



Integrating Safety into Agritourism Checklist Booklet

The checklists in this booklet are from the *Integrating Safety into Agritourism* website: www.safeagritourism.org. These checklists are designed to be used with the website walkthroughs and resources to help you implement safety strategies on your agritourism operation. The walkthroughs will help educate you on what to look for, the checklists will help you identify hazards on your own farm, and the resources can be used to address the safety issues found.

The checklists in this booklet cover a variety of topics, some of which all farms should review, and others that should be reviewed if that activity is part of your operation. The first checklist in this booklet is a "Topic Checklist", which you can use to help you determine the topics you need to review and track your progress on completing them. In addition to the Topics Checklist, this booklet also contains the following checklists:

Checklists for all operations:

- ✚ Emergency Prep
- ✚ Traffic & Parking
- ✚ Handwashing & Restrooms
- ✚ Barriers & Fences
- ✚ Walkways, Surfaces & Structures
- ✚ Communicating with Guests
- ✚ Insurance Information

Activity specific checklists

- ✚ Corn Mazes
- ✚ Food Safety
- ✚ Hayride Safety
- ✚ Machine Safety
- ✚ Play Areas
- ✚ Petting Zoo
- ✚ Large Animals
- ✚ Farmers' Markets
- ✚ Water & Attractive Nuisances
- ✚ Inflatable Rides

Once you have used the checklists to identify safety issues on your farm, visit the website to download free resources, such as signs, example policies, procedures and logs, to help you fix these safety issues.



This guide serves as a supplement to the "Integrating Safety into Agritourism" website (www.safeagritourism.org), and is published by Marshfield Clinic, 2015.

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Topics Checklist		Enter date when completed		
All farms do these:		Walkthrough	Checklist	Resources
1	Emergency Prep and Plan			
2	Traffic and Parking			
3	Handwashing and Restrooms			
4	Barriers and Fences			
5	Walkways, Surfaces and Structures			
All farms do these:		Information Pages	Checklist	Resources
6	Communicating with Guests			
7	Insurance Information (Discussion sheet replaces checklist)			
Do these if you have this activity:		Walkthrough	Checklist	Resources
8	Farmers' Market			
9	Hayride			
10	Corn Maze			
11	Play Areas			
12	Petting Zoos			
13	Large Animal Safety			
14	Inflatable Rides			
15	Food Safety			
16	Water and Attractive Nuisances			
17	Machine Safety			
Notes:				

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Emergency Preparation and Planning Checklist		Review Date: _____ Reviewed By: _____		
No.	Inspection Item	Present	Needs Correction	Date Corrected
1	There is an established procedure to warn visitors of hazards that may be found in various areas of the operation (workers explain verbally when guests arrive, signs are posted, etc.).			
2	The operation has been evaluated for hazards for people with disabilities, such as steps and stairs. Accommodations are made (signage, parking stalls, smooth and wide walkways) for these guests. The operation complies with the Americans with Disabilities Act.			
3	There is emergency information posted by phones for easy access during an emergency. Maps are available with routes to the nearest clinic or hospital.			
4	The operation has an Emergency Response Plan, that is reviewed by owners and employees on a regular basis.			
5	A first aid kit with adequate supplies to respond to an emergency is easily accessible to all employees. The first aid kit is inspected regularly, resupplied, and the inspection documented.			
6	There are employees trained in basic first aid and CPR. All employees know where the first aid kits are located and how to respond in the event of an emergency.			
7	Employees are trained to inform guests to immediately report any illness or injuries. Employees are trained on the use of the Incident Policy and Incident Report forms.			
8	Employees have a method to contact other employees in other areas of the operation in case of emergency.			
9	Fire extinguishers are clearly marked and located in several areas throughout the operation.			
10	There is a fire evacuation plan and fire safety plan in place and all employees are trained on these plans.			
11	All exits are clearly marked and free of obstructions in areas where guests will be present. Guest areas have working smoke detectors.			
12	Employees verify that supervising adults are aware of which children they are responsible for and will be able to ensure that all children are accounted for in an emergency.			
13	All areas are monitored to ensure they are kept free of dust and other combustible materials that can cause fires. Fuels and flammable chemicals are appropriately marked and stored?			

(Over)

