

Health and Safety Checklist

The weekly safety inspection needs to cover all aspects of the property: the cabins, dining hall, staff quarters, craft cabin, medic's cabin, boat house, maintenance shed, and outside activity areas.

- Are the walking paths free of potential tripping hazards?
- Are camp rules and emergency procedures prominently posted in a high-traffic area such as the Mess Hall?
- Is good housekeeping being maintained in all storage areas?
- Are any dangerous protrusions, such as nails, splinters, etc., eliminated?
- Are the rugs and floors cleaned frequently? Are the rugs free of tears or rips that could cause trips?
- Is the storage shed and the laundry room kept clean and locked?
- Are repairs performed promptly?
- Are all outdoor night lights in working order?
- Are all exit areas free of obstructions?
- Do all buildings have working smoke detectors? Have the fire extinguishers been updated and checked monthly by the staff?
- Is the kitchen free of grease accumulation?
- Are the refrigerator and freezer temperatures monitored?
- Is garbage removed frequently from buildings and stored securely?
- Are the first aid kits fully stocked?
- Is all safety equipment present in the boat house including whistles, bailers, life jackets, etc.?
- Is the boat house kept clean?
- Is the swim area clear of clutter and debris?
- Are all cabins clean and in good repair?
- Are the bathrooms and showers kept clean and in working order?
- Are all emergency telephone numbers posted by the phones?
- Is the Medic's cabin kept locked with all medication inside?
- Are all staff and camper personnel records kept in a locked location?
- Is the Craft Cabin kept clean?
- Is the archery equipment and all hatchets and lighters kept locked in the back room of the Craft Cabin?
- Is the play equipment in good condition?

Date: _____

Camp Director or designates Signature: _____