



Northeastern
PUBLIC HEALTH
SANTÉ PUBLIQUE
du Nord-Est

RECREATIONAL CAMP SELF-INSPECTION CHECKLIST

inspections@neph.ca

1-877-442-1212
169 Pine Street South,
Postal Bag 2012
Timmins, ON P4N 8B7

Facility Name: _____ Staff Name: _____

Address: _____ Date:(YYYY-MM-DD) _____

Notification

	Yes	No	N/A
Notification of opening date is provided to the health unit at least 14 days prior to reopening the camp.	<input type="checkbox"/>	<input type="checkbox"/>	
A camp safety plan is submitted to the health unit at least 14 days before the camp opens each year and includes:			
<input type="checkbox"/> Camper Records: Procedures for maintaining records of camper's name, address, and emergency contact(s).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Health and Safety Records: Procedures for maintaining records of health and safety incidents including steps to prevent further incidents.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Communicable Disease Control: Include actions to take for outbreaks or suspected outbreaks, animal bites, and health unit notification.	<input type="checkbox"/>	<input type="checkbox"/>	
Instructions available on steps to take when a staff/camper shows signs of illness.	<input type="checkbox"/>	<input type="checkbox"/>	
Immunization records for staff/volunteers and campers. See section below for more details.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Fire Safety and Protection: Fire Safety Plan developed and meets the requirements in Section 2.8 of Ontario Regulation 213/07: Fire Code (contact local fire department for more information). The plan should reflect any operational or facility changes (e.g. capacity, number of buildings, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to prevent fire hazards, including campfire site, storage of combustibles, garbage incineration, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment inspections are up-to date, such as suppression systems, hood range, furnace, water heaters, smoke detectors, carbon monoxide monitors, and appropriate fire extinguishers in required location, etc. Inspections should include date of checks, by whom, and frequency.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Activity Risk Management: Describe land and water activities (including off-site excursions), the associated risks, and strategies to minimize them (e.g. supervision, where applicable).	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Waterfront Safety: Outline requirements for safety equipment, communication devices, and procedures. See sections below for more details.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Staff Certification: Include lists of all staff with a current first aid certificate, certified food handlers, etc. See sections below.	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> Supervision: Identify minimum staff to camper ratios that will be maintained and the continuous supervision of campers under 13 years of age or those with special needs by staff with experience in leadership and supervision of children. See below. Additional items outlined below may be included in the camp safety plan, as required	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection disclosure signage (provided by inspector) is posted so it is easily visible to visitors.	<input type="checkbox"/>	<input type="checkbox"/>	

Communicable Disease Control

	Yes	No	N/A
Written procedures are in place to ensure campers and staff are free of communicable diseases, and the health unit is notified of suspect outbreaks at the camp.	<input type="checkbox"/>	<input type="checkbox"/>	

Supervision

	Yes	No	N/A
Camp operator(s) are trained in the administration, management, and operation of the camp and in the camp's safety procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient number of adults who have current first aid certificates to ensure campers are under continuous supervision of at least one certified adult.	<input type="checkbox"/>	<input type="checkbox"/>	
Campers under 13 years old or who have special needs are under continuous supervision of a camp staff member with experience in the leadership and supervision of children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An appropriate minimum ratio of camp staff members to campers 13 years old or older is determined and maintained at all times during operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medical Staff

	Yes	No	N/A
A physician is available on-site or immediately available for medical emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	
A registered nurse is available on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A person 18 years or older with a current first aid certificate is available on-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medical Treatment

	Yes	No	N/A
Provisions for medical aid are appropriately supplied.	<input type="checkbox"/>	<input type="checkbox"/>	
Medication storage and control.	<input type="checkbox"/>	<input type="checkbox"/>	
Process in place to access more supplies when required.	<input type="checkbox"/>	<input type="checkbox"/>	
Written process for anaphylactic shock response.	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative means of communication to reach emergency services or medical care.	<input type="checkbox"/>	<input type="checkbox"/>	

Camp Construction, Lighting, Ventilation, and Fire Safety

	Yes	No	N/A
The location and construction of the camp are in accordance with Ontario Regulation 332/12: Ontario Building Code (including any changes).	<input type="checkbox"/>	<input type="checkbox"/>	
The camp is constructed and maintained to protect the health and safety of campers, including being maintained in a sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate fixed lighting is provided during all hours of operation.	<input type="checkbox"/>	<input type="checkbox"/>	
Note: A flashlight is not considered appropriate lighting in sleeping areas.	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation is available in camp buildings to eliminate odours, fumes, vapours, smoke, and excessive heat.	<input type="checkbox"/>	<input type="checkbox"/>	
Windows in sleeping areas can be opened for air flow and have screens in good repair to prevent entry of insects and vermin.	<input type="checkbox"/>	<input type="checkbox"/>	
Smoke alarms and fire extinguishers are operational and properly located within a month of the camp opening. See Ontario Regulation 213/07: Fire Code for applicable requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation plans for each building are posted in a visible location for campers within the building.	<input type="checkbox"/>	<input type="checkbox"/>	
The local fire department has been contacted to make recommendations and requirements in addition to those in Ontario Regulation 503/17: Recreational Camps .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Washroom and Laundry Facilities

