

Self-Inspection Safety Checklist
for Camps and Conference Centers



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A few periodic precautions that can prevent tragedy.

This Self-Inspection Safety Checklist can be used to help you prevent tragedies before they happen. It provides for you a list of risks to look for as you inspect your camp or conference center to make sure safe operation is being maintained throughout your campus and with all of your activities.

Use the checklist to record concerns identified in your monthly inspections as well as for record keeping for annual reviews and planning. We recommend you keep a calendar that notes the dates you perform your inspections and includes a timetable for improvements.

Many camps and conference centers have formed risk management or safety committees charged with identifying and addressing areas of concern. The checklist also works well for divvying up responsibilities among the committee members or your employees.

Although this checklist will not guarantee you will maintain compliance with federal, state or local regulations, with regular use, it will help you enhance the safety and security of your staff, campers and guests.

Customers can order or download additional copies at no cost on our website at www.churchmutual.com/campsafety.



Risk Management Program:

- Do you have an accident prevention policy or mission statement?
- Are there written performance or accountability standards and objectives for managers and supervisors to:**
 - Reduce accidents, injuries and illnesses?
 - Enhance workplace health and safety?
- Have you established compliance activities and programs?
- Do you have a designated safety coordinator?
- Do you have any health and safety committees?
- Have you established written safety rules and practices?
- Are they posted?
- Do you offer health and safety training and education?
- Do you conduct health and safety inspections/surveys?
- Do you practice loss prevention and control techniques?
- Have you established health and safety promotion and awareness programs?
- Have you established accident investigation and reporting procedures?
- Do you have a procedure for workers' compensation claims management?
- Do you offer early return-to-work programs?
- Do you have emergency response procedures, including notification of authorities, parents and organization officials?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you have an accident prevention policy or mission statement?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there written performance or accountability standards and objectives for managers and supervisors to:				_____
Reduce accidents, injuries and illnesses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Enhance workplace health and safety?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established compliance activities and programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have a designated safety coordinator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have any health and safety committees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established written safety rules and practices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are they posted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you offer health and safety training and education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you conduct health and safety inspections/surveys?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you practice loss prevention and control techniques?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established health and safety promotion and awareness programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established accident investigation and reporting procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have a procedure for workers' compensation claims management?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you offer early return-to-work programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have emergency response procedures, including notification of authorities, parents and organization officials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

Mark areas that "Need Attention" throughout this checklist and establish a plan to upgrade those concerns.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Monthly Inspection:

It's recommended that at least once a month you walk your grounds with the sole purpose of inspecting for these safety concerns.

Are camp rules prominently posted throughout the camp or at one high-traffic area, such as the dining hall?

Are sidewalks, paths and trails free of potential trip-and-fall hazards, such as:

Raised sidewalk sections?

Loose steps?

Wires or cables?

Rocks or tree roots?

Are there any boards, blocks or other debris that need to be removed from walkways?

Are there any dangerous protrusions, such as nails, splinters, etc., that should be eliminated?

Are areas adjacent to buildings clear of weeds, brush and leaves?

Are proper trash receptacles liberally distributed throughout your campground?

Are trash receptacles being systematically emptied and maintained?

Is there any rope, twine or string used to mark yard boundaries?
(If so, remove it as soon as possible.)

Are loose particulate materials, like pea gravel and sand, being maintained?
(They tend to crater and compact.)

Are pesticides and herbicides being applied only by persons with proper EPA licensure?
(The use of pesticides and herbicides should be avoided by operations without public water availability.)

Housekeeping:

Is good housekeeping being maintained in storage areas? *(Poor housekeeping habits increase the chance of fire and personal injury.)*

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are camp rules prominently posted throughout the camp or at one high-traffic area, such as the dining hall?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are sidewalks, paths and trails free of potential trip-and-fall hazards, such as:				_____
Raised sidewalk sections?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Loose steps?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Wires or cables?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Rocks or tree roots?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there any boards, blocks or other debris that need to be removed from walkways?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there any dangerous protrusions, such as nails, splinters, etc., that should be eliminated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are areas adjacent to buildings clear of weeds, brush and leaves?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are proper trash receptacles liberally distributed throughout your campground?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are trash receptacles being systematically emptied and maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there any rope, twine or string used to mark yard boundaries? <i>(If so, remove it as soon as possible.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are loose particulate materials, like pea gravel and sand, being maintained? <i>(They tend to crater and compact.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are pesticides and herbicides being applied only by persons with proper EPA licensure? <i>(The use of pesticides and herbicides should be avoided by operations without public water availability.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Housekeeping:				_____
Is good housekeeping being maintained in storage areas? <i>(Poor housekeeping habits increase the chance of fire and personal injury.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Inspection Tip

Openings should be covered with wire mesh to prevent entry by birds and animals.

Is barbecue charcoal being properly stored in airtight containers, preferably not inside a building? *(National Fire Protection Association studies have indicated that damp charcoal is spontaneously combustible.)*

Are all rags and paper towels containing flammable or combustible liquids being removed from buildings at the end of each day?

Are all rags and paper towels containing flammable or combustible liquids separated from other trash and placed in a noncombustible, self-closing trash container until removed from the premises?

Are spaces in attics, basements and beneath stairs free from accumulation of combustibles?

Are rugs, carpets and floor tiles periodically checked for tears, rips or chips that could cause tripping?

Are rugs, carpets and floor tiles promptly repaired?

Are "walk-off" mats used at all entrances to collect grit, water, ice and snow?

Are "walk-off" mats cleaned frequently?

Are "Caution Wet Floor" signs used when maintaining floors or after cleaning up a spill?

Is good housekeeping maintained, and are all floor obstructions and tripping hazards removed?

Are extension, telephone or sound equipment cords on the floor or on steps where they can create trip-and-fall hazards?

Are emergency telephone numbers posted by all telephones?

Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence?

