

Health & Safety Checklist

Date Completed: _____

Completed by: _____

Inspection Comments:

General: Electrical & Fire Safety Requirements	Yes	Needs Repair
All electrical wall receptacles and switches have cover plates in place.		
Electrical extension cords, if used for electrical appliances, are number fourteen and CSA listed. Extension cords are only used on a temporary basis.		
Electrical extension cords, if used are not lying under carpets, or in an area where they are being walked on or in reach of children. Anything powered on a permanent basis should be plugged in properly – no cords.		
Electrical extension cords are used for temporary short term wiring only.		
Electrical octopus wiring emitting from electrical wall receptacles is eliminated. Power bars are recommended.		
All exposed electrical light bulbs are covered with a lampshade or suitable cover.		
Exposed electrical light bulbs located in a closet or storage room have sufficient clearance from storage or are equipped with a non-combustible guard.		
Fifteen-ampere fuses or a breaker system protects all lighting circuits and # 14 wiring.		
Electric stoves are protected with forty-ampere fuses. Electric baseboard heaters, electric clothes dryer, electric water heaters are protected with thirty-ampere fuses marked P or D. This may either be screw-in or cartridge fuses.		
The electric fuse panel is covered with a metal protective plate. The fuse panel is regularly checked to make sure that all fuses are screwed in tightly.		
Electrical wiring is out of hand's reach of children.		
All electrical appliances are CSA listed.		
Flammable liquids are not stored on the premises.		
Wood stoves used for auxiliary heating are protected with shielding to prevent children from coming in contact with the hot surface of the stove.	N/A	
The fireplace chimney and flue mechanisms are regularly inspected prior to use and cleaned as necessary.		
Smoke alarms are installed on each floor level. They are located at least 12" away from any corner or wall edge and adjacent to all sleeping areas.		
Smoke alarms are tested, as a minimum, twice yearly and batteries changed at this time.		
Fire evacuation plan is prepared, posted and reviewed with all residents and visitors.		
There are two ways out of every room and windows are operable. Fire evacuation plan includes a main exit and an alternative exit.		
Fire evacuations are practiced monthly and a record is kept.		
An authorized company services all fire extinguishers every six years. A record is kept in file.		
A visual inspection of all fire extinguishers is done bi-annually to determine that the pressure gauge on the extinguisher is in the full pressure range.		

General: Health & Safety Requirements	Yes	Needs Repair
General house keeping is acceptable, well organized and clutter free.		
Floors are washed weekly; carpets vacuumed, as needed; bathrooms clean and sanitized daily.		
Home has phone service in working order. Phone locations are: Upper level in office; main floor in kitchen and living room, lower level in craft area.		
Emergency numbers posted near all phones.		
Home is smoke free at <u>all</u> times, even when children are not present, as per Smoke-Free Ontario Act.		
Location of reminder signs placed at all exit and entrances to the home.		
Temperature maintained at at least 20 C or 68 F – playroom included.		
Safety plugs are in all sockets or outlet covers.		
Toxic plants are inaccessible to children; ideally removed from the premises.		
Balcony / patio door locked and out of bounds to children.		
Windows, screens and sliding doors intact and easily opened in event of a fire.		
Pets have up-to-date immunization and record is on file.		
Insurance extended to cover home childcare business and copy on file.		
Rooms considered out of bounds for children are made clear to all adults and children.		
Storage of alcoholic beverages is inaccessible.		
All cigarette lighters and matches are out of reach and view of children.		
All cords are fastened and out of reach of children (electrical, drapes, telephone, etc.)		
Exits, Halls and Stairways	Yes	Needs Repair
Front and rear doors open freely.		
Outside steps or landing are secure to walk on.		
Stairs securely built, appropriately spaces, well lit and free of clutter.		
Stairways protected by guards or rails.		
Gates in place in hazardous areas; no gates at top of stairs.		
Outside stairs securely built, appropriately spaces, exits free of obstruction.		
Kitchen	Yes	Needs Repair
Poisonous and hazardous cleaning materials inaccessible and in original containers.		
Medications kept in a highly inaccessible spot – ideally in locked container.		
Refrigerated medications kept in a locked container.		
Electrical appliance cords out of sight and inaccessible.		
Knives, scissors and sharp objects are stored above counter level.		
When cooking on the stove, all pot handles are turned inward. A large metal lid shall be readily available for pot/pan fires.		
An Underwriter's Liability of Canada Listed Fire Extinguisher with a minimum rating of 2A 10BC is mounted in a central location.		
First Aid Kit and manual readily available to adult and inaccessible to children.		
Stove knobs inaccessible to children; back burners used when cooking.		
Tableclothes are not used with infant and toddlers.		
Plastic Bags stored in inaccessible spot.		
Lower cupboards housing adult only supplies have safety locks.		
Infant / toddler feeding chairs safe and securely positioned for feeding.		

