

Alcohol Safety Checklist

A vital part of loss control is identifying and removing or correcting unsafe activities or conditions before a loss occurs. This safety checklist is a tool to help you identify some areas that may need attention.

Preparation

- _____ Know the liquor laws in your state
- _____ Perform background checks prior to hiring employees

Adequate Training

- _____ Require state-certified alcohol awareness training for all alcohol servers
- _____ Create and post a written alcohol service policy for employees that includes:
 - Recognizing signs of intoxication
 - Refusing service to an intoxicated person
 - Training to spot a fake ID
 - Proper measuring of alcohol to control portions and increase your bottom line
- _____ Conduct regular staff meetings to reinforce training

Owner Toolkit

- _____ Install a point of sale (POS) system to increase efficiency and monitor alcohol service to patrons
- _____ Install a camera surveillance system to retain footage of on-site activity for at least 90 days
- _____ Utilize an ID scanner for all alcohol purchases
- _____ Post signs regarding zero tolerance and consequences for fake IDs
- _____ Maintain an incident log form to document all incidents that happen at your bar:
 - Description of incident and sequence of events
 - Date and time of incident
 - Names of all involved
 - Injuries, if any

Routine Procedures

- _____ Prohibit employees from consuming alcohol during work hours
- _____ Require proper identification from all patrons who appear to be under age 30
- _____ Have a third-party transit plan in place to obtain a taxi, Lyft or Uber for an intoxicated patron
- _____ Do not allow patrons to stay in the establishment after closing time
- _____ Engage in conversations with customers to look for signs of intoxication (e.g., slurred speech, unsteadiness, boisterous conduct, fixation of the eye, strong odor of alcohol, unusual talkativeness, sleepiness)
- _____ Avoid aggressive drink specials that encourage overconsumption:
 - All you can drink/Bottomless drinks
 - Buy one, get one
 - Cheap drinks (\$1 Jell-O shots)
 - Late-night happy hours
 - Drinking games
- _____ Maintain adequate staffing of bartenders at all times, particularly during special events that draw a larger crowd
- _____ Avoid signs and social media postings that make fun of drunkenness
- _____ Offer water and snacks to patrons who appear intoxicated

A USLI/Mount Vernon policy offers access to free and discounted resources through our Business Resource Center. Check it out today by visiting www.bizresourcecenter.com.

Resources include:

- ▶ Liquor training for \$11 per person (three-year certification)
- ▶ StateFoodSafety (100% online and approved by more health departments than any other food safety training)
- ▶ Background check services
- ▶ CPR and first aid training
- ▶ Sample incident reports (printable)