No.	Inspection Item	Present	Needs Correction	Date Corrected
14	Grass or field burning are only done when visitors are not present. Appropriate precautions, including fire safety equipment, are in place.			
15	All non-smoking areas are clearly marked and employees are trained to inform guests of smoking policies and areas, as well as policies on open flames (e.g. candles, grills, campfires, etc.).			
16	There is a sturdy shelter available, with a capacity greater than the number of guests, for protection from weather hazards.			
17	Employees are trained to know when to have guests take shelter and which areas to avoid during bad weather. The operation has a Weather Safety Plan, which all employees are familiar with.			
18	There is an operational weather radio monitored during the times that guests are present on the operation.			
19	Guests are informed prior to arrival on appropriate clothing and other environmentally appropriate items such as sunscreen and bug spray (tour group handouts, website, etc.).			
20	Employees are trained to check guests for appropriate clothing and other items they may need.			
21	There is a shelter available for guests to warm up or cool down in case of weather exposures. Employees are trained to monitor guests for heat/cold related illnesses.			
22	Guests are offered drinking water and encouraged to drink frequently.			
23	There is a safety log available for documenting all safety issues discovered on the operation that need to be addressed. This log is monitored and all documented items are addressed.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Traffic & Parking Safety Checklist		Review Date: _____ Reviewed By: _____		
No.	Inspection Item	Present	Needs Correction	Date Corrected
1	There is a sign located approximately 1/2 mile from the turn off to the agritourism operation with the name and distance to the operation on it.			
2	The entrance to the agritourism operation is clearly marked/identified and wide enough to accommodate school buses and other large vehicles.			
3	The entrance to the operation and parking areas are sufficiently lit to provide good visibility, allowing visitors to identify the name of the operation, traffic patterns and parking spots.			
4	The road/driveway to the operation is smooth, even and free of holes and dips.			
5	The parking areas where visitors are supposed to park are clearly marked, with adequate space for the number of expected vehicles.			
6	The parking area is far enough away from children's attractions and gathering areas to minimize danger to children.			
7	All parking areas are free of brush, long grass, litter and other trip hazards.			
8	Parking areas for the handicapped are clearly marked.			
9	If the parking area is far from attractions, there are drop off and pick up locations available and clearly marked.			
10	If large numbers of guests are expected, workers (wearing bright/reflective clothing) are directing traffic.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Handwashing & Restrooms Checklist		Review Date: _____		
		Reviewed By: _____		
No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are there facilities in the guest area where visitors can wash their hands with warm running water, soap and paper towels?			
2	In areas where there is no running water available, is there some method for visitors to "clean hands" such as hand sanitizer?			
3	Are there hand washing facilities and/or sanitizer placed near the exit of all animal areas for visitor use?			
4	Is there a hand washing policy in place? Are all employees familiar with this policy and hand washing procedures?			
5	Do employees communicate the importance of hand washing and correct hand washing procedures to all guests?			
6	Are restroom facilities available that include a toilet/urinal and a sink with soap and water? If portable restrooms are used, do they contain hand sanitizer?			
7	Are there handrails present in restrooms to accommodate handicapped guests?			
8	Are restroom facilities low enough to accommodate usage by children? If applicable, do the restrooms contain a diaper changing area?			
9	Are the restroom facilities adequate to accommodate the expected number of guests?			
10	Are all hand washing facilities and restrooms, including portable ones, inspected and cleaned on a regular basis? Are the inspections and cleaning documented on a cleaning record or log?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Barriers and Fencing Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are there fences to separate visitors from large animals and/or other farm hazards?			
2	Are all fences inspected regularly and repaired as needed?			
3	Are fences separating visitors from hazards designed so children cannot crawl under, over or through the fence?			
4	Are fences that visitors may come in contact with made up of material that will not harm them (not barbed wire or electric)?			
5	If animals are present with a tendency to bite, is double fencing used to separate the animals from visitors and a warning sign posted?			
6	Are gates and latches constructed to withstand weather and abuse from visitors?			
7	Are gates checked regularly to ensure they close and latch properly?			
8	Are signs posted in appropriate places to indicate areas that are off limits to guests?			
9	If guests have easy access to areas that are off limits, are barriers such as fencing in place?			
10	Are gates locked if they lead to areas that are off limits to guests?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Walkways, Surfaces and Structures Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all depressions, holes or other ground areas where water may pool filled in or drained?			
2	If water is present that cannot be drained, has it been treated with a larvicide, or other steps taken to decrease insect reproduction?			
3	Are all paths and surfaces smooth, level and free of steep grades if visitors will be using them?			
4	Are paths and surfaces inspected regularly and kept free of debris, brush, and vegetation?			
5	Are trails, walkways and paths clearly marked so visitors know where they lead?			
6	Are all signs in good condition, legible and language appropriate?			
7	Are walkways smooth and wide enough to accommodate wheelchairs and scooters?			
8	Has the use of stairs and steps been minimized in the operation?			
9	If stairs have to be used, do they have a sturdy handrail in place?			
10	Does the operation comply with the Americans with Disabilities Act (ADA)?			
11	Is the groundcover under and around play items (e.g. slides, swings) sufficient to protect against injury?			
12	Are all entrances to guest areas inspected for tripping hazards, clutter and debris, with signs posted to indicate the type of attraction?			
13	Are storage areas such as barns, sheds and grain bins locked when visitors are present?			
14	Are chemicals, fuels and pharmaceuticals kept in locked storage areas that are cool and dry and have proper ventilation?			
15	Are hand tools and power tools stored in a locked area?			
16	Are signs present indicating which storage areas are off limits to guests?			
17	Are storage areas with guest access kept free of hazardous materials at all times and supervised by adults when guests are present?			
18	Are all building exits marked with exit signs (lighted if building is in use after dark)?			
19	Are all building exits kept clear of obstacles, clutter and debris?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Communicating with Guests Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all forms and information sheets that will be posted on the website, used as a handout, or sent to guests, reviewed to ensure the information is current and complete?			
2	If a group is coming, have they been contacted to find out how many people will be coming (including how many adults and children), if they have any special needs, and/or if they are looking for any special information or events?			
3	<p>If you are aware that a group is coming, have you sent them this information?</p> <ul style="list-style-type: none"> • Information about "What to expect from the visit" • List of rules • Apparel/Clothing recommendations • Appropriate child-to-adult ratios for adequate supervision • List of items to bring • List of items not to bring • Medical/Informed Consent forms • A request to be notified of visitors with special needs • A copy of the farm's Emergency Response Plan 			
4	<p>Do you have information available for guests (when contact prior to the visit is not possible) in one or more of the following formats?</p> <p>Internet: Include information about your operation that is printable as a handout or form. This should include all information listed in question 3.</p> <p>Handouts: The same information is available in handouts at the operation site and/or on signs that are posted around the operation, for guests who do not have internet access or in the event the operation does not have a website.</p>			
5	Are signs posted near specific hazards to remind visitors of the hazard?			
6	Do you do a site walk-through before guests arrive to ensure that all signs are appropriately placed, in good condition and clearly readable?			
7	If possible, do employees take a few minutes when guests arrive to communicate health and safety information, perform a visitor orientation, and explain the location of restrooms and hand washing stations?			
8	Are all employees trained in health and safety information and reminded on a regular basis that they need to model safe behavior?			
9	As guests leave, are they asked about specific safety concerns they may have or for other feedback?			
10	Once guests leave, is a tour done to ensure signs remain in good repair, there are no new hazards and all debris is picked up?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources.

These resources include signs, policies, forms, logs, and other items.

Insurance Discussion Sheet

The following information and questions are designed to provide basic guidance for meeting with your insurance agent. These items can be used to start the discussion, but there may be more items to discuss that are specific to your operation.

Choosing an insurance company

- Choose a company whose representatives understand your operation and the risk associated with it. This includes agents, claims adjusters, underwriters, auditors and loss control staff.
- Find out what kind of financial strength the insurance company has. This is an indication of their ability to pay claims. Ask what their A.M. Best Rating is: “A++” is the best.
- Find out what kind of experience they have with operations like yours. How many others do they insure?
- Ask leading questions about your operation and hypothetical (or real) examples of losses. Ensure they can answer your questions. This will help you determine if they can provide the coverages you need.

Meet with your insurance agent regularly to discuss your operation.

- At minimum you should do this prior to opening for the season.
- If open all year, meet at least annually.
- Meet whenever you make a change to your operation, and consider consulting your agent before implementing changes.

Questions for your insurance agent:

- Are there any property or liability exclusions or limitations that will affect my coverages?
- Will I be able to replace my damaged property with the coverages I have purchased?
- Are there any additional coverages I haven't purchased that may help protect my assets if an accident were to occur?
- When will you have someone such as an Underwriter or a Loss Control Inspector come and review my operation? Is there anything I can do to prepare?
- Do I need current certificates of insurance from my vendors? Do they need to list us as additional insureds on their policy? Do the vendors need to have limits equal to or higher than my limits?
- Is there anything specific I will be asked to report to the insurance company, such as gross receipts or number of visitors?
- Do I need to review workers compensation insurance with you?

