

NW Michigan Community Action Agency

8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

2021-2022 Safe Environment Checklist

The entire education staff will complete this checklist together as a team during start-up. Please submit a staff sign-in sheet and submit it to program support. (You may find the staff sign-in sheet on Weebly under the Time, Expense and Training tab).

Date training completed: _____

Teacher signature: _____

Assistant Teacher signature: _____

Assistant Teacher signature: _____

Classroom Aide signature: _____

Site Supervisor signature: _____

Other: _____

Date Reviewed in January: _____

Staff initials: _____

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Site: _____

Teacher: _____

Due: _____

Scheduled: _____

Actual: _____

Notes:

Licensee		Regulation	OHS Protocol
1.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The current license and if applicable, the letter extending the license beyond the expiration date is in a place accessible and visible to parents. Notes:	R 400.8110 (3) (a)1302.47 (1) (i)
1.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Current child care center rules and any variances granted are in a place accessible and visible to parents. Notes:	R 400.8110 (3) (b)1302.47 (1) (i)
1.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The licensing notebook is on the premises and is available to parents/prospective parents at all times during the center's normal hours of operation. The licensing notebook will be maintained and retained on site until the license closes. Notes:	R 400.8110 (4) (11) (c)1302.47 (1) (i)1302.42
1.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Center maintains licensed capacity and age range. Only space that has received prior approval for child use by licensing may be used for child care. Notes:	R 400.8110 (5) (10) 1302.21 (b)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Licensee		Regulation	OHS Protocol
1.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The Classroom Sign In/Sign Out Log is used to track visitors and non-classroom staff who enter and exit the classroom. Reference the Volunteer Screening and Supervision Policy. Notes:	R 400.8110 (6) 1302.47
1.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Smoking and vaping do not occur in the child care center, on real property, or on field trips. Notes:	R 400.8110 (13) (a) (b)1302.47 (1) (i)
1.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All NMCAA classroom staff will use the Staff Member Attendance Record to sign in at the time of arrival, sign out and back in for breaks, and sign out at the time of departure. For staff that clock in/out, times should match UKG-Kronos time punches. Notes:	R 400.8110 (6)
Staff and Volunteers		Regulation	OHS Protocol
2.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All staff and volunteers provide appropriate care and supervision of children. Notes:	R 400.8125 (1) 1302.47 (5) (iii)

NW Michigan Community Action Agency

8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Staff and Volunteers	Regulation	OHS Protocol
<p>2.2</p> <p><input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check the classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.</p> <p>Staff will do the following: *count on a scheduled basis *count at every transition *during transitions verbalize out loud the number of children that are staying and going *focus on the placement of staff while walking in a line with children, including having a staff member at the front and end of the line *make sure that each staff member can state the number of children in their care at all times *count out loud and communicate the count to other staff members *adapt supervision strategies for individual children based on their needs *count when leaving one area and count again when arriving at another *maintain vigilance at all times.</p> <p>Notes:</p>	<p>1302.47 (b)(2)(iii) 1302.47 (b)(5)(iii)</p>

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Hand washing	Regulation	OHS Protocol
<p>3.1</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>Staff, volunteers, and children must wash hands for 20 seconds:</p> <ul style="list-style-type: none"> *Upon arrival for the day and after breaks *When hands are soiled *Before and after eating, preparing and serving food and beverage, and feeding children *Before and after brushing or helping a child brush teeth *Before and after playing in the water that is shared by two or more people *Before and after each diapering *After toilet use or helping a child use the toilet *After handling any raw food that requires cooking, e.g., meat, eggs, poultry *After handling body fluids *After handling pets, pet cages, or other pet objects *After playing in sand, on wooden play sets, and outdoors <p>Staff and volunteers must also wash their hands:</p> <ul style="list-style-type: none"> *Prior to starting the workday at the center *Prior to the care of children *Before and after giving medication or applying a medical ointment or cream in which a break in the skin may be encountered *After handling garbage or cleaning *After cleaning and disinfecting the diaper changing surface *After removing nonporous (e.g., Latex) gloves used for any purpose <p>Notes:</p>	<p>R 400.8134 (2) (a-j)R 400.8134 (3) (a-d)1302.47 (6)</p>
<p>3.2</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>Guidelines for hand washing are posted in food preparation areas, in toilet rooms, and by all hand washing sinks.</p> <p>Notes:</p>	<p>R 400.8134 (4) 1302.47 (6)</p>
<p>3.3</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>Hand sanitizers and/or single-use wipes may only be used as a temporary measure when soap and running water are not available on outings.</p> <p>Notes:</p>	<p>R400.8134 (6)</p>

