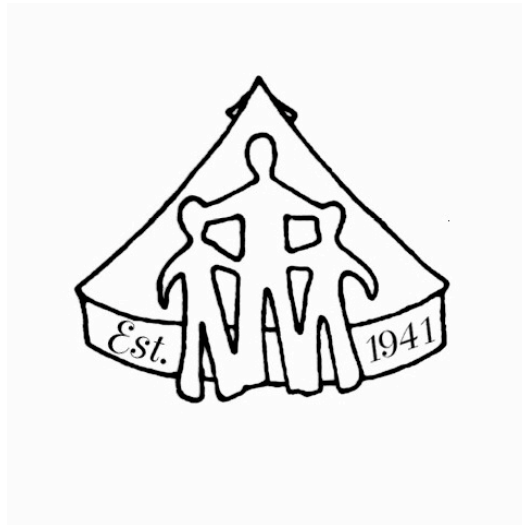


# Camping Association of Nova Scotia



## Accreditation Manual

June 2009

## **Accreditation Process**

### **Definition of Terms**

<b>Accreditation Committee</b>	Volunteer CANS members who supervise the accreditation process and make a recommendation to the CANS board.
<b>Accreditation Verification</b>	Each camp must complete this form annually in the years between accreditation visits.
<b>Accreditation Visit</b>	When accreditation visitors come to your camp to review the established standards and observe the campers and staff, in order to make a recommendation to the board.
<b>Accredited Camp</b>	A camp that meets 100% of the required standards and 60% of the desired standards.
<b>Camp Director/Designate</b>	The person in charge of operations at the camp who receives the visitation team.
<b>CANS Board</b>	Volunteer CANS members who oversee the association and make final decisions about accreditation.
<b>Conditional Accreditation</b>	A camp that has been accredited on the condition that it implements a plan to meet all standards within a selected period of time.
<b>Desired Standards</b>	Standards recommended by government and other organizations that require 60% compliance for accreditation.
<b>Member Camp</b>	A camp that has paid the membership fee and is preparing for an accreditation visit.
<b>Required Standards</b>	Government regulations, Canadian Camping Association, and CANS requirements, which must receive 100% compliance for accreditation.
<b>Accreditation Visitor</b>	A volunteer from a camp in the same region who is familiar with the accreditation standards and has been trained to accredit camps.

## **The Accreditation Process and Eligibility**

The camp must be a current member of CANS and have been in operation for one year.

A camp may be accredited for a maximum of three years.

Accreditation applies to the operations as seen at the time of the visit and reflects the status of the camp in relation to standards in place at that time only. After the accreditation visit and prior to any future visit CANS cannot be held responsible or liable for incidences or occurrences. Another visit may occur before the three-year deadline, if there are any major site changes or if there are any major changes in leadership. In either case, the camp is required to inform CANS of the changes and demonstrate how the camp continues to meet accreditation standards.

### **Accreditation Visit Process**

**Step 1**            Annually, CANS mails information to member camps including accreditation request or accreditation verification forms.

**Step 2**            Camps requesting a visit receive an updated copy of the Accreditation Standards Manual and the names of the accreditation visitation team.

The accreditation visitation team members receive notification of the camp to be visited, a copy of the Accreditation Standards Manual, and an Accreditation Visitation Form.

The accreditation visitors will arrange mutually convenient dates for a visit during the camp session.

The camp director must complete the Accreditation Standards Manual before meeting with the visitation team.

**Step 3**            The camp must have the following available for the visitors:

1. Proof of inspection from the Department of the Environment
2. Accident report forms
3. Registration form
4. Staff manual
5. Written emergency and safety procedures
6. Menu
7. All required permits and licenses

**Step 4** The accreditation visitation team will need at least 4-6 hours with the camp director/designate, including a complete camp tour and time for observation of program(s).

Opinions, ideas and perspectives will be openly shared on a full range of camp operational topics.

The camp director and/or designate and the accreditation visitors review and answer each question in the Accreditation Standards Manual. EVERY question MUST be answered.

Any question requiring a NO answer must be fully explained on a separate sheet. N/A answers must be discussed with accreditation visitors.

The camp director will have time to discuss any questions that may affect the status of the camp's accreditation application.

**Step 5** The Membership and Accreditation Committee evaluates every camp's accreditation report.

The Membership and Accreditation Committee will make one of two possible recommendations to the CANS Board:

1. Accreditation for a period of 1-3 years, with or without provisions (Camps with 100% Required and 60% or more of Desired Standards).
2. The camp should not be accredited and remains or reverts to Member Camp status (Camps with fewer than 100% of the Required and less than 60% of the Desired Standards).

The camp will be notified in writing of the CANS Board's decision. The camp may appeal the board's decision, in writing, with reasons for the appeal within 60 days of notification. Camps receiving accreditation will receive a certificate.

**Accredited Camps may then publicize that they have been accredited by CANS.**

## How to Use This Manual

The standards in this manual apply to all day camps, residential camps and pioneer camps in Nova Scotia.

### Required Standards

Required standards are in **BOLD** type in the Accreditation Standards Manual. They are government standards for summer camps, Canadian Camping Association National Insurance Standards for summer camps, and CANS requirements. Camps must meet 100% of the required standards that are applicable to their camp in order to be accredited.

### Desired Standards

Desired standards are in normal type in the Accreditation Standards Manual. They are recommendations from government agencies, private organizations, and CANS. Camps must meet 60% of the desired standards that apply to their camp.

### Format

The Accreditation Standards Manual is divided into six sections: Administration; Personnel; Health; Site, Facilities and Equipment; Programming; and Accessibility. The accessibility standards apply only to those camps with buildings whose building permits were obtained after April 30, 1997 and are, therefore, subject to government building permit regulations.

All camps must fill out all other sections of the manual. Although some sections may not seem to apply to a specific camp, it is important that every section is read because there are questions that may be pertinent to the owner of the facility and the operator (or renter). People who rent a facility need to supply documentation that shows the facility meets CANS standards or have someone present at the accreditation visit that can attest to that fact.

### Flexibility

There are three possible answers to each of the standards questions: YES, NO and N/A. Camps should put an X in the appropriate box for each question. Camps should not be concerned if at first they do not meet the correct amount of standards, as there is some flexibility in the questions. Camps should answer the questions as accurately as possible. Any questions that camps are not sure of should be noted for the accreditation visit.

Every NO answer, especially for required standards, should be explained in detail on a separate sheet of paper. Explanations for NO answers will be taken into consideration at the visit and when the committee reviews the camp's application for accreditation.

Camps should be prepared to give a verbal explanation for N/A standards, especially if it is a required standard (other than programming).

# Section I

# Administration

## A. Records

<b>Registration Forms</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp use registration forms for all campers and staff members that include: their name, address, age and school grade; telephone contact numbers in case of an emergency; the name, address and signature of the camper's parent or legal guardian; the name and address of the camper's physician; and any special medical conditions pertaining to the individual?</b>			
<b>b. Does the registration form contain a medical examination report and written consent form giving camp staff permission to seek emergency medical treatment for the camper if required?</b>			
<b>c. Does the camp have written evidence of health insurance for each camper?</b>			
<b>d. Are all registration forms retained for seven years or to one year beyond the age of majority of the individual, which ever is longer?</b>			
<b>e. Is there a written policy in practice regarding the use and release of all personal information?</b>			
<b>f. Are written procedures in practice regarding the release of campers, who are minors, to persons other than parents or legal guardians?</b>			
<b>g. Are written procedures in practice regarding the verification of the status of absentee campers?</b>			
<b>h. Are there current photos of all campers on file?</b>			
<b>Budgets</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have a written budget?</b>			
<b>b. Are camp expenditures measured regularly against the budget?</b>			
<b>c. Are financial statements of the camp's operation prepared annually?</b>			
<b>Evaluations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is there a written process in place to evaluate each camp session?</b>			
<b>b. Do counselors and staff do regular reports on programming and objectives?</b>			
<b>c. Are reports and evaluations from previous years' programs kept in order to evaluate and improve where required?</b>			
<b>d. Does the camp use an ongoing or continuous evaluation procedure to evaluate the administration process?</b>			
<b>f. Are campers or their parents given evaluations for the camp?</b>			

<b>Accident Reports</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is a complete written report made of any incident that has occurred to campers and/or staff?</b>			
<b>b. Are accident reports kept for at least three years?</b>			
c. Does the camp have written procedures for the follow-up of any serious accident, illness or death that occurs at the camp?			

