

Weekly safety checklist



Fill out this checklist on a weekly basis to ensure a safe environment for children.

Name of person doing inspection: _____ Date: _____

Indoors	Okay	Action required	Specify action	Date completed	Comments
Facility-wide					
Strict "no smoking" and "no weapons" policies are in force.	<input type="checkbox"/>	<input type="checkbox"/>			
Entranceways and exits are free of obstacles or clutter.	<input type="checkbox"/>	<input type="checkbox"/>			
Doors can be easily opened by adults, but not by children.	<input type="checkbox"/>	<input type="checkbox"/>			
Staff and visitors can store their purses, backpacks and other personal belongings out of the sight and reach of children.	<input type="checkbox"/>	<input type="checkbox"/>			
Diaper/laundry bags that are to be sent home are hung out of the sight and reach of children.	<input type="checkbox"/>	<input type="checkbox"/>			
Telephones are easily accessible by staff, and a list of numbers for emergency services is posted next to every phone.	<input type="checkbox"/>	<input type="checkbox"/>			
All unused electrical outlets have protective safety covers.	<input type="checkbox"/>	<input type="checkbox"/>			
Single-receptacle extension cords are inaccessible by children and have not been nailed to a wall or run under rugs. <input type="checkbox"/> The empty outlet has a protective safety cover.	<input type="checkbox"/>	<input type="checkbox"/>			
Garbage containers are foot-activated, plastic-lined, and have tightly fitting lids.	<input type="checkbox"/>	<input type="checkbox"/>			
Throw or area rugs do not slide or buckle.	<input type="checkbox"/>	<input type="checkbox"/>			
Pet food bowls and litter boxes are not accessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
All blind and curtain cords are tied up and secured with safety hooks.	<input type="checkbox"/>	<input type="checkbox"/>			
Window guards prevent windows from opening wider than 10 cm (4 in.).	<input type="checkbox"/>	<input type="checkbox"/>			
Halls and stairways are well lit and free of obstacles and clutter.	<input type="checkbox"/>	<input type="checkbox"/>			
Hardware-mounted safety gates are installed at the top and bottom of stairways, and pressure gates are used to prevent access to hazardous areas, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>			
Floors are vacuumed every day and as needed.	<input type="checkbox"/>	<input type="checkbox"/>			
Furniture					
Cribs, playpens and high chairs have intact, readable labels bearing the manufacturer's name, product name and model number. <input type="checkbox"/> They meet all current safety standards. <input type="checkbox"/> Specifications for safe use, including height, age and weight limits, are known and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>			
The height, age and weight limits for accessories (e.g., a baby swing or a stationary activity centre) are known and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>			

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No infant under 4 months of age is put into a stationary activity centre.	<input type="checkbox"/>	<input type="checkbox"/>			
A stationary activity centre is positioned away from stairways, plants, hot surfaces, or any object that can be reached for and pulled over.	<input type="checkbox"/>	<input type="checkbox"/>			
Furniture is positioned away from windows.	<input type="checkbox"/>	<input type="checkbox"/>			
There are no wall hangings, lamps or pictures within reach of a crib.	<input type="checkbox"/>	<input type="checkbox"/>			
Crib mobiles are removed if a child using the crib is 4 months old or can push up on hands and knees.	<input type="checkbox"/>	<input type="checkbox"/>			
Potentially hazardous items (e.g., a rotating chair, chairs that pull out, retract or recline, or exercise equipment) are not accessible by children.	<input type="checkbox"/>	<input type="checkbox"/>			
Cubbies, bookcases, change tables, dressers and entertainment units are well constructed, stable and anchored to the wall.	<input type="checkbox"/>	<input type="checkbox"/>			
Other heavy objects (e.g., a TV) are anchored securely to the wall to prevent toppling.	<input type="checkbox"/>	<input type="checkbox"/>			
Play areas, toys and indoor play structures					
Play areas for children under and over 3 years of age are separated, to minimize the risk of injury to younger children during play, as well as their access to inappropriate toys.	<input type="checkbox"/>	<input type="checkbox"/>			
Toys are age-appropriate and suited to the abilities of the children playing with them.	<input type="checkbox"/>	<input type="checkbox"/>			
Toys for different age groups are stored separately.	<input type="checkbox"/>	<input type="checkbox"/>			
No toy small enough to fit inside an empty toilet roll is accessible by babies and toddlers.	<input type="checkbox"/>	<input type="checkbox"/>			
Toy labels with age-related and small parts warnings and instructions for safe use are known and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>			
Toy instructions or manuals are kept on file.	<input type="checkbox"/>	<input type="checkbox"/>			
Age-appropriate, non-toxic, non-edible arts and crafts materials are stored in labelled containers out of the reach of children.	<input type="checkbox"/>	<input type="checkbox"/>			
No toy has a pull cord or string longer than 20 cm (8 in.).	<input type="checkbox"/>	<input type="checkbox"/>			
Indoor play structures are safely positioned, away from windows and other furniture, with <input type="checkbox"/> a proper fall zone, and <input type="checkbox"/> sufficient surfacing to cushion a fall.	<input type="checkbox"/>	<input type="checkbox"/>			
Wheeled toys (e.g., ride-on toys) are appropriate for the age and stage of children using them. <input type="checkbox"/> Their height, age and weight specifications are known and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>			
Children wear a certified helmet when using wheeled toys.	<input type="checkbox"/>	<input type="checkbox"/>			

