

# CAMP SAFETY SELF-INSPECTION FORM



2013



# CAMP SAFETY SELF-INSPECTION FORM

CAMP:

DATE:

EVALUATORS:

## SECTION A - GENERAL

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Written Disaster Plan (fire, earthquake, hurricane, tornado, violence, camp evacuation, lost or missing campers, as applicable)						
Building Evacuation Plans posted						
Assembly room occupant capacity posted						
Fire drills conducted at the beginning of each camp session						
Fire alarm system tested during drills						
Camp evacuation drills (forest fires, weather, etc.)						
Fire extinguishers properly placed and current tag. (Inspected and maintained annually by licensed technician)						
Camp personnel visually inspect extinguishers monthly for adequate pressure or tampering						
Functional fire hydrants throughout camp						
Adequate water supply						
Automatic sprinkler receive annual professional maintenance						
Lighting adequate						
Good housekeeping						
Doors in good repair						



CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Exit doors open in direction of exit travel						
All exit doors kept unlocked during occupancy						
Main exit doors equipped with panic hardware						
Locking and chain devices prohibited on panic hardware						
Buildings free from signs of roof or pipe leakage						
Windows free of cracks and breaks						
Electrical wiring in good repair						
Covered trash containers throughout						
Candles prohibited (battery candles acceptable)						
Dry vegetation and debris kept away from buildings ( <i>Defensible Space</i> generally 30ft.)						
Electrical installation and repairs by licensed electrician						
GFCI Protection within 6' of sinks, on exterior outlets and RV areas, etc.						



## SECTION B - ELECTRICAL/MECHANICAL ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Multipurpose fire extinguisher provided						
Smoke/heat detectors provided						
3-foot clearance maintained in front of and below electrical panels and other equipment						
Room is free of flammable and combustible storage						
Mechanical, electrical and air-conditioning systems inspected and serviced annually						
Access door fire rated and self-closing						
Good Housekeeping						
No holes in walls or ceilings (poke-throughs)						



## SECTION C – CORRIDORS/HALLWAYS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Corridors, exits and stairs free of storage or other obstructions						
Exit signs and lights in place and working properly						
All dead-end corridors properly labeled						
Smoke/fire doors kept closed						
Emergency lighting in place/tested/operating properly						
Fire extinguishers provided and tagged						



## SECTION D – WALKING AND WORKING SURFACES

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Floor surfaces, steps, etc. in good repair						
Uniform step heights on stairs						
Handrails at all steps						
Handrails properly secured						
Mid-rails on open sides of steps						
Rails, mid-rails and toe boards for balconies and overhead storage						
Floors free of tripping hazards and slippery surfaces						
"Wet Floor" signs used after mopping operations						
Carpets free of tears and wrinkles						
Floor openings properly guarded						
Full-length glass doors and windows properly marked with trim or decals						
Proper lighting.						



## SECTION E – BUILDING EXTERIOR

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Sidewalks in good repair						
Parking lots in good repair						
Handrails provided on all steps						
Dry vegetation and debris kept away from buildings ( <i>Defensible Space</i> generally 30ft.)						
Weeds, trees and shrubs cut and trimmed of dead limbs/trash adequately controlled						
No broken windows						
Brickwork in good condition						



## SECTION F

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Hood and duct fire suppression with semi-annual service/maintenance (tag current)						
Multi-purpose extinguisher provided/tagged						
Vents/filters cleaned regularly – documented						
Smoke/heat detectors in good repair						
Food is not stored on floors						
Food in coolers/freezers covered						
Safety latches on all coolers/freezers						
Floors kept clean/free of spills						
Portable signs used to indicate wet floors/hazards in kitchen and lunchroom						
Tables and chairs in good repair						
All exits clearly marked with visible approved signs						
Unused folding chairs and tables stored in racks – not leaned against walls						
Periodic knife sharpening						
Steel mesh gloves used when cutting foods						
Bowl lock handles operable and used on Hobart mixers						
Hot water tanks secured and equipped with pressure relief valves						
Hot Foods Held Above 140°F. (60°C.)						
Cold Foods Held Below 40°F. (4.4°C.)						
Freezer At 0°F. (-17.8°C.)						
GFCI Protection within 6' of sinks, etc.						





## SECTION G – OFFICES/WORKROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Fire extinguisher available/tagged						
Electrical cords/plugs in good repair						
Aisles and lanes free of electrical cords, phone cords or other hazards						
No extension cords used (limited power strip use acceptable)						
Finger guards on paper cutters, and cutting arm stays up when raised and released						
Good ergonomic positioning of computer workstations						
Adequate access to equipment						



## SECTION H

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Smoke detectors in sleeping quarters (all sleeping areas)						
Smoke detector batteries replaced and tested at the beginning of each camp season)						
Two means of egress from each sleeping area.						
Candles prohibited (battery candles acceptable)						
Drying wet clothes on cabin heaters prohibited						
GFCI Protection within 6' of sinks, etc.						
Bunk beds provided with rails and ladders meeting Consumer Product Safety Commission standards (See <a href="http://www.cpsc.gov">http://www.cpsc.gov</a> )						