### **B. Publicity**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the camp have written releases forms from parents or legal guardians for campers whose photographs are likely to be used in brochures advertising the camp?			
b. Are all published statements such as brochures and advertising accurate and complete?			
c. Does the camp adequately provide all facilities and activities listed in its brochures and advertising material?			
d. Is there equipment and staff in evidence to provide the stated activities mentioned in the camp's publicity?			
e. Does the camp have adequate acreage to provide the program activities advertised?			

### **C. Insurance**

<b>Workers' Compensation Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have Worker's Compensation Insurance for all eligible staff?</b>			
b. Does the camp have accident coverage for any staff member not covered under Worker's Compensation?			
<b>Liability Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have properly recorded, current liability insurance coverage (suggested 3 million)?</b>			
<b>b. Does the liability insurance cover both bodily injury liability and property damage liability?</b>			
<b>c. Does the liability insurance cover accident and injury for both campers and staff?</b>			
d. Are the administrative personnel familiar with the liability insurance coverage?			

e. Is a copy of the liability policy available to both staff and clientele, excluding coverage amounts?			
f. Does the liability insurance cover other people on-site who are not campers or staff?			

<b>Fire Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the camp have fire insurance and extended risk coverage on all buildings?			
b. Does the camp have fire insurance that covers the contents of the buildings?			

<b>Motor Vehicle Insurance</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp carry Motor Vehicle Insurance?</b>			
b. Does the camp carry non-owner Motor Vehicle Insurance?			
c. Does the camp, when hiring a bus from a bus company for the purpose of transporting staff and campers, ensure that the company carries passenger hazard insurance?			
d. Do only people covered under Motor Vehicle Insurance drive camp vehicles?			

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is an annual review made of the camp's insurance coverage?</b>			
<b>b. When a non-owned site is used, is there a written agreement specifying responsibilities for use of the site, facilities, equipment and services?</b>			
c. Do the insurance agent and the representative of the insurance company participate in a periodic site review?			

#### **D. Safety and Emergency Plans**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have emergency procedures that are pre-planned, known and understood by all camp personnel and practiced regularly for the following events, disasters and hazards: natural disasters; natural and accidental fires; lost campers; natural and manmade hazards on or adjacent to the campsite; and out-trip accidents?</b>			

<b>b. Are emergency procedures clearly posted in all major facilities used by campers?</b>			
<b>c. Is one vehicle designated and made available for emergency transportation at all times?</b>			
<b>d. Have arrangements been made at the nearest hospital for emergency medical care?</b>			
<b>e. Have water rescue and site evacuation drills been practiced with campers and staff?</b>			
f. Do the emergency procedures identify a central gathering area?			
g. Do the emergency procedures specify who will be assigned to provide directions to emergency vehicles?			
h. Do all camp participants and staff understand procedures to access or locate first aid or health care personnel?			
i. Is there a telephone or other means of emergency communication available to the camp?			
j. Are campers made aware of areas out of bounds for safety reasons?			
k. Are facilities available in the event of bad weather to protect campers and their equipment?			
l. Is the director aware of the services of the local fire department?			

#### E. Fire Protection

Fire Plan	YES	NO	N/A
<b>a. Is the fire plan for each building posted with clearly marked exits and escape routes?</b>			
<b>b. Have staff members practiced the fire drill during pre-camp training or at another appropriate time?</b>			
<b>c. Are fire drills involving campers and staff held, and documented, at least once each session?</b>			
<b>d. Does the camp have a written fire plan?</b>			
<b>e. Has a response plan been developed with local/regional fire fighting authorities on how a serious fire at camp will be dealt with (contact the provincial fire department)?</b>			
<b>f. Does the camp have the telephone number of the local fire department, 911 number, civic number and call procedures posted?</b>			

g. Does the fire plan include a map of the camp with meeting places and escape routes clearly marked?			
h. Does the fire emergency plan indicate the location of fire fighting equipment?			
i. Is the priority of emergency response as follows: evacuating campers, calling fire fighters, and reducing further hazards (i.e. shut off gas lines)?			
j. Is the director fully aware of the fire protection available in the neighborhood?			
k. If the camp is inaccessible to fire fighters, does the camp have its own fire fighting system?			
l. Does the camp have the telephone number of the nearest Department of Natural Resources office in case the camp needs to report a forest fire?			
<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are key staff members trained in the location, maintenance and operation of fire fighting equipment?</b>			
<b>b. Does the camp director or designate inspect all the fire fighting equipment once a month and keep a log of the inspections?</b>			
<b>c. Are all permanent buildings without extinguishers equipped with 2.5-gallon pump tanks or water pails?</b>			
<b>d. Are staff members instructed in the location and use of all extinguishers?</b>			
<b>e. Are there smoke alarms installed in all sleeping areas?</b>			
<b>f. Are the smoke alarms mounted on the ceiling approximately 150mm or 6" from the wall?</b>			
<b>g. Are smoke alarms installed on every sleeping level of a building?</b>			
<b>h. Are dry chemical or 2A10BC (5lbs) extinguishers available in the kitchen?</b>			
<b>i. Are all flammable liquid safeguard containers approved by the Underwriters Laboratories of Canada (ULC), maintained in good repair, checked regularly and not kept in the buildings?</b>			
<b>j. Are fire extinguishers and other fire protection devices approved annually by trained persons; installed to meet local fire codes, or other recommendations; operational and ready for use?</b>			
<b>k. Are fire extinguishers located in all meeting rooms and other areas where there is increased risk of fire, including workshops and kitchens, and are they readily accessible?</b>			
<b>l. Is there sufficient storage space for equipment?</b>			
<b>m. Is appropriate fire fighting equipment readily available (within 50 ft) to all</b>			

tents, buildings, and appropriate activity areas?			
n. Are the smoke alarms tested and approved to a Canadian standard?			
o. Are the smoke alarms tested every month?			
p. Are the smoke alarms replaced every ten years?			
q. Are the smoke alarms cleaned at least twice a year inside and out with a damp cloth and vacuumed?			
r. Are second floor sleeping accommodations provided with alternate escape facilities?			
s. For camps that have alternative fire fighting systems, does the system provide adequate length of hose for water under pressure?			
t. Are water or sand buckets readily available at all cook and campfires?			
u. Are fire alarms installed in all major buildings?			
v. Are the fire alarms connected to the camp director's residence?			
w. Is the alarm system serviced annually by a qualified contractor?			

Permits	YES	NO	N/A
a. Does the camp obtain permission for open fires from either the Department of Natural Resources or the local Fire Department?			
b. Does the camp monitor local media for information on fire hazard levels or fire bans, and does the camp contact the Department of Natural Resources for update information?			

Electrical Equipment	YES	NO	N/A
a. Is all electrical wiring properly installed by a licensed electrician or otherwise approved for use?			
b. Is all electrical equipment, including power tools, stored safely and securely when not in use?			
c. Are all devices for electrical outlets such as swimming pool lights inspected daily?			
d. Are all electrical equipment and outlets that may create water shock hazards, because they are near wash basins and showers, inspected monthly and do they have grounded fault circuit interrupters?			
e. Is all electrical equipment, including power tools, grounded properly?			
f. Does an authorized serviceworker repair all electrical equipment, including power tools, that require repair?			
g. Are all electrical fixtures and wiring maintained in good repair?			

<b>h. Is all electrical equipment, including power tools, used only by authorized experienced personnel?</b>			
i. Is all electrical equipment, including power tools, checked prior to camp by a competent person?			
j. Are the electrical outlets in all buildings of the polarized (one prong wider than the other) and grounded (three prong) types?			

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are clothes dryer vents inspected and cleaned daily?</b>			
<b>b. Are fireplaces and chimneys properly built and maintained?</b>			
<b>c. Are fireplaces, chimneys and kitchen ranges etc. inspected prior to each camping season by a competent person?</b>			
<b>d. Does the camp have a policy on smoking?</b>			
<b>e. Are staff members familiar with the dangers of careless use and storage of matches and flammables?</b>			
<b>f. If the camp has a fire building program does it include instruction in controlling and extinguishing fires?</b>			
g. Are staff members who use propane tanks familiarized with their safe operation?			
h. Are propane tanks stored properly and kept guarded?			
i. Is the use of aerosol cans discouraged?			
j. Are staff members familiar with the dangers of disposing of empty aerosol cans?			
k. Are staff members familiar with the dangers of careless smoking?			

