

**ENVIRONMENTAL SAFETY HAZARDS POLICY**



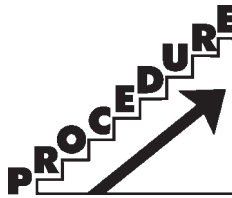
**POLICY**

All staff will be trained in recognizing and preventing environmental safety hazards and potential escape routes.

Environmental safety hazards and potential escape routes will be corrected as soon as they are identified.

Staff will check the playground for hazards every day.

Staff will complete the monthly maintenance SAFETY INSPECTION CHECKLIST. See pages M3 to M7.



**TRAIN STAFF**

\_\_\_\_\_ will train staff in recognizing  
*staff title/name*  
and preventing environmental safety hazards and potential escape routes.



**EVERYDAY SAFETY CHECKS**

When staff identify environmental safety hazards and/or potential escape routes they will:

1. correct it immediately, when possible.
2. complete a HAZARDS REPORT form and give it immediately to \_\_\_\_\_. See page M9.  
*staff title/name*
3. \_\_\_\_\_ will do a daily playground  
*staff title/name*  
safety check using the SAFETY INSPECTION CHECKLIST.

**NOTE!**

Hazards can occur overnight on the playground i.e. broken glass, trash, cans, hypodermic needles. Staff will check the playground first thing every morning!

**MONTHLY SAFETY CHECKS**

1. \_\_\_\_\_ will assign staff to  
*staff title/name*  
walk through the facility and playground to identify environmental safety hazards and potential escape routes using the SAFETY INSPECTION CHECKLIST.



2. Staff will complete the checklist and a HAZARDS REPORT form, when necessary, and give it to \_\_\_\_\_.  
*staff title/name*
3. \_\_\_\_\_ will sign that they have received the completed SAFETY INSPECTION CHECKLIST form and/or HAZARDS REPORT form.  
*staff title/name*



**FILE AND REVIEW**

1. \_\_\_\_\_ will file the SAFETY INSPECTION CHECKLIST and the HAZARDS REPORT form in a 'Hazards Correction' file.  
*staff title/name*
2. \_\_\_\_\_ is responsible for ensuring that repairs and corrections of safety hazards are completed.  
*staff title/name*
3. \_\_\_\_\_ will review the 'Hazards Correction' file quarterly to identify patterns of safety hazards.  
*staff title/name*

**NOTE!** Look at the area from a child's viewpoint when checking for environmental safety hazards. See what they see by:

- getting on your hands and knees and crawling through the infant/toddler room.
- sitting in a child size chair.

**NOTE!** To show our appreciation for child safety and a safe environment, all staff participate in a safety program. Staff will receive rewards or privileges for maintaining a safe environment.



Example: Points earned toward an award or gift.

**NOTE!** All staff will walk through their class using the TOY SAFETY CHECKLIST. See *Toy Safety Policy* page M13.

Child Care Facility \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Time of Inspection



## **SAFETY INSPECTION CHECKLIST**

### **INSTRUCTIONS**

1. Use the checklist to go through the facility both indoors and out to find any potential hazards.
2. Please add any potential hazards to the list you observed during this inspection.
3. Check the playground every morning for hazards.
4. When needed, complete a Hazard Report form to accompany the checklist.
5. Signatures are required by staff completing this form and director receiving the completed form.