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Diapering; toileting; tooth brushing			Regulation	OHS Protocol
4.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Diapering occurs in a designated diapering area that: *Is physically separated from food preparation, cooking, eating, or children activity areas *Is within close proximity to a sink that is used exclusively for hand washing *Has non-absorbent, smooth, easily cleanable surfaces in good repair *Is washed, rinsed, and sanitized after each use Notes:	R 400.8137 (1) (a) (b) (c) (f) 1302.47 (1) (6)	
4.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Diapering supplies are within easy reach. Notes:	R 400.8137 (3) 1302.47 (1) (6)	
4.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A plastic-lined, tightly covered container is used exclusively for disposable diapers and training pants and diapering supplies and is emptied and sanitized at the end of each day. Diaper disposable containers need to be of a design that does not require manually lifting the lid. (Diaper genie meets the intent of this rule). Notes:	R 400.8137 (4) 1302.47 (1) (6)	
4.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Only single-use disposable wipes or other single-use cleaning cloths are used to clean a child during the diapering or toileting. Notes:	R 400.8137 (5) 1302.47 (1) (6)	
4.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Diapers and training pants are checked frequently and changed when wet or soiled. Toilet training reports are completed after each diaper change. Notes:	R 400.8137 (6) 1302.47 (1) (6)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Diapering; toileting; tooth brushing			Regulation	OHS Protocol
4.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Guidelines for diapering are posted in diapering areas. Notes:	R 400.8137 (7) 1302.47 (1) (6)	
4.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Disposable gloves are used once for a specific child and are removed and disposed of immediately after each diaper change. Notes:	R 400.8137 (8) 1302.47 (1) (6)	
4.8	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Toilet learning/training is planned cooperatively with the parent. Notes:	R 400.8137 (10) 1302.47 (1) (6)	
4.9	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Toothbrushes are labeled with the child's name, stored so that they can air dry without touching any surface, and replaced after 3 months. Notes:	1302.43	
4.10	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Staff and children wash before and after toothbrushing. Staff member helping with toothbrushing wears a mask. Staff wear gloves that are changed between helping each child. If toothbrushing takes place at the sink, children must brush one child at a time and the sink must be cleaned and disinfected between each child. Consider doing toothbrushing at tables directly after a meal, while children are distanced. Notes:	HS COVID-19 Health & Safety Checklist	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Children's records		Regulation	OHS Protocol
5.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	<p>At the time of the child's initial attendance, the center shall obtain a child information record, completed and signed by the parent, and the center shall keep it on file and accessible in the center.</p> <p>Notes:</p>	R 400.8143 (1) 1302.47 (7) (v)
5.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	<p>Child information records are reviewed and updated by parents at least annually and when the center becomes aware of changes. Seperate child information records are completed for families that have joint custody. Emergency care plans should be stapled to the child information record. Staff bring child information records with them outside, on field trips, and during evacuations. Child Information Records should be stored in the green Grab and Go Binder.</p> <p>Notes:</p>	R 400.8143 (2) 1302.47 (7) (v)
5.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	<p>Staff maintain up-to-date child rosters and lists of the adults to whom each child is authorized to be released, including alternates in case of emergency. A child shall only be released to persons authorized by the child's parent or guardian. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Staff must check to ensure this person's name is on the child information record and attach a copy of the identification to the record.</p> <p>Notes:</p>	1302.47 (5)(iv) 1302.47 (7)(v)R 400.8110 (7)
5.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	<p>A child shall be released to either parent or the child's guardian, unless a court order prohibits release to a particular parent. A copy of the order prohibiting release must be kept on file at the center.</p> <p>Notes:</p>	1302.47 (5)(iv) 1302.47 (7)(v)R 400.8110 (8)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Medication is given by child care staff member only. Notes:	R 400.8152 (1) 1302.47 (4) (c)	
6.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Emergency medications (EpiPen, inhaler) are stored out of children's reach at the site and on the bus and are quickly accessible at all times (should not be in locked box). All medications are within their dates of expiration. Notes:	R 400.8152 (5) 1302.47 (4) (c)	
6.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Medication is given or applied only with prior written permission from a parent. Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication, and it is given according to those instructions unless authorized by a written order of the child's physician. Medication is stored under lock and key and refrigerated if necessary. Notes:	R 400.8152 (2)R 400.8152 (4)R 400.8152 (5) R 400.8152 (6) 1302.47 (4) (c)	
6.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Medication is not added to a child's bottle, beverage, or food unless indicated on the prescription label. Notes:	R 400.8152 (7) 1302.47 (4) (c)	
6.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The center maintains a record as to the time and the amount of medication given or applied using the medication log. The staff member administering the medication must sign (full signature is required) the record each time. Completed records must be kept in the child's file and a copy on the bus. Notes:	R 400.8152 (9) 1302.47 (4) (c)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives. Notes:	R 400.8155 (2) 1302.47 (7) (iii)	
6.8	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A first aid kit is readily accessible to staff and securely stored in the center and bus. Staff bring the first aid kit outside, on field trips, and during evacuations. Kits are kept out of the reach of children. Ice packs are also available. Notes:	R 400.8173 (9) 1302.47 (1) (6)	
6.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Classroom and bus universal precaution compliance kit is stocked with the following: *Gloves *Absorbent material (Speedy Cleanz, Vo-ban, Red-Z) *Leak proof plastic bag with a secure tie *Paper towel *Disinfecting Agent (Germicidal Disposable Clothes, bleach) *Packaged Universal Precautions Kit *Cleaning, sanitizing, and disinfecting guidance is located inside the kit Notes:	1302.47 (6) (iii)	
6.9	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All staff working with children know where the universal precaution and first aid kits are located. Notes:	R 400.8173 (9) 1302.47 (1) (6)	
6.10	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Education staff can find Material Safety Data Sheets (MSDS) on www.nmcaahs.com . These sheets provide in-depth information pertaining to materials used in the classroom (ingredients, handling, storage, disposable, first aid, etc.) Notes:	1302.47 (4) (h)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Medication; accident and illness; Universal Precaution Kit; First Aid			Regulation	OHS Protocol
6.11	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	When the cleanup of bodily fluids (urine, feces, blood, saliva, vomit, nasal discharge, eye discharge or any fluid discharge) is necessary, nonporous gloves are worn by staff when they come in contact with a spill. Notes:	R 400.8131 (4) 1302.47 (a)	
6.13	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Emergency preparedness kits are readily accessible to staff. Notes:	R 400.81611302.4 7 (b)(8)1302.47 (b)(4)(i)	
6.12	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Illness/incident report forms are available in the classroom, outside, on the bus, and on field trips, and they are completed when changes are observed in a child's health, a child experiences accidents, incidents, or injuries, or when a child is too ill to remain in the group (daily health check). Notes:	R 400.8155 (1) 1302.41 (a) (b)	
Telephone Services			Regulation	OHS Protocol
7.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A operable phone must be available and accessible in the building during the hours of operation. The phone number must be known by the public and available to parents/guardians. Staff will have some form of communication available while on the playground and during evacuations for emergency purposes. Notes:	R 400.8164 (1) (2)	
7.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	There is an appropriate greeting on the classroom voicemail that includes the recruitment phone number. Notes:	1302.13	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Telephone Services		Regulation	OHS Protocol
	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Notes:	
Outdoor play area		Regulation	OHS Protocol
8.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A center with children in attendance for 3 or more continuous hours per day provides daily outdoor play. 30 minutes of outdoor time is required for every 3 hours the program is open. (This can be determined by multiplying the total number of class minutes by 0.166) Notes:	R 400.8170 (3) 1302.47 (a)
8.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	There is a shaded area to protect children from excessive sun exposure, when necessary. Notes:	R 400.8170 (6) 1302.47 (a)
8.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The outdoor play area is in a safe location and free from pests. Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards). Notes:	R 400.8170 (7) 1302.47 (a)
8.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The outdoor play area is protected from hazards, when necessary, by a fence or natural barrier that is at least 48 inches in height. Notes:	R 400.8170 (8) 1302.47 (a)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Outdoor play area		Regulation	OHS Protocol
8.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Children only use age-appropriate equipment. The age requirement sticker is located on the equipment. Notes:	R 400.8170 (9) 1302.47 (a)
8.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	An outdoor play area and any equipment located on the center's premises is maintained in a clean, safe condition, and inspected daily before use to ensure that no hazards, pollutants, and toxins are present, including, but not limited to: *Missing or broken parts *Protrusion of nuts and bolts *Rust and chipping of peeling paint *Sharp edges, splinters, and rough surfaces *Stability of handholds *Visible cracks *Stability of non-anchored large play equipment (e.g., playhouses) *Wear and deterioration *Vandalism or trash Notes:	R 400.8170 (10) 1302.47 (a)
8.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Loose-fill surfacing material is not installed over concrete or asphalt. Notes:	R 400.8170 (15) 1302.47 (a)
8.8	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The depth of the loose-fill surface material is restored to its required depth when moved or becomes otherwise compromised (9 inches for wood and 6 inches for rubber). Woodchips are raked as needed to remain in compliance. Notes:	R 400.8170 (16) 1302.47 (a)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Outdoor play area			Regulation	OHS Protocol
8.9	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Staff use Active Supervision and are stationed in zones (and interacting with children) around the playground to ensure that all areas are in sight and that there are no blind spots. Children are supervised at all times. Notes:	R 400.8182 R 400.8125 (1) 1302.47 (5) (iii) Active Supervision Toolkit	
8.10	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	S-hooks are pinched closed so that there is no gap or space greater than 0.04 inches (about the thickness of a dime). Notes:	R 400.8170 Public Playground Safety Guide 2.5.2 and 5.3.8.1 General Swing Recommendations	
Equipment			Regulation	OHS Protocol