Questions about documentation for your insurance agent

- Do I need to provide proof to you that my fire extinguishers have been serviced, or just keep records on file at the farm?
- Do you need a copy of my emergency plan and/or documentation that my employees and family have been trained on the plan?
- Do I need to document that the local emergency responders such as the fire department and police visited my farm? Do you need a copy for your files?
- Do you need copies of the all local permits (like a health department permit), or do I just need to keep them on file?

- Do you need copies of completed checklists, photographs or other documentation that demonstrates that safety practices are in place and regularly reviewed for the following items?
 - Hand washing stations and restrooms
 - Signs (appropriate signs posted, legible, in good condition, etc.)
 - Inspections performed (e.g. for slip, trip and fall hazards, equipment in good condition, buildings well maintained, etc.)
 - Log sheets for cleaning, disinfections, refrigerator temperatures, etc.
 - Animals: regular wellness checks from a veterinarian and vaccination records
 - Designated parking and walking areas to help control the flow of traffic
 - Emergency contact numbers posted in a visible place
- Is there anything other documentation or policies that you need copies of or that we need to keep on file?

Keep in mind

- Keeping documentation of all safety strategies, including policies and inspections, demonstrates that you have these elements in place. This is important in the event of an injury on your operation. Sharing this documentation with your insurance company may help them understand your operation better.
- Don't be afraid to ask questions, ask for clarification, or even challenge your agent when something doesn't seem right. It is important that you and your insurance agent work together to ensure you have the coverage you need. The best time to do this is before a claim occurs.

Corn Maze Safety Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are signs posted at the entrance to the maze so visitors know where to enter the maze?			
2	Are signs posted around the outside of the maze pointing visitors to the entrance and/or exit of the maze?			
3	Are parking lots and roads at least 75 feet away from the maze?			
4	Do paths in the corn maze have smooth, even walking surfaces?			
5	Are all paths in the corn maze and the areas around the corn maze inspected regularly and kept free of garbage and debris?			
6	Is a sign posted at the entrance to the maze listing the "maze rules"?			
7	Are there signs and/or information sheets for visitors informing them of "No Smoking" rules?			
8	Are fire extinguishers available to employees monitoring the maze?			
9	Does the local fire department have a copy of your Fire Safety Plan and know the size and exact location of the maze?			
10	Do employees ensure all children under 12 are accompanied by an adult if the maze isn't designed specifically for young children?			
11	Do employees know not to operate motorized vehicles and other machinery when guests are present?			
12	Do guests have a method to communicate with those monitoring the maze (e.g. flags or cell phones)?			
13	Is a public address system, such as a bull horn or a loud speaker, available to those monitoring the maze?			
14	Is there an elevated platform or area where at least two employees are stationed to monitor the maze?			
15	Do employees ensure visitors know how to exit the maze by following the nearest row of corn to the perimeter?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Food Safety Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Do employees follow food handling guidelines when serving guests? These include: <ul style="list-style-type: none"> • wear plastic gloves • have long hair tied back • a hat or hairnet covers hair • a shirt covers armpits 			
2	Are hand washing facilities available in the kitchen area for staff, including soap, paper towels and running water?			
3	Is there a hand washing policy in place, and are employees trained in proper hand washing procedures?			
4	Are hand washing signs posted to remind employees and guests to wash their hands?			
5	Are hand washing facilities available for guests, including soap, paper towels and running water?			
6	Are there thermometers in all refrigerators and freezers, and are the temperatures monitored and recorded daily?			
7	Are all refrigerators and freezers checked/cleaned daily, and is a log is kept documenting these activities?			
8	Are there refrigerator/freezer temperature monitoring and cleaning policies in place, and are employees are trained on these policies?			
9	Are thermometers available to check the temperature of food before serving?			
10	Are only pasteurized products available for guest consumption?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Hayride Safety Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are all hayride routes regularly reviewed to ensure that none cross public roads or highways?			
2	Do the hayride routes avoid steep grades or other hazards?			
3	Does the wagon used for hayrides have sturdy steps and railings?			
4	Is the wagon inspected before each hayride to check for loose boards, sharp edges, and exposed screws or nails?			
5	Is the wagon (and tractor if pulled by a tractor) inspected for safe and efficient operation before each use?			
6	Are harnesses, hitches and safety chains inspected prior to each use?			
7	If a tractor is used for a hayride, does the tractor weigh more than the gross weight of the wagon?			
8	Is only one wagon pulled at a time?			
9	Are guests loaded onto the wagon only after the wagon is hitched to the horses or tractor?			
10	Does the driver prohibit children from riding up front with him?			
11	Is the driver a responsible adult, experienced in pulling wagons?			
12	Does the driver proceed slowly and carefully, prepared to stop at the request of the visitors at any time?			
13	Do employees ensure that children are accompanied by adults?			
14	Are the safety rules communicated to the guests once they are seated and ready for the ride?			
15	Do employees ensure visitors know to remain seated while the wagon is in motion?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Play Area Checklist

Review Date: _____

Reviewed By: _____

No.	Worksite Inspection Items	Present	Needs Correction	Date Corrected
1	Sign with playground rules is posted at the entrance to play area, is easy to read, and inspected regularly to ensure good condition.			
2	Signs are posted at play activities that indicate age/size of children using the equipment and rules applicable to the activity. Signs are easy to read/understand and inspected regularly to ensure good condition.			
3	A sign with emergency contact information is posted in a visible area and inspected regularly to ensure good condition/readability.			
4	Inspections are done at least daily to clean up debris, garbage and any hazardous items that are left behind by guests and staff.			
5	Garbage cans are provided for disposal of trash and other debris and are emptied promptly when full.			
6	Handwashing and restroom facilities are located in/near play area, able to accommodate expected number of guests and kept clean.			
7	The play area is free of unstable items (e.g. tires or gates leaning against a building), and inspected regularly for unstable items.			
8	The play area is kept free of toxic plants (e.g. poison ivy, poison oak) and is inspected regularly for new plant growth.			
9	The play area is kept free of items that are sharp, rusty or hazardous to children (e.g. old saw blades used for decoration, tools or chemicals from construction work, etc.).			
10	Play equipment is inspected frequently for loose bolts, screws or nails, cracks, holes, splinters, peeling paint and broken or missing parts. All hazards are immediately addressed.			
11	Sand and water is regularly replaced to avoid contamination by animal waste, pathogens or insects.			
12	Play area is checked regularly for pests, nests, beehives, etc.			
13	There is an appropriate amount and type of cushioning ground surface materials placed under play equipment, which is regularly inspected and replaced/added to/repairs as needed. (Note: Grass is NOT an appropriate surface material for under play equipment)			
14	If play area contains swimming, tubing, rafting or activities that present a drowning hazard, rescue equipment is available, regularly inspected/maintained, and staff are trained to use it.			
15	All play equipment and activities are spaced far enough apart to prevent injury (appropriate use zones), and no activities, including spontaneous ones, compromise these use zones.			
16	Guard rails or protective barriers are present to prevent children from jumping off equipment, are inspected regularly and kept in good repair.			
17	All play equipment is securely anchored and anchors are inspected regularly to prevent equipment overturn.			
18	First aid supplies are easily accessible from the play area and their location is clearly marked. The supplies are regularly inspected and replaced/refilled as needed.			