Are poisonous substances stored away from areas where campers and employees congregate?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is barbecue charcoal being properly stored in airtight containers, preferably not inside a building? <i>(National Fire Protection Association studies have indicated that damp charcoal is spontaneously combustible.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all rags and paper towels containing flammable or combustible liquids being removed from buildings at the end of each day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all rags and paper towels containing flammable or combustible liquids separated from other trash and placed in a noncombustible, self-closing trash container until removed from the premises?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are spaces in attics, basements and beneath stairs free from accumulation of combustibles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are rugs, carpets and floor tiles periodically checked for tears, rips or chips that could cause tripping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are rugs, carpets and floor tiles promptly repaired?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are "walk-off" mats used at all entrances to collect grit, water, ice and snow?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are "walk-off" mats cleaned frequently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are "Caution Wet Floor" signs used when maintaining floors or after cleaning up a spill?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is good housekeeping maintained, and are all floor obstructions and tripping hazards removed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are extension, telephone or sound equipment cords on the floor or on steps where they can create trip-and-fall hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are emergency telephone numbers posted by all telephones?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are poisonous substances stored away from areas where campers and employees congregate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Inspection Tip

Make sure your employees and volunteers are alert for problems and know how to report safety concerns.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Buildings and Grounds:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are roofs inspected annually?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are repairs performed promptly to prevent building deterioration?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are walkways kept clear of loose gravel and other foreign materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there any tripping hazards on the sidewalk, lawn or parking lot?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there potholes in the driveways or parking lot?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are parking lot traffic signs in good condition and positioned for easy viewing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there parking blocks in the parking lot? <i>(They are a major cause of trip-and-fall injuries and should be removed.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are driveway and parking lot chain barriers equipped with reflectors for visibility at night?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the parking lot adequately marked and lighted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there exterior dusk-to-dawn lighting on all sides of the main buildings?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exterior basement window wells covered with a substantial covering or grate that will hold at least 500 pounds?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a wheelchair-accessible ramp, and is it inspected frequently?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are sidewalks and steps free of raised cracks or chips?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are handrails securely anchored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are fences in good repair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are trees maintained and located so as not to allow access to upper floor windows or roofs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a separate shed to store paint, gasoline and other flammables?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are lightning protection systems in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
On older systems, do wires run directly into the ground?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Maintenance Tip

Low light bulbs in storage areas are an injury and fire hazard and should be protected with wire basket guards.

Cold-Weather Concerns:

Is snow removed promptly from entryways, sidewalks and parking lots?

Are ice and other slick spots treated as soon as possible?

Is snow and ice removed immediately from areas above doorways and walkways?

Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?

Do downspouts direct water over walkways where it can freeze and create a slip-and-fall hazard?

Exits:

Are all exits maintained in good working order?

Are all exits unlocked during occupancy?

Are all exits free of obstructions?

Do all emergency exits open in an outward direction?

Are all emergency exit doors equipped with panic hardware?

Are there two exits, remote from each other, for each level of the building?

Are exterior fire escapes accessible and well maintained?

Are all exits marked with a lighted exit sign and also powered by an emergency source?

Are exit route maps displayed at regular intervals throughout your facilities?

Is emergency lighting tested regularly?

Is it a policy to replace back-up batteries in exit signs and emergency lights once a year?

Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," "STOREROOM" and the like?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is snow removed promptly from entryways, sidewalks and parking lots?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are ice and other slick spots treated as soon as possible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is snow and ice removed immediately from areas above doorways and walkways?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do downspouts direct water over walkways where it can freeze and create a slip-and-fall hazard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exits maintained in good working order?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exits unlocked during occupancy?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exits free of obstructions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do all emergency exits open in an outward direction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all emergency exit doors equipped with panic hardware?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there two exits, remote from each other, for each level of the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are exterior fire escapes accessible and well maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all exits marked with a lighted exit sign and also powered by an emergency source?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are exit route maps displayed at regular intervals throughout your facilities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is emergency lighting tested regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is it a policy to replace back-up batteries in exit signs and emergency lights once a year?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," "STOREROOM" and the like?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Maintenance Tip

Plumbing in unoccupied buildings should be drained in the off-season to prevent frozen pipes.



Buildings and Grounds:

Fire Protection:

- Do you have a fire prevention plan?
- Are fire doors in good operating condition and unobstructed, including their counterweights?
- Are all fire extinguishers checked and tagged annually by a qualified servicing contractor?
- Are all fire extinguishers checked monthly by staff?
- Are all fire extinguishers properly mounted on walls in conspicuous locations?
- Are specifically hazardous areas, such as the furnace/boiler room (Type ABC) or kitchen (Type K), equipped with a proper fire extinguisher in accordance with National Fire Protection Association standards?
- Is each floor level (including balconies) equipped with a proper fire extinguisher?
- Are fire extinguishers placed so the maximum travel distance does not exceed 50 feet?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?
- Do you have a fire alarm system?
- If so, is the fire alarm system tested at least annually?
- Are all buildings which are occupied as sleeping quarters equipped with early-warning smoke detectors?
- Are all smoke detectors hard-wired into the electrical system and equipped with battery backup?
- Are automatic sprinkler system water control valves and air and water pressure levels checked as required by the manufacturer?
- Is good housekeeping maintained in the furnace or boiler room?
- Is good housekeeping maintained in storage areas?

Satisfactory Needs Attention Not Applicable

Action To Be Taken

Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Housekeeping Tip

Rags and paper towels containing flammable or combustible liquids should be separated from other trash.

Are hard-wired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters?

Stairways:

Are steps designed or provided with a surface that is slip resistant?

Are standard stair rails or handrails on all stairways with four or more steps?

Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?

Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?

Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?

Where stairs or stairways exit directly into any area where vehicles might be operated, are adequate barriers and warnings provided to prevent employees, campers and guests from stepping into the path of traffic?

Is the rise in concrete at entranceways identified to prevent slips and falls?

Is there proper illumination on stairways and access to light switches on both levels?