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Equipment	Regulation	OHS Protocol
<p>9.1</p> <p><input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>Equipment, materials, furnishings, and play areas are sturdy, safe, in good repair, clean, and should attend to the following safety hazards:</p> <ul style="list-style-type: none"> *Appropriate to the developmental needs and interests of children *Child-sized or appropriately adapted for a child's use *Easily accessible to the children *Designed to ensure Active Supervision of children at all times *High shelves are placed securely against the wall. All other shelves should be low in order to ensure Active Supervision *Openings that could entrap a child's head or limbs *Elevated surfaces that are inadequately guarded *Lack of specified surfacing and fall zones under and around climbable equipment *Mismatched size and design of equipment for the intended users *Insufficient spacing between equipment *Tripping hazards *Components that can pinch, sheer, or crush body tissues *Equipment that is known to be of a hazardous type *Sharp points or corners *Splinters *Protruding nails, bolts, or other parts that could entangle clothing or snag skin *Loose, rusty parts *Hazardous small parts that may become detached during normal use or reasonably foreseeable abuse of the equipment and that present a choking, aspiration, or ingestion hazard to a child *Strangulation hazards (all cords: straps, strings, blind cords, etc.) *Flaking paint *Paint that contains lead or other hazardous materials *Tip-over hazards, such as chests, bookshelves, and televisions *Choking *Electrical hazards *Plastic bags that are large enough to pose a suffocation risk. *Matches, candles, and lighters are not to be accessible to children *Drowning hazards *Hazards presented by windows and glass doors *Meets standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM) *Materials that have a warning label indicating they are toxic for children or to be kept out of reach by children, must not be used by children. <p>Notes:</p>	<p>R 400.8173 (3) (4)1302.47 (2) (iii)1302.47 (1) (iv)Playground Safety Recommendations 2.2.7</p>

