immediate danger, move to safety and get emergency help without waiting for routine permission.

How do I call 911 or local emergency help? What actual address, building and entrance should I give?

Show alarms, exits, assembly and shelter areas. What is my role in helping and accounting for people?

What are the heat, weather, crowd and noise plans? Who decides when work or service must stop?

Where are first aid supplies and any AED? How do I report injury or exposure and get prompt help?

Who helps with threats? What guest-room, lone-work, check-in and lost-contact steps apply?

Where are extinguishers? What is my fire role? Knowing PASS does not authorize firefighting.

Show exact product labels and immediate safety data sheet (SDS) access. Who explains safe use?

Which personal protective equipment (PPE), fit and training apply? Who checks exposure programs?

Leave sharps, suspect linen and unknown products alone. Who gives trained help? Where is any required emergency washing station?

Walk the plan through

Explain the agreed plan in your own words and name who will close each open item.

02 / Connect the basics to your work area

Lodging and guest services
Who explains guest boundaries, lone-work check-ins and emergency help?
Housekeeping and laundry
Who handles sharps, unknown items and suspect linen? Which products and PPE?
Kitchens and food preparation
Who explains hot surfaces, grease, steam, knives and guarded-equipment limits?
Dining, counter and beverage service
Who confirms carrying routes, spill reporting, guest boundaries and help?
Catering, mobile food and camp settings
Who confirms host handoffs, vehicle limits, weather plans and permitted routes?

These paths are examples and may overlap. Ask which local requirements apply.
Use trained help. This worksheet does not qualify food, alcohol or specialized duties.

Who reviews my workstation, repeated tasks, workload and fatigue? How do I report early discomfort?

Who checks loads, carts, routes and handling aids? How do I keep hot loads within my task plan?

In my own words, what is my safe plan, and when will I pause if a task or condition changes?

What remains unresolved, and which task or area must wait until the answer is confirmed?

Who owns each open item? Record the follow-up date/time and how we confirm it before affected work.

03 / Acknowledge the discussion

We discussed the local plan and open items. Record the online result separately. The employer separately confirms required training, skills, qualifications, assigned duties and work permission. These names acknowledge a discussion. They do not certify food, alcohol-service, equipment, pool or emergency-response qualifications.

Learner name and acknowledgement date

Supervisor name and acknowledgement date