## SECTION I – GENERAL CLASSROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Aisles and lanes free of electrical cords, phone cords or other hazards						
Finger guards on paper cutters, and cutting arm stays up when raised and released						
Hazardous chemicals stored in locked cabinets or out of the reach of children						
Audiovisual equipment strapped to wide-base, stable carts						
Good housekeeping in storage closets						
GFCI Protection within 6' of sinks, etc.						
No extension cords used (limited power strip use acceptable)						
Evacuation Plans posted in each classroom						
Fire retardant paper used for decorations						



## SECTION J – GYMNASIUMS/AUDITORIUMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Emergency lighting provided and maintained						
Lighted exit signs provided and maintained						
Fire extinguishers properly located/tagged						
Access to exits unobstructed						
Bleachers/seating in good repair						
Smoke/heat detectors over stage						
Sprinklers over stage						
Curtains/scenery treated with flame retardant						
Access to catwalks/elevated stairs controlled						
Fly weights ropes, cables in good repair						
Electrical wiring for stage lights grounded/maintained						
Storage of combustibles limited						
Good housekeeping						



## SECTION K – SHOWERS/LAUNDRY ROOMS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Access to exits in good repair						
Lockers secured to walls						
Lighting fixtures sealed						
GFCI Protection within 6' of sinks, etc.						
Housekeeping is adequate						
No lint buildup behind clothes dryers						



## SECTION L – MAINTENANCE SHOPS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Area secured from campers						
Smoke/heat detectors provided						
Sprinkler system provided/serviced and tagged						
Fire extinguisher(s) with current tag						
Non-asbestos fire blanket						
Emergency eyewash provided/tested regular (if needed)						
Emergency shower provided/tested regularly (if needed)						
Safety glasses provided and used						
First aid kit provided and maintained.						
Material Safety Data Sheets (MSDS) maintained for all chemicals/hazardous materials						
Power shutoffs provided/accessible						
Lockout/tagout procedures in place						
Adequate equipment operating space						
Aisles marked around equipment						
Machine guards provided and used						
Radial arm head returns to starting position when released						
All electrical equipment double-insulated or grounded						
Electrical cords/plugs in good repair						
Electrical panels accessible (3-feet clearance)						
Dust collection systems provided and maintained						



CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Good ventilation provided						
Spray booths filtered/sprinklers provided/explosion proof fixtures and boxes						
Housekeeping is adequate						
Safety rules posted						
Flammables stored in flammable storage cabinet and/or separate, fire rated storage rooms or buildings						
Flammables kept away from open flame, hot surfaces and electrical exposure						
Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided						
Ladders in good repair						
Only fiberglass or wood ladders used near electrical exposures						
Oily rags and mops stored in covered containers						
Compressed gas cylinders properly secured						
EPA approved spill containment/drums/tanks						



## SECTION M – EMPLOYEE SAFETY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Staff and volunteers trained and experienced for tasks/equipment operated, etc.						
Training documented						
Chemical/Hazardous Material training provided						
Material Safety Data Sheets (MSDS) maintained for all chemicals						
Fall protection equipment used per OSHA standards						
Lockout/tagout policy in place						





## SECTION N – CRAFTS

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Smoke/heat detectors provided						
Fire extinguisher available/tagged						
Adequate separation between kilns and combustibles						
"Danger Hot" temperature signs posted near kilns						
Kilns located away from camper traffic						
Electrical cords/plugs in good repair						
Emergency gas shut-offs provided/accessible						
Safety rules posted						
GFCI Protection within 6' of sinks, for outside outlets and at wet clay molding machines, etc.						
Material Safety Data Sheets available for hazardous chemicals						
Flammable materials stored in UL or FM approved Flammables cabinets						



## SECTION O – SECURITY

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Employment applications required						
Employee background checks performed						
Review and follow-up on staff references						
Counselors work in groups – not alone with one camper						
Strict procedures enforced to prevent unauthorized individuals from picking up campers						
Camp visitors supervised						
Facility access controlled (fenced and gated)						
Off-limits areas posted and secured						
Key control measures in effect (structures and vehicles)						
Facility periodically re-keyed						
More than one person assigned to work with cash and disbursements						
Night watch						
Lighting adequate						
Screens on lower windows						
Shrubbery trimmed to eliminate shadows/hiding areas						
Written weapons and violence prevention policy						
Scrutiny for possibility of weapons						