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Equipment	Regulation	OHS Protocol
<p>9.2</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>A current and accurate equipment inventory is available. (GSRP classrooms must complete an inventory of equipment and supplies purchased with GSRP funds).</p> <p>Notes:</p>	<p>R 400.8173 (8) GSRP implementation manual</p>
<p>9.3</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>Trampolines and bounce houses are not used by children in care.</p> <p>Notes:</p>	<p>R 400.8173 (11)</p>
<p>9.4</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>Counter tops, shelves, areas in front of window, and small spaces are kept clutter-free and big spaces are set up so that children have clear play spaces that staff can observe.</p> <p>Notes:</p>	<p>R 400.8173 R 400.8380R 400.8501Active Supervision Toolkit</p>
Sleeping Equipment and Sleeping, Resting Supervision	Regulation	OHS Protocol
<p>10.1</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>All bedding and sleeping equipment is appropriate for the child and clean, comfortable, safe, and in good repair.</p> <p>Notes:</p>	<p>R 400.8176 (1) 1302.47 (2)</p>
<p>10.2</p> <p> <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed </p>	<p>All sleeping equipment and bedding is washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.</p> <p>Notes:</p>	<p>R 400.8176 (16) 1302.47 (2)</p>

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Sleeping Equipment and Sleeping, Resting Supervision			Regulation	OHS Protocol
10.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	When sleeping equipment and bedding is stored: *Sleeping surfaces do not come in contact with other sleeping surfaces. *Bedding does not come in contact with other bedding. Notes:	R 400.8176 (17) 1302.47 (2)	
10.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Children under 3 years of age are provided opportunities to rest regardless of the number of hours in care. Notes:	R 400.8188 (1) 1302.47 (2)	
10.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Naptime or quiet time is provided when children under school-age are in attendance 5 or more continuous hours per day. Notes:	R 400.8188 (12) 1302.47 (2) GSRP: Classroom Requirements	
10.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Resting or sleeping areas have adequate soft lighting (not dark) to allow the caregiver to assess children. Notes:	R 400.8188 (14) 1302.47 (2) GSRP: Classroom Requirements	
10.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Children, including sleeping children, are never left unsupervised. A staff person must be physically present at all times. Notes:	R 400.8125R 400.8182 1302.47 (5) (iii)	
10.8	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All cots and mats must be placed in such a manner that there is a free and direct means of egress and must be at least 18 inches apart. Children are positioned alternating head to toe on mats and cots. Notes:	R 400.8176(18) (b) HS COVID-19 Health & Safety Checklist	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Sleeping Equipment and Sleeping, Resting Supervision			Regulation	OHS Protocol
10.9	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Heavy objects that could fall on a child, such as shelving and televisions, must not be above sleeping equipment. Notes:	R 400.8176 (2)	
10.10	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A cot or a mat and a sheet or blanket of appropriate size must be provided. Blankets from home are not permitted. Notes:	R 400.8176 (5) HS COVID-19 Health & Safety Checklist	
Ratio and group size requirements			Regulation	OHS Protocol
11.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	In each room or well-defined space, the maximum group size and ratio of caregivers to children, including children related to a staff member or the licensee, are the following: *30 months until 3 years – 1:8, group size 16. *3 years until 4 years – 1:10, no maximum group size. *4 years until school age – 1:12, no maximum group size. *A 1:8 adult/child ratio must be maintained at all times. A consistent third adult must be present in any classroom where 17 or 18 children are enrolled. Class size must be capped at 18 children with three consistent adults. (GSRP only) Notes:	R 400.8182 (3) 1302.21 (b) GSRP: Classroom Requirements	
11.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	If there are children of mixed ages in the same room or well-defined space, then the ratio and group size shall be determined by the age of the youngest child. Notes:	R 400.8182 (7) 1302.21 (b)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Water supply; plumbing; toilets; handwashing sinks; bleach water			Regulation	OHS Protocol
12.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All plumbing fixtures and water and waste pipes are properly installed and maintained in good working condition. Notes:	R 400.8345 (4) 1302.47 (9)	
12.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Handwashing sinks are accessible to children by platform or installed at children's level. Notes:	R 400.8350 (4) 1302.47 (6)	
12.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Handwashing sinks have warm running water that does not exceed 120 degrees Fahrenheit. Notes:	R 400.8350 (5) 1302.47 (6)	
12.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Supplies, including toilet paper, hand soap, and towels, are available and accessible. Notes:	R 400.8350 (6) 1302.47 (6)	
12.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Test strips are used to check the concentration of the bleach/water solution each day. Notes:	R 400.8325 (1) 1302.47 (1) (i)	
12.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Follow the 3-sink dishwashing method or use a commercial dishwasher with a sanitizing cycle. Notes:	R 400.8325 (4) 1302.47 (b)(6)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Water supply; plumbing; toilets; handwashing sinks; bleach water			Regulation	OHS Protocol
12.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Containers of poisonous or toxic materials must be clearly labeled for easy identification of contents and stored out of reach of children. Notes:	R 400.83851302.4 7 (b)(4)(i)(H)	
Garbage and refuse			Regulation	OHS Protocol
13.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All garbage is removed from the center daily. Notes:	R 400.8360 (1) 1302.47 (1)	
13.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Garbage containers are washed when soiled. Notes:	R 400.8360 (2) 1302.47 (1)	