**F. Transportation**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the person(s) whose duties include driving camp vehicles hold a current provincial driver's license?</b>			
<b>b. Do the drivers hold licenses that are appropriate for the vehicles they are driving?</b>			
<b>c. For buses that can carry more than 24 passengers, does the driver have a class 2 license?</b>			
<b>d. For buses carrying under 24 passengers, does the driver have a class 4 license?</b>			
<b>e. Do all buses (including passenger vans) used to transport campers have a current Department of Transport certificate and sticker of safety inspection?</b>			

<b>f. When using chartered or hired watercraft to transport people, are the watercraft certified by the Canadian Coast Guard to carry passengers (where a vessel carrying more than 12 passengers, or five gross tones or larger, is considered a passenger vessel)?</b>			
g. Do all drivers with the responsibility of driving campers have a minimum of 4 years driving experience?			
h. Has the driving record of each staff member, whose job description includes driving, been checked (available from the Department of Transportation)?			
i. Are camp vehicles kept out of the program area?			
j. Are regular safety inspections and vehicle maintenance documented?			
k. Is one person designated in charge of camp vehicle maintenance?			
l. Do all operators know the procedures for reporting/repairing mechanical defects?			
m. When more than eight campers are traveling in a camp vehicle, are the campers adequately supervised by someone other than the driver?			
n. Are there two lists kept of campers who are being transported, one list in the vehicle and one list at the camp?			
o. Is the number of passengers in a transportation unit restricted to the number of seatbelts?			
p. Is transportation forbidden in vehicles not designed for passengers except for programs such as sleigh or hayrides?			
q. Does each transportation unit carry adequate first aid equipment?			
r. Is every vehicle that is used for transporting campers and staff equipped with emergency accessories appropriate to the weather conditions (i.e. fire extinguishers, reflector, blankets, shovels)?			
s. Are there written safety procedures in practice for all vehicles used to transport campers and staff which include: safety education; loading and unloading; safe seating; highway stops (planned and unplanned); adequate supervision based on age, mental ability and physical condition of all campers; and relief drivers when pertinent?			
t. Is a circle check of road transportation equipment done daily before use and every time the equipment is refueled?			
u. Does the driver who is towing equipment check all of the following before departure: that the hitch size is appropriate; that the chains are fastened properly; that the trailer lights are properly connected, and that the load is properly installed?			
v. If transporting luggage, program material, and/or safety equipment, are they stored in a manner so that they do not block the aisles or exits and that they do not present a hazard in the event of an accident (i.e. no luggage on empty seats or on the floor)?			

**G. General**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp give written notice to operate a summer camp to the Director of Health Unit wherein the camp is situated at least four weeks prior to the operation of the camp?</b>			
<b>b. If the camp is run out of a Provincial Park, does it adhere to the Provincial Park Regulations set by the Department of Natural Resources?</b>			
c. When a non-owned site is used, is there a written agreement specifying responsibilities for use of the site, facilities, equipment and services?			
d. Does the camp provide all prospective campers with an outline listing the activities and facilities available to them at the camp, as well as any limitations that might apply?			
e. Does the camp have a stated basic policy about the granting of refunds due to cancellation, sickness, leaving camp prior to the announced closing date, etc.?			
f. Do the camp owners, operators, and/or managers have access to legal counsel?			
g. Is an inventory kept of non-expendable materials, supplies, and equipment?			

<b>Counsellor to Camper Ratio by Age</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. For campers age six and under, is the ratio of counsellors to campers at least 1:6?</b>			
<b>b. For campers seven to ten years old, is the ratio of counsellors to campers at least 1:8?</b>			
<b>c. For campers eleven to fourteen years old, is the ratio of counsellors to campers at least 1:8?</b>			
<b>d. For campers fifteen years old and over, is the ratio of counsellors to campers at least 1:10?</b>			

<b>Ratio of Counsellor to Camper with Physical or Mental Disabilities</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. For campers that are severely or profoundly mentally disabled with multiple handicaps, is the counsellor to camper ratio 1:1?</b>			
<b>b. For campers that are severely disabled, needing frequent or constant assistance in activities, is the counsellor to camper ratio 1:2?</b>			
<b>c. For mildly disabled campers, needing occasional assistance in activities, is the counsellor to camper ratio at least 1:4?</b>			

<b>d. For mildly mentally disabled campers, is the counsellor to camper ratio at least 1:5?</b>			
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<b>Privacy from the Public</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the campsite provide privacy from the general public?			
b. Does the camp provide reasonable security to protect the campers from accidental or unwanted intrusion?			
c. Is a security system installed in high value areas such as watercraft storage, rifle storage, office safe, etc.?			

# Section II

# Personnel

**A. Hiring**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all hired staff members submit medical report forms before arriving at camp?</b>			
<b>b. Is there a written application on file for each staff person?</b>			
<b>c. Does the application form conform to the Human Rights Commission Guidelines (Appendix A)?</b>			
<b>d. Is there a Criminal Record Check for each staff person or volunteer?</b>			
<b>e. Are all applicants checked through the Child Abuse Registry, through the Department of Community Services?</b>			
f. Are all prospective staff members interviewed before being hired?			
g. If a staff member has been associated with another camp, or children’s organization, is every effort made to obtain a written or oral reference from that source?			
h. Are all references given by applicants checked?			

**B. Staff Descriptions and Qualifications**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is there a written contract for each staff member including: salary, wages, or lack thereof; terms of employment; benefits; and reference to job description and policies?</b>			
<b>b. Does the camp have written job descriptions for each staff position?</b>			
c. Are job descriptions reviewed annually and updated as and when required?			
d. Are there written documents which address the following personnel policies: salary; time off; absence from work; health examination and histories; insurance; conditions of severance; performance evaluation; personal conduct; and any special conditions of service?			
e. Are personnel policies updated annually?			

<b>Camp Director</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is the camp director at least 21 years old?</b>			
<b>b. Is a specific person with the authority in the absence of the camp director age 19 years or over?</b>			
<b>c. Does the camp director have at least two years experience in administration and leadership in an organized camp or related field?</b>			
<b>d. Is the camp director a graduate of college/university or does he/she have equivalent experience?</b>			

<b>Counsellors</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are counsellors at least 16 years old and are they at least two years older than the oldest camper is that they are supervising?</b>			
<b>b. Do counsellors have previous camp experience and have they attended a training session prior to the commencement of camp?</b>			
<b>c. Do counsellors have the appropriate education and experience for the activities they are responsible for?</b>			

### C. Revenue Canada Regulations

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp comply with all of the regulations of Revenue Canada including: source deductions for Canada Pension Plan; employment insurance and income tax; payroll records; and maintenance, filing and review of financial records?</b>			
<b>b. Does the camp comply with all regulations affecting the employment of foreign staff?</b>			

### D. Training

<b>Orientation</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have a staff manual that includes: objectives; personnel policies; job descriptions; and emergency procedures regarding health or natural disasters?</b>			
<b>b. Is there pre-camp, on-site training for all staff?</b>			
<b>c. Is the pre-camp training at least three days long?</b>			
<b>d. At the pre-camp on-site training program, is the staff manual fully explained?</b>			

f. Are all staff instructed in proper procedures for providing the following services (as they apply): i) Safe handling of wheelchairs and lifting campers? ii) Care of prescribed prosthetic and orthopedic devices such as braces, special shoes, splints, artificial limbs, etc.? iii) Recognizing abrasions or sores from poorly fitted prostheses, wheelchairs, braces, etc.? iv) Daily care including dressing, feeding and toileting as recommended by the primary care providers; handling of choking and seizures? v) Basic diabetes care including recognition and treatment of hypoglycemia? vi) Proper handling of bedwetting?			
g. Is first aid training a part of the pre-camp training session?			
h. Does the first aid training last at least two hours and include hands-on training?			

<b>Counsellor-in-Training Programs</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the camp have an ongoing in-service training program available to all staff at various levels?			
b. Has the camp developed policies in regard to its CIT/LIT program?			

#### **E. Child Abuse, Harassment & Discrimination**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Has the camp adopted policies regarding accessibility, equity, inclusion, abuse and anti-harassment?</b>			
<b>b. Are all staff and campers familiar with these policies?</b>			
<b>c. Does the camp staff manual include policies on accessibility, equity, inclusion, abuse and harassment?</b>			
<b>d. Does the manual include the protocol for dealing with and reporting alleged abuse (Appendix B)?</b>			
<b>e. Is the protocol for alleged abuse explained to all staff members?</b>			
<b>f. Does the training include information about dealing with abused children and the special considerations they might require in a camp program?</b>			
<b>g. Does the camp staff know how to avoid situations in which they may be falsely accused of sexual abuse?</b>			
<b>h. Are staff members aware of policies of harassment and discrimination?</b>			
<b>i. Are opportunities provided for campers and staff to practice their religious customs and to have the freedom to discuss spiritual matters?</b>			

#### **F. General**

General	YES	NO	N/A
a. Have at least thirty percent of past staff returned to camp in order to ensure continuity and stability?			
b. Does every staff member have at least two hours each day free of all responsibility?			
c. In camps of two weeks duration or longer, does every staff member have at least one full day each week free of all responsibility?			
d. Are there opportunities for every staff member to express their feelings to the administration on matters such as policies and regulations so that these may be reviewed from time to time?			
e. Is there a separate facility or area available for staff privacy and freedom from campers?			
f. Is there a no alcoholic beverage policy in place?			
g. Is there a no illegal drug use policy in place?			