Play Area Checklist <i>continued</i>				
No.	Worksite Inspection Items	Present	Needs Correction	Date Corrected
19	Employees are trained to communicate supervision expectations to guests and taught how to address inappropriate or inadequate supervision (e.g. adult texting - not watching children).			
20	Employees inform guests of supervision expectations, both at the time of group registration and upon arrival. If guests arrive individually, a sign may be used to communicate expectations.			
21	Employees communicate rules for play area to children and supervising adults. A sign is posted at play area entrance to remind visitors of rules and accommodate those arriving individually.			
22	Employees ensure that children are never in play areas without adult supervision.			
23	Play areas are continuously monitored to ensure children play on equipment appropriately and adults enforce the rules.			
24	Employees/supervising adults stop dangerous horseplay, bullying, fights and other behavior that negatively impacts play and safety.			
25	Once inappropriate behavior is stopped, employees deal with the offenders according to company policy.			
No.	Policies and Procedures Inspection Items	Present	Needs Correction	Date Corrected
1	A policy is in place for play area maintenance and inspections, detailing regular maintenance, how often inspections are done, what is to be inspected (signs, equipment, etc.), and who is responsible for the inspections.			
2	Inspection and maintenance logs are used to document maintenance and inspections, the results of all inspections, and when/how any hazards that are found are addressed.			
3	Policy(s) are in place that address the cleanliness of the play area, including garbage pickup and disposal, restroom and handwashing stations and play equipment cleanliness.			
4	A policy is in place for inspecting and refilling/replacing first aid supplies, and inspections/results are documented.			
5	A policy is in place that details how employees supervise visitors in the play area and ensures play areas are continuously monitored.			
6	A policy/procedure is in place for communicating supervision expectations to visitors (number of chaperones, behavior, etc.).			
7	A policy is in place detailing how to deal with guests who are unwilling to follow the rules and/or that behave inappropriately.			
8	A procedure for training employees on the policies and procedures is in place and includes documenting that the training was done.			

Resources that can be used to address these checklist items are available at www.safegritourism.org/Resources.

Checklist items based on CPSC Public Playground Safety Handbook (<http://www.cpsc.gov/PageFiles/122149/325.pdf>)

Play Area Location/Design Review		Review Date: _____ Reviewed By: _____		
No.	Worksite Inspection Items	Present	Needs Correction	Date Corrected
1	The play area is located in an area free from dust and wind hazards.			
2	The play area is located away from sources of loud noises, such as operating farm machinery and generators.			
3	The play area is at least 75 feet from parking areas and other traffic areas. It is designated by boundaries or physical barriers, such as fences, gates or shrubs.			
4	The play area is located at least 30 feet away from electrical sources and air conditioning units.			
5	The play area contains areas of shade from the sun and/or buildings where visitors can go for relief from the weather.			
6	The play equipment is appropriate for public playgrounds and complies with Consumer Product Safety Commission standards.			
7	All play equipment is assembled/installed according to manufacturer's instructions or by professionals trained to install the equipment.			
8	Play equipment is constructed of materials appropriate for the area (e.g. no metal slides in hot areas).			
9	No materials/equipment is used that could result in children inhaling, ingesting or absorbing hazardous materials (lead-based paint, creosote, etc.)			
10	All play equipment is free of entrapment hazards (spaces >3.5" & less than 9").			
11	If farm ponds, manure pits or other drowning hazards are present on the farm, the play area is located away from them and rescue equipment is available, with staff trained in its use.			
12	Enclosed spaces (crawl tubes, boxed areas, etc.) have small openings or clear plastic areas to enable viewing child.			
13	Activity paths (bikes, pedal carts, miniature trains, etc.) don't route through areas where children are playing and can be hit.			
14	If the play equipment/activity presents a hazard to visitors who enter the area (paint ball galleries, horseshoe pits, etc.), the equipment/activity is properly fenced or barricaded to prevent guests from entering the area.			
15	Playground platforms are large enough to allow children to change directions for getting off the equipment.			
16	Moving equipment, such as swings and merry-go-rounds, should be located in a corner, side or at the edge of a play area.			
17	Heavily used equipment should be located in separate areas to prevent crowding.			
18	Equipment that could present a visual barrier to supervision should be located at the outer portion of the play area.			
19	If loose fill ground cover is used, it is not installed over a hard surface, has a method of containment, good drainage underneath and the depth is appropriate for the fall height.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources.

Checklist items based on CPSC Public Playground Safety Handbook (<http://www.cpsc.gov/PageFiles/122149/325.pdf>)

National Children's Center for Rural & Agricultural Health & Safety: www.marshfieldclinic.org/nccrahs

Funding provided by the National Institute for Occupational Safety and Health (NIOSH award no. 5U540H009568-04)

<h1>Play Areas Checklist</h1> <h2>Swings & Slides</h2>		Review Date: _____ Reviewed By: _____		
No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
Swings				
1	Swing structures are located away from other equipment.			
2	Swings are not attached to a composite structure.			
3	A-frame support structures don't have horizontal bars.			
4	Swing seats are made of soft materials (no wood, metal or hard plastic.			
5	Maximum of two swings per bay (single axis), one swing per bay (multi-axis) and bucket seats are hung in separate bays.			
6	All S-hooks are pinched closed; no gap or space greater than 0.04 inches (about the thickness of a dime) remains.			
7	Swing chains are in good condition, free of rust and wear, and all nuts and bolts are tight.			
8	Appropriate type/amount of ground cover is present in use zones.			
9	The use zones for swings don't overlap with other equipment.			
10	The use zone for a single axis (typical belt) swing extends six feet on the sides. In the front and rear of the swings, the use zone is equal to twice the distance from the pivot point to the ground.			
11	There is at least 12 inches between the bottom of the seat and the protective surface (ground cover) for a single axis swing.			
12	The use zone for a bucket swing extends six feet on the sides. In the front and rear of the swings, the use zone is equal to twice the distance from the pivot point to the seating surface.			
13	Bucket seat pivot points are 47-96 inches above the protective surfacing.			
14	The use zone for a multi-axis swing (e.g. tire swing) extends six feet plus the length of the suspending members (e.g. suspension chains) in all directions.			
15	Multi-axis swings are suspended in a horizontal orientation using three suspension chains or cables connected to a single swivel mechanism that permits both rotation and swinging.			
16	Drainage holes must be present on the underside of the tire for drainage.			
17	The minimum clearance between the seat of a tire swing and the uprights of the supporting structure is 30 inches.			
18	The minimum clearance between the bottom of the tire seat and the protective surface (ground cover) is 12 inches.			
Slides				
1	Slides are composed of materials that are appropriate for the climate (e.g. metal slides not used in hot, sunny climates).			