13.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Garbage stored outside is in sealed plastic bags in watertight containers with tight-fitting covers or in a covered dumpster. Notes:	R 400.8360 (3) 1302.47 (1)	
13.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Outside garbage and refuse is picked up or removed at a minimum of once a week. Notes:	R 400.8360 (4) 1302.47 (1)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Heating; temperature			Regulation	OHS Protocol
14.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A thermometer is used in child-use areas to monitor that the indoor temperature is at least 65 degrees Fahrenheit in child use areas at a point 2 feet above the floor. Notes:	R 400.8365 (2)	
14.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	If temperatures exceeds 82 degrees Fahrenheit, measures are taken to cool the children. Notes:	R 400.8365 (3)	
Premises			Regulation	OHS Protocol
15.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Windows and doors used for ventilation are supplied with screens that are in good repair. This does not apply to programs operating in school buildings. Notes:	R 400.8370 (3)	
15.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Stairs, walkways, ramps, landings, and porches: *Are maintained in a safe condition relative to the water, ice, or snow, and have nonslip surfacing. *Landings are located outside exit doors where steps or stairs are necessary and are at least as wide as the door swing. Notes:	R 400.8375 (2)	
15.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The premises do not pose a threat to health or safety and are maintained in a clean and safe condition free from mold, pollutants (including smoke, lead, pesticides, or herbicides, as well as soil and water pollutants), hazards, and toxins. Notes:	R 400.8380 (1) 1302.47 (1) (2)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Premises			Regulation	OHS Protocol
15.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The premises are maintained so as to eliminate and prevent rodent and insect harborage. Propping doors open for ventilation is prohibited. Notes:	R 400.8380 (2) 1302.47 (1) (2)	
15.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Roofs, exterior walls, doors, skylights, and windows are weathertight, watertight, in sound condition, and in good repair. Notes:	R 400.8380 (3) 1302.47 (1) (2)	
15.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Floors, interior walls, and ceilings are in sound condition and in good repair. They are also maintained in a clean condition. Notes:	R 400.8380 (4) 1302.47 (1) (2)	
15.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All toilet room floor surfaces are easily cleanable, impervious to water, and in a clean condition. Notes:	R 400.8380 (6) 1302.47 (1) (2)	
15.8	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Light fixtures, vent covers, wall-mounted fans, and similar equipment attached to walls and ceilings are easily cleanable and in good repair. Notes:	R 400.8380 (7) 1302.47 (1) (2)	
15.9	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Containers of poisonous or toxic materials are labeled for easy identification of contents, stored out of the reach of children, and in a locked cabinet. Toxic materials will not be used when children are present. Notes:	R 400.8385 1302.47 (1)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Premises		Regulation	OHS Protocol
15.11	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Lighting is bright enough so children and adults can clearly see activities, materials, and pathways. Notes:	R 400.8188(14) 1302.47 (1) (v)
15.10	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Flammable materials, including fuels, pressurized cans, cleaning fluids and supplies, polishes, and matches, are not stored in heat plant enclosures. They may be stored outside of child use areas in metal cabinets or storage facilities accessible only to authorized personnel. Notes:	R 400.8530 (9) 1302.47 (1)
15.12	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children, including those with special needs. Notes:	R 400.8179 (2) (12)1302.60
15.13	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Exit doors have no more than one locking or latching device. Deadbolts are not permitted. Notes:	R 400.8525 (4) 1302.47 (1) (i)
15.14	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Emergency lighting is available to allow children and adults to clearly see pathways in case of a power failure (flashlights and/or installed emergency lighting). If there is installed emergency lighting, a 90 minute test to ensure functionality must be performed at start up each program year. (If installed emergency lighting is applicable to your site, turn off the exit sign breaker for 90 minutes. During this 90 minutes, ensure the exit sign is still illuminated with the power off). For classrooms located in a public school, checking installed emergency lighting is not required. Checking flashlights is required for all classrooms. Notes:	1302.47 (1) (v)R 400.8525 (13) (14)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Premises	Regulation	OHS Protocol
15.15 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Staff will refer to and follow NMCAA cleaning, sanitizing, and disinfecting guidance and routine center cleaning timeline. A mouthed toy bin is labeled and available. Notes:	R 400.8155 (3)R 400.8325 (1) 1302.47 (2) (i)
15.16 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The premises are free from firearms or other weapons that are accessible to children. Notes:	1302.47 (1) (vii)
15.17 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Following NMCAA's animal and pet policy, children are protected from any hazards posed by classroom or family child care pets. Notes:	R 400.81341302.4 7 (b)(6)Health Dpt Guidance
15.18 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children. Findings are documented on the Daily Classroom/Outdoor Cleaning & Inspection Log. Notes:	R 400.8550(4) 1302.47 (b)(1) (ix)1302.47 (b) (2)(v)1302.47 (b) (4)(i)(E)
15.19 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Personal belongings/purses should be stored and locked out of the reach of children. (Any hand lotions, essential oils, cough drops, hand sanitizer, and personal medication must also be locked and kept out of the reach of children. Ensure jacket pockets do not contain any items that should be kept out of the reach of children). Notes:	R 400.8380