# Section III

# Health

**A. Medical Facilities**

<b>Staff</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does at least one member of the camp’s medical personnel hold a current Cardiopulmonary Resuscitation (CPR) certificate?</b>			
<b>b. Are arrangements made prior to the opening of camp at the nearest hospital for quick support in the case of an emergency?</b>			
<b>c. Does the camp have at least one of the following on-site and accessible all the time: a licensed physician; a currently registered nurse; a certified nursing assistant; a first aid attendant (EMT or Advanced First Aid), or someone certified Standard First Aid?</b>			
d. If the camp has a camper(s) with a medical condition(s) that requires daily monitoring, does the camp have a licensed physician on-site or on-call as required by the condition(s)?			
e. Has the camp arranged with a nearby licensed physician to be on-call if one is not in residence?			
f. Is health care staff involved in the yearly evaluation of the medical health program?			

<b>Equipment/Supplies</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are all medications handed over to the medical staff when campers arrive at camp, along with dispensing information?</b>			
<b>b. Are medications kept in a locked storage area?</b>			
<b>c. Does only medical staff dispense medications?</b>			
<b>d. Is the camp equipped with an adequate Nova Scotia First Aid Kit?</b>			
<b>e. Is the First Aid Kit checked and restocked regularly?</b>			
f. Does the camp have an infirmary or isolation quarters?			
g. Is the infirmary adequately equipped to handle all of the normal medical needs (Appendix B)?			
h. Does the infirmary have an entrance of adequate size to permit optimum ease of access for an ambulance stretcher?			
i. Are medications dispensed in the presence of another staff member?			
j. Has the camp physician or nurse prepared a list of required stock medications, their proper use, appropriate dosages, route of administration, and frequency?			
k. Does the camp dispose of used hypodermic needles in sealed appropriate containers (i.e. plastic sealable containers) for disposal that are labeled “BIO-HAZARD”?			

m. Does the camp have a written policy, known to all staff on the safe handling of infectious diseases such as AIDS and hepatitis, especially in regard to the handling of blood products?			
n. Does the infirmary have one bed for every 50 campers?			
o. Is there continual supervision of campers in the infirmary or health care shelter?			

<b>Records</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have health records for campers and staff on-site that include information about allergies, immunizations, significant illnesses, and any limitations that would affect activity in the camp?</b>			
<b>b. Has the medical history been obtained within the last six months?</b>			
<b>c. Does the camp keep a log of all medications given to campers and staff, including non-prescription drugs, and retain it for at least three years?</b>			
d. Are there current anecdotal health care records kept by the health care staff indicating the frequency and type of care received by each camper and staff member?			
e. Does the director or person in charge of health care report promptly to the local medical officer all occurrences of unusual infections or maladies including food poisoning?			

**B. Meals and Nutrition**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is there a written menu plan?			
b. Does the menu follow the Canada Food Guide, or does a knowledgeable person plan the menu (i.e. a dietician or nutritionist)?			
c. Is all the milk used pasteurized?			
d. Are satisfactory arrangements made to identify and respond to special dietary needs?			
e. Is all food purchased from an approved source?			
f. Does the camp maintain records of food supplies used during any one camping season that includes the types of foods purchased, costs, meal counts, menus served, and inventories on hand?			

**C. General**

General	YES	NO	N/A
<b>a. Are parents and guardians notified of a serious illness or injury?</b>			
<b>b. Are efforts made to avoid materials and foods that may cause allergic reactions?</b>			
c. Have all domestic animals that are likely to come in contact with campers been previously vaccinated for certain diseases (i.e. rabies, distemper, etc.)?			
d. Is the infirmary equipped with exterior lighting so campers can locate it at night?			

# Section IV

## Site, Facilities & Equipment

**A. Site and Buildings**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all buildings have screening or other protective measures to guard against insects and rodents?</b>			
<b>b. Is there a building permit for any construction, renovation or addition to facilities currently underway?</b>			
<b>c. Are all facilities constructed and maintained in good condition in accordance with government regulations?</b>			
<b>d. Does the camp comply with accessibility standards that are deemed necessary to be incorporated into new camp buildings (any building permit that was obtained after April 30, 1997)?</b>			
<b>e. Do assembly areas have a certificate of approved occupant capacity?</b>			
<b>f. Are the living areas in the campsite located on properly drained land?</b>			
g. Is the site free from unnecessary hazards (i.e. abandoned wells, derelict cabins, and unused equipment)?			
h. Are existing hazards clearly identified and, if serious, fenced off?			
i. Are all buildings, including equipment and activity sites constructed properly and maintained in a safe condition?			
j. Are all buildings checked on a regular (daily, weekly, seasonally) basis as required to identify areas requiring maintenance in order to keep them safe?			

**B. Environmental Protection**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are laundry operations carried out away from natural waters adjacent to or within the waters used for swimming or personal washing?</b>			
b. Are there set limits on the maximum number of people that the camp environment, both base and wilderness, can handle?			
c. Are there developed traffic patterns (i.e. parking lots, marked hiking trails, etc.) to minimize environmental impact?			
d. Does the camp protect the natural condition of any adjacent wilderness area?			
e. Are there maintained greenbelts between buildings and nearby bodies of water?			
f. Is planting trees and shrubs a regular part of campsite development?			
g. Does the camp avoid the use of weed and algae control?			
h. Do the site or accessible areas provide natural resources that are utilized in the camp program to provide for and enrich the campers outdoor living experience?			

i. Does the camp have a policy regarding the preservation of natural flora and fauna through observation and without random picking of flowers or stripping of bark?			
j. Is a plan in practice to help campers and staff understand and control human impact on the environment?			
k. Does the camp follow a no trace camping program?			
l. Does the camp refrain from having campers or staff wash with soap in any lake or river?			
m. Are food scrapings packed out of wilderness areas or burned and not scraped into lakes, streams, etc.?			
n. Does the camp have a composting program?			
o. Does the camp recycle all possible materials?			

### C. Water Supply

General	YES	NO	N/A
<b>a. Has the Department of Health approved the source(s) of water?</b>			
<b>c. Has the water supply been tested for bacterial content at least two weeks before the camp opens?</b>			
<b>d. If the camp has a water distribution system, does the Department of Health approve the system, and does it have sufficient pressure and volume to operate properly?</b>			
<b>e. Are records of water quality tests maintained?</b>			
<b>f. Where a well is used is it located more than 10m away from any water tight septic tank, pump out tank or other water tight compartment of a sewage or waste water system?</b>			
g. If treatment is required to make water potable is one person knowledgeable of and responsible for an acceptable treatment operation?			
h. Is the treated water tested at least once a month during camp operation for bacterial content?			
i. Is chlorinated water tested daily to assess chlorine residual?			
j. Does the camp have an alternative water source in case of contamination or if the well runs dry?			