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
2	Handholds present to facilitate the transition from standing to sitting are at the top of the slide.			
3	Slide platforms: <ul style="list-style-type: none"> • Large enough to allow child to change direction to get off slide. • Sufficient length to facilitate transition from standing to sitting. • Are horizontal and at least as wide as the chute. • Surrounded by guardrails or barriers to prevent falls. 			
4	No spaces or gaps are present between the platform and the start of slide.			
5	The sides of the slide chute are at least four inches high extending along both sides for the entire length.			
6	Toddler slides: <ul style="list-style-type: none"> • Average incline of slide chute is < 24 degrees, no section >30 degrees. • Slide chutes are 8-12 inches wide. • Chute exit region is 7-10 inches long if any portion of the chute exceeds 24 degrees, and no more than 6 inches above the surface. • Use zone is at least 6 feet around the slide. For composite structures, the minimum use zone between access structures and the side of slide is 3 feet. 			
7	Preschool/School age children <ul style="list-style-type: none"> • Average incline of slides is <30 degrees, with no section of the slide with a slope > 50 degrees. • Chute exit region is at least 11 inches long, < 11 inches above protective surfacing if slide is 4 feet high or less, and 7-15 inches above the surface if slide is over 4 feet high. • Use zone around a slide is 6 feet, except for exit area. Use zone for the slide exit area (slides < 6 feet high) is 6 feet. For slides > 6 feet high, the use zone in front of the exit is equal to the height of the slide, up to a maximum of 8 feet. 			
8	Tube slides: minimum internal diameter is 23 inches, and they must meet all the applicable recommendations for other slides.			
9	Appropriate type/amount of ground cover present in use zones.			
No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	Swings and slides are regularly inspected. Inspections include: <ul style="list-style-type: none"> • All S-hooks remain closed, all nuts and bolts are tight. • Swivel mechanism for multi-axis swings are in good condition. • All swing chains are in good condition. • Tire swings do not have any exposed wires or steel belts. • Hanging mechanisms do not have exposed crush points. • All equipment remains in good condition, with no cracks, protrusions or other hazards present. 			
2	All issues identified during maintenance inspections are addressed and both the inspections and actions taken are documented.			
3	Supervision policy ensures adequate adult supervision is provided, and supervisors ensure all play equipment is used as intended.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Checklist items based on CPSC Public Playground Safety Handbook (<http://www.cpsc.gov/PageFiles/122149/325.pdf>)

<h1>Play Areas Checklist</h1> <h2>Climbing-Overhead</h2>		Review Date: _____ Reviewed By: _____		
No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
All Climbing-Overhead Equipment				
1	Climbing equipment does not have climbing bars or other rigid parts in the interior.			
2	All rungs on climbing equipment are round and secured to prevent them from turning.			
3	Maximum rung diameter for toddlers is 1.20 inches (preferred 0.90); for preschool/school age max diameter is 1.55 inches (preferred 1.25).			
4	Use zone extends a minimum of 6 feet from the perimeter of a stand-alone climber.			
5	Use zone of a climber may overlap other equipment if other equipment allows for overlapping use zones and there is at least 6 feet between the two pieces of equipment (9 feet when adjacent play surfaces are more than 30 inches high).			
6	Appropriate type/amount of ground cover present in use zones.			
Arch Climbers				
1	Arch climbers used for access to equipment for preschoolers has slope 75 -90 degrees with rungs spaced <12 inches.			
2	The rung spacing on arch climbers for school age children should be <16 inches.			
3	The vertical rise is 12 inches or less for all arch climbers.			
Flexible Climbers				
1	Flexible climber is not sole means of access to equipment intended for toddlers and preschool children.			
2	Flexible climbers that provide access to platforms are securely anchored at both ends.			
3	All anchors connecting flexible climbers to the ground are installed beneath ground level and protective surfacing.			
4	Connections between ropes, cables, chains or tires are securely fixed and regularly inspected/maintained.			
5	Spacing between horizontal and vertical components of a climbing grid do not form entrapment hazards.			
Horizontal Ladders				
1	First handhold on either end is not placed directly above the platform or climbing rung used to mount/dismount.			
2	Horizontal distance to first handhold is < 10 inches but not directly above platform or 8-10 inches from climbing rungs.			
3	4-5 year olds <ul style="list-style-type: none"> • Space between adjacent rungs for 4-5 year olds is 9-12 inches, evenly spaced and parallel. • Maximum platform height for 4-5 year olds is 18 inches • Maximum height of ladder structure is 60 inches 			

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
4	School age <ul style="list-style-type: none"> • Space between adjacent rungs for school age is 9-15 inches. • Maximum platform height for school age is 36 inches. • Maximum structure height is 84 inches. 			
Overhead Rings				
1	If rings are suspended, the maximum length of chains is 7 inches.			
2	If overhead rings are stationary, then spacing recommendations for horizontal ladders apply.			
3	If overhead rings are suspended and will swing, spacing recommendations for horizontal ladders do not apply.			
4	The remainder of guidelines for horizontal ladders apply to overhead rings.			
Sliding Poles				
1	Poles do not change directions along the sliding portion.			
2	Horizontal distance from pole to access structure is 18-20 inches.			
3	The pole extends at least 60 inches above access platform/structure.			
4	The diameter of sliding poles is no greater than 1.9 inches.			
5	Upper access to pole is from one level only.			
6	Poles are continuous with no protruding welds or seams along sliding surface.			
Track Rides				
1	There are no obstacles along the path of the ride, including the take-off and landing areas.			
2	Two track rides next to each other must be at least 4 feet apart.			
3	Ride handles are 64-78 inches above the surface.			
4	Rolling parts are enclosed to prevent crush hazards.			
5	Nothing is ever tied to any moving part of a track ride.			
6	If zip lines are present, they must be professionally installed, inspected and regularly maintained (check local/state regulations).			
No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	All equipment is regularly inspected. Inspections include: <ul style="list-style-type: none"> • All nuts and bolts are tight. • Wood surfaces are free of cracks and splinters. • No peeling paint, rust or other signs of deterioration are present. • No protrusions or other hazards present on equipment. • Signs are in good condition indicating the ages/rules for equipment. 			
2	All issues identified during maintenance inspections are addressed and both the inspections and actions taken are documented.			
3	Supervision policy ensures adequate adult supervision is provided, and supervisors ensure all play equipment is used as intended.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Checklist items based on CPSC Public Playground Safety Handbook (<http://www.cpsc.gov//PageFiles/122149/325.pdf>)