**SAFETY INSPECTION CHECKLIST**



Continued



**GENERAL: ALL INDOOR AREAS**

- Ceilings, vents, and walls are clean and in good repair with no peeling paint
- Floors and carpets are clean and in good repair
- Floors are smooth and have non-skid surfaces
- Rugs have skid proof backing
- Exterior doors and windows fit snugly to prevent entrance of rodents and insects
- All windows have closed, permanent screens that are in good repair
- Windows cannot be opened more than 6 inches from the bottom
- Doors are not blocked and they open properly so they do not prevent passing
- Lighting is bright enough for good visibility in each room
- Emergency lighting equipment works
- Smoke detectors work
- Safety covers are present at every outlet (including power strips)
- All medications are locked up and stored separate from food, food-contact surfaces, and chemicals
- All chemicals are locked up and stored separate from food and food-contact surfaces
- All chemicals are in original containers
- Diluted chemicals that are not in original containers are properly labeled
- All labeling for chemicals is present at the center
- Waste baskets, trash cans, and dumpsters are kept clean and covered
- Hot water temperature is between 100° F and 120° F
- There is no evidence of rodents in the building (droppings, chewed up or shredded materials)
- There is no evidence of insects in the building (droppings, egg cases, etc.)
- Check water fountain pressure
- Fire extinguishers have been serviced yearly
- Staff know where fire pulls and fire exits are

**NOTE!** A certified pest control operator is required to handle evidence of rodents or insects.

\* Excellent housekeeping is the best way to control pests.

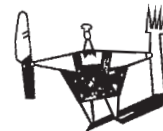
**KITCHEN: FOOD PREPARATION AND STORAGE AREAS**



- Lights in food preparation, storage, and service areas are shatterproof or protected
- All food and food utensils are stored on shelves at least 6 inches above the floor
- All stored food is in its original package or in tightly covered containers that are insect and rodent proof
- All stored foods that are not in original package are properly labeled with identity and date
- Visible thermometers are present in every refrigerator and freezer
- Refrigerator temperature is 40° F or lower
- Freezer temperature is 0° F or lower
- Raw meats are stored below ready-to-eat foods that will not be cooked further
- Dishes and pans are stored covered, upside down, or enclosed in a cabinet
- Utensils are stored with handles all facing the same direction
- Items that are not sanitized (extension cords, flashlights, tools etc.) are stored separate from dishes and utensils
- Teflon pans that are worn and peeling are thrown away
- Any dishes, pans, or utensils that are cracked, chipped, peeling, or otherwise in poor condition are thrown away
- Dishwashing machine is clean and working properly
- If dishwashing machine sanitizes by heat, a maximum registering thermometer is used to check that temperature is high enough (170° F)
- All dishes, utensils, and other food contact surfaces are cleaned and sanitized properly
- All mouthing and teething toys are cleaned and sanitized like dishes or other food contact surfaces
- If dishes are sanitized by food grade sanitizers the concentration is checked (chlorine 50 - 200 ppm Quaternary ammonia - 200 ppm)
- Appropriate test kit is present and used to check sanitizer concentration
- Wiping cloth for sanitizing food-contact surfaces such as counters, tables, and high chair trays is stored in bucket of food grade sanitizer
- A separate handwashing sink that is not used for dishwashing, food preparation, or drinking water is designated in the kitchen

- Fire extinguisher works
- All handwashing sinks have:

- hot and cold running water
- drains that work properly
- faucet handles that can be turned off without recontaminating your hands
- liquid soap and paper towels



- \_\_\_\_\_
- \_\_\_\_\_

Continued



**BATHROOM AREAS**



- Toilets flush properly
- Toilet paper is located where children can reach it without having to get up from the toilet
- Bathroom fixtures are clean
- Stable step stools are available as needed in the bathrooms
- Drinking water is not taken from the bathrooms or any other handwashing sink
- A covered trash can is available and clean
- Bathrooms are not used as storage rooms
- Diaper changing area has a handwashing sink that is fully supplied with liquid soap, paper towels, and disinfectant for the pad
- Pad or mat on the changing table is non-absorbent and is not torn
- Diaper changing surface is disinfected between uses
- Bathroom doors are self-closing
- Cleaning supplies are stored in locked cabinets
- \_\_\_\_\_
- \_\_\_\_\_



