Camp Safety Checklist

Camp Physical Safety & Wellbeing Checklist

A practical, printable checklist for site leadership to walk through camp facilities and infrastructure

This checklist covers the physical and environmental basics that shape how a safe and cared-for camp feels day to day. It is meant to be walked through in person, on a regular cadence (monthly is a reasonable default, with a lighter weekly spot-check), and paired with the reporting and culture initiatives elsewhere in this series — physical safety and cultural safety reinforce each other. Add these points to a weekly site safety inspection.

Site:	_____	**Date:**	_____
Inspector:	_____	**Next review:**	_____

1. Lighting & Exterior Safety

- ☐ All walkways between dorms, mess hall, and common areas are lit end-to-end, with no unlit gaps
- ☐ Parking areas and drop-off/pickup points are well lit
- ☐ Exterior lighting is tested and confirmed functional at night, not just checked during the day
- ☐ Burnt-out or flickering lights are logged and have a clear, fast repair process (not just noted and forgotten)
- ☐ Pathways to individual dorm blocks, including those set aside for women or gender-diverse workers, are lit to the same standard as main thoroughfares
- ☐ Motion-sensor or dusk-to-dawn lighting is considered for lower-traffic areas to reduce reliance on manual switches

2. Accommodation / Dorm Security

- ☐ Every individual room has a functioning lock, and every occupant has their own key or key code
- ☐ Lost or malfunctioning locks are replaced or repaired within a defined, short timeframe (e.g., 24–48 hours)
- ☐ Master key / access control is limited to a small, named list of authorized staff, logged when used
- ☐ Room assignments do not require anyone to share a room with someone they have not consented to share with
- ☐ Dorm blocks or floors reserved for women or gender-diverse workers have restricted access, not just a sign
- ☐ Smoke detectors are present and tested in every room
- ☐ Emergency contact and evacuation information is posted visibly in every room

3. Bathrooms & Hygiene Facilities

- ☐ Bathrooms are cleaned on a set, visible schedule, with a posted cleaning log
- ☐ Hot water, working plumbing, and adequate water pressure are confirmed functional
- ☐ Adequate supply of soap, paper products, and hygiene items is maintained, not left to run out
- ☐ Separate, clearly designated facilities are available and adequate for the size of the workforce identifying as women or gender-diverse
- ☐ Locks on shower and toilet stalls are functional
- ☐ Lighting inside bathroom facilities is bright and fully functional, including at night
- ☐ A process exists for reporting a facility issue that gets a fast, visible response

4. Common Areas & Recreation

- ☐ Mess Hall, rec room, and gym are clean, well maintained, and accessible during posted hours
- ☐ Furniture and recreation equipment (pool tables, gym equipment, etc.) are in safe working condition
- ☐ Common areas are welcoming and usable by all crew, not dominated by one group's unofficial claim on the space
- ☐ Noise and quiet hours are clearly posted and reasonably enforced near sleeping areas
- ☐ Wi-Fi/connectivity in common areas is functional, supporting the connection-to-home needs covered elsewhere in this series

5. Fire & Emergency Preparedness

- ☐ Fire extinguishers are present, charged, and within inspection date in all required locations
- ☐ Evacuation routes are posted and unobstructed
- ☐ Fire drills are conducted on a regular schedule, with attendance logged
- ☐ Emergency assembly points are clearly marked and known to all crew
- ☐ First aid kits are stocked, accessible, and checked on a regular schedule
- ☐ At least a defined number of staff per shift are current in first aid / CPR certification
- ☐ Emergency contact numbers (medical, fire, RCMP/police, camp management) are posted in common areas and rooms

6. Food & Water Safety

- ☐ Kitchen and food storage areas meet current food safety inspection standards
- ☐ Drinking water is tested and confirmed safe on a regular schedule
- ☐ Food allergies and dietary needs are accommodated and tracked
- ☐ Expiry dates and food storage temperatures are checked and logged regularly

7. Transport & Parking

- ☐ Camp vehicles are maintained and inspected on schedule
- ☐ Parking areas are well lit and have clear, safe pedestrian routes
- ☐ Transport schedules and contact information for the transit conduct policy (see companion document) are posted and known

8. Communication & Reporting

- ☐ A clearly posted, easy-to-find process exists for reporting a safety concern, maintenance issue, or personal safety concern. The process includes follow-up/implementation information.
- ☐ Anonymous reporting channels are available and their existence is actively communicated, not just buried in a handbook
- ☐ Contact information for EAP, crisis resources, and the culture code reporting line is posted in common areas, not only in onboarding paperwork
- ☐ Signage is available in the languages spoken by the workforce

9. Inclusion-Specific Considerations

- ☐ A walk-through has been done specifically from the perspective of a woman or gender-diverse worker moving around camp at night — not just a general safety review
- ☐ New starter buddy/orientation includes a physical walk-through of key safety features (locks, lighting, reporting lines), not just verbal mention
- ☐ Facilities and access reflect current workforce composition, and are reviewed as that composition changes, rather than fixed at initial camp design

Sign-Off & Action Items

List any items requiring follow-up, who is responsible, and the target completion date.

Issue identified	Assigned to	Target date

Version [X] — Reviewed [Month/Year] — Next review [Month/Year] — Recommended cadence: full walk-through monthly, spot-check weekly