

## Bar, Tavern or Restaurant Loss Control Passport

This is your Passport to Bar, Tavern or Restaurant loss control for a safer environment for your employees, customers or vendors and your peace of mind.

United States Liability Insurance Group and your agent are committed to assist you in managing your business loss exposures. The following checklist will help identify areas that may need improvement and distinguish your business from your competitors.

**Talk to your agent today if you have questions about what you find.**

### Vehicles

- Are Motor Vehicle Reports (MVR) obtained for all drivers and checked every year (Fair Credit Reporting Act requires written consent to order MVR)
- Are prearranged Taxi's called if an intoxicated customer needs a ride home. Are signs posted for patrons to know who to call
- Are certificates of insurance (COI) obtained from all employees that could use their own auto on company business with adequate limits
- Is a maintenance log kept on all owned vehicles
- Are quarterly driver safety meetings held with all drivers
- Have proper loading and unloading techniques been taught and stressed
- If Valet Parking is offered, are keys kept at a locked attendant's booth and does the booth have an attendant present during all hours of operation.

### Parking Lot and Sidewalks

- Is adequate lighting provided for all parking and sidewalks
- Parking lot free of potholes, debris and any slip and fall hazard
- Sidewalks level and free of hazards
- Snow and ice removal completed promptly and kept clean
- When sidewalk basement access is used are employee on the sidewalk when opened and hazard signs posted when in use
- Do steps have sturdy handrails on both sides of steps that are easily gripped and of the correct height
- Are all steps of standard height and width
- Is there a snow removal contract/with certificates of insurance
- Are parking lot wheel stops in good condition and handicapped marked spaces available

### Liquor Service

- Are signs posted that patrons must be 21 years old to purchase alcohol
- Is identification checked for all customers of questionable age
- Is training provided on age verification procedures
- Procedures established for not selling to intoxicated persons or habitually intoxicated persons
- Formal procedure established for dealing with intoxicated persons
- How are obviously intoxicated persons encouraged not to drive
- Is complimentary, low sugar, foods offered to obviously intoxicated persons
- Establish and promote a "designated driver" program – example: free sodas
- Are taxicab companies called where available for intoxicated customers
- Have all servers/managers passed a Training for Intervention Procedures by Servers of Alcohol (TIPS) course and take periodic refresher courses

### Dinning Room/Bar

- Do you strictly adhere to established maximum capacity limits and are required signs posted
- Are background checks made and training provided for bouncers or security guards
- Are there mats in place at entrance doors
- Is there a designated person to check patrons I.D.'s when required
- Is an evacuation procedure posted
- Choke Saving Chart posted
- Are walkways sufficiently wide to accommodate traffic
- Are "Wet Floor" signs available and used
- Is there emergency backup lighting
- Is there an adequate number of illuminated exit signs
- Do all doors open out and are unlocked/unblocked to allow easy exit
- Are sonic/alarm panic bars installed on exit doors to the exterior.
- Is all flooring in good condition and interior steps properly lighted.
- Surge protection on all electronic equipment
- Is extension cord use minimized and taped down to prevent trips and falls
- Is all electrical wiring connected to functioning circuit breakers
- Candle use is discouraged, flowers or other center pieces are a better alternative, but if used double check that all are extinguished nightly
- Is furniture properly assembled, cleaned and maintained
- Glasses should not be stored over or placed directly in ice
- Are smoking material discarded in water or separate metal bin. (Not in trash)
- Are No Smoking signs posted when and where required
- Central Station heat or smoke detection on premises
- Are drinks prohibited from dance floor
- All entertainment/amusement devices in good condition
- Have you ever been cited for violations by the Board of Health
- Is there a written Accident investigation program in place

