# 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.



	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do you have an accident prevention policy or mission statement?	0	0	0	
Are there written performance or accountability standards and objectives for managers and supervisors to:				
Reduce accidents, injuries and illnesses?	Ο	Ο	0	
Enhance workplace health and safety?	Ο	0	Ο	
Have you established compliance activities and programs?	0	0	0	
Do you have a designated safety coordinator?	0	0	0	
Do you have any health and safety committees?	Ο	0	0	
Have you established written safety rules and practices?	0	0	0	
Are they posted?	0	Ο	0	
Do you offer health and safety training and education?	Ο	0	0	
Do you conduct health and safety inspections/surveys?	0	0	0	
Do you practice loss prevention and control techniques?	0	0	0	
Have you established health and safety promotion and awareness programs?	Ο	0	0	
Have you established accident investigation and reporting procedures?	0	0	0	
Do you have a procedure for workers' compensation claims management?	0	0	0	
Do you offer early return-to-work programs?	0	0	0	
Do you have emergency response procedures, including notification of authorities, parents and organization officials?	0	0	0	
-				
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Mark areas that "Need Attention" throughout this checklist and establish a plan to upgrade those concerns.





	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
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?	0	0	0	
Are sidewalks, paths and trails free of potential trip-and-fall hazards, such as:				
Raised sidewalk sections?	Ο	Ο	Ο	
Loose steps?	Ο	Ο	Ο	
Wires or cables?	Ο	Ο	Ο	
Rocks or tree roots?	Ο	0	Ο	
Are there any boards, blocks or other debris that need to be removed from walkways?	Ο	0	0	
Are there any dangerous protrusions, such as nails, slivers, etc., that should be eliminated?	Ο	0	0	
Are areas adjacent to buildings clear of weeds, brush and leaves?	Ο	0	0	
Are proper trash receptacles liberally distributed throughout your campground?	Ο	0	0	
Are trash receptacles being systematically emptied and maintained?	Ο	0	Ο	
ls there any rope, twine or string used to mark yard boundaries? (If so, remove it as soon as possible.)	Ο	0	0	
Are loose particulate materials, like pea gravel and sand, being maintained? (They tend to crater and compact.)	Ο	0	0	
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.)	0	Ο	0	
Housekeeping:				
Is good housekeeping being maintained in storage areas? (Poor housekeeping habits increase the chance of fire and personal injury.)	Ο	0	0	
			Inspecti	on Tip
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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?

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#### nspection Tip

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



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Date: \_\_\_\_

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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Are roofs inspected annually?	0	0	0	
Are repairs performed promptly to prevent building deterioration?	0	0	0	
Are walkways kept clear of loose gravel and other foreign materials?	0	0	0	
Are there any tripping hazards on the sidewalk, lawn or parking lot?	0	0	0	
Are there potholes in the driveways or parking lot?	0	0	0	
Are parking lot traffic signs in good condition and positioned for easy viewing?	0	0	0	
Are there parking blocks in the parking lot? (They are a major cause of trip-and-fall injuries and should be removed.)	0	0	0	
Are driveway and parking lot chain barriers equipped with reflectors for visibility at night?	0	0	0	
Is the parking lot adequately marked and lighted?	0	0	0	
Is there exterior dusk-to-dawn lighting on all sides of the main buildings?	0	0	0	
Are all exterior basement window wells covered with a substantial covering or grate that will hold at least 500 pounds?	Ο	0	0	
Is there a wheelchair-accessible ramp, and is it inspected frequently?	Ο	0	0	
Are sidewalks and steps free of raised cracks or chips?	0	0	0	
Are handrails securely anchored?	0	0	0	
Are fences in good repair?	0	0	0	
Are trees maintained and located so	0	0	0	
as not to allow access to upper floor windows or roofs?				
Is there a separate shed to store paint, gasoline and other flammables?	0	0	0	
Are lightning protection systems in place?	0	0	Ο	
On older systems, do wires run directly into the ground?	0	0	0	
			Mainten	ance Tip

