



Town of Plympton

BOARD OF HEALTH

5 Palmer Road, Plympton, MA 02367
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Safety & Sanitation Checklist and Application for Large Outdoor Events

Permit Fee: _____

Event Name, Location & Date: _____

Responsible Party _____

Contact Info: Address: _____

Phone: _____

Email: _____

I. General Oversight

- ☐ Signage: water supply, food, toilets, designated smoking/non-smoking areas
- ☐ Housekeeping (cleaning materials, barrels, brooms, shovels, etc.)
- ☐ Enter & Exit Signs: clear & visible
- ☐ Restrooms and hand-washing facilities availability
- ☐ Food or smoking in designated areas only
- ☐ Aisles and exits clear
- ☐ Parking lot and walkways smooth and wide enough
- ☐ IPM (Integrated Pest Management) plan in writing
- ☐ PIC (Person In Charge) for environment, including removing standing water
- ☐ PIC: Name and contact information _____

Notes: _____

Sanitation Plan

- ☐ Map of toilet and hand washing locations
- ☐ Sufficient number of portable toilets
- ☐ Appropriate locations for portable toilets
- ☐ Sufficient number of hand washing stations
- ☐ Appropriate locations for hand washing station
- ☐ Rubbish barrels/dumpsters: Who will be emptying them? _____
- ☐ PIC (Person In Charge) for Sanitation Plan & Contact information _____

Notes: _____

Food Safety

- ☐ Permit from Board of Health
- ☐ Building clean
- ☐ Hand washing signage
- ☐ Potable water source?
- ☐ Hand washing station: close enough? If not feasible or for a few people only (say, food handlers), they can set up their own. (coffee urn over a bucket, soap and paper towels)
- ☐ PIC, (Person in Charge) for Food Safety & Contact information _____

Notes: _____

Emergency Response

- ☐ Check with Police Department to see if Police Detail is required
- ☐ Check with Fire Department to see if EMT and/or ambulance is required
- ☐ First aid/emergency station(s) identified
- ☐ First aid kits available
- ☐ Telephones or radios available and in working order
- ☐ Emergency Response Plan in a binder.
- ☐ Contact information up to date
- ☐ PIC (Person In Charge) for Emergency Response & Contact information _____

Notes: _____

Fire/electrical safety

- ☐ Storage and use of flammable/combustible materials (such as fuel for generators)
- ☐ Condition of electrical system
- ☐ All fuses/circuit breakers labeled
- ☐ GFCI where required
- ☐ Smoke detectors
- ☐ Fire extinguishers
- ☐ Alarms

- ☐ Proper clearances from Fire Department and/or Building Department
- ☐ PIC (Person In Charge) Fire, Electrical Safety: Name & Contact information _____
- ☐ **Check with Fire Department for this section prior to event
Notes: _____

VI. Hazardous materials

- ☐ Access denied to customers/visitors
- ☐ MSDS available
- ☐ Warning signs in place
- ☐ Containers labeled
- ☐ Proper storage
- ☐ Proper use
- ☐ Proper disposal
- ☐ High pressure gas cylinders supported & in safe location & at least ten feet of flexible hose, getting the tank away from heat source
- ☐ Proper ventilation
- ☐ PIC (Person In Charge) Hazardous Materials: Name & Contact Information _____
- ☐ ***Check with Fire Department_
Notes: _____

VI. Hazardous equipment

- ☐ Access denied to customers
- ☐ Properly blocked/guarded/shielded
- ☐ Warning signs / decals in place
- ☐ Proper maintenance and use
- ☐ Manuals available
- ☐ PIC (Person In Charge) Hazardous Equipment: Name & Contact Information _____
- Notes: _____

VII. Training

- ☐ Records of training available
- ☐ Knowledge of safe work practices
- ☐ Selection and use of protective equipment
- ☐ Emergency procedures
- ☐ First Aid
- ☐ CPR
- ☐ Other

☐ PIC (Person In Charge) Training: Name & Contact Information =

VI. Map:

- ☐ An accurate map of the event location, identifying all structures and significant hazards can be helpful during planning, training and emergency response and should be included in your plan.
- ☐ Include in your drawing, entry, exit, food, first aid station, porta potty, hand washing stations, the event attractions, and buildings on the property. (Add anything you think might be useful to this list.)
- ☐ Write street addresses on the map for the driveway or entrance to each farm, field or section.
Having these addresses on a map can improve response times from emergency personnel.
There have also been reports of emergency agencies failing to respond to life-threatening emergencies because the caller on a cell phone was unable to provide a street address.
- ☐ Keep copies of the maps at the office, at telephones and in vehicles so they can be readily accessed for use during emergencies.
- ☐ *** Give a copy to B.O.H., Fire, Police before event, along with contact information.

VII.

REQUIRED:

- ☐ Liability Insurance Certificate
- ☐ Workers Compensation Insurance Affidavit
- ☐ Workers Compensation Insurance Certificate (if applicable)