**D. Sewage Disposal**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is all sewage disposed of in a public sewage system or in a manner approved by health authorities?</b>			
<b>b. Does the design, operation, and installation of the camp's sewage disposal or treatment system meet the approval of a level 1 or 2 inspector, or another qualified person?</b>			
<b>c. Is there evidence that a systematic maintenance routine is in effect that provides clean, safe and sanitary conditions throughout camp?</b>			
<b>d. Is the septic tank/bed located:</b> i) At least 3m away from the lot boundary? ii) At least 9m from the lot boundary down slope from the disposal field? iii) At least 15.2m from a drilled well where the casing extends to a depth of not less than 6.1m below the surface? iv) At least 30.5m from a dug well or other water supply? v) At least 30.5m from water course or wetland? vi) At least 15m from down slope drain or ditch that flows intermittently except for drains or ditches that form an integral part of the system? vii) At least 7.6m from municipal or private distribution systems?			
<b>e. Does the septic tank meet design specifications established by or adopted by the Department of the Environment?</b>			
<b>f. Is the septic tank watertight and non-corrodible?</b>			
<b>g. Is the pump or siphon chamber watertight and equipped with an alarm, a level control, and other accessories required by an inspector?</b>			
<b>h. Is the septic pipe a minimum of 3 cm in diameter from the pump to the disposal field?</b>			
<b>i. Does the camp have a plan of the septic system?</b>			
<b>j. Does the director or designate understand the operation of the septic system?</b>			
<b>k. Is the earth above the septic bed dry?</b>			
<b>l. Is the area around the septic bed free from unpleasant odors?</b>			
<b>m. Is the camp free from observable evidence of a sewage disposal problem?</b>			
<b>n. Is the septic tank or holding area pumped out every three to five years depending upon capacity and use?</b>			
<b>o. Is the septic tank inspected every two years to see if it needs to be pumped by a knowledgeable person?</b>			

## E. Waste Disposal

General	YES	NO	N/A
a. Are garbage and refuse deposited in leak-proof, durable containers equipped with tight fitting and self-closing tops?			
b. Are all receptacles thoroughly cleaned after being emptied?			
c. Is garbage and refuse removed after each meal from any room in which food is prepared, served or stored?			
d. Is garbage and refuse collected daily and stored in a sanitary manner until final disposal?			
e. Is the garbage stored in a manner that prevents odours, insects and rodents from spreading to sleeping accommodations and food service areas?			
f. Is waste taken to an approved landfill site?			
g. Are all garbage containers kept in such a place and manner as to preclude odours on the premises?			
h. Is all garbage and waste removed from eating areas as often as necessary to maintain sanitary conditions?			
i. Are containers of garbage or waste, when full, removed from any room in which food is prepared, served or stored and stored in a sanitary manner?			
j. Are all garbage containers and covers maintained in good physical condition and kept clean?			

## F. Sanitation Facilities

General	YES	NO	N/A
a. Are the buildings housing sanitary facilities clean, in good repair, well-ventilated and free of insects, rodents and vermin?			
b. Are the buildings housing sanitary facilities and outhouses provided with toilet paper and adequate means of hand washing and garbage disposal?			
c. Are the following standards being adhered to: i) Two toilets or two outhouses for every twenty-five females? ii) Two toilets and two urinals or four outhouses for every fifty males? iii) Properly maintained trench latrines and urinals in pioneer camps? iv) Are facilities located, constructed and maintained so that they are not offensive breeding places for flies or cause pollution of any adjacent waters?			

<b>d. When outhouses are in use, is lime or another suitable disinfectant applied daily or more often when necessary?</b>			
e. Does the camp have an on-site chart indicating the location of sanitation lines and all utilities?			
f. Are washrooms equipped with exterior lighting so campers can locate them at night?			
g. Are facilities located less than 70m (200 ft) from living quarters?			
h. Are walls and floors made of impervious material?			
i. Are toilets and lavatories adequately ventilated and properly lighted?			
j. In each toilet facility is there at least one toilet with a door or curtain for privacy available to all persons?			
k. Are hand washing facilities near the toilets?			
l. Are hand washing facilities adequate (i.e. one washbasin or equivalent per ten people)?			
m. Does the camp have hot water bathing facilities in either bath or shower form?			
n. Is the maximum water temperature 41 degrees Celsius?			
o. Is access to all thermostats on hot water tanks restricted to authorized personnel?			

**G. Sleeping Quarters**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is each camper provided with a single bed or single double-tiered bunk bed?</b>			
<b>b. Are beds arranged to permit free movement of campers and avoid crowding?</b>			
<b>c. If bunk beds are used is the ceiling height at least eight feet and is there three feet of unobstructed clearance between the top bunk and the ceiling?</b>			
<b>d. Do permanent sleeping quarters provide cross ventilation?</b>			
<b>e. Are all exterior openings screened?</b>			
<b>f. Is there sufficient, natural or artificial, lighting to allow normal activities such as reading to be carried out without discomfort?</b>			
<b>g. Are all permanent sleeping areas equipped with a minimum of two possible exits, including windows?</b>			

h. When tents are used, do the number of occupants conform to the manufacturers recommended limits?			
i. Has a suitable escape route been identified for accommodation above the first floor or at ground level?			
j. Do the heating facilities maintain an indoor temperature of no less than 22 degrees Celsius in the winter months?			

**H. Kitchen and Dining Areas**

<b>Refrigeration</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does adequate refrigerated space exist for the safe storage of perishable food?			
b. Is the refrigerated space in operation at all times when food is in storage?			
c. Are the refrigeration and other perishable or hazardous foods maintained at not over 5 degrees Celsius?			
d. Is the refrigerated space kept clean and tidy at all times?			
e. Is all frozen food stored at a temperature of -18 degrees Celsius or lower?			
f. Are adequate thermometers that can be easily read available to test temperatures in facilities storing frozen foods?			
g. Are all racks and trays in refrigerators and refrigerated spaces removable?			
h. Is perishable food maintained at a temperature not higher than 60 degrees Celsius, except for such a period as may be necessary for the preparation of the food?			
i. Are the shelves in a refrigerator or freezer constructed of durable, non-absorbent and washable material, and so that air circulation through the shelves can be achieved?			

<b>Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Are all shelves or racks for food storage placed no less than 10 inches above the floor?			
b. Are suitable racks or shelves provided for the storage of food?			
c. Are all kitchen and freezer light fixtures covered with protective globes to prevent broken glass from contaminating food articles?			
d. Are toxic or poisonous substances stored in a separate area from food and in sturdy containers that are clearly labeled?			

e. Are there sufficient metal or plastic reusable and readily washable containers with metal or plastic covers for storing garbage and wastes in a sanitary manner?			
f. Are the metal and plastic containers kept covered at all times except when being emptied or filled?			
g. Is the food storage area kept clean and tidy at all times?			
h. Are foods not requiring refrigeration stored in closed containers and in areas designated for food storage only?			

Equipment	YES	NO	N/A
a. Are all articles and equipment used in the preparation, service, storage or display of food of good construction, kept in good repair, and of such form and material that they can be cleaned and disinfected?			
b. Is there a supply of potable hot and cold water sufficient in volume and pressure for the sanitary operation of the camp?			
c. Are all towels and cloths, used for cleaning or drying in the kitchen, clean and used for no other purpose?			
d. Are all tablecloths, napkins and serviettes used in the camp clean and in good condition?			
e. Are all napkins and serviettes, except single service items, laundered prior to each use?			
f. Are dispensing scoops and dippers for ice cream, frozen confections or desserts kept between servings in a dipper-well serviced with continuous running water or washed and sanitized after each use?			
g. Are sufficient tongs, scoops and spoons available to food service personnel to prevent direct hand contact with food whenever possible?			
h. Are separate, cleaned and disinfected cutting boards used for raw, cooked and ready to serve foods?			
i. Are cutting boards, blocks, and tables kept in good repair and sanitized between each use?			
j. Is there an ample supply of hot and cold potable water for cleansing and sanitizing utensils?			
k. Do you follow the “three sinks” method of washing and sanitizing all utensils (Appendix D)?			
l. Before washing, are all utensils pre-rinsed or pre-scraped to remove food particles and soils?			

<b>m. Where chemical sanitizing is employed to clean utensils, does the operator use suitable testing equipment and conduct tests often enough to ensure that the correct amount of chemical are in the solution?</b>			
<b>n. Is the sanitizing solution changed often enough to prevent soiling of the utensils?</b>			
<b>o. Where mechanical equipment is used, does it effectively disinfect all surfaces of utensils in accordance with bacterial standards?</b>			
<b>p. If mechanical equipment is used to clean and sanitize utensils: i) Is the equipment constructed, designed, and maintained so that the wash water is reasonably clean at all times? ii) Is the water maintained at a temperature between 60 and 71 degrees Celsius? iii) Are utensils rinsed at a temperature of at least 82 degrees Celsius for at least 10 seconds, or subjected to a disinfecting solution of appropriate strength?</b>			
<b>q. If mechanical equipment is used to sanitize utensils, is it constructed so that the machines are accurately timed to provide cycles that ensure exposure to disinfecting solutions?</b>			
<b>r. If mechanical equipment is used to sanitize utensils, are thermometers attached to the wash tank and rinse line to indicate the temperature of the water in the wash tank and to indicate the temperature of the rinse water?</b>			
<b>s. Are all utensils air-dried?</b>			
<b>t. After cleansing and sanitizing, are all utensils kept in a place and manner that prevents contamination?</b>			
<b>u. Are shut-off valves provided on all propane/gas equipment?</b>			
<b>v. Are cups, glasses and dishes used in the preparation, service or storage of food free from chips and cracks?</b>			
<b>w. Are all utensils used in the preparation, service or storage of food able to be cleaned and sanitized effectively?</b>			
<b>x. Is the use of wooden serving boards, plates and bowls prohibited?</b>			
<b>y. Are all single-service containers, cones and straws covered or kept in such a manner and place as to prevent contamination?</b>			