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

Cold-Weather Concerns:	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is snow removed promptly from entryways, sidewalks and parking lots?	0	0	ο	
Are ice and other slick spots treated as soon as possible?	Ο	0	Ο	
Is snow and ice removed immediately from areas above doorways and walkways?	Ο	Ο	Ο	
Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?	Ο	0	Ο	
Do downspouts direct water over walkways where it can freeze and create a slip-and-fall hazard?	0	Ο	Ο	
Exits:				
Are all exits maintained in good working order?	0	Ο	0	
Are all exits unlocked during occupancy?	0	0	0	
Are all exits free of obstructions?	0	0	0	
Do all emergency exits open in an outward direction?	0	0	0	
Are all emergency exit doors equipped with panic hardware?	0	0	0	
Are there two exits, remote from each other, for each level of the building?	0	0	0	
Are exterior fire escapes accessible and well maintained?	0	0	0	
Are all exits marked with a lighted exit sign and also powered by an emergency source?	0	0	0	
Are exit route maps displayed at regular intervals throughout your facilities?	0	0	0	
Is emergency lighting tested regularly?	0	Ο	0	
ls it a policy to replace back-up batteries in exit signs and emergency lights once a year?	0	0	0	
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?	0	0	Ο	
			Vlaintera	
	Maintenance Tip Plumbing in unoccupied buildings should be drained in the off-season to prevent frozen pipes.			





	Satisfactor	Needs	Not Applicable	Action To Be Taken
Fire Protection:	Satisfactory	Attention	Applicable	
Do you have a fire prevention plan?	Ο	0	0	
Are fire doors in good operating condition and unobstructed, including their counterweights?	0	0	0	
Are all fire extinguishers checked and tagged annually by a qualified servicing contractor?	0	0	0	
Are all fire extinguishers checked monthly by staff?	0	0	0	
Are all fire extinguishers properly mounted on walls in conspicuous locations?	0	0	0	
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?	0	0	0	
Is each floor level (including balconies) equipped with a proper fire extinguisher?	Ο	0	0	
Are fire extinguishers placed so the maximum travel distance does not exceed 50 feet?	Ο	0	0	
Are employees periodically instructed in the use of extinguishers and fire protection procedures?	0	0	0	
Do you have a fire alarm system?	Ο	0	0	
If so, is the fire alarm system tested at least annually?	Ο	0	0	
Are all buildings which are occupied as sleeping quarters equipped with early-warning smoke detectors?	0	0	0	
Are all smoke detectors hard-wired into the electrical system and equipped with battery backup?	0	0	0	
Are automatic sprinkler system water control valves and air and water pressure levels checked as required by the manufacturer?	0	0	0	
Is good housekeeping maintained in the furnace or boiler room?	0	0	0	
Is good housekeeping maintained in storage areas?	0	0	0	
		ł	lousekee	ping 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 noncombustible 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?

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Action To Be Taken

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





		Needs	Not	Action To Be Taken
Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?	Satisfactory O	Attention	Applicable	
Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?	0	0	0	
Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?	0	0	0	
Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?	0	0	0	
Is a mop conveniently located to quickly clean up spills?	0	0	0	
Are hot pads and mitts readily available for handling pots and pans?	0	0	0	
ls your kitchen area equipped with heat detectors?	0	0	0	
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?	0	0	Ο	
Does your walk-in cooler have safety handles?	ο	0	Ο	
Are refrigeration and freezer temperatures monitored and documented daily?	0	0	0	
Is thermostat equipment on deep fryers and other cooking equipment in good working order?	0	0	0	
If automatic dishwasher is used:				
Is mechanical dishwashing equipment in good repair?	0	0	0	
Are temperature gauges working properly?	0	0	0	
ls a hot water temperature requirement maintained?	0	0	0	
ls hot water temperature monitored and documented daily?	0	0	0	
Are dishwashing detergent and chemical containers labeled?	0	0	0	
			Food Sat	fety Tip
	Кес	p hot fo	ods hot a	and cold foods cold.

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:	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is there an adequate quantity of hot water?	0	Ο	0	
Is there a sanitizing test kit provided and used?	0	0	0	
Are dishwashing detergent and chemical containers labeled?	0	0	0	
Is garbage removed from the building after each meal?	0	0	0	
Are garbage containers located away from the building?	0	0	0	
Is there an easy exit from the kitchen to the outside of the building?	0	0	0	
Is the kitchen exit located away from the potential source of a fire?	0	0	0	
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?	0	0	0	
ls the kitchen fire extinguisher mounted on a wall near an outside exit?	0	0	0	
Is the kitchen fire extinguisher a Type K?	Ο	Ο	0	
Are proper containers used for waste food accumulation?	0	0	0	
Are waste containers emptied immediately when filled?	0	0	0	
Are nonslip floor mats located in front of all working areas that are near sources of water?	0	0	0	
Is a first-aid kit kept in the kitchen?	Ο	Ο	0	
Is there a flashlight kept in the kitchen?	0 0		0	
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Church Mutual