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Premises	Regulation	OHS Protocol
15.20 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All appliances, such as refrigerators, are plugged directly into a wall outlet. Do not use an extension cord. Notes:	R 400.8550 (4) FireCode 37.3.2
15.21 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All plants must be labeled and non poisonous per the list in the procedure manual. Notes:	1302.47 (1) (iii)
15.22 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Strategies are in place to promote effective ventilation. Windows are open if it is safe. Ceiling fans are on, if available. Notes:	HS COVID-19 Health & Safety Checklist
Fire Safety	Regulation	OHS Protocol
16.1 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Draperies, curtains, decorations, and other similar furnishings are flame-resistant with application dates noted on the Drill & Safety Check Log. Notes:	R 400.8520 (9) (d)1302.47 (1)
16.2 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Bulletin boards meet interior finish requirements and have passed the fire inspection. Cork boards are prohibited. Notes:	R 400.8520 (13) 1302.47 (1)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Fire Safety		Regulation	OHS Protocol
16.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Combustible materials and decorations displayed on walls do not exceed 20% of each wall in each room. Combustible materials and decorations suspended from or near the ceiling are prohibited. Notes:	R 400.8520 (14) 1302.47 (1)
16.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Doorways, hallways, entrance ways, and any other areas used for entering or exiting the building must be maintained so they are free of obstructions that may catch fire or hinder evacuation. These areas must not be used for storage. Notes:	R 400.8525 (6) 1302.47 (1)
16.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Exterior exits are marked or denoted by an approved exit sign. Notes:	R 400.8525 (13) 1302.47 (1)
16.6	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Combustible materials are not stored within the central heating plant, fuel-fired water heater rooms, or in basements containing fuel-fired heating equipment, without proper fire separation. Notes:	R 400.8530 (10) 1302.47 (1)
16.7	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Gasoline-powered equipment, flammable gases, or gasoline are not stored in the part of a building used as a center or in other parts of the building from which there is a door, window, or other opening into the center. Notes:	R 400.8530 (11) 1302.47 (1)
16.8	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Dryer vents are metal and are vented completely to the exterior. Notes:	R 400.8530 (13) 1302.47 (1)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Fire Safety	Regulation	OHS Protocol
<p>16.9 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>All appliances and equipment in the center are installed and maintained in accordance with their manufacturer's specifications. Notes:</p>	<p>R 400.8530 (15) 1302.47 (1)</p>
<p>16.10 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>Centers are kept free of all conditions that constitute fire safety hazards. Notes:</p>	<p>R 400.8530 (16) 1302.47 (1)</p>
<p>16.11 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>Open-flame devices, candles, and incense are prohibited. Notes:</p>	<p>R 400.8555</p>
<p>16.12 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>Notes:</p>	
Smoke and carbon monoxide detectors; fire extinguishers	Regulation	OHS Protocol
<p>17.1 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed</p>	<p>A carbon monoxide detector is placed on all levels approved for child care and in each use area covered by a different furnace zone. Carbon monoxide detectors are installed, maintained, and tested in accordance to the manufacturer recommendations. Staff check expiration date on the detector. Notes:</p>	<p>R 400.8540 (2) 1302.47 (1)</p>

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Smoke and carbon monoxide detectors; fire extinguishers			Regulation	OHS Protocol
17.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Smoke detectors are installed, maintained, and tested in accordance to the manufacturer recommendations (instructions are posted safely near detector). Staff check expiration date on the detector. Notes:	R 400.8540 (3) 1302.47 (1)	
17.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Multipurpose fire extinguishers are installed adjacent to the kitchen or cooking area and in the heating plant room. Notes:	R 400.8545 (1) 1302.47 (1)	
17.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Fire extinguishers are properly mounted, maintained, and inspected and have a tag dated and initialed by the inspector yearly. Fire extinguishers are readily accessible to staff. Notes:	R 400.8545 (3) 1302.47 (1)	
17.5	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Staff must inspect extinguishers and initial monthly on the attached tag. Notes:	R 400.8545 (3) 1302.47 (1)	
Electrical Services			Regulation	OHS Protocol
18.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Extension cords are only used temporarily for a specific occasion such as using a projector or cd player. They must be removed when not in use. Temporary extension cords should not be placed through doorways, under carpeting, or across water-source areas. Notes:	R 400.8550 (4) 1302.47 (1)	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Electrical Services			Regulation	OHS Protocol
18.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Electrical outlets accessible to children must be covered with child safety hardware. Notes:	R 400.8550 (5) 1302.47 (1)	
18.3	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Power strips are equipped with surge protectors and are not longer than 6 feet or connected to another power strip. Notes:	R 400.8550 (7) 1302.47 (1)	
18.4	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All electrical outlets in approved child use space located within 6 feet of a sink or other water source shall be protected by a ground-fault circuit interrupter (GFCI). Notes:	R 400.8550 (6)	
Transportation			Regulation	OHS Protocol
All classrooms should complete this section. Some items may not applicable to every site.				
19.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A staff member must be present at the center while children are riding the bus to and from school. This is generally an hour before school starts and an hour after school ends. Notes:	R 400.8125 (1) 1302.47 (7) (v)	
19.2	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Active Supervision is used to ensure safety on the bus. The driver and all adult passengers are seated according to the seating capacity. Notes:	R 400.87601303.7 3 (b)Active Supervision Toolkit	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Transportation	Regulation	OHS Protocol
All classrooms should complete this section. Some items may not be applicable to every site.		
19.3 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Staff maintain up-to-date child rosters and lists of the adults to whom each child is authorized to be released, including alternates in case of emergency. Notes:	R 400.8750 (3) 1303.72 (a) (3)
19.4 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Children under school-age are helped into and out of the vehicle. Notes:	R 400.8760 (5)
19.5 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	When children are entering or leaving the vehicle: *Children are received by a staff person, parent, or other person as designated by the parent *Children enter and leave the vehicle from the curbside unless it is in a protected parking area or driveway *An adult escorts children across the street to board or leave the vehicle if curbside pickup or drop-off is impossible Notes:	R 400.8760 (3) 1303.74 (a) 1303.73 (b)(6)
19.6 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Transportation routes are planned so no child under school-age is in the vehicle longer than 1 continuous hour. Trip routing prevents vehicles from exceeding maximum passenger capacity. Notes:	R 400.8770 1303.73 (b)(1)
19.7 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Special transportation requirements stated in a child's IEP are followed, including special drop-off and pickup requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for the bus driver and monitors. Notes:	1303.75 (b)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Transportation	Regulation	OHS Protocol
All classrooms should complete this section. Some items may not be applicable to every site.		
19.8 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Children are only released to a legal guardian or written designee as noted on the child information record. Staff must check and photocopy identification (take a picture of the identification, if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Staff must check to ensure this person's name is on the child information record and attach a copy of the identification to the record Notes:	1303.72 (3)R 400.8110(7)
19.9 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Emergency medication (EpiPen, Inhaler) are stored out of children's reach on the bus and are quickly accessible at all times (should not be in a locked box). All other medication should be transported in a locked box on the bus. Children are not to carry medications to school in their backpack. Medication must be given from adult to staff. Notes:	R 400.8152 (5) 1302.47 (4) (c)
19.10 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Child information records are on the bus, maintained and updated as needed with parent signatures, phone numbers, addresses (emergency information). Emergency care plans are stapled to the child information records and must be reviewed throughout the year for changes. Any changes to the child information record must be communicated to the bus driver. Notes:	1302.41 (a)(b) R400.8750(3)
19.11 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Staff complete a daily/weekly transportation log. (If applicable, note route # and any variations from regular route). Notes:	R 400.8760R 400.8125 (1) 1303.73