<h1>Play Areas Checklist</h1> <h2>Other Equipment</h2>		Review Date: _____ Reviewed By: _____		
No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
Balance Beam				
1	Signs are posted indicating the age of child the balance beam is intended for: <ul style="list-style-type: none"> • Balance beams are not recommended for toddlers • Preschool children: < 12 inches above the protective surface • School age children: < 16 inches above the protective surface 			
2	Design of balance beam allows easy access to the beam and does not present a tripping hazard when mounting or dismounting.			
3	Beams are in good condition: no splinters, cracks or uneven surfaces.			
Sandbox				
1	Sandbox is located away from other play equipment and does not overlap the use zone of other play equipment.			
2	Sandbox is constructed to permit drainage.			
3	Sandbox is covered with a lid or other type of covering when not in use.			
4	Sand is replaced as necessary to prevent the transmission of disease and keep it free of foreign materials.			
Merry-go-round				
1	Merry-go-rounds are not used on playgrounds intended for toddlers.			
2	The merry-go-round is in good condition, with no splinters or rust.			
3	The rotating platform is continuous, approximately circular, and has no sharp edges or corners.			
4	There are no openings between the axis and the periphery of the merry-go-round platform with a diameter of 5/16 inch or larger.			
5	The surface of the platform has maximum height of 14 inches for preschoolers and 18 inches for school age children.			
6	The underside of the bottom of the platform is no less than 9 inches above the protective surfacing.			
7	Merry-go-round platforms do not have any up and down (oscillatory) motion.			
8	No components of the merry-go-round extend beyond the perimeter of the platform, and no shearing or crush mechanisms are accessible.			
9	There is a secure means for children to hold on.			
10	Mechanism in place limits peripheral speed of rotation to 13 ft./sec.			
Spring Rockers				
1	Sign is present indicating spring rockers are designed for toddlers and preschool children, and not for use by school age children.			
2	For toddlers, the seat is 12-16 inches high, and spring rockers with opposing seats have at least 37 inches between seats.			

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
3	For preschoolers, the seat is 14-28 inches high.			
4	Use zones extend a minimum of 6 feet in all directions.			
5	Seat design does not allow the rocker to be used by more than the intended number of users.			
6	Each seating position is equipped with handgrips and footrests.			
7	The springs minimize the possibility of children crushing their hands or feet between coils or between the spring and the rocker.			

Seesaws

1	Use zone extends a minimum of 6 feet in all directions from the edge/end of the seesaw.			
2	Seesaws are in good condition; have protective ground cover in place.			
3	For fulcrum type seesaws, signs are posted indicating they are for school age children, and not for use by toddlers/preschoolers. Spring centered seesaws can be used by younger children, and appropriate signage is in place if present.			
4	In a fulcrum seesaw, the fulcrum does not present a crush hazard.			
5	Fulcrum seesaws: partial car tires or shock absorbing materials are embedded in the ground under the seat or secured to the underside of the seat to minimize impact with the ground.			
6	Fulcrum seesaws do not have footrests.			
7	Spring centered seesaws follow the requirements for spring rockers, including footrests.			
8	Handholds are provided on all seesaws at each sitting position, and they do not turn or protrude beyond the sides of the seat.			

Play Panels and Steering Wheels

1	Steering wheels on play panels are completely enclosed and the center of the wheel does not create a protrusion.			
2	Play panel components are free of pinch, crush and shear points.			
3	All fasteners, connectors and covering devices on play panels do not loosen and are not removable without tools.			
4	Play panels are free of head and neck entrapments (no openings between 3.5 and 9 inches).			

No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	All equipment is regularly inspected. Inspections include: <ul style="list-style-type: none"> • All nuts and bolts are tight. • Wood surfaces are free of cracks and splinters. • No peeling paint, rust or other signs of deterioration are present. • Signs posted, in good condition with age/rules for activities. 			
2	All issues identified during maintenance inspections are addressed and both the inspections and actions taken are documented.			
3	Supervision policy ensures adequate adult supervision is provided, and supervisors ensure all play equipment is used as intended.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Checklist items based on: CPSC Public Playground Safety Handbook (<http://www.cpsc.gov/PageFiles/122149/325.pdf>), Creating Safe Play Areas on Farms (www.marshfieldclinic.org/safeplay); National Program for Playground Safety (www.playgroundsafety.org)

Petting Zoo Checklist

Review Date: _____

Reviewed By: _____

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
1	All pets, such as dogs and cats, are tied up or kenneled when guests are present.			
2	There is a transition area between the non-animal area and the animal area with appropriate signs and trash receptacles.			
3	Signs are posted in the transition area to inform visitors of the following: <ul style="list-style-type: none"> • Animals are present • Items, such as food, drink, bottles and pacifiers are not allowed • No smoking or tobacco products allowed • Nothing should be placed in the mouth • List of rules for feeding the animals 			
4	Employees tell visitors there is no eating, drinking, smoking or tobacco use in animal areas. Employees also explain which items are not to be taken into animal areas.			
5	There are storage or holding areas for strollers and other items that are not permitted in the animal area.			
6	Animals are kept out of non-animal areas (with the exception of service animals).			
7	Animal areas are kept clean and free of trash and debris. Animal feces and soiled bedding is immediately removed.			
8	Children are supervised at all times while in animal areas.			
9	The traffic flow through the animal area is one way.			
10	Double fencing (or some other method) is in place to prevent contact with animals, except those designated for petting.			
11	The animals available for petting are appropriately sized for young children.			
12	Petting of animals is only allowed over/through barriers (fences); visitors are not allowed in pens.			
13	For children under 5, no pre-weaned calves, reptiles, amphibians or live poultry are used for petting. Other ruminants such as sheep and goats are also of concern for this age group.			
14	Animals that have a tendency to bite are in a separate area from those available for petting, with signs posted to warn visitors that these animals have a tendency to bite, and a double barrier or other method used to prevent visitor access.			
15	Dangerous animals (non-human primates, carnivores, bats, venomous reptiles) are not used in petting zoos.			