S.I. = a stock insurer. 11



#### **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?

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		Inspect	ion 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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Inspection Tip

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

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Date: \_

\_\_\_\_ Date: \_\_\_\_ \_\_\_ Date: \_\_\_\_





Automobiles/Tractors/Maintenance Vehicles:

	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
All Vehicles:				
Are only qualified, properly licensed adults operating all vehicles?	0	0	0	
Is a copy of each driver's license kept on file?	Ο	0	Ο	
Is a minimum age of 21 set for all drivers?	Ο	0	Ο	
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.)	0	0	0	
Are all vehicles being systematically inspected?	Ο	0	0	
Are written repair and maintenance records being kept for each vehicle?	0	0	0	
Are manufacturer's recommended maintenance schedules being followed or exceeded?	0	0	0	
Do drivers perform a pre-trip and post-trip inspection, documenting vehicle condition, any mechanical problems and odometer readings before and after trips?	0	0	0	
Is your safety coordinator performing unannounced observations of driver pre-trip and post-trip inspections and actual driving performance?	0	0	0	
Do those operating buses possess a valid commercial driver's license?	0	0	0	
Are regular bus evacuation drills being conducted?	0	0	0	
Do you have a rule never to allow passengers on tractors, ATVs or other maintenance vehicles?	0	0	0	
Do you have a written policy banning the use of cellphones and other mobile devices while operating motor vehicles?	0	0	0	
Owned Vehicles:				
Is the use of owned vehicles restricted to official business or activities?	0	0	0	
Do buses and vans comply with state requirements for lights, equipment and color?	0	0	0	
Are vehicles routinely inspected by a competent mechanic?	0	0	0	

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.)

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Needs Not Satisfactory Attention Applicable

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Action To Be Taken

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



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#### **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?

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		Swimm	ing 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?

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





	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Beachfront:				
During non-swimming hours, is a legible sign or signs reading "No Lifeguard On Duty" posted?	0	0	0	
Are docks, piers and floats inspected periodically for signs of deterioration, sharp or splintered edges and missing components?	0	0	0	
Is lifesaving equipment maintained in good repair and readily available?	0	0	0	
Are swimming areas with drop-offs clearly marked?	0	0	0	
Boating:				
Are all participants of all watercraft required to wear approved life jackets?	0	0	0	
Is fuel on board a craft in approved and marked containers?	0	0	0	
Do all camp boating activities require the following personnel:				
Activity leader?	Ο	Ο	Ο	
Helpers for the leader?	Ο	Ο	Ο	
Supervisors familiar with the equipment?	0	0	0	
Archery and Rifle Ranges:				
Are shooting ranges under strict supervision at all times?	0	0	0	
Are range and shooting/archery rules posted in a conspicuous location legible and enforced?	0	0	0	
Do they, at a minimum, contain the following basic rules?				
Treat all guns as if they were loaded.	0	Ο	Ο	
Always keep your finger out of the trigger guard of a gun until ready to shoot.	0	0	0	
Never point a firearm or bow at anything you are not willing to destroy.	0	0	0	
Be sure to know your target and what is beyond.	0	0	0	
Are all weapons placed on the firing line by the instructor prior to the campers arriving for the activity?	0	0	0	
anning for the detivity.			Arche	ry Tip

#### chery lip

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.)

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	-	Horse Sa	ifety Tip

#### Horse Safety Tip

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



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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?

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

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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?

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



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	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?	0	0	0	
Are ladders maintained and in good condition at all times?	0	0	0	
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?	0	0	0	
Are metal ladders prohibited from use in areas containing electrical current?	0	0	0	
Are ladders equipped with nonslip safety feet?	0	Ο	0	
Are ladders stored indoors or otherwise protected from the elements?	0	0	0	
Are powered and nonpowered hand tools kept in good condition?	0	0	0	
Are powered and nonpowered hand tools safely and neatly stored?	0	0	0	
Are power tools with hazardous-moving parts equipped with proper guarding?	Ο	0	0	
Are portable electrical tools and equipment grounded or of the double-insulated type?	0	0	0	
Are properly grounded receptacles placed where machinery or tools are used?	Ο	0	0	
Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?	Ο	0	0	
Is all lawn-care equipment equipped with proper protective guarding and appropriate warning notices?	0	0	0	
Are lawn mowers and all gasoline-powered equipment stored in a detached storage building?	0	0	0	
Are all safety guards in place?	Ο	0	Ο	
Is the mechanical power transmission	Ο	Ο	Ο	
apparatus adequately guarded?				
			Equipmo	ent 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?

