

# FAIR POLICIES AND PROCEDURES CHECKUP

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

ITEM	YES	NO	ACTION ITEM
<b>Security</b>			
Is access to money restricted to a few board members and employees only?			
When transporting money to the bank, is there a law enforcement escort or at least two people accompanying the money?			
Are law enforcement/medical responders present during the fair?			
<b>Ergonomics</b>			
Are staff encouraged to conduct stretches before work and periodically throughout the day? Have stretching handouts been provided?			
<b>Emergency Action Plans</b>			
Are written plans in place to address: <ul style="list-style-type: none"> <li>• Fire and evacuation?</li> <li>• Severe weather?</li> <li>• Lost persons or children?</li> <li>• Medical emergencies?</li> <li>• Loose or spooked animals?</li> <li>• Security emergencies?</li> <li>• Other emergencies as needed?</li> </ul>			
Do plans include means of informing fairgoers, law enforcement, first responders and other staff as necessary?			
Are relevant staff equipped with communication devices to keep in contact with others?			
<b>Chemical Safety</b>			
Are hazardous chemicals identified and substituted for less hazardous chemicals?			
Are safety data sheets kept and regularly updated?			

## FAIR POLICIES AND PROCEDURES CHECKUP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Site Control</b>			
Are spotters or traffic control volunteers needed?			
Do spotters and traffic control volunteers wear high-visibility vests when working near vehicular traffic?			
<b>Training</b>			
Are staff and volunteers trained about the emergency action plans?			
Are all employees and volunteers trained about basics of blood borne pathogen exposure, with further training about proper cleanup, personal protective equipment use, disposal and disinfection for those expected to clean up blood?			
Are staff and volunteers trained about safe ladder use?			
Are all vehicle drivers trained and licensed to operate the vehicles?			
Are all hayride and people mover drivers trained about routes and of legal age to operate the vehicles?			
Are staff, volunteers and controllers trained about crowd control, and are they properly equipped?			
Are staff and volunteers trained about safer lifting methods?			
Are all vendors trained and licensed to operate any rides or attractions?			
<b>Servicing/Maintenance</b>			
Are all vehicles maintained following the manufacturer recommendations?			
Are batteries for electric golf carts maintained and charged safely following manufacturer recommendations?			
Are ice makers and other appliances regularly maintained and serviced per manufacturer guidelines?			
<b>Inspections</b>			
Are fire extinguishers serviced annually by a qualified third-party vendor?			
Are vehicles used on site inspected daily before use?			

## FAIR POLICIES AND PROCEDURES CHECKUP CONTINUED

ITEM	YES	NO	ACTION ITEM
<b>Inspections Continued</b>			
Are overhead garage doors inspected and serviced annually by a qualified vendor?			
Have bleachers greater than 55 inches in height been formally inspected by a state-certified building official or state-licensed design professional?			
Have bleacher/grandstand footboards and guardrails been re-inspected every five years? Has a structural inspection been made at least every 10 years?			
Have ride, health and electrical inspectors conducted inspections prior to the fair? Have any concerns been addressed?			
Have inflatable amusements been inspected before operation per Minnesota Department of Labor and Industry standards?			
Has the drinking water been inspected/tested and deemed safe to drink?			
Are all inspection/maintenance records retained?			

Checklists are developed using generally accepted safety and risk management standards. This checklist does not guarantee compliance with any building code, or federal, state or local regulations regarding safety or fire. Compliance does not ensure the absolute safety of your operations.