	Yes	No	N/A
Washrooms are clean and well maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms with flush toilets are equipped with hot and cold running water, toilet paper, waste bin(s), soap, and a method for drying hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washrooms with non-flush toilets or privies are equipped with toilet paper, waste bin(s), commercially packaged single-use moist towelettes, and illuminated appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laundry facilities are supplied with hot and cold water.	<input type="checkbox"/>	<input type="checkbox"/>	

Sleeping

	Yes	No	N/A
Mattresses, blankets, pillows, and pillowcases are kept in sanitary condition and in sufficient supply to meet the needs of all persons in the recreational camp. It is recommended that the mattresses are made of cleanable, non-absorbent material.	<input type="checkbox"/>	<input type="checkbox"/>	

Garbage Removal

	Yes	No	N/A
Garbage and waste are collected and removed as often enough to keep the camp in a sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	

Pest Control

	Yes	No	N/A
Buildings are protected against the entry of pests and free of conditions that lead to the harbouring or breeding of pests.	<input type="checkbox"/>	<input type="checkbox"/>	
Records of pest control measures are kept and available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	

Animals

	Yes	No	N/A
Dogs, cats, or any other domestic animal susceptible to rabies have current rabies certificate, with the last rabies immunization given at least 30 days before the animal enters the camp.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rabies vaccination certificates for all domestic animals are available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written instructions that all bites and scratches from animals (including bats and other wildlife) or if direct contact with a bat cannot be ruled out (e.g. bat was found in a cabin where people were sleeping), the incident is to be reported to the health unit immediately. Visit the health unit's Rabies Prevention and Control webpage for more information.	<input type="checkbox"/>	<input type="checkbox"/>	
The Animal Contact Incident Report is available on-site and camp staff have knowledge on the reporting requirements, as written in policy.	<input type="checkbox"/>	<input type="checkbox"/>	

Drinking Water Supply

	Yes	No	N/A	
The drinking water system meets the requirements of Ontario Regulation 170/03: Drinking Water Systems	<input type="checkbox"/>	<input type="checkbox"/>		
Written policy for response to adverse water quality incident (AWQI) related to the drinking water source, such as adverse sample results, treatment failure, waterline break, chemical spill, blue-green algae bloom, etc.). It should include a list of alternative water sources.	<input type="checkbox"/>	<input type="checkbox"/>		
If non-municipal water source	The Ministry of Environment, Conservation and Parks (MECP) inspect the drinking water system.	<input type="checkbox"/>	<input type="checkbox"/>	
	Water supply is obtained from an approved source and treated as required.	<input type="checkbox"/>	<input type="checkbox"/>	
	Water sample(s) have been submitted prior to opening and results are potable (sample results are to be made available on-site for inspection).	<input type="checkbox"/>	<input type="checkbox"/>	
	Aware of MECP's A guide for operators and owners of drinking water systems that serve designated facilities ontario.ca	<input type="checkbox"/>	<input type="checkbox"/>	
	If there are excursions off-site, there are written instructions on potable drinking water source(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Food Preparation

	Yes	No	N/A
Food preparation areas meet the requirements of Ontario Regulation 493/17: Food Premises (Parts III, IV and VI).	<input type="checkbox"/>	<input type="checkbox"/>	
Certified food handler certificates are on-site and certificates are available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	
Food preparation and storage areas are thoroughly cleaned and sanitized, fully equipped, and operational prior to opening and inspection date.	<input type="checkbox"/>	<input type="checkbox"/>	
Records maintained for food sources and method of transportation/delivery to the camp.	<input type="checkbox"/>	<input type="checkbox"/>	
Records maintained and staff are made aware of dietary and food allergy restrictions.	<input type="checkbox"/>	<input type="checkbox"/>	
Policy on responding to food recalls. Can sign-up for food recalls and safety alerts on the Canadian Food Inspection Agency website: Stay connected, stay informed - inspection.canada.ca .	<input type="checkbox"/>	<input type="checkbox"/>	
Policy for suspected or confirmed foodborne illness or outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	