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Needs Not Satisfactory Attention Applicable

#### adder Safety Tip

Extension ladders should have nonskid safety shoes.



Action To Be Taken

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	Needs Not Satisfactory Attention Applicable		Not Applicable	Action To Be Taken	
Is the overall condition of your cabins/lodging facilities clean and in good repair?	0	0	0		
If you have wooden floors, are they free of splinters?	0	0	0		
Are the steps leading into the cabins in good repair?	0	0	0		
If there are more than three steps, is there a handrail?	0	0	0		
Is there a fire extinguisher in each cabin or in close proximity if you have a cluster of cabins?	0	0	0		
Is there a smoke detector in each cabin?	Ο	Ο	0		
If there is a gas heater or gas water heater in the cabin, is there also a CO2 detector?	0	0	0		
Do bunk beds have proper rails on both sides to prohibit rolling out of bed while sleeping?	0	0	0		
Is there adequate supervision in the cabins and other living quarters?	0	0	0		
Are there guidelines that outline expected behavior and prohibit roughhousing, hazing and sexual contact?	0	0	0		
Are the guidelines actively enforced?	Ο	Ο	0		
			Safety	/ Tip	
	Bunk heds must have upper hunk quardrails on				

each side of the bed and should run continuously from one end of the bed to the other.

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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken	
Is there an adequate first-aid kit available in all locations of activity?	0	0	0		
Are records kept of all first-aid care provided to employees as listed in OSHA record-keeping requirements? (Requirements can be found at www.osha.gov.)	0	0	0		
Are records kept of all first-aid care provided to campers and visitors?	0	0	0		
Are emergency telephone numbers posted?	Ο	0	Ο		
Is at least one employee qualified to render first aid/CPR?	0	0	0		
Are first-aid providers protected against bloodborne pathogens?	0	0	0		
In areas where corrosive liquids or materials are handled, are there means provided for quick drenching or flushing of the eyes and body?	0	0	0		
Are Material Safety Data Sheets (MSDS) available for review by a physician in case of chemical exposure?	0	0	0		
Do you keep a guardian consent form for each camper on file for medical, dental or hospital care or medical treatment?	0	0	0		
Is your staff nurse informed with a written document of all medical care/treatment that takes place?	0	0	0		
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?	0	0	0		
Do you properly dispose of hazardous materials, such as contaminated first-aid materials and needles?	0	Ο	0		
			First-A	id Tip	
	Set u	ıp step-b	y-step er	mergency procedures	
	that apply to all activities.				

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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Screening Procedures:				
Are all applicants — employee and volunteer — asked to complete an employment application?	Ο	0	0	
Do you contact references and employers listed on applications?	0	0	0	
Do you maintain a file of these contacts and what transpired?	0	0	0	
Do you interview prospects only after contacting previous employers and other references?	0	0	0	
Do you have an associate participate in interviews?	0	0	0	
Do you routinely check for arrest and conviction records?	0	0	0	
Are all drivers at least 21 years old and their motor vehicle records checked every three years?	0	0	0	
Do individuals who use their vehicle for camp business possess a valid driver's license?	0	0	0	
Is a copy of each driver's license kept on file?	0	Ο	0	
Do you have a code of conduct that you require all employees sign?	0	0	0	
Does the code of conduct address off-hour behavior?	0	0	0	
Is there adequate supervision of staff?	Ο	Ο	Ο	

