

Community Action Team
CHILD & FAMILY DEVELOPMENT PROGRAMS
Health and Safety Checklist Procedure

Child & Family Development Programs will ensure the health and safety of children, staff and facilities by conducting health and safety inspections that meet or exceed the applicable laws and regulations.

1. Responsible staff will perform health and safety inspections daily utilizing the Health and Safety Checklists in Child Plus.
2. Health and safety checklists in Child Plus will be monitored regularly. Refer to Monitoring Procedures 1-92.
3. Areas of concern will be shared with Center Manager and noted on Form 3-43. Recommendations for the corrections to the areas of concern, including timeframes for completion and person responsible, will be noted on the record.
4. Any health and safety concern that requires CAT maintenance to support correction must also be added to the Google Excel sheet.
5. Health and Safety Log Form 3-43, will be reviewed with Admin.
6. Center Managers will maintain documentation that correction has been completed to areas of concern, and correction will be documented on Form 3-43.
7. Copies of completed facility Health and Safety Log Form 3-43, will be kept in the center and filed.