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
16	Visitor traffic is monitored and controlled to prevent overcrowding.			
17	Employees inform visitors to immediately report animal bites, scratches or scrapes and are trained to administer first aid.			
18	Animals in petting zoos are kept clean, healthy and up to date on all vaccinations. They are monitored daily for signs of illness and receive appropriate veterinary care.			
19	Sick or injured animals are immediately removed. Animals known or suspected to be infected with a disease or from herds with a recent history of abortion, diarrhea or respiratory disease are not used.			
20	All surfaces are cleaned and disinfected daily or whenever visibly soiled.			
21	There are signs posted at the exit area advising all visitors to wash or sanitize their hands when leaving the animal area.			
22	There are hand-washing facilities present in the exit area or nearby that include soap, running water and paper towels, and they are accessible to children and handicapped visitors. Hand sanitizer may be used as a supplement to hand washing, but not replace it.			
23	Employees remind visitors to wash hands when exiting the animal area and explain/demonstrate proper hand-washing technique.			
24	All hand-washing stations and restrooms are checked regularly, cleaned and restocked with supplies as needed. A written cleaning log is kept, documenting all cleaning efforts.			
No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	Employees are trained on the risk of disease and injury associated with animals and how diseases can be transmitted from animals to humans. Employees are trained to share this information with visitors and educate visitors about the animals.			
2	Workers are informed of emerging animal diseases and new outbreaks of old diseases.			
3	Schedules are set for inspecting signs, walkways, and all visitor areas for condition and cleanliness. All issues identified are addressed. All inspections and cleaning efforts are documented.			
4	All animals are kept clean and up to date on vaccinations. Records are kept documenting animal care, including veterinary visits and vaccination records.			
5	All workers are trained on policies and procedures relating to guest injuries, including local/state requirements for reporting animal injuries, the use of incident reports and emergency procedures.			
6	Employees remind visitors to wash hands when exiting animal area and are trained to demonstrate proper hand-washing procedure.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Large Animal Safety Checklist

Review Date: _____

Reviewed By: _____

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
1	All pets, such as dogs and cats, are tied up or kenneled when guests are present.			
2	All fences, gates, and barn doors are appropriate for the livestock and activities, and are in good condition.			
3	Animals are kept out of non-animal areas (with the exception of service animals).			
4	There is a transition area between the non-animal area and the animal area with appropriate signs and trash receptacles.			
5	There are signs posted in the transition area to inform guests of the following: <ul style="list-style-type: none"> • Animals are present • Items, such as food, drink, bottles and pacifiers are not allowed • No smoking or tobacco products allowed • Nothing should be placed in the mouth • List of rules for feeding the animals 			
6	Employees tell visitors there is no eating, drinking, smoking or tobacco use in animal areas. Employees also explain which items are not to be taken into animal areas.			
7	There are storage or holding areas for strollers and other items that are not permitted in the animal area.			
8	Animal areas are clean and free of trash and debris.			
9	Children are supervised at all times in animal areas.			
10	The animals are clean, healthy and up to date on all vaccinations.			
11	Animals that have poor temperament are kept in a separate area from those available for guest activities. Signs are posted to warn visitors about these animals, and entrances/access to the pens of these animals are locked/blocked			
12	Employees are aware of the different temperaments of the animals, and of any issues that may affect the temperament of animals used around guests.			
13	Large animals meant only for viewing are separated from visitors with a fence, or in the case of animals that tend to bite, with a double fence. Employees know to never bring these animals out of the fenced or stall area.			
14	Employees inform guests about appropriate personal protective equipment (PPE), including ASTM/SEI certified equestrian helmets that are worn when horseback riding, and any pertinent regulations regarding it's use (e.g. children under 14 required to wear helmets in some states). Employees educate visitors on the potential consequences of not using PPE, including helmets.			

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
15	Information about appropriate riding apparel, liability waivers and other pertinent information is communicated to guests prior to arrival.			
16	There are signs posted at the exit area advising all visitors to wash or sanitize their hands when leaving the animal area.			
17	There are hand washing facilities present in the exit area or nearby that include soap, running water and paper towels, and they are accessible to children and handicapped visitors. Hand sanitizer may be used as a supplement to hand washing, but not replace it.			
18	The riding ability of each visitor is assessed prior to mounting a horse. Visitors are only allowed to mount or dismount horses when employees are present.			
19	Restroom facilities are located in non-animal areas and are adequate to accommodate the number of guests present.			
20	There is a written cleaning log for hand washing facilities and restrooms present and all cleaning is documented.			
No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	Employees are trained on the risk of disease and injury associated with animals and how diseases can be transmitted from animals to humans. Employees are trained to share this information with visitors and educate visitors about the animals.			
2	Workers are informed of emerging animal diseases and new outbreaks of old diseases.			
3	Schedules are set up for inspecting signs, walkways, petting areas and all visitor areas for condition and cleanliness. All issues identified are addressed. All inspections and cleaning efforts are documented.			
4	All animals are kept clean and up to date on vaccinations. Records are kept documenting animal care, including veterinary visits and vaccination records.			
5	All workers are trained on policies and procedures for dealing with guest injuries, including local and state requirements for reporting animal injuries, the use of incident reports and emergency procedures.			
6	Employees remind visitors to wash hands when exiting the animal area, and are trained to demonstrate proper hand-washing procedure.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Farm Market / Pick Your Own

Review Date: _____

Reviewed By: _____

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
1	Raw manure: <ul style="list-style-type: none"> • Is not used to top dress fruit and vegetable crops. • Is incorporated into the soil if used before planting. • Interval before harvesting is 90 days if edible portion of crop is not in contact with soil . • Interval before harvesting is 120 days if edible portion of crop contacts soil. 			
2	Pets and other domestic animals are kept out of crop areas.			
3	Strategies are in place to discourage trespassing by wild animals (e.g. fencing, netting, motion detectors connected to sprinklers or lights)			
4	Manure is composted to the appropriate temperature and the correct length of time.			
5	Handwashing and bathroom facilities are easily accessible to farm workers near the fields, in the processing area and in the market area.			
6	Handwashing signs are posted to remind employees to wash hands.			
7	Crates used to transport produce from the field are cleaned and sanitized before being used to transport produce to market, or new containers are used.			
8	Surfaces and equipment in processing area are cleaned and sanitized before produce is brought in and on a regular schedule (at least at the beginning and end of each day).			
9	Clean and dirty containers are stored separately and dirty containers are never placed on clean/sanitized surfaces.			
10	Clean water suitable for drinking is used to rinse produce.			
11	Vehicles used to carry animals, manure or chemicals are not used to transport produce (or are thoroughly cleaned, rinsed and sanitized).			
12	Produce is packed in covered containers, packed carefully and kept cool during transport.			
13	If used for cooling: <ul style="list-style-type: none"> • Ice is made of water suitable for drinking. • Freezer gel packs are cleaned and sanitized after each use. 			
14	Farm stands/markets are located away from the road to provide protection from distracted drivers and traffic.			
15	The front of the food stand or market entrance is clearly marked with signage.			
16	Parts of the food stand that may present trip hazards (ropes, wires, stakes, etc.) are marked with bright colors, ties, or otherwise made obvious.			