<b>Food Service Personnel</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is smoking prohibited in food service areas?</b>			
<b>b. Are food service personnel clean and do they wear clean outer garments used for no other purpose than their work in the food service area?</b>			
<b>c. Is there a separate room, compartment, locker or cupboard provided for keeping the work apparel of employees?</b>			

<b>d. Do food service personnel wash their hands with soap and hot water before starting work, after every use of the toilet or urinal, and as often as necessary while cooking?</b>			
<b>e. Are there separate hand-washing facilities for employees, located in the food preparation area?</b>			
<b>f. Are food service personnel free from any skin diseases or uncovered hand wounds?</b>			
<b>g. Do food service personnel wear headgear that confines their hair?</b>			

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is all food protected from contamination, foreign substances and adulteration?</b>			
<b>b. Once thawed, are frozen foods not refrozen?</b>			
<b>c. Is all ice used in the preparation or serving of food or drink manufactured from a safe, potable water supply and stored and handled in a sanitary manner?</b>			
<b>d. Are the areas for food storage, preparation and service and any food equipment kept clean and free from insects, rodents, vermin, dust and fumes?</b>			
<b>e. Are all floors dry or wet mopped only?</b>			
<b>f. Are the floors and floor coverings tight, smooth and non-absorbent in rooms where food is prepared or stored, utensils are washed, or washing and toilet fixtures are located?</b>			
<b>g. Are the floors and floor coverings in serving areas tight, smooth, non-absorbent material, or wall to wall carpet material?</b>			
<b>h. Are walls and ceilings of rooms where food is prepared or stored and where utensils are washed made of material that is smooth, non-absorbent, free from cracks and crevices, easily cleaned and maintained in a sanitary condition?</b>			
<b>i. Are all openings to the outside screened or fitted with other devices to repel or prevent the entrance of flies, insects, rodents and vermin?</b>			
<b>j. Is all furniture, equipment and appliances in any room in which food is prepared, served or stored constructed and arranged to permit thorough cleaning and maintenance of the room?</b>			
<b>k. Are walls, ceilings and equipment protected from grease or food particles by placing cooking equipment in a suitable location?</b>			
<b>l. Are all screens or other devices to keep out insects maintained in proper working condition?</b>			
<b>m. Are the walls and ceilings of passageways and of rooms where food is served maintained in sanitary condition?</b>			

<b>n. Are all rooms or passageways adequately ventilated?</b>			
<b>o. Is every room where food is cooked or prepared provided with adequate means for the removal of smoke, gases and odours to the outside atmosphere in a manner such that the smoke, gases and odours are drawn away from any areas where an employee may be working?</b>			
<b>p. Are the air duct system and hood filters cleaned regularly and steam cleaned annually?</b>			
<b>q. Are walls, ceilings and equipment protected from grease and food particles by equipping exhaust fans used over cooking equipment with metal filters which are cleaned and replaced as frequently as necessary?</b>			
<b>r. Is the water supply used in any room where food is prepared, served or stored potable?</b>			
<b>s. Is every room where food is prepared, served or stored kept free from materials and equipment not regularly used in the room?</b>			
<b>t. Are insecticide strips or fly trapping devices avoided in areas where food is being prepared, served or consumed?</b>			
<b>u. Are frozen foods thawed under refrigeration, thawed in cold water, or immediately cooked?</b>			

<b>Sanitary Facilities</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. If the kitchen and dining area is less than 800ft<sup>2</sup> is at least one washroom or toilet room provided for the use of employees and campers?</b>			
<b>b. If the kitchen and dining area is greater than 800ft<sup>2</sup> are there separate washrooms for employees and campers?</b>			
<b>c. Is each washroom equipped with a basin, an adequate supply of potable hot and cold water, a constant supply of liquid or powdered soap in a suitable dispenser, clean single-service disposable towels in a suitable dispenser and a suitable receptacle for used towels and waste material?</b>			
<b>d. Is each toilet room equipped with a toilet in good working order and a supply of toilet paper in a suitable dispenser?</b>			
<b>e. Is every washroom and toilet room conveniently located and easily accessible, provided with mechanical ventilation for the removal of odours and vented to the outside, adequately lit, kept clean and sanitary and in good repair?</b>			
<b>f. Are all wash basins and toilet facilities maintained in a clean and sanitary condition?</b>			

**I. General**

General	YES	NO	N/A
a. Does the camp have a long-range (3-5 years or more) plan for the lands owned or leased by it including projected usage compatible with the environmental characteristics of the property?			
b. Is the director informed of the long-range plan?			

# Section V

# Programming

## A. General

General	YES	NO	N/A
a. Does the camp have a stated purpose and objectives?			
b. Does the camp program stem from the stated objectives of the camp?			
c. Are program activities geared to all ages, abilities, limitations and interests of the campers?			
d. Is the camp program designed to foster understanding and appreciation of individual differences and group cooperation?			
e. Are there identifiable opportunities for campers to develop socially in the following ways: developing communication skills, showing consideration for others, making new friends, and feeling comfortable relating to other campers and staff?			
f. Does the camp program permit children to have progressive experiences by building on past knowledge?			
g. Does the camp know the whereabouts of each camper at all times?			
h. Does the camp maintain a written daily program record that is kept on file?			
i. Are there individual and small group activities, as well as whole camp activities?			
j. Is there a written statement of goals with specific objectives in terms of camper development?			
k. Is there a written outline describing how specific objectives for camper development are implemented?			
l. Does the camp have a record showing each camper's progress?			
m. Are written rules and procedures in place for all identified programs and are all participants made aware of the rules and procedures for each activity prior to participation?			
n. Do all activities have the safety rules and procedures posted in the activity area?			
o. Are the type of activity and the amount of time spent on any one activity, appropriate for the age of the child?			
p. Are campers allowed to choose daily, on an individual or group basis, some of the activities in which they are able to participate?			
q. Does the program include quiet resting periods as a part of the daily activities?			
r. If campers decline to participate in a program, is adequate alternate supervision provided?			

**B. Archery**

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is the instructor experienced in this activity and the safety precautions required?</b>			
b. Are the following ratios of instructor to camper maintained: 1 instructor per 10 archers for basic lessons, and 1 instructor per 4-6 archers for practice lessons?			
c. Is the archery range approved for use by the appropriate local authority?			
d. Is there a written emergency plan for the archery area, and are all staff members familiar with the procedures?			
e. Are safety precautions part of the program?			
f. Are safety precautions followed?			
g. Are shooting lines clearly marked?			
h. Is there a hillside or clearly marked off-limits area behind the target area?			
i. Are targets firmly anchored to the ground to prevent their tipping over during a shoot?			
j. Is the archery range situated in an area away from all campers, and is access prohibited to those not participating?			
k. Is a clearly visible warning present whenever the archery range is in use?			
l. Is there an inventory done of all equipment?			
m. Are stray arrows collected at the end of each session?			
n. Is a daily log kept that includes equipment inventory, accidents, and camper participation?			
<b>Equipment/Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is the archery equipment stored in a safe, locked and supervised place, accessible only to authorized persons?</b>			
<b>b. Is all equipment checked regularly and maintained in a safe operating condition?</b>			

**C. Arts and Crafts**

General	YES	NO	N/A
a. Are all safety guards on power tools and other mechanical equipment used for arts and crafts activities checked regularly?			
b. Are all tools for woodworking, carving, leather-craft, pottery, etc. in good operating condition and stored safely after use?			
c. Are all areas used for arts and crafts activities properly lit and fully supervised by qualified personnel?			
d. Is the arts and crafts area well ventilated?			

**D. Boating**

(All canoeing, kayaking, sailing, water-skiing/tubing, and windsurfing activities must comply with the standards in this section.)

Personal Floatation Devices (PFDs)	YES	NO	N/A
a. Do all persons in all boats wear PFDs or lifejackets at all times?			
b. Do all campers wear PFDs that fit properly?			
c. Are all PFDs approved by the Department of Transportation?			
d. Are all PFDs checked before and after each use?			
e. Are all PFDs dry before use, with working zippers and no rips or tears?			
f. After use, are all PFDs hung up to dry?			