Kitchen:

Are appliances, walls, floors, etc., free of grease accumulation?
(Grease buildup increases the chance of fire and personal injury.)

Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?

If frequent cooking takes place, are exhaust hoods equipped with removable filters, and are explosion-proof lights installed above the cooking equipment?

Are the hood, filters and exhaust duct cleaned on a regular basis?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are hard-wired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Stairways:				
Are steps designed or provided with a surface that is slip resistant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are standard stair rails or handrails on all stairways with four or more steps?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Where stairs or stairways exit directly into any area where vehicles might be operated, are adequate barriers and warnings provided to prevent employees, campers and guests from stepping into the path of traffic?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the rise in concrete at entranceways identified to prevent slips and falls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there proper illumination on stairways and access to light switches on both levels?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Kitchen:				
Are appliances, walls, floors, etc., free of grease accumulation? <i>(Grease buildup increases the chance of fire and personal injury.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If frequent cooking takes place, are exhaust hoods equipped with removable filters, and are explosion-proof lights installed above the cooking equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the hood, filters and exhaust duct cleaned on a regular basis?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Housekeeping Tip

Store barbeque charcoal in airtight containers, preferably not inside a building.



Buildings and Grounds:

Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?

Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?

Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?

Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?

Is a mop conveniently located to quickly clean up spills?

Are hot pads and mitts readily available for handling pots and pans?

Is your kitchen area equipped with heat detectors?

If the stove is not equipped with pilot lights or you wish to keep them turned off, is the gas line to the stove turned off with a remote valve when the stove is not in use?

Does your walk-in cooler have safety handles?

Are refrigeration and freezer temperatures monitored and documented daily?

Is thermostat equipment on deep fryers and other cooking equipment in good working order?

If automatic dishwasher is used:

Is mechanical dishwashing equipment in good repair?

Are temperature gauges working properly?

Is a hot water temperature requirement maintained?

Is hot water temperature monitored and documented daily?

Are dishwashing detergent and chemical containers labeled?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a mop conveniently located to quickly clean up spills?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are hot pads and mitts readily available for handling pots and pans?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is your kitchen area equipped with heat detectors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If the stove is not equipped with pilot lights or you wish to keep them turned off, is the gas line to the stove turned off with a remote valve when the stove is not in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does your walk-in cooler have safety handles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are refrigeration and freezer temperatures monitored and documented daily?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is thermostat equipment on deep fryers and other cooking equipment in good working order?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If automatic dishwasher is used:				
Is mechanical dishwashing equipment in good repair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are temperature gauges working properly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a hot water temperature requirement maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is hot water temperature monitored and documented daily?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are dishwashing detergent and chemical containers labeled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Food Safety Tip

Keep hot foods hot and cold foods cold. The "danger zone" is the range between 40°F and 140°F.

If manual dishwashing is used:

Is there an adequate quantity of hot water?

Is there a sanitizing test kit provided and used?

Are dishwashing detergent and chemical containers labeled?

Is garbage removed from the building after each meal?

Are garbage containers located away from the building?

Is there an easy exit from the kitchen to the outside of the building?

Is the kitchen exit located away from the potential source of a fire?

Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break?

Is the kitchen fire extinguisher mounted on a wall near an outside exit?

Is the kitchen fire extinguisher a Type K?

Are proper containers used for waste food accumulation?

Are waste containers emptied immediately when filled?

Are nonslip floor mats located in front of all working areas that are near sources of water?

Is a first-aid kit kept in the kitchen?

Is there a flashlight kept in the kitchen?

Satisfactory Needs Attention Not Applicable Action To Be Taken

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is there an adequate quantity of hot water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a sanitizing test kit provided and used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are dishwashing detergent and chemical containers labeled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is garbage removed from the building after each meal?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are garbage containers located away from the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there an easy exit from the kitchen to the outside of the building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the kitchen exit located away from the potential source of a fire?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the kitchen fire extinguisher mounted on a wall near an outside exit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the kitchen fire extinguisher a Type K?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are proper containers used for waste food accumulation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are waste containers emptied immediately when filled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are nonslip floor mats located in front of all working areas that are near sources of water?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a first-aid kit kept in the kitchen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a flashlight kept in the kitchen?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Fire Safety Tip

All fire extinguishers, including your kitchen Type K, should be checked weekly for tampering or removal.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Utility/Power Sources:

Electrical:

If your electrical system uses fuses, is the proper size fuse used for each circuit?

Are circuits identified on the fuse box cover?

Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Is a minimum 3-foot clearance between electrical panels and combustible storage materials being maintained?

Are electrical enclosures, such as switches, receptacles and junction boxes, provided with tight-fitting covers or plates?

When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?

Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles?

Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (*T-type and multi-adapters are not acceptable.*)

Is temporary electrical wiring running through hidden spaces, walls or wall openings, such as doors or windows?

Are there any splices or signs of deterioration?

Are extension cords being used in place of permanent electrical wiring and outlets?

Do extension cords being used have a grounding conductor?

Are extension cords with multiple connections and T-type adapters used to increase the number of receptacles in a wall socket?

Are electrical appliances, such as vacuum cleaners, polishers and vending machines, grounded?

Satisfactory Needs Attention Not Applicable Action To Be Taken

Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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Inspection Tip

A qualified professional should inspect all heating and air-conditioning systems annually.

Are power cords for appliances and extension cords maintained in good physical condition?

Are any electrical cords frayed, cracked or dried out?

Are refrigerators, freezers, air conditioners and electrical water coolers grounded?

Heating, Cooling and Water Heaters:

Is the furnace/boiler room being used for storage of combustible materials?

Are all heating and ventilation ducts cleaned periodically?

Are heating and air-conditioning systems inspected at least annually by a qualified contractor?

Are boilers and hot water heaters equipped with a pressure and temperature relief valve?

Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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Inspection Tip

Time your annual inspections so they occur just prior to heating and cooling seasons.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Automobiles/Tractors/Maintenance Vehicles:

All Vehicles:

Are only qualified, properly licensed adults operating all vehicles?