**NAPPING AREAS**

- Children's bedding and other personal belongings are stored separately and are not shared
- Occupied mats, cots, or cribs are spaced 3 feet apart
- Nap mats or cots are non-absorbent and disinfected between uses
- Sleeping surfaces are firm surfaces
- No waterbeds, quilts, comforters and granular material (i.e. plastic foam beads or pellets in bean bags) are accessible to children - especially infants
- Pillows are not used for infants
- Crib slats are no more than 2 3/8 inches apart and have no corner posts or peeling paint
- There are no hanging toys that could lead to strangulation
- Sheets and mattress pads are tight fitting
- Cribs are in working order
- Crib mattresses are adjusted to the lowest level when an infant can stand up
- Children may not sleep on the floor
- Crib sides are in "up" position when child is in the crib

Child Care Facility \_\_\_\_\_

- Individually assigned cribs and bedding are cleaned and disinfected weekly or more often as needed
- Cribs and bedding that are used by more than one child and are cleaned and disinfected after each use
- \_\_\_\_\_
- \_\_\_\_\_

**OUTDOOR AND PLAYGROUND AREAS**



- Playground fence is in good repair
  - Playground is free of trash, nuisances and hazards
  - There are no broken toys, equipment or furnishings inside or outside the child care center
  - There is no standing water or insect hazard
  - There is no broken glass, chipping paint, or animal waste
  - There are no sharp edges, exposed nails, jagged or splintered surfaces
  - Any exposed bolts do not protrude more than two threads beyond the face of the nut
  - Anchoring devices such as footings and bars are below the surface
  - There are no exposed plant or tree roots
  - There are no equipment pieces that could catch clothing
  - There are no openings in any pieces of play equipment or fencing between 3 1/2 and 9 inches that could cause head entrapment
  - There are no ropes that are not anchored at both ends
  - Play equipment pieces are spaced at least 12 feet apart
  - Trash cans and dumpsters are outside the play area and lids are kept closed
  - Surface under and around play equipment is an impact-absorbing material
- See MEASURING DEPTH OF PLAYGROUND SURFACES page M8a.
- If building was constructed before 1978, there is no peeling or chipping paint indoors or outdoors that could cause a lead exposure hazard
  - \_\_\_\_\_
  - \_\_\_\_\_



\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

**(BLANK PAGE)**



## HOW TO MEASURE FOR THE DEPTH OF PLAYGROUND SURFACE



Measure the highest point a child can climb to (critical height). For swings, the Critical Height is measured from the pivot point where the swing is suspended down to the ground. For elevated structures with guard rails, the Critical Height is measured from the top of the guard rail down to the ground. The highest accessible part for platforms with protective barriers is the deck. For all other structures, the Critical Height is measured from the highest point of the structure down to the ground.

### Loose-Fill Playground Surfacing Material: Depth Needed

Height of Equipment	Type and Minimum Uncompressed (Not Packed Down) Depth at Point of Impact (More Must Be Installed to Account for Scatter)
5 feet	6 inches of fine sand 6 inches of coarse sand 6 inches of medium gravel
6 feet	6 inches of double shredded bark mulch 6 inches of uniform wood chips 6 inches of fine gravel
7 feet	6 inches of wood mulch 9 inches of uniform wood chips 9 inches of fine gravel
9 feet	12 inches of fine sand
10 feet	9 inches of wood mulch 9 inches of double shredded bark mulch 12 inches of fine gravel
11 feet	12 inches of wood mulch 12 inches of double shredded bark mulch

Adapted from Model Child Health Policies. June 1997 3rd Edition, American Academy of Pediatrics, Pennsylvania Chapter.

**(BLANK PAGE)**

Child Care Facility \_\_\_\_\_

# **HAZARDS REPORT FORM**



Staff Name: \_\_\_\_\_

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

List all situations you observed today that could be a potential hazard.

- Potential Escape Route
- Environmental Safety Hazard

Today I observed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ was notified.

*staff title/name*

Uh-Oh



Actions taken to correct the hazards are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

Signature of staff completing the form:

\_\_\_\_\_  
Signature of Staff

\_\_\_\_\_  
Date

Signature of Director receiving this form:

\_\_\_\_\_  
Signature of Director

\_\_\_\_\_  
Date

# HAZARDS REPORT FORM