Recreational Water Safety

	Yes	No	N/A
Pools, spas, splash pads, wading pools, etc. meet the requirements of Ontario Regulation 565: Public Pools .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waterfront areas are maintained free of hazards with drop-offs, rocky bottoms, and shallow areas identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The waterfront area used by campers is clearly designed with signs, buoys, and/or buoy lines that are clearly visible and recognizable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swim tests are done in shallow swimming areas equal to or less than 1.35 metres deep.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waterfronts used for aquatic activities are supervised by lifeguards that are at least 15 years of age and received certification within the past two years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of all necessary lifeguard certificates are available for inspection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifeguard to swimmer ratio is met: <ul style="list-style-type: none"> <input type="checkbox"/> Two lifeguards for 1-25 swimmers. <input type="checkbox"/> Three lifeguards for 26-100 swimmers. <input type="checkbox"/> If more than 100 campers are in the water, one additional lifeguard is required for each additional group of 25 or less. <input type="checkbox"/> Additional supervision is provided for non-swimmers, campers with special needs, and children under 5 years, as needed. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written procedures available for when to stop aquatic activities (e.g. blue-green algae, thunderstorm, weed entanglement, sharps, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recreational Water Safety Equipment

	Yes	No	N/A
Safety equipment for pools, spas, splash pads, wading pools, etc. meet the requirements of Ontario Regulation 565: Public Pools .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The following safety equipment for waterfront areas is easily accessible: <input type="checkbox"/> One or more buoyant rescue aids attached to a shoulder loop with a six-millimetre line at least 1.60 metres in length. <input type="checkbox"/> One or more reaching poles of three metres or greater in length. <input type="checkbox"/> One or more buoyant throwing aids attached to a six-millimetre line at least eight metres in length. <input type="checkbox"/> A spine board. <input type="checkbox"/> A paddleboard or boat where any part of the swimming area is more than 50 metres from shore. <input type="checkbox"/> A telephone or other communication device with a list of emergency service names/numbers at the waterfront area.			
A first aid kit for waterfront areas is provided and has sufficient supplies: <input type="checkbox"/> a current copy of a standard first aid manual <input type="checkbox"/> safety pins <input type="checkbox"/> individually wrapped adhesive dressings <input type="checkbox"/> sterile gauze pads (75 mm) <input type="checkbox"/> gauze bandages (50 mm and 100 mm) <input type="checkbox"/> individually wrapped sterile surgical pads suitable for pressure dressings <input type="checkbox"/> triangular bandages <input type="checkbox"/> rolls of splint padding <input type="checkbox"/> roll up splints <input type="checkbox"/> scissors <input type="checkbox"/> non-permeable gloves <input type="checkbox"/> resuscitation pocket mask <input type="checkbox"/> tweezers <input type="checkbox"/> instant ice packs <input type="checkbox"/> incident report forms <input type="checkbox"/> antiseptic solution <input type="checkbox"/> water-resistant, sterile bandages <input type="checkbox"/> waterproof adhesive tape <input type="checkbox"/> blanket and pillow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Response (written procedures)

	Yes	No	N/A
Sign-in of visitors, guests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	
Unknown person(s) on-site	<input type="checkbox"/>	<input type="checkbox"/>	
Missing camper	<input type="checkbox"/>	<input type="checkbox"/>	
Road closures or limited/restricted access to the camp	<input type="checkbox"/>	<input type="checkbox"/>	
Communication with parents	<input type="checkbox"/>	<input type="checkbox"/>	
Communication with main site, if off-site excursion(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Preparedness (see NEPH's Be Prepared for Emergencies webpage)	<input type="checkbox"/>	<input type="checkbox"/>	
Power outages	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme weather (Extreme Heat and Extreme Cold)	<input type="checkbox"/>	<input type="checkbox"/>	
Wildfires	<input type="checkbox"/>	<input type="checkbox"/>	
Poor air quality	<input type="checkbox"/>	<input type="checkbox"/>	
Flooding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Facilities (written procedures)

	Yes	No	N/A
Sewage system malfunction	<input type="checkbox"/>	<input type="checkbox"/>	
Heating and/or cooling system malfunction (as applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back-up generator(s), if present – maintenance and testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General cleaning and sanitation	<input type="checkbox"/>	<input type="checkbox"/>	
Garbage/waste disposal, storage, and transportation	<input type="checkbox"/>	<input type="checkbox"/>	

Record Keeping

	Yes	No	N/A
Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Servicing of equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Incident reports	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature log sheet	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency exercise activities	<input type="checkbox"/>	<input type="checkbox"/>	
Service contracts with external companies	<input type="checkbox"/>	<input type="checkbox"/>	
Pest control records	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning logs	<input type="checkbox"/>	<input type="checkbox"/>	

Other (written procedures)

	Yes	No	N/A
Sun safety	<input type="checkbox"/>	<input type="checkbox"/>	
Insect protection (see information on NEPH's webpage for Ticks and Mosquitoes)	<input type="checkbox"/>	<input type="checkbox"/>	
Wildlife sightings and preventing animal exposure to campers, staff, and visitors	<input type="checkbox"/>	<input type="checkbox"/>	
Noxious plants (see Ministry of Agriculture, Food and Agribusiness's Noxious weeds in Ontario ontario.ca website)	<input type="checkbox"/>	<input type="checkbox"/>	

Notes

Resources

- [Northeastern Public Health Recreational Camp Operator Webpage](#)
- [Ontario Regulation 503/17: Recreational Camps](#)