Is a copy of each driver's license kept on file?

Is a minimum age of 21 set for all drivers?

Have motor vehicle records of all drivers been checked for moving violations within the past three years? (*A flawless personal driving record is a must — no tickets or violations.*)

Are all vehicles being systematically inspected?

Are written repair and maintenance records being kept for each vehicle?

Are manufacturer's recommended maintenance schedules being followed or exceeded?

Do drivers perform a pre-trip and post-trip inspection, documenting vehicle condition, any mechanical problems and odometer readings before and after trips?

Is your safety coordinator performing unannounced observations of driver pre-trip and post-trip inspections and actual driving performance?

Do those operating buses possess a valid commercial driver's license?

Are regular bus evacuation drills being conducted?

Do you have a rule never to allow passengers on tractors, ATVs or other maintenance vehicles?

Do you have a written policy banning the use of cellphones and other mobile devices while operating motor vehicles?

Owned Vehicles:

Is the use of owned vehicles restricted to official business or activities?

Do buses and vans comply with state requirements for lights, equipment and color?

Are vehicles routinely inspected by a competent mechanic?

Satisfactory Needs Attention Not Applicable Action To Be Taken

Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safe Driving Tip

See Church Mutual's "Road To Safer Transportation" DVD and booklet at www.churchmutual.com.

Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior?

Are written repair and maintenance records kept for each vehicle?

Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended?

Are the driver and all passengers required to wear seat belts? *(Buses are excluded.)*

Nonowned Vehicles:

Have all staff members, employees and volunteers who use their vehicle for camp business been informed that their liability and physical damage coverage is primary and nonowned automobile liability is secondary with no coverage for physical damage?

Do individuals who use their vehicle for camp business provide the safety coordinator or safety committee with proof of insurance with adequate liability limits?

Do you keep copies of proof of insurance certificates in a file?

If someone's vehicle does not appear to be reliable, is it still being used for camp business?

Are there established guidelines for minimum age limits for those using their vehicle for camp business? *(We recommend a minimum age of 21.)*

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are written repair and maintenance records kept for each vehicle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the driver and all passengers required to wear seat belts? <i>(Buses are excluded.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Nonowned Vehicles:				
Have all staff members, employees and volunteers who use their vehicle for camp business been informed that their liability and physical damage coverage is primary and nonowned automobile liability is secondary with no coverage for physical damage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do individuals who use their vehicle for camp business provide the safety coordinator or safety committee with proof of insurance with adequate liability limits?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you keep copies of proof of insurance certificates in a file?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If someone's vehicle does not appear to be reliable, is it still being used for camp business?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there established guidelines for minimum age limits for those using their vehicle for camp business? <i>(We recommend a minimum age of 21.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safe Driving Tip

Insist that the driver and all passengers, including children, wear seat belts.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Activities:

Activity Procedures:

Do you have a written standard of conduct for adult/children relationships establishing parameters of conduct and contact during and after normal activity hours?

Are there always at least two adults in any teaching or recreational situation involving children?

Are youth activities done in an open area or room and not in a private office?

Are parents fully informed about the activities their children will be involved in?

Do selected personnel have emergency or first-aid training?

Swimming:

If a customer, are you utilizing Church Mutual's Swimmer Safety Program?

Is the physical condition of your swimming area meticulously maintained to eliminate safety hazards?

Is the swimming area kept clear of clutter and debris? *(Absolutely no glass or shatterable plastic items are permitted.)*

Are rules posted in a conspicuous location or locations legible and enforced?

Do the rules include statements regarding:

Lifeguard presence?

Swimming hours?

No running or rough play in the pool or swimming area?

Not entering the swimming area if you have a communicable disease or an open cut?

Showering before entering the pool or swimming area and after use of toilet facilities?

Prohibiting food, drink or gum in the swimming areas?

During closed hours, is a sign posted stating the pool or beach area is closed?

Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Swimming Tip

Stay alert. Drowning remains the second leading cause of accidental deaths among children ages 4 to 19 in the United States.

Are there "No Diving" signs posted near the low water areas of the pool or swimming dock?

Are lifeguards supervising the pool or swimming area also given duties that distract from their observation of persons in the area or prevent their immediate assistance to persons in distress?

Is a swimmer's access to the water controlled with a check-in/check-out board?

Is use of the "Buddy System" in force?
Are two swimmers matched up for a head count every 10 minutes?

Pools:

Are pool evacuation and spot chlorination procedures in place in case of accidental discharge by children or incontinent adults?

Are all chemicals stored in the original covered containers in a clean, dry, well-ventilated and locked area away from flammables and heat sources?
(Chemicals may not be stored in chlorine gas storage areas.)

Do only authorized personnel have access to the storage area?

Is pool water tested daily before the pool is open and at least one other time during the day's peak swimming load for pH and disinfectant residual?

Is pool water tested at least twice a week for the combined chlorine level when chlorine is used and at least once a week for total alkalinity and cyanuric acid concentration when cyanuric acid is used?

Is all testing being documented?

Is pool water clear enough that the main drain or a black and white disk, 6 inches in diameter, placed at the deepest point of the swimming pool is readily visible when viewed from the deck?

Is the pool equipped with rescue equipment?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are there "No Diving" signs posted near the low water areas of the pool or swimming dock?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are lifeguards supervising the pool or swimming area also given duties that distract from their observation of persons in the area or prevent their immediate assistance to persons in distress?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a swimmer's access to the water controlled with a check-in/check-out board?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is use of the "Buddy System" in force? Are two swimmers matched up for a head count every 10 minutes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are pool evacuation and spot chlorination procedures in place in case of accidental discharge by children or incontinent adults?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all chemicals stored in the original covered containers in a clean, dry, well-ventilated and locked area away from flammables and heat sources? <i>(Chemicals may not be stored in chlorine gas storage areas.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do only authorized personnel have access to the storage area?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is pool water tested daily before the pool is open and at least one other time during the day's peak swimming load for pH and disinfectant residual?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is pool water tested at least twice a week for the combined chlorine level when chlorine is used and at least once a week for total alkalinity and cyanuric acid concentration when cyanuric acid is used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is all testing being documented?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is pool water clear enough that the main drain or a black and white disk, 6 inches in diameter, placed at the deepest point of the swimming pool is readily visible when viewed from the deck?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the pool equipped with rescue equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Swimming Tip

Church Mutual's free Swimmer Safety Kit for customers includes durable, color-coded wristbands. Go to www.churchmutual.com.