No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
17	Paths and walkways for guests are well maintained and set up to avoid congestion and keep visitors away from traffic and farm hazards.			
18	Signs are posted in guest areas indicating rules, instructions and areas that are off limits to guests.			
19	Guests are informed not to consume unwashed produce.			
20	Food samples are kept at the appropriate temperature and tongs or toothpicks are provided.			
21	Employees are trained to ensure children are supervised when present.			
22	Pets and other animals are kept out of farm markets, and signs are posted indicating that animals are not allowed.			
23	Adequate numbers of parking spaces must be available for visitors, and the parking area is located at least 75 feet away from the farm stands.			
No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	A handwashing policy is in place, and employees are trained on proper handwashing techniques.			
2	A policy is in place for safe food handling and includes the following items: • Eating, drinking or tobacco use are prohibited when handling produce. • Employees who are ill or show symptoms of illness do not work with produce/food until they are free of symptoms for 24 hours.			
3	A procedure is in place for washing and transporting produce safely, and all employees are trained on this procedure.			
4	A food safety plan is in place, and all employees are trained on the plan and how to sample food safely.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Water & Attractive Nuisances Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Is there a sign posted to warn visitors about open water or other potential drowning hazards?			
2	Are visitors informed of ponds, lakes or other water that is off limits (not for their use)?			
3	Are water hazards fenced off with a fence that is at least 4 feet high and in good repair? Does the fence contain a self-latching gate that is kept locked when visitors are present?			
4	Is water rescue equipment available by water areas?			
5	Are employees familiar with water safety, basic water rescue techniques, first-aid and CPR?			
6	Do employees inform visitors that all children need to be supervised in water areas and ensure that there are adequate numbers of adults to supervise?			
7	Do all bridges have even walking surfaces and side rails to prevent visitors from falling into the water?			
8	Have you inspected your operation for attractive nuisances: things that are hazardous to children, but which they find attractive (e.g. hay piles, culverts with flowing water)?			
9	Have you eliminated access to all attractive nuisances (with fences, locked doors, etc.)? If this is not possible, are children closely supervised while in these areas?			
10	Are there signs to indicate which areas are off limits to guests?			
11	Do the employees explain which amenities are available to guests and the proper usage of these amenities?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Inflatable Rides Checklist		Review Date: _____		
		Reviewed By: _____		
No.	Worksite Inspection Item	Present	Needs Correction	Date Corrected
1	The appropriate number of adults operate/supervise the inflatable ride.			
2	Ride operators are trained on how to supervise the ride and are knowledgeable of all safety issues.			
3	Operators know the rules, explain rules to guests and enforce the rules.			
4	Signs are posted to inform guests of the rules.			
5	Ride operators ensure all people jumping on an inflatable ride are of similar age/size.			
6	Rides are inspected prior to each use and between groups to ensure that no toys or other objects are left in/on the ride.			
7	Operators keep observers back a safe distance from the ride.			
8	Inflatable slides comply with the same standards as regular slides for protective ground cover, use zones and other safety guidelines.			
9	Rides are anchored according to manufacturer's requirements.			
10	Anchoring ropes/tethers are attached to permanent structures, in a manner that prevents slipping off the top of a stake during use.			
11	Non-load bearing positioning loops are not used for anchoring.			
12	Appropriate ground cover is in place around inflatable rides.			
13	Operators know to have guests exit the ride and shut it down if it gets windy or the weather turns bad.			
14	Operators do not allow riders on inflatable rides if the ride is wet.			
15	Inspections of all rides are done regularly, per manufacturer's instructions, utilizing a checklist and documenting inspections.			
16	Electrical supplies and blowers are checked prior to each use.			
17	Inflatable rides are fully inflated when in use by visitors.			
18	If a ride starts to deflate, the operator immediately evacuates the ride.			
19	If a ride is shut down, signs are posted, and the ride is monitored to ensure guests don't try to use it.			
No.	Policy/Procedure Inspection Item (policies/procedures are in place for each of the following items)	Present	Needs Correction	Date Corrected
1	A training policy is in place to train operators/supervisors for inflatable rides, including supervision procedures.			
2	An emergency response plan is in place, and all operators/supervisors are trained on how to respond in the event of an emergency.			
3	A copy of the inflatable ride's owners manual is available.			
4	A policy is in place for closing the ride if it gets wet, during windy conditions and/or bad weather.			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.

Machine Safety Checklist

Review Date: _____

Reviewed By: _____

No.	Inspection Item	Present	Needs Correction	Date Corrected
1	Are employees aware that they should not operate farm machinery when guests are present, unless the machinery is being demonstrated or is part of an activity?			
2	Are all front end loaders, three point hitch attachments and implements lowered to the ground when not in use?			
3	In visitor areas, is machinery parked on level surfaces and secured with parking brakes and wheel blocks when not in use?			
4	Is equipment lacking proper safety features (such as ROPS) not used for demonstration purposes?			
5	Is unsafe equipment stored out of visitor sight in locked storage areas?			
6	Are visitors informed that they are not allowed to climb or play on machinery, and do employees enforce this rule?			
7	Have all keys been removed from machinery when not in use?			
8	Are barriers installed around operating and non-operating equipment to keep visitors away? Are signs posted indicating that visitors must remain behind the barriers?			
9	Is equipment being demonstrated kept at least 20 feet away from visitors?			
10	Do employees supervise all visitors present when machinery is in operation?			
11	Are rules in place and enforced prohibiting children and visitors from operating machinery?			
12	Is equipment operated by a licensed adult employee?			
13	Are rules in place and enforced prohibiting extra passengers on tractors and equipment?			
14	Is equipment that ejects or throws objects operated only when visitors are not present?			
15	Is the towing capacity of all vehicles checked, and the vehicle used according to capacity?			
16	Are vehicles driven slowly and tow only one piece of equipment when used in an agritourism site?			
17	Is the tractor hitched to the wagon prior to guest loading when used for hayrides?			

Resources that can be used to address these checklist items are available at www.safeagritourism.org/Resources. These resources include signs, policies, forms, logs, and other items.



National Children's Center
for Rural and Agricultural Health and Safety

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For additional copies and information:

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