## SECTION P – TRANSPORTATION

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Vehicle use restricted only to official camp activities						
Keys removed and vehicles locked when not in use						
Scheduled maintenance of owned and non-owned vehicles used in camp activities						
Vehicle maintenance documented						
Vehicles have current registration						
Vehicles with a passenger capacity of 15 or more, and crossing state lines, registered with US Dept. of Transportation (state laws may vary)						
US Department of Transportation # posted prominently in applicable vehicles						
Seat belt policy strictly enforced for drivers and passengers						
Driver Training for vans with a passenger capacity of 15 or more (state laws may vary); busses; 1-ton trucks or larger; semi truck/trailer rigs						
Camp policy forbidding staff and/or campers in back of pickups and/or trucks						
Drivers required to utilize approved routes						
Drivers not allowed to carry unauthorized passengers						
Drivers complete daily vehicle check-off list						
Drivers complete a driver's application form						
Drivers at least 21 years of age						
Drivers in good health						
Driver's license current and suitable for the type of vehicle being driven						



CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
No more than two traffic citations during the past three years						
No at-fault accidents during the past three years						



## SECTION Q – TRANSPORTATION

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Doctor on premises						
Nurse on premises						
Specific area set aside for medical aid						
Cross-section of staff currently first aid/CPR trained						
Log of injuries, sickness and treatments kept						
Log of incidents and accidents kept (OSHA 300 and 301)						
All medicines and equipment locked away and strictly controlled						
First aid kits readily accessible and located throughout the camp facilities						
First aid supplies and medications replenished as needed and checked yearly for date of expiration						



## SECTION R – WATERFRONT

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
CPR qualified staff						
Lifeguard(s) present for waterfront activities						
Clear water (enabling swimmer in trouble to be readily seen)						
Appropriate rescue equipment readily available; training on use provided						
Colored wristband ID showing swimming ability						
Buddy system used						
Diving only permitted from diving board						
Swimming areas in lake marked off with flotation devices and rope						
Waterfront observer in boat monitoring miscellaneous boating activities (canoeing, sailing, sailboards, etc.)						
Boat operators trained for specific boat						
Fire extinguisher in each powerboat						
All boat occupants required to wear approved Personal Flotation Device						
Observer in boat for all towing activities (boards, skiing, inflatables, etc.)						
Fuel tank equipped with tank valve and dispenser valve						
EPA-approved fuel tank spill containment						



## SECTION S – HORSEMANSHIP

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Head wrangler CHA certification up-to-date						
Horses delivered to camp at least two weeks before camp activity begins						
Written evaluation of each horse						
Horsemanship staff background check						
Horse activity only during camp session						
Stable and riding area off limits when horsemanship supervisors absent						
Feeding/saddling rows arranged to keep stable hands and riders away from rear of horses						
Riding arena periodically disked or harrowed to keep ground soft						
All riders required to wear helmets						
Helmets disinfected after each use						
Western saddles with tapaderas used for beginners						
Supervision present at front, middle and rear of line of horses						



## SECTION T – HORSEMANSHIP

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Properly sized equipment available for all participants, staff as well as campers						
Safety checks of all equipment and elements prior to each use						
Written records of regular inspections and maintenance of all equipment and elements						





## SECTION U – HORSEMANSHIP

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
Experienced supervisors in charge of all activities						
Supervisors required to demonstrate proficiency in activity they supervise						
Supervisors for hazardous activities professionally trained						
Supervisors for extra hazardous activities professional trained and certified (where applicable)						
Supervision for off-premises camp activities						
Supervision of off-season camp activities						
Head supervisors at least 18 years old						
Junior counselors at least 16 years old						
Contact with wild animals avoided						



## SECTION V – CAMP ACTIVITIES

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<p>Each summer camp should have tailored risk control standards in relation to their activities. Activities are divided into three classifications – Extra Hazardous, Hazardous and High Risk depending upon their risk factors.</p> <p>The following are examples of <b>Extra Hazardous Activities</b>. (<i>NOTE: Some activities are excluded from insurance policies, and no coverage is available.</i>)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">ATVs</td> <td style="width: 25%;">Horseback Riding</td> <td style="width: 25%;">Rock Climbing</td> <td style="width: 25%;">Tackle Football</td> </tr> <tr> <td>Bungee Jumping</td> <td>Kite/Parasailing</td> <td>Ropes Courses</td> <td>"The Blob"</td> </tr> <tr> <td>Climbing Walls</td> <td>Mini Tramps</td> <td>Scuba Diving</td> <td>Trampolines</td> </tr> <tr> <td>Dune Buggies</td> <td>Motorcycles</td> <td>Sea Sledding</td> <td>War/Survival Games</td> </tr> <tr> <td>Fireworks Use and Sale</td> <td>Mud Olympics</td> <td>Sky Diving</td> <td>White Water Rafting</td> </tr> <tr> <td>Gymnastics</td> <td>Private Aircraft</td> <td>Spelunking</td> <td></td> </tr> <tr> <td>Hang Gliding</td> <td>Rappelling</td> <td>Springboards</td> <td></td> </tr> </table> <p>Each <i>Extra Hazardous</i> activity is <b>prohibited...unless</b> the following is adhered to:</p> <table border="1" style="width: 100%; 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## Staff to camper ratios for most of the above activities:

Hazardous Risk Activity – 1:4  
High Risk Activity – 1:8  
Low Risk Activity – 1:12