Activities:

Beachfront:

During non-swimming hours, is a legible sign or signs reading "No Lifeguard On Duty" posted?

Are docks, piers and floats inspected periodically for signs of deterioration, sharp or splintered edges and missing components?

Is lifesaving equipment maintained in good repair and readily available?

Are swimming areas with drop-offs clearly marked?

Boating:

Are all participants of all watercraft required to wear approved life jackets?

Is fuel on board a craft in approved and marked containers?

Do all camp boating activities require the following personnel:

Activity leader?

Helpers for the leader?

Supervisors familiar with the equipment?

Archery and Rifle Ranges:

Are shooting ranges under strict supervision at all times?

Are range and shooting/archery rules posted in a conspicuous location legible and enforced?

Do they, at a minimum, contain the following basic rules?

Treat all guns as if they were loaded.

Always keep your finger out of the trigger guard of a gun until ready to shoot.

Never point a firearm or bow at anything you are not willing to destroy.

Be sure to know your target and what is beyond.

Are all weapons placed on the firing line by the instructor prior to the campers arriving for the activity?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
During non-swimming hours, is a legible sign or signs reading "No Lifeguard On Duty" posted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are docks, piers and floats inspected periodically for signs of deterioration, sharp or splintered edges and missing components?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is lifesaving equipment maintained in good repair and readily available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are swimming areas with drop-offs clearly marked?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all participants of all watercraft required to wear approved life jackets?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is fuel on board a craft in approved and marked containers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do all camp boating activities require the following personnel:				_____
Activity leader?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Helpers for the leader?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Supervisors familiar with the equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are shooting ranges under strict supervision at all times?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are range and shooting/archery rules posted in a conspicuous location legible and enforced?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do they, at a minimum, contain the following basic rules?				_____
Treat all guns as if they were loaded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Always keep your finger out of the trigger guard of a gun until ready to shoot.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Never point a firearm or bow at anything you are not willing to destroy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Be sure to know your target and what is beyond.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all weapons placed on the firing line by the instructor prior to the campers arriving for the activity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Archery Tip

If you look for a lost arrow behind a target, leave your bow leaning against the target face so other archers will see it.

Are weapons, arrows and ammunition kept in locked facilities when not in use? *(Safety equipment for storage can include firearm safes, lockable cases, lockable cabinets and safety-proofing devices, such as trigger locks, etc.)*

If possible, is all ammunition provided at the range accounted for at the end of shooting activities?

Paintball:

Are all rules thoroughly reviewed and all equipment demonstrated prior to participants entering the playing field?

Do rules include the following?

No close-range shooting.
Minimum range is 25 feet.

No intentional shooting at the head or neck.

No overshooting or excessive multiple hits.
No climbing trees, rocks, buildings or any other obstacle.

No shooting out of bounds.

No physical contact of any kind.

Is there an adult referee on the playing field during the activity? *(There must also be adult supervision of those waiting to participate.)*

Are players required to wear proper footwear while on the playing field?

Are players required to wear proper protective clothing while on the playing field? *(No shorts, T-shirts, etc.)*

Do referees wear face protection and protective clothing while on the playing field?

Is only camp-provided paintball ammunition utilized?

Horseback Riding:

Is each rider given a horse he or she can handle with confidence? *(For example, an inexperienced rider should not ride a high-strung, spirited horse.)*

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are weapons, arrows and ammunition kept in locked facilities when not in use? <i>(Safety equipment for storage can include firearm safes, lockable cases, lockable cabinets and safety-proofing devices, such as trigger locks, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If possible, is all ammunition provided at the range accounted for at the end of shooting activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Paintball:				
Are all rules thoroughly reviewed and all equipment demonstrated prior to participants entering the playing field?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do rules include the following?				
No close-range shooting. Minimum range is 25 feet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
No intentional shooting at the head or neck.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
No overshooting or excessive multiple hits. No climbing trees, rocks, buildings or any other obstacle.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
No shooting out of bounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
No physical contact of any kind.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there an adult referee on the playing field during the activity? <i>(There must also be adult supervision of those waiting to participate.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are players required to wear proper footwear while on the playing field?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are players required to wear proper protective clothing while on the playing field? <i>(No shorts, T-shirts, etc.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do referees wear face protection and protective clothing while on the playing field?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is only camp-provided paintball ammunition utilized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Horseback Riding:				
Is each rider given a horse he or she can handle with confidence? <i>(For example, an inexperienced rider should not ride a high-strung, spirited horse.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Horse Safety Tip

Horseback riders should only be allowed to ride on approved trails.



Activities:

Do riders wear comfortable clothing that allows free movement? (*Clothing that is too loose, however, can flap in the wind and frighten the horse.*)

Do shoes or boots have heels so the rider's feet stay firmly in the stirrups?

Are riders required to wear helmets?

Wilderness and Primitive Camping:

Are tools kept sharp and ready for use but always sheathed when not in use?

Is one basic rule always to leave an area in better shape than you found it? (*For example, stack up unused firewood. Pick up all your garbage and take it with you.*)

Are you especially cautious about items that are not biodegradable?

Is it a rule to only drink water that you brought with you or to have water disinfected with water purification tablets?

Challenge Courses:

Is a written inspection report of all low- and high-challenge course elements, climbing wall/tower courses and zip line courses made daily? (*The inspection report should have each element listed, notations as to condition and documentation of any repairs.*)

Is there an ongoing periodic review to ensure that all staff members are familiar with current procedures and that they are being followed?