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Transportation		Regulation	OHS Protocol
All classrooms should complete this section. Some items may not be applicable to every site.			
19.12	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All motor vehicles are in safe operating condition. Notes:	R 400.8720 (1) 1303.71 (e)
19.13	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Documentation of annual MSP inspection sticker is displayed on the windshield and a copy is kept on file. Notes:	R 400.8720 (2) 1303.71 (e)
19.14	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	A statement verifying that all motor vehicles are in compliance with Michigan Vehicle Code Safety Equipment requirements is kept on file. Notes:	R 400.8720 (4) 1303.71 (e)
19.15	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Baggage and other items transported in the passenger compartment are properly stored and secured; the aisles remain clear and the doors and emergency exits remain unobstructed at all times. Notes:	R 400.8720 (9) 1303.72 (a)(2)
19.16	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	All motor vehicles carry the following safety equipment: *Three bi-directional emergency reflective triangles properly cased and securely stored in the vehicle *A labeled first aid kit is securely stored in an accessible location in the driver compartment *Seat belt cutter *Equipped with a reverse beeper *Not less than 3 15-minute fuses (flares) or an approved battery operated substitute properly cased and securely stored in the driver's compartment *A labeled and charged dry chemical fire extinguisher, not less than 2A-10BC, mounted in the driver compartment. The fire extinguisher is inspected, maintained, and tagged. Notes:	R 400.8730 (1) (2)1303.71 (b)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Transportation		Regulation	OHS Protocol
All classrooms should complete this section. Some items may not be applicable to every site.			
19.17	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Each child remains seated and properly restrained by a child safety restraint system while the vehicle is in motion. (Child safety restraint systems are not required on public school buses and transit buses). Notes:	R 400.8740 (1) 1303.72 (a)
19.18	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Each child safety restraint system is properly anchored and used according to the manufacturer's specifications. Two or more children are not allowed to share a seat belt or restraint device. Notes:	R 400.8740 (3) 1303.72 (a)
19.19	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Safety belts and child safety restraint systems are in good working condition and are appropriate to the child's age, height, and weight. Notes:	R 400.8740 (5) 1303.72 (a)
19.20	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Transportation staff: *Is familiar with the contents of the first aid kit *Is familiar with the operation of the fire extinguisher, if required *Is familiar with the seat belt cutter Notes:	R 400.8750 (1) 1303.72 (d) (e)
19.21	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The following documents are on file at the center: *A copy of each driver's driving record, obtained from the Secretary of State at least once a year. *A copy of a valid driver's license, automobile insurance, and registration. Notes:	R 400.8750 (2) 1303.72 (c)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Transportation	Regulation	OHS Protocol
All classrooms should complete this section. Some items may not be applicable to every site.		
19.22 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The driver must complete a walk-through on the bus at the end of each run and place the "I have completed a walk-through on this bus" sign on the door at the back of the bus. Children are not left unattended in a vehicle. Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle. Notes:	R 400.8760 (4) 1303.72 (3)
19.23 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Bus driver cell phone is in working condition and secured. Emergency numbers are programmed on the phone. Notes:	1303.71 (b)
19.24 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The bus driver daily inspection form is completed daily. Notes:	1303.71 (e)
19.25 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Drivers do not back up or make U-turns, except when necessary for safety reasons or because of physical barriers. Notes:	1303.73 (b)
19.26 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Stops are located to minimize traffic disruptions and to afford the driver a good field of view in front of and behind the vehicle. Notes:	1303.73 (b)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Transportation	Regulation	OHS Protocol
All classrooms should complete this section. Some items may not be applicable to every site.		
19.27 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Whenever possible, children with disabilities must be transported in the same vehicles used to transport other children enrolled. Notes:	1303.75 (a)
19.28 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	The following forms must be posted on the bus: *Transportation safety procedures *Bus procedures in emergency situations *Emergency phone numbers, including 911, fire, police, and poison control *No smoking/vaping sign *"I have completed a walk-through on the bus" sign *Fire extinguisher sign *Seatbelt cutter sign Notes:	R 400.8730 (1) 1303.71 (b)
19.29 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Bus drivers must have the following on the bus: *Proof of valid driver's license with appropriate endorsements and CDL physical *Proof of valid automobile insurance and registration Notes:	1303.72 (b)
19.30 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Children transported on buses are seated one child per row, when possible, unless they are from the same household. Drivers and aides practice routine safety protocols (e.g. hand hygiene, masks). Staff and children are screened for symptoms of COVID-19 or illness before boarding the vehicle. Notes:	Head Start COVID-19 Health & Safety Checklist