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Kitchen and eating areas					
The kitchen is equipped with a working fire extinguisher that staff have access to and know how to use.	<input type="checkbox"/>	<input type="checkbox"/>			
Hot water faucets have a scald guard, and <input type="checkbox"/> the water heater's temperature setting is no higher than 49°C (120°F).	<input type="checkbox"/>	<input type="checkbox"/>			
A safety gate is installed in the kitchen doorway to prevent toddlers from entering the room at unsafe times (e.g., when the dishwasher is running).	<input type="checkbox"/>	<input type="checkbox"/>			
There are no dangling appliance cords.	<input type="checkbox"/>	<input type="checkbox"/>			
Sharp objects (e.g., knives, scissors) and plastic bags are inaccessible by children.	<input type="checkbox"/>	<input type="checkbox"/>			
Medications (including vitamins) are stored out of the sight and reach of children (in a locked cupboard or sealed container in the fridge).	<input type="checkbox"/>	<input type="checkbox"/>			
The high chair is positioned away from furniture or appliances that a child might reach for.	<input type="checkbox"/>	<input type="checkbox"/>			
Placemats rather than a tablecloth are used at the table.	<input type="checkbox"/>	<input type="checkbox"/>			
Stove knobs at child height are removed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>			
The garbage can and compost container are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
Foods that pose a choking risk are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
Bathroom, washroom, diapering area					
The bathroom door is locked with a hook-and-eye latch when not in use, and cannot be locked by a child from inside.	<input type="checkbox"/>	<input type="checkbox"/>			
Non-slip step stools are provided for sinks and toilets, as needed.	<input type="checkbox"/>	<input type="checkbox"/>			
All household cleaning agents are stored in their original containers, <input type="checkbox"/> out of the sight and reach of children, and <input type="checkbox"/> preferably in a locked cupboard.	<input type="checkbox"/>	<input type="checkbox"/>			
Bleach solutions are properly labelled (e.g., 1:10, 1:100), and <input type="checkbox"/> are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
The diaper pail is inaccessible to children, preferably in a latched cupboard.	<input type="checkbox"/>	<input type="checkbox"/>			
Soiled cloth diapers are disposed of in securely tied plastic bags.	<input type="checkbox"/>	<input type="checkbox"/>			
Soiled diapers and plastic bags are inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
Medications and personal care products (e.g., mouthwash, cosmetics) are stored out of the sight and reach of children.	<input type="checkbox"/>	<input type="checkbox"/>			
Faucets have a scald guard.	<input type="checkbox"/>	<input type="checkbox"/>			
Items such as hairdryers are unplugged when not in use and inaccessible to children (e.g., no dangling cords).	<input type="checkbox"/>	<input type="checkbox"/>			

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Transition and storage areas					
A "no idling" policy is in force at drop-off and pick-up times.	<input type="checkbox"/>	<input type="checkbox"/>			
The fence separating the children's play area from the driveway or garage is at least 1.2 m (4 ft.) high, <input type="checkbox"/> climbing resistant, and <input type="checkbox"/> in good repair.	<input type="checkbox"/>	<input type="checkbox"/>			
Gates work properly (e.g., they self-close and self-latch).	<input type="checkbox"/>	<input type="checkbox"/>			
Stair gates on the porch, deck or balcony are properly installed, and always used when children are present.	<input type="checkbox"/>	<input type="checkbox"/>			
Porch and deck rails are no more than 10 cm (4 in.) apart, and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>			
Garbage storage areas and bins are away from play areas, and inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
Lawn machines and power tools are inaccessible by children, and never used when children are playing in the yard.	<input type="checkbox"/>	<input type="checkbox"/>			
The garage is inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
The barbeque is inaccessible to children.	<input type="checkbox"/>	<input type="checkbox"/>			
Play area					
Play equipment is checked for rusting, new pinch- or catch-points, and other signs of wear and tear.	<input type="checkbox"/>	<input type="checkbox"/>			
Surfacing under play equipment is checked daily for litter and sharp or foreign objects, and <input type="checkbox"/> raked weekly to maintain depth, softness and an even distribution around play equipment.	<input type="checkbox"/>	<input type="checkbox"/>			
Plants known to be toxic and mushrooms are removed.	<input type="checkbox"/>	<input type="checkbox"/>			
No new pool of water more than 5 cm (2 in.) deep is accessible to children (e.g., rain run-off).	<input type="checkbox"/>	<input type="checkbox"/>			
The facility vehicle					
The vehicle is insured, in good repair, and equipped with age-appropriate child seats, or a seat belt, for every child and staff member to be transported.	<input type="checkbox"/>	<input type="checkbox"/>			
Car seats have a CMVSS label and meet current safety standards. <input type="checkbox"/> They are installed correctly, using UAS/LATCH or seat belt, and <input type="checkbox"/> installed securely (e.g., they do not move more than 2.5 cm [1 in.] forward or from side to side).	<input type="checkbox"/>	<input type="checkbox"/>			
The height, age and weight specifications for each car seat are known and adhered to.	<input type="checkbox"/>	<input type="checkbox"/>			
Copies of the manufacturer's instructions for all car seats and the vehicle owner's manual are kept in the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>			
Loose items are stowed so that they will not fly in case of a sudden stop.	<input type="checkbox"/>	<input type="checkbox"/>			
The vehicle is equipped with a first aid kit.	<input type="checkbox"/>	<input type="checkbox"/>			

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