Is the review documented?

Are local weather reports listened to and taken into account when planning for the day? (*The most obvious threat to safety is from thunderstorms.*)

If it is unusually hot, is there water available?

If it is unusually hot, are frequent breaks taken to assess participants for symptoms of dehydration?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do riders wear comfortable clothing that allows free movement? (<i>Clothing that is too loose, however, can flap in the wind and frighten the horse.</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do shoes or boots have heels so the rider's feet stay firmly in the stirrups?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are riders required to wear helmets?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Wilderness and Primitive Camping:				
Are tools kept sharp and ready for use but always sheathed when not in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is one basic rule always to leave an area in better shape than you found it? (<i>For example, stack up unused firewood. Pick up all your garbage and take it with you.</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are you especially cautious about items that are not biodegradable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is it a rule to only drink water that you brought with you or to have water disinfected with water purification tablets?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Challenge Courses:				
Is a written inspection report of all low- and high-challenge course elements, climbing wall/tower courses and zip line courses made daily? (<i>The inspection report should have each element listed, notations as to condition and documentation of any repairs.</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there an ongoing periodic review to ensure that all staff members are familiar with current procedures and that they are being followed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the review documented?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are local weather reports listened to and taken into account when planning for the day? (<i>The most obvious threat to safety is from thunderstorms.</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If it is unusually hot, is there water available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If it is unusually hot, are frequent breaks taken to assess participants for symptoms of dehydration?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Fire Safety Tip

When camping, pay attention to dry weather/fire alerts and never light fires in windy conditions.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Playgrounds:

Is supervision being provided at all times when children are using the playground during camp activities?

Do surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand or pea gravel?

Are mats made of safety-tested rubber or rubber-like materials?

Does protective surfacing extend at least 6 feet in all directions from play equipment?
(For swings, surfacing should extend twice the height of the suspending bar in back and front.)

Are play structures that are more than 30 inches high spaced at least 9 feet apart?

Is all equipment securely anchored?

Is there dangerous hardware, such as open "S" hooks or protruding bolt ends?
(All "S" hooks should be closed completely.)

Is there any visible corrosion or wear on swing chains or "S" hooks?

Do openings in guardrails or between ladder rungs measure less than 3.5 inches or more than 9 inches?

Are there sharp points or edges in equipment?

Are there tripping hazards, such as exposed concrete footings, tree stumps and rocks?

Do all elevated surfaces, such as platforms and ramps, have guardrails to prevent falls?

Are playgrounds checked regularly to see that equipment and surfacing are in good condition?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is supervision being provided at all times when children are using the playground during camp activities?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand or pea gravel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are mats made of safety-tested rubber or rubber-like materials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does protective surfacing extend at least 6 feet in all directions from play equipment? <i>(For swings, surfacing should extend twice the height of the suspending bar in back and front.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are play structures that are more than 30 inches high spaced at least 9 feet apart?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is all equipment securely anchored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there dangerous hardware, such as open "S" hooks or protruding bolt ends? <i>(All "S" hooks should be closed completely.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there any visible corrosion or wear on swing chains or "S" hooks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do openings in guardrails or between ladder rungs measure less than 3.5 inches or more than 9 inches?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there sharp points or edges in equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there tripping hazards, such as exposed concrete footings, tree stumps and rocks?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do all elevated surfaces, such as platforms and ramps, have guardrails to prevent falls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are playgrounds checked regularly to see that equipment and surfacing are in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Playground Tip

More popular playground equipment should be spread out to avoid a heavy concentration of users in a single area.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Maintenance Shops and Equipment:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is limited storage of flammable and combustible materials in accordance with NFPA Standard 30 or local ordinances?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are ladders maintained and in good condition at all times?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If a ladder is being used to gain access to a roof or upper platform, does it extend at least 3 feet above the point of support?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are metal ladders prohibited from use in areas containing electrical current?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are ladders equipped with nonslip safety feet?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are ladders stored indoors or otherwise protected from the elements?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are powered and nonpowered hand tools kept in good condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are powered and nonpowered hand tools safely and neatly stored?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are power tools with hazardous-moving parts equipped with proper guarding?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are portable electrical tools and equipment grounded or of the double-insulated type?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are properly grounded receptacles placed where machinery or tools are used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is all lawn-care equipment equipped with proper protective guarding and appropriate warning notices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are lawn mowers and all gasoline-powered equipment stored in a detached storage building?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are all safety guards in place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the mechanical power transmission apparatus adequately guarded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Equipment Tip

Power equipment that is missing operation guards should never be used.

Are saws and other woodworking equipment provided with blade guards and safety devices?

Are abrasive wheel grinders adequately guarded?

Are the grinder tool rests and tongue guards adjusted?

Is compressed air used for cleaning regulated to less than 30 psi?

Do floor stand air circulation fans have blade guards narrow enough to prohibit contact with the moving fan blades?

Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members and volunteers involved in maintenance and lawn care?

Are workers required to wear eyewear and hearing protection?

Do users of power tools and other equipment receive annual training for proper and safe operating procedures?

Are operators of chain saws required to wear helmets, face shields, hearing protection and chaps for their legs?

Are all above-ground fuel tanks protected for accidents involving vehicles?

Is hazardous waste, such as oil, paint, stain and other solvents, properly disposed of?

Satisfactory Needs Attention Not Applicable Action To Be Taken

Table with 4 columns: Satisfactory, Needs Attention, Not Applicable, Action To Be Taken. Contains 10 rows of safety questions with radio button options and horizontal lines for notes.

Ladder Safety Tip

Extension ladders should have nonskid safety shoes.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Living Quarters/Cabins:

Is the overall condition of your cabins/lodging facilities clean and in good repair?

If you have wooden floors, are they free of splinters?

Are the steps leading into the cabins in good repair?

If there are more than three steps, is there a handrail?