Bathrooms	Yes	Needs Repair
Medicines, sprays, cosmetics, cleaning products inaccessible to children.		
Electrical cords and appliances inaccessible to children; razors, scissors, tweezers, hairblowers, toothbrushes, etc.		
Medicine Cabinets locked - hazardous materials moved to highly inaccessible location.		
Thermostatic control on hot water set at 48.8 C or 120 F - anti scald temperature.		
Individual washclothes or towels for each child or disposable towels used.		
Individual change pads for each child on hand.		
Change table with railing separate from eating area.	N/A	
Diapering supplies stored out of reach of children.		
Bathroom garbage safe. Hazardous waste materials not stored in accessible pails.		
Replaceable liquid soap dispensers stocked and easy to use. Cleaned between refills.		
No smoking signs posted in bathrooms.		
Bedrooms	Yes	Needs Repair
Areas used for children's napping free of clutter; no medications, perfumes, items that may cause choking such as coins or small jewellery items.		
Approved cribs, playpens and equipment. Mats in use at least 2.5" thick.		
No small toys in cribs/playpens. Decorative mobiles safe and age appropriate.		
Beds used for children are located away from windows.		
Audio safety monitors are in good working order.		
Blind cords shortened, split or secured on wall above children's reach.		
Dressers and other furniture are stable.		
Blankets free of holes or loose threads; individual sheets and blankets washed weekly.		
No pets allowed in bedrooms while children are resting.		
Carbon monoxide detectors are adjacent to all sleeping areas and tested twice yearly as a minimum and batteries changed at this time.		
Playroom Location	Yes	Needs Repair
Room is bright and well lit; all light bulbs in working order.		
Accessible windows in rooms for use for childcare as alternative fire exit.		
Furnishing, toys, equipment safe, clean and in good repair.		
Toys disinfected regularly.		
Fireplace or wood stove well screen and not in use during the childcare hours unless inaccessible to children.		
Room is in finished condition; walls, paint and floors in good repair.		
Space is safe for active play indoors.		
Tables and shelves are sturdy - cannot be tipped.		
No heavy lid on toy box - safety hinges in necessary and toy shelves highly recommended.		
No toys with batteries that can be easily accessed - button batteries can be lethal.		

Basement Storage Area	Yes	Needs Repair
Basement storage area is clean, tidy and free of unnecessary combustibile materials.		
In laundry room, detergent and bleach is out of reach.		
The lint-catcher of the clothes dryer is emptied after every load.		
Bi-annually removal of the rear panel of the clothes dryer is completed to vacuum dust and lint from around the heat element.		
Paints, solvents, chemicals stored in original containers.		
Dangerous tools out of reach of children - garage inaccessible.		
There are no rusted holes in the metal vents from the gas-fired water heater or furnace, which connect to the chimney.		
Combustible storage kept away from furnace and water heater by at least 4-6 feet.		
Freezer locked or kept in a locked room.		
Firearms in a locked cabinet.		
Ammunition stored out of residence or in a locked cabinet in a separate location from firearms. I.E. bullets, shells, powder.)		
Gasoline operated equipment such as lawnmowers are not stored in the basement.		
Gasoline is stored outside in a locked shed or garage in sealed gasoline container.		
Barbeque propane tanks are not stored in the house or basement, full or empty.		
Outdoor Safety	Yes	Needs Repair
Yard is fenced with a safe and secure fence. Gate can lock as necessary and is in good working order.		
Yard is free of hazardous items. I.E. glass, debris, mowing/gardening equipment, pesticides, etc.		
Tool shed is locked; pesticides, fertilizer and other chemicals are securely stored inside and out of reach of children.		
Play equipment is strong and sturdy with bolt ends covered.		
Gas barbeques inaccessible. I.E. full length cover to conceal knobs and stored in a well ventilated outdoor area - not used in a garage.		
Propane tanks are stored outside or in a detached locked shed.		
Sandbox with a removable cover. Sand disinfected or completely changed regularly.		
Approved riding toys are in good working order.		
Play area or nearby park is adequate safe space for outdoor play.		
Trampolines are strongly discouraged and as a minimum require surrounding safety net and close supervision.		
Pool and Pool Area	Yes	Needs Repair
Verification that insurance company is aware home has a pool.	N/A	
Temporary fence in place during new construction - needs fence permit.	N/A	
Fence 60" or 5' high - pools prior to 1993 only need 42" high.	N/A	
Pool must be fenced seperately from play yard - no stored materials against the outside of fence.	N/A	
Minimum 5' distance between pool and property line.	N/A	
Chain links no more than 1.5" in diameter.	N/A	
No more than 4" between ground and fence.	N/A	
Life saving equipment is readily available.	N/A	
Wading pools - drained and cleaned daily.		
Locked self-closing, self-latching gate - outside opening gate with outside lock, not less then 48" above ground level - key lock is not allowed. If garage door is entrance, door must have double strength, self-latching devic.	N/A	
Inflatable pools with potential to be filled over 29.5" require 5' fence and City permit.	N/A	