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Licensing Notebook-located in the parent corner of the classroom		Regulation	OHS Protocol
20.1 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	Licensing Notebook must contain the following items: *Licensing Notebook Checklist *Licensing Notebook Summary Sheet BCAL 5052 (updated) *Original Inspection Report *Addendum to the Original Inspection Report *Renewal Inspection Report(s) *Interim Inspection Report(s) *Special Investigation Report(s) *Corrective action plans *Facility Lead Inspection (if applicable) *Playground Inspection Report (if applicable) *Environmental Health Inspection *Head Start Parent Orientation Training Review Checklist or GSRP Child Development Parent Orientation Training Review Checklist *Classroom Floor Plan with Dimensions *Playground Equipment Lay Out with Dimensions *Drill and Safety Check Log (for entire licensing cycle) Notes:	R 400.8146R 400.8110 (4)	
Postings-located in the parent corner of the classroom		Regulation	OHS Protocol
Ensure all postings are placed at eye-level.			
21.1 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	*"And Justice For All" poster *Copy of Licensing Rules for Child Care Centers (December 18, 2019 edition) *Current lesson plan *Help wanted sign/Join our team *NMCAA Civil Rights Complaint Procedure / NMCAA EHS/HS/GSRP Complaint Procedure *Program Complaint Policy *NMCAA Head Start/GSRP Guidance Policy *Parent handbook *Resource Directory (specific to your county) *Planned/dated menus (note substitutions the day they occur) *Welcome Sign *What do you think of your program? (with folder) *Sign describing proper mask wearing *Sign indicating mask requirements Notes:	R 400.8330 (10) R 400.8146R 400.8110(3)(b) HS COVID-19 Health & Safety Checklist	

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

Postings - Emergency Procedures	Regulation	OHS Protocol
Ensure all postings are placed at eye-level.		
22.1 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	*Allergy and Health Monitoring form (placed in red confidential allergy and health information folder wherever food is prepared and served). *Bus Procedures in Emergency Situations (to be posted even if site does not offer transportation) *Emergency Procedures Posting (posted in a place visible to both staff AND parents; ensure posting includes relocation sites) *Emergency Telephone Numbers- (Ensure posting includes the center address and 2 main cross streets - posted near all center telephones) *Fire and evacuation routes *Pediatric First Aid/CPR/AED Ready Reference Guide *Transportation Safety Procedures (to be posted even if site does not offer transportation) *Drill and Safety Check Log (Post in a place visible to staff or keep in the Green Grab and Go Binder) Notes:	R 400.8161 (1)R 400.8164 (3)
Postings - the following items are current and posted in the classroom	Regulation	OHS Protocol
Ensure all postings are placed at eye-level.		
23.1 <input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	*Active Supervision poster *Current State of Michigan License for the Care of Children *Current Consumer Product Safety Commission Product Recalls for Children's Safety *Daily schedule including times *Diaper Changing Procedure and Maintenance of Changing Tables/Surfaces (near diaper changing area) *Exit signs at all exterior exits *Handwashing signs (posted at all sinks used for handwashing by staff and/or children) *No SMOKING/VAPING sign *Routine Center Cleaning *Staff Screening Policy *Volunteer Screening and Supervision Policy *Team Vision Statement (optional) *Advance Notice of Pesticide Treatment - To be posted on the primary entrance/exit door (that families use) 48 hours prior to treatment. Refer to posting for additional distribution. Notes:	R 400.8134 (4)R 400.8525 (13)R 400.8173 (2)R 400.8110 (3)(a)R 400.8110 (3)(c) R400.8110(14)R 400.8179 (6)R 400.8137 (7) 1302.47 (b)(6) 1302.47 (b)(2) 1302.47 (b)(5)(iii)

NW Michigan Community Action Agency 8020 - Monitoring Worksheet

2021-22 Head Start Safe Environments Checklist

	Postings/Forms - to be reviewed and signed by all staff/subs (due in September and January)	Regulation	OHS Protocol
24.1	<input type="checkbox"/> Not Applicable <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Compliant <input type="checkbox"/> Not Observed	<p>The following postings/forms must be reviewed and signed by all staff and subs in September and January:</p> <ul style="list-style-type: none"> *Allergy and Health Monitoring Form *Transportation Safety Procedures (all sites complete regardless of transportation options) *Bus Procedures in Emergency Situations (all sites complete regardless of transportation options) *Medication Authorization Forms *Emergency Procedures Posting *Safety and Emergency Preparedness Plan *Emergency Care Plans *Drill and Safety Log <p>Notes:</p>	R 400.8161 (1)