Is there a fire extinguisher in each cabin or in close proximity if you have a cluster of cabins?

Is there a smoke detector in each cabin?

If there is a gas heater or gas water heater in the cabin, is there also a CO₂ detector?

Do bunk beds have proper rails on both sides to prohibit rolling out of bed while sleeping?

Is there adequate supervision in the cabins and other living quarters?

Are there guidelines that outline expected behavior and prohibit roughhousing, hazing and sexual contact?

Are the guidelines actively enforced?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is the overall condition of your cabins/lodging facilities clean and in good repair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If you have wooden floors, are they free of splinters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the steps leading into the cabins in good repair?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If there are more than three steps, is there a handrail?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a fire extinguisher in each cabin or in close proximity if you have a cluster of cabins?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a smoke detector in each cabin?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If there is a gas heater or gas water heater in the cabin, is there also a CO ₂ detector?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do bunk beds have proper rails on both sides to prohibit rolling out of bed while sleeping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there adequate supervision in the cabins and other living quarters?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there guidelines that outline expected behavior and prohibit roughhousing, hazing and sexual contact?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the guidelines actively enforced?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Safety Tip

Bunk beds must have upper bunk guardrails on each side of the bed and should run continuously from one end of the bed to the other.

Completed by: _____ Date: _____
 Completed by: _____ Date: _____
 Completed by: _____ Date: _____



First Aid:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is there an adequate first-aid kit available in all locations of activity?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are records kept of all first-aid care provided to employees as listed in OSHA record-keeping requirements? <i>(Requirements can be found at www.osha.gov.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are records kept of all first-aid care provided to campers and visitors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are emergency telephone numbers posted?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is at least one employee qualified to render first aid/CPR?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are first-aid providers protected against bloodborne pathogens?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
In areas where corrosive liquids or materials are handled, are there means provided for quick drenching or flushing of the eyes and body?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are Material Safety Data Sheets (MSDS) available for review by a physician in case of chemical exposure?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you keep a guardian consent form for each camper on file for medical, dental or hospital care or medical treatment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is your staff nurse informed with a written document of all medical care/treatment that takes place?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you require all campers who require medications to provide the medication and instructions/dosage to your nurse as soon as they arrive at camp?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you properly dispose of hazardous materials, such as contaminated first-aid materials and needles?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

First-Aid Tip

Set up step-by-step emergency procedures that apply to all activities.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Staff Recruitment and Training:

Screening Procedures:

- Are all applicants — employee and volunteer — asked to complete an employment application?
- Do you contact references and employers listed on applications?
- Do you maintain a file of these contacts and what transpired?
- Do you interview prospects only after contacting previous employers and other references?
- Do you have an associate participate in interviews?
- Do you routinely check for arrest and conviction records?
- Are all drivers at least 21 years old and their motor vehicle records checked every three years?
- Do individuals who use their vehicle for camp business possess a valid driver's license?
- Is a copy of each driver's license kept on file?
- Do you have a code of conduct that you require all employees sign?
- Does the code of conduct address off-hour behavior?
- Is there adequate supervision of staff?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Screening Tip
Professional online screening resources are available at www.churchmutual.com.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Security:

Are buildings kept locked when unoccupied?

Are buildings protected by burglar alarms?

Are keys to buildings marked
"Do Not Copy"?

Are the keys or access cards
given out in limited numbers?

Is a record kept of individuals
who have a key or access card?

Are locks and safe combinations changed
when employees who have had access
are discharged?

Are personnel assigned to check windows
and exit doors for security before leaving
a building at the end of the day?

Are grade-level and basement
windows protected with window
locks, wire mesh or bars?

Are grade-level and basement windows
kept free of shrubbery and other obstructions
behind which burglars can hide?

Is a detailed written, photographic or video
inventory of building contents and valuables
maintained? *(The inventory should include
brand, model number, serial number, cost
and date of purchase when possible.
Receipts for new purchases should be kept.)*

Are high-valued items kept in a safe, vault
or quality locked cabinet when not in use?

Is audiovisual, office and musical equipment
stored in a locked room or office area
when not in use?

Have you made arrangements for regular
police patrols or a security force
drive-by at night?

Off-Season Security:

Do you have a plan in place for off-season
security if your camp is seasonal?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are buildings kept locked when unoccupied?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are buildings protected by burglar alarms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are keys to buildings marked "Do Not Copy"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the keys or access cards given out in limited numbers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a record kept of individuals who have a key or access card?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are locks and safe combinations changed when employees who have had access are discharged?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are personnel assigned to check windows and exit doors for security before leaving a building at the end of the day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are grade-level and basement windows protected with window locks, wire mesh or bars?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are grade-level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is a detailed written, photographic or video inventory of building contents and valuables maintained? <i>(The inventory should include brand, model number, serial number, cost and date of purchase when possible. Receipts for new purchases should be kept.)</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are high-valued items kept in a safe, vault or quality locked cabinet when not in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is audiovisual, office and musical equipment stored in a locked room or office area when not in use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you made arrangements for regular police patrols or a security force drive-by at night?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have a plan in place for off-season security if your camp is seasonal?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Security Tip

Wire mesh fencing can prevent access
and still allow good visibility.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Workstation Analysis:

Do working spaces allow for a full range of work movements?

Are mechanical aids and equipment provided where feasible?

Are work surfaces at proper heights and adjustable?

Can work surfaces be tilted or angled?

Are workstations designed to minimize or eliminate:

Twisting at the waist?

Bending at the waist?

Extension of the arms?

Elevation of the elbows?

Reaching above the shoulder?

Static muscle loading?

Bending or twisting of the wrist?

Do employees have the option to vary their posture?

Are employees' hands or arms subjected to pressure from sharp edges on work surfaces?

Are armrests provided where needed?

Are footrests provided where needed?

Is the floor surface irregular, slippery or sloping?

Are cushioned floor mats provided for workers who are required to stand for long periods?

Where chairs or stools are provided, are they easily adjustable and suited to the task?

