



CAMP SAFETY SELF-INSPECTION FORM

Questions about safety or risk control?
Contact our specialists at customer care@adventist risk.org

CAMP:

DATE:

INSPECTORS:

TITLE:

TITLE:

▷ SECTION A - GENERAL

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



▷ SECTION A - GENERAL (cont.)

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



▷ **SECTION B - ELECTRICAL/MECHANICAL ROOMS**

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



▷ **SECTION C - CORRIDORS/HALLWAYS**

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



▷ SECTION D - WALKING AND WORKING SURFACES

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



▷ SECTION E - BUILDING EXTERIOR

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



▷ SECTION F - CAFETERIA/ KITCHEN

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



▷ SECTION F - CAFETERIA/ KITCHEN (cont.)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
19. Freezer At 0°F. (-17.8°C.)	YES	NO				
20. GFCI Protection within 6' of sinks, etc.	YES	NO				



▷ SECTION G - OFFICES/WORKROOMS

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



▷ SECTION H - SLEEPING AREAS/ (Cabins, etc.)

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



▷ SECTION I - GENERAL CLASSROOMS

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



▷ SECTION J - GYMNASIUMS/AUDITORIUMS

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



▷ **SECTION K - SHOWERS/LAUNDRY ROOMS**

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



▷ SECTION L - MAINTENANCE SHOPS

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



▷ **SECTION L - MAINTENANCE SHOPS (Cont.)**

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
19. Electrical panels accessible (3-foot clearance)	YES	NO				
20. Dust collection systems provided and maintained	YES	NO				
21. Good ventilation provided	YES	NO				
22. Spray booths filtered/sprinklers provided/explosion proof fixtures and boxes	YES	NO				
23. Housekeeping is adequate	YES	NO				
24. Safety rules posted	YES	NO				
25. Flammables stored in flammable storage cabinet and/or separate, fire rated storage rooms or buildings	YES	NO				
26. Flammables kept away from open flame, hot surfaces and electrical exposure	YES	NO				
27. Overhead storage prohibited unless OSHA approved ladders, railings and toe boards are provided	YES	NO				
28. Ladders in good repair	YES	NO				
29. Only fiberglass or wood ladders used near electrical exposures	YES	NO				
30. Oily rags and mops stored in covered containers	YES	NO				
31. Compressed gas cylinders properly secured	YES	NO				
32. EPA approved spill containment/drums/tanks	YES	NO				



▷ SECTION M - EMPLOYEE SAFETY

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



▷ SECTION N - CRAFTS

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



▷ SECTION 0 - SECURITY

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



▷ SECTION P - TRANSPORTATION

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



▷ SECTION P - TRANSPORTATION (Cont.)

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
19. No at-fault accidents during the past three years	YES	NO				



▷ SECTION Q - FIRST AID

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



▷ SECTION R - WATERFRONT

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



▷ SECTION 5 - HORSEMANSHIP

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



▷ SECTION T - SAFETY EQUIPMENT

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



▷ SECTION U - SUPERVISION

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



▷ SECTION V - CAMP ACTIVITIES

CHECKLIST	YES	NO	DESCRIPTION	LOCATION	RECOMMENDATIONS MADE	DATE CORRECTED
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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.

The following are examples of **EXTRA HAZARDOUS ACTIVITIES** (NOTE: Some activities are excluded from insurance policies, and no coverage is available):

ATVs	Horseback Riding	Rock Climbing	Tackle Football
Bungee Jumping	Kite/Parasailing	Ropes Courses	"The Blob"
Climbing Walls	Mini Tramps	Scuba Diving	Trampolines
Dune Buggies	Motorcycles	Sea Sledding	War/Survival Games
Fireworks Use and Sale	Mud Olympics	Sky Diving	White Water Rafting
Gymnastics	Private Aircraft	Spelunking	
Hang Gliding	Rappelling	Springboards	

Each Extra Hazardous activity is **prohibited...unless** the following is adhered to:

1. Conference Committee approval obtained	YES	NO
2. Adequate limits of specific insurance secured	YES	NO
3. Supervision limited to trained adults	YES	NO
4. Supervisors certified (where applicable)	YES	NO
5. Supervisors highly experienced in activity for which they are responsible	YES	NO

The following are examples of **HAZARDOUS RISK ACTIVITIES**:

Archery	Hiking	Snowmobiling	Water Skiing
Boating	Jet Skiing	Snow Skiing	Wave Runners
Canoeing	Snorkeling	Surfboarding	Wind Surfing
Hayrides	Snow Boarding	Swimming	

For each Hazardous Risk activity the following is adhered to:

6. Adult supervision qualified and experienced in activity for which they are responsible	YES	NO
7. Insurance coverage in place	YES	NO

Examples of **HIGH-RISK ACTIVITIES** are:

Basketball	Exercise/Weight Training	Ice Hockey	Skateboards
Softball	Floor/Roller Hockey	Mountain Biking	Soccer
Bicycling	Go Karts	Playground Equipment	
BMX Biking	Hardball Baseball	Roller Skating/Roller Blading	

For each Hazardous Risk activity the following is adhered to:

8. Adult supervision qualified and experienced in activity for which they are responsible	YES	NO
9. Insurance coverage in place	YES	NO

▷ 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