Safety	YES	NO	N/A
a. Are all activities using watercraft supervised by fully qualified personnel?			
b. Are weather conditions taken into consideration before any boating activity?			
c. Is there a set routine for boating emergencies?			
d. Is a suitably equipped boat available and operational for emergencies?			
e. Are all personnel assigned to the emergency boat trained in boat driving and rescue procedures?			
f. Are boats, other than those used for swim patrol, banned from areas used for swimming?			
g. Are non-swimmers in boats accompanied by a competent swimmer?			
h. Is a check-out and check-in system used for boating?			

<b>i. Have all persons using watercraft been given preliminary training in boarding and debarking, as well as safety procedures for the appropriate craft?</b>			
<b>j. Does the program allow campers and staff to practice dealing with swamped or capsized craft, person overboard and equipment failure?</b>			
<b>k. Are boaters made aware of all local water hazards (i.e. tides, currents, shoals, shipping lanes, etc.)?</b>			
<b>l. Do boating instructors keep a daily log of all boating activities including: who participated in activities; how they went; any accidents that occurred, and suggestions for dealing with any problems that occurred?</b>			

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all recreational vessels up to 6m in length comply with Department of Transportation regulations?</b>			
<b>b. Do all vessels up to 6m in length and powered by an engine of 10hp (7.5kW) or more carry the appropriate capacity plates?</b>			
<b>c. Are all watercraft and their propulsion units in a good state of repair and maintained regularly?</b>			
<b>d. Do all muscle powered water craft include a water bailer as emergency equipment?</b>			
<b>e. Do all motorized equipment carry a fire extinguisher, oars and water bailing equipment?</b>			
<b>f. Is a safety check of the general area and equipment carried out by either the waterfront director or person in charge each day?</b>			

**E. Canoeing**

(All canoeing activities must comply with the boating standards in section V, subsection D.)

<b>Instruction</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the canoeing teacher have Level D or better through Canoe Kayak Nova Scotia or through the Paddle Canada program?</b>			
<b>b. Is a ratio of one teacher for every eight to ten campers adhered to?</b>			
<b>c. Is the ratio of teacher to campers varied depending on whether a lifeguard is also present and the skill level/previous experience of the campers?</b>			
<b>d. Does the canoeing teacher have Flatwater Instructor status through Canoe Kayak Nova Scotia or through Canadian Recreational Canoe Association?</b>			

Safety	YES	NO	N/A
a. Are all canoes safety checked daily?			
b. Do all camp personnel using canoes practice canoe safety drills?			
c. In white water, are all campers and staff trained in procedures to handle emergencies?			
d. Are wet suits required when canoeing in cold waters (above grade two)?			
e. Is the equipment, including PFDs, checked thoroughly before camp starts?			
f. Is equipment, including PFDs, monitored for damage after each use?			

### F. Kayaking

(All kayaking activities must comply with the boating standards in Section V. subsection D.)

#### INSTRUCTION

General	YES	NO	N/A
a. Are kayaks safety checked daily?			
b. When kayaking, are participants trained in wet-exits?			
c. In white water, are all participants trained in procedures to handle emergencies?			
d. Are wet suits required when kayaking in cold waters (above grade two)?			
e. Is the equipment, including PFDs, checked thoroughly before camp starts?			
f. Is equipment, including PFDs, monitored for damage after each use?			

### G. Horseback Riding

General	YES	NO	N/A
a. Are all stables, corrals, paddocks and instructional rings posted off-limits unless supervised?			
b. Are barns, stables and corrals located at least 100m away from any living or dining areas?			

Equipment	YES	NO	N/A
a. Do all riders wears helmets at all times when riding?			
b. Are boots with proper heels worn by all riders?			
c. Is all riding equipment, gear and tack safety-inspected regularly?			

**H. Riflery**

<b>Instructor Qualifications</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Did the instructor complete the Canadian Firearms Safety Course?</b>			
<b>b. Does the instructor renew his/her firearm’s license every five years?</b>			
c. Does the instructor have his/her Firearm Safety Instructor certification from the Wildlife Federation or an acceptable equivalent?			
d. Is the ratio of 1 instructor to 10 participants maintained?			

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do local authorities (RCMP, local police, or a Provincial Wildlife Officer) approve the rifle range?</b>			
<b>b. If the program involves air rifles, has the local municipality or county deemed the usage of air rifles legal?</b>			
<b>c. Is a clearly visible warning present whenever the range is in use?</b>			
<b>d. Are safety precautions a part of the instruction program?</b>			
<b>e. Are safety precautions followed?</b>			
<b>f. Is the rifle range situated in an area away from all campers and is access prohibited to those not participating?</b>			
<b>g. Are shooting lines clearly marked?</b>			
<b>h. Are targets firmly anchored to the ground to prevent their tipping over during a shoot?</b>			
<b>i. Are targets backed by a berm of soil that is sufficiently high to prevent stray bullets from escaping the range?</b>			
<b>j. Does the riflery instructor keep a daily log on who attended sessions, how the sessions went, any accidents that occurred and ways to deal with any problems that were encountered?</b>			
<b>k. Are there written emergency plans for the riflery range and accidents that occur while on the range?</b>			

<b>Minor’s Permits</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are the participating campers 12 years or older?</b>			
<b>b. Do all campers have a Minor’s Permit to handle a firearm?</b>			
<b>c. Has written consent been obtained from the campers’ parents or legal guardians to participate in the riflery program?</b>			

<b>Storage</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is all equipment stored under lock and key in a safe, supervised place accessible only to authorized personnel?</b>			
<b>b. Are all rifles stored unloaded, rendered inoperable with a secure locking device or the removal of the bolt or bolt carrier or in a container, receptacle or room kept securely locked and constructed so it can not easily be broken open or into?</b>			
<b>c. Is ammunition not readily accessible or stored in a secure container or room?</b>			

### **I. Ropes Courses and Initiatives Tasks**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are operating policies in place regarding the use of the ropes course including its safe use during foul weather periods and when equipment and apparatus are wet and slippery?</b>			
<b>b. Are written copies of the policies in force provided to all staff respecting the program, its leadership, staff/camper ratios, program safety and emergency procedures and any other program components that may be deemed appropriate?</b>			
<b>c. Are fully trained and experienced camp staff responsible for the planning, instructing, safety and evaluation of a camp's ropes course?</b>			
<b>d. Are courses kept out of bounds to participants, except when under close supervision of trained and experienced camp staff?</b>			
<b>e. Is a system of written documentation kept of purchase dates and the safety checks conducted on all equipment and apparatus throughout each program session?</b>			
<b>f. Is the ropes course checked and approved by properly trained staff or resource persons prior to using it?</b>			
<b>g. Are The Challenge Course Installation Standards developed by the Association for Challenge Course Technology (ACCT) followed when installing the course?</b>			
<b>h. Are CSA and building code standards followed at all times during the construction of a course?</b>			
<b>i. Are all participants supervised during all activities?</b>			
<b>j. Do staff members have training from a recognized organization such as the Atlantic Rock-Climbing School or Project Adventure?</b>			
<b>k. Is the ropes course safety inspected annually?</b>			
<b>l. Are conditions of the elements and equipment monitored daily?</b>			
<b>m. When using belay systems are all participants clipped in at all points and is there a backup system?</b>			

<b>n. Do all participants wear helmets?</b>			
o. Does the ropes course/initiatives director keep a daily log of who attended sessions, how sessions went, any accidents that occurred and suggestions to improve the activity and deal with any problems that occurred?			
p. Are all safety rules fully explained to all participants prior to the activity?			
q. Are all apparatus and structures built for longevity by using pressure-treated lumber and steel cables on all permanent courses?			
r. Where living trees are used as anchors or connecting points for any apparatus, does the mode of attachment ensure the survival of the tree used?			
s. Does the ground area have all hazardous debris and rocks removed and any exposed tree roots protected with ground cover?			
t. Is all equipment stored safely and securely and maintained by the experienced camp staff responsible for the program?			
u. Is the ropes course sequence appropriate for the group using it?			
v. If utility poles are used instead of trees are class 2 poles used?			
w. Are chest harnesses used when children are participating?			
x. Are all the ropes ultra-violet resistant?			

**J. Sailing**

**(All sailing activities must comply with the boating standards in Section V, subsection D)**

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Are all sailing instructors trained by the local Provincial Sailing Association and the Canadian Yachting Association?			
b. If the sailing area is on a large body of water, is there protection from ship crossings and busy harbour channels?			
c. Do all participants wear protective footwear (i.e. sneakers)?			
d. Is a ratio of one head instructor plus at least one instructor for every five campers adhered to?			