Are all task requirements visible from comfortable positions?

Is there a preventive maintenance program for mechanical aids, tools and other equipment?

Satisfactory Needs Attention Not Applicable

Action To Be Taken

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Workstation Tip

Periodic "stretching" breaks are a good idea, especially when tasks are repetitive.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Material Handling:

Is weight to be handled excessive?
 If so, can weight(s) be reduced?
 Is the distance between the object and the body minimized?

Are walking surfaces:

Level?
 Wide enough?
 Clean?
 Dry?
 Visible?

Are working surfaces adjustable to optimal handling heights?

Are objects to be moved:

Difficult to grasp?
 Unstable?
 Awkward?
 Slippery?

Are there handholds on these objects?
 Is help available for heavy or awkward lifts?
 Is there enough room to maneuver?
 Does the employee have an unobstructed view of handling the task?
 Can mechanical devices be employed?

Are the following avoided in material handling:

Movements below knuckle height?
 Static muscle loading?
 Twisting at the waist?
 Movements above shoulder height?
 Sudden movements during handling?
 Excessive reaching?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is weight to be handled excessive?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If so, can weight(s) be reduced?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the distance between the object and the body minimized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are walking surfaces:				_____
Level?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Wide enough?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Clean?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Dry?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Visible?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are working surfaces adjustable to optimal handling heights?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are objects to be moved:				_____
Difficult to grasp?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Unstable?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Awkward?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Slippery?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there handholds on these objects?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is help available for heavy or awkward lifts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there enough room to maneuver?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Does the employee have an unobstructed view of handling the task?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Can mechanical devices be employed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are the following avoided in material handling:				_____
Movements below knuckle height?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Static muscle loading?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Twisting at the waist?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Movements above shoulder height?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Sudden movements during handling?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Excessive reaching?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Volunteer Safety Tip

Caution volunteers. Many will try to do work they're not qualified or fit to do.



Material Handling:

Are distances that materials are moved minimized?

Satisfactory Needs Attention Not Applicable Action To Be Taken

Are highly repetitive material-handling tasks paced by machine or conveyor or by rates of repetition?

Are high rates of repetition avoided by:

Job rotation?

Job enlargement?

Self pacing?

Sufficient rest pauses?

Are pushing or pulling forces reduced or eliminated?

Is the employee's vision obscured during the handling task?

Are gloves required?

If gloves are required, are proper sizes available?

Is proper footwear being utilized?

Is there a preventive maintenance program for mechanical aids and associated equipment?

Are workers trained in correct handling and lifting procedures for their specific job?

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are distances that materials are moved minimized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are highly repetitive material-handling tasks paced by machine or conveyor or by rates of repetition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are high rates of repetition avoided by:				_____
Job rotation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Job enlargement?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Self pacing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Sufficient rest pauses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are pushing or pulling forces reduced or eliminated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is the employee's vision obscured during the handling task?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are gloves required?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
If gloves are required, are proper sizes available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is proper footwear being utilized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a preventive maintenance program for mechanical aids and associated equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are workers trained in correct handling and lifting procedures for their specific job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Handling Tip

Lift with your knees. Lower back injuries account for 20% of workers' compensation claims.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Internet Resources:

American Association of Occupational Health Nurses	www.aaohn.org
American Camp Association.....	www.acacamps.org
American Conference of Governmental Industrial Hygienists.....	www.acgih.org
American Industrial Hygiene Association	www.aiha.org
American National Standards Institute	www.ansi.org
American Red Cross	www.redcross.org
American Society for Testing and Materials	www.astm.org
American Society of Heating, Refrigerating and Air-Conditioning Engineers Inc.	www.ashrae.org
American Society of Safety Engineers.....	www.asse.org
Board of Certified Safety Professionals.....	www.bccsp.org
Centers for Disease Control and Prevention	www.cdc.gov
Cumulative Trauma Disorder News.....	www.ctdnews.com
Environmental Protection Agency.....	www.epa.gov
Ergoweb.....	www.ergoweb.com
Federal Bureau of Investigation.....	www.fbi.gov
Federal Emergency Management Agency	www.fema.gov
Food Safety and Inspection Service (USDA).....	www.fsis.usda.gov
Humantech Inc.	www.htec.com
Institute of Noise Control Engineering of the USA.....	www.inceusa.org
Insurance Committee for Arson Control	www.arsoncontrol.org
Insurance Institute for Highway Safety.....	www.iihs.org
Lightning Protection Institute	www.lightning.org
National Fire Protection Association.....	www.nfpa.org
National Highway Traffic Safety Administration	www.nhtsa.gov
National Institutes of Health	www.nih.gov
National Program for Playground Safety.....	www.playgroundsafety.org
National Safety Council.....	www.nsc.org
National Weather Service	www.weather.gov
Nonprofit Risk Management Center.....	www.nonprofitrisk.org
Occupational Safety and Health Administration.....	www.osha.gov
Ready.gov (U.S. Department of Homeland Security)	www.ready.gov
Underwriters Laboratories Inc.	www.ul.com
United States Bureau of Labor Statistics	www.bls.gov
United States Consumer Product Safety Commission	www.cpsc.gov
United States Department of State (Travel Warnings)	www.travel.state.gov
United States Fire Administration	www.usfa.fema.gov

Preventing Accidents and Tragedies, One Step at a Time.

This booklet covers a great many areas of concern and can at first seem very challenging. However, the sooner you start on a routine inspection program, the safer and more secure your facilities will be.

The checklist is based on safety studies and actual claims submitted to Church Mutual and can help you eliminate hazards that might lead to costly property loss, personal injury and legal action.

Please visit our website to view and order all the no-cost safety materials we offer. It's just another service you expect from the company that specializes in protecting camps and conference centers: *Church Mutual*.



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For more information, contact info@churchmutual.com.

Para obtener asistencia inicial en español puede telefonar al (800) 241-9848 o enviar un correo electrónico a la dirección espanol@churchmutual.com.

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