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

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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken		
Are buildings kept locked when unoccupied?	Ο	0	0			
Are buildings protected by burglar alarms?	Ο	0	0			
Are keys to buildings marked "Do Not Copy"?	0	0	0			
Are the keys or access cards given out in limited numbers?	0	0	0			
Is a record kept of individuals who have a key or access card?	0	0	0			
Are locks and safe combinations changed when employees who have had access are discharged?	0	0	0			
Are personnel assigned to check windows and exit doors for security before leaving a building at the end of the day?	0	0	0			
Are grade-level and basement windows protected with window locks, wire mesh or bars?	0	0	0			
Are grade-level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?	0	0	0			
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.)	0	Ο	Ο			
Are high-valued items kept in a safe, vault or quality locked cabinet when not in use?	Ο	0	0			
Is audiovisual, office and musical equipment stored in a locked room or office area when not in use?	Ο	0	0			
Have you made arrangements for regular police patrols or a security force drive-by at night?	Ο	0	0			
Off-Season Security:						
Do you have a plan in place for off-season security if your camp is seasonal?	0	0	0			
		Security Tip				
	W	Wire mesh fencing can prevent access and still allow good visibility.				
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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Do working spaces allow for a full range of work movements?	0	0	0	
Are mechanical aids and equipment provided where feasible?	0	0	0	
Are work surfaces at proper heights and adjustable?	0	0	0	
Can work surfaces be tilted or angled?	0	0	0	
Are workstations designed to minimize or eliminate:				
Twisting at the waist?	0	Ο	0	
Bending at the waist?	0	0	0	
Extension of the arms?	0	0	Ο	
Elevation of the elbows?	0	0	0	
Reaching above the shoulder?	0	Ο	0	
Static muscle loading?	0	0	0	
Bending or twisting of the wrist?	0	0	0	
Do employees have the option to vary their posture?	0	0	0	
Are employees' hands or arms subjected to pressure from sharp edges on work surfaces?	0	0	0	
Are armrests provided where needed?	0	Ο	0	
Are footrests provided where needed?	0	Ο	0	
ls the floor surface irregular, slippery or sloping?	0	0	0	
Are cushioned floor mats provided for workers who are required to stand for long periods?	0	0	0	
Where chairs or stools are provided, are they easily adjustable and suited to the task?	0	0	0	
Are all task requirements visible from comfortable positions?	0	0	0	
Is there a preventive maintenance program for mechanical aids, tools and other equipment?	0	0	0	
			Workstot	tion Tip
			Workstat	

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

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	Satisfactory	Needs Attention	Not Applicable	Action To Be Taken
Is weight to be handled excessive?	0	0	0	
If so, can weight(s) be reduced?	Ο	0	Ο	
Is the distance between the object and the body minimized?	Ο	0	0	
Are walking surfaces:				
Level?	Ο	0	Ο	
Wide enough?	Ο	0	Ο	
Clean?	Ο	0	Ο	
Dry?	Ο	0	Ο	
Visible?	Ο	0	Ο	
Are working surfaces adjustable to optimal handling heights?	Ο	0	0	
Are objects to be moved:				
Difficult to grasp?	Ο	0	Ο	
Unstable?	Ο	0	Ο	
Awkward?	Ο	0	Ο	
Slippery?	Ο	0	Ο	
Are there handholds on these objects?	Ο	0	Ο	
Is help available for heavy or awkward lifts?	Ο	0	Ο	
Is there enough room to maneuver?	Ο	0	Ο	
Does the employee have an unobstructed view of handling the task?	Ο	0	0	
Can mechanical devices be employed?	Ο	0	Ο	
Are the following avoided in material handling:				
Movements below knuckle height?	Ο	0	Ο	
Static muscle loading?	Ο	0	Ο	
Twisting at the waist?	Ο	0	Ο	
Movements above shoulder height?	Ο	Ο	0	
Sudden movements during handling?	Ο	0	0	
Excessive reaching?	Ο	Ο	Ο	

#### Volunteer Safety Tip

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





Action To Be Taken Needs Not Satisfactory Attention Applicable Are distances that materials Ο Ο 0 are moved minimized? Are highly repetitious material-handling tasks 0 Ο Ο paced by machine or conveyor or by rates of repetition? Are high rates of repetition avoided by: 0 Ο Job rotation? Ο O Ο 0 Job enlargement? Ο 0 O Self pacing? Sufficient rest pauses? 0 Ο O Are pushing or pulling forces  $\mathbf{O}$ 0 Ο reduced or eliminated? Is the employee's vision obscured 0 0 0 during the handling task? Are gloves required? Ο Ο Ο 0 Ο 0 If gloves are required, are proper sizes available? Is proper footwear being utilized? О Ο О Is there a preventive maintenance Ο  $\mathbf{O}$  $\mathbf{O}$ program for mechanical aids and associated equipment? Are workers trained in correct Ο Ο Ο handling and lifting procedures for their specific job?

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

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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 E	ingineers Inc www.ashrae.org
American Society of Safety Professionals	www.assp.org
Board of Certified Safety Professionals	www.bcsp.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.humantech.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.state.gov/travelers
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 see all the safety materials we offer. It's just another service you expect from the company that specializes in protecting camps and conference centers: *Church Mutual*.



3000 Schuster Lane | P.O. Box 357 | Merrill, WI 54452-0357 | (800) 554-2642 | www.churchmutual.com

For more information, contact riskconsulting@churchmutual.com.

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