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are all sailboats equipped with a paddle, a painter and a bailer or a sponge?</b>			
b. Is all equipment safety checked daily?			
c. Is there at least one spotter on duty at all times?			
d. Are there sufficient operational sailboats for all campers?			
e. Are the sailboats adequate for the skill and age level of the campers?			
f. If there are ten campers or fewer, are the types of sailboats restricted to only one or two types?			

**K. Swimming Pools**

Staff	YES	NO	N/A
<p><b>a. Is the lifeguard at least 16 years old and do they have a valid Royal Life Saving Society Canada – National Lifeguard Certification, and one of:</b></p> <p>3. (i) Saint John’s Ambulance Standard First Aid?</p> <p>4. (ii) Royal Life Saving Society Canada Aquatic Emergency Care?</p> <p>5. (iii) Canadian Red Cross Society Standard First Aid?</p> <p>6. (iv) Another certificate deemed appropriate by the Minister of Health?</p> <p>And are all of the above certifications current of the date of active duty and kept current throughout the period of employment as a lifeguard?</p>			
<p><b>b. Are assistant lifeguards at least 16 years old and do they have a Royal Life Saving Canada Bronze Cross Award that was received or renewed within two years of the date of active duty?</b></p>			
<p><b>c. Does the pool director have a current instructor’s (CRCS, RLSSC or YMCA) qualification or a National Lifeguarding Service’s Lifeguard Certificate or equivalent?</b></p>			
<p><b>d. Do instructor’s have at least one of the following: Assistant Lifeguard, Canadian Red Cross Water Safety Instructor Royal Life Saving Society Instructor certification and is the ratio of students to instructor no more than 10:1? If the instructor does not hold at least one of these; or, if the ratio is higher is there at least an assistant lifeguard present?</b></p>			
<p><b>e. Is the lifeguard free of all other duties, such as administrative, programming or maintenance tasks or any other task that would direct their attention away from the safety of bathers?</b></p>			
<p><b>f. Do all lifeguards, assistant lifeguards and instructors receive orientation prior to duty?</b></p>			
<p><b>g. Does this orientation include emergency procedures, written job requirements and other necessary information pertinent to the performance of the required duties?</b></p>			
<p><b>h. Is in-service training provided to ensure that emergency procedures are current?</b></p>			
<p><b>i. Are photocopies of lifeguards’ records kept and are they checked regularly to make sure that they are kept current?</b></p>			
<p><b>j. Is the pool director at least 19 years old?</b></p>			

Safety	YES	NO	N/A
<p><b>a. Does the pool meet the minimum ratios for lifeguards where their primary responsibility is the safety of bathers: 1-50 bathers = one lifeguard: 51-100 bathers = one lifeguard and one assistant lifeguard; 101-200 bathers = one lifeguard and two assistant lifeguards; and 201-300 bathers = two lifeguards and two assistant lifeguards?</b></p>			

<b>b. When only one lifeguard is on duty, is there a back up person familiar with the pool's emergency procedures, who is a qualified in first aid and readily accessible in the event of an emergency?</b>			
<b>c. When only one lifeguard is on duty, is there an emergency contingency plan in place?</b>			
<b>d. Are lifeguards readily available in the event of an emergency?</b>			
<b>e. Are lifeguards readily identifiable with hats or uniforms?</b>			
<b>f. Does the pool have the following emergency equipment: a spinal board or similar device designed to transport a person who has a suspected spinal injury, one or more blankets, and a first aid kit appropriately equipped for aquatic emergencies?</b>			
<b>g. Is there an audible sound signal to alert bathers of an emergency situation?</b>			
<b>h. Is there a contingency in place addressing the requirements of special needs groups?</b>			
<b>i. Are there at least two appropriate rescue aids available at all times for use by lifeguards in the event of a water rescue?</b>			
<b>j. Where it is not possible for one lifeguard to view the entire pool tank, is there an elevated chair provided so that the entire pool can be viewed (none is required is if there is more than one lifeguard and they can collectively view the entire pool)?</b>			
<b>k. Are there written procedures for emergencies including: fire, drowning, spinal injury, power failure, and contact of emergency services and do they outline the rules and responsibilities for each staff member in the event of such an emergency?</b>			
<b>l. Are operations records kept for at least two years and do they include: number of bathers per day; disinfectant level (i.e. chlorine, bromine), pH, and temperature readings of the pool water; all accidents and/or injuries that have occurred at the pool; the amount and types of chemicals used at the pool; and a photocopy of required staff certifications to ensure that all qualifications are current at the time of active duty?</b>			
<b>m. For liability reasons, is a detailed, complete account of all major accidents retained for a seven-year period?</b>			
<b>n. Is recreational equipment used in the pools checked by the lifeguard or assistant lifeguard on a regular basis?</b>			
<b>o. Are records kept of in-service sessions, equipment checks, accidents, bather loads, and maintenance procedures?</b>			
<b>p. Are there appropriately placed signs with swimming rules posted on them so that all participants can see them?</b>			
<b>q. Is a systematic check of campers used when campers are in the swimming area?</b>			
<b>r. Is there a quick method of evacuating the pool?</b>			

s. Are all swimming areas free of garbage, pollution, refuse, and other hazards?			
t. Does a physical barrier control access to the pool area?			
u. If the pool has diving board, are all participants aware of the safety rules?			
v. If the pool has a diving board is there at least three meters of water under a one-meter board?			
w. Is the diving board safety checked daily?			

<b>Water Quality and Environmental Conditions</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is the water clarity good enough so that a black disc, 15cm in diameter on a white background, located on the bottom of the pool at its deepest point, can be clearly visible from any point on the deck up to nine meters away from the disc while the pool is in operation?			
b. Is there a sufficient amount of light for the lifeguards to view the entire pool area?			
c. Is the depth of the water plainly marked on the edge of the deck next to the pool in letters at least 20cm in height of a contrasting colour at the minimum and maximum points, at drop off areas and at intermediate increments of depth spaced at not more than 7.5m intervals?			
d. Do bather loads not exceed 1.40 m <sup>2</sup> per person where water depth is less than 1.40m and 2.30 m <sup>2</sup> per person where water depth exceeds 1.40m?			
e. Is the Department of Health contacted when people experience infections due to suspected water/air quality?			
f. Is the pool designed to circulate water continuously and is the flow rate of re-circulating water such that the complete water turnover time is six hours?			
g. Is adequate and appropriate feeding and regulating equipment for introducing a disinfectant into the pool water re-circulation system provided?			
h. Is chlorine tested every 4 hours and is the range 1.0-2.0ppm?			
i. Is a pH test done every four hours and is the rang- 7.2-7.8?			
j. Is an alkalinity test done weekly and is the range 80-120ppm?			
k. Is water hardness tested weekly and is the range 200-275ppm?			
l. Are there clear directions for chemical usage?			
m. Is training provided before staff handle chemicals?			
n. Is safety equipment (fire extinguishers, air breathing apparatus, rubber gloves, etc.) provided?			

**L. Out-trips**

<b>Leadership</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the staff (minimum of two) have adequate training, sufficient experience and appropriate technical skills for the demands of the trip?</b>			
<b>b. Are the group leaders 18 years of age or older?</b>			
<b>c. Are the roles and responsibilities of each staff member clearly defined and understood?</b>			
<b>d. Does each staff member participate in the pre-trip research?</b>			
<b>e. Does at least one staff member hold a recognized first aid certificate?</b>			
<b>f. For any trip with a waterfront component, does at least one leader possess a Bronze Cross or higher qualification?</b>			
<b>g. Is the camp director briefed and aware of the limitations of the campers and counselors?</b>			
<b>h. Are the trip leaders briefed and aware of the limitations of the counselors and campers on the trip?</b>			
<b>i. Has at least one leader done a recent reconnaissance on each route?</b>			
<b>j. Is the combination of male and female leaders appropriate for the trip?</b>			

<b>Safety</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is there a detailed written record of each route on file?</b>			
<b>b. Has a detailed copy of the group’s itinerary, including a map, the proposed route, alternate campsites, emergency access and a list of participants, been left with a responsible adult at the camp or office?</b>			
<b>c. Are staff members aware of and trained in any potential dangerous situations that may be encountered on the trip?</b>			
<b>d. Are all on-trail activities evaluated on a safety first basis with risks known and minimized where possible?</b>			
<b>e. Do all staff members ensure that no one goes out of sight without a buddy, a whistle, or other communicating device?</b>			
<b>f. Is at least one staff member fully aware of the procedures to follow in the case of a missing person?</b>			
<b>g. Are all the necessary permits and authorizations acquired for the trip?</b>			
<b>h. Are there clear communication guidelines and emergency transportation arrangements for each out trip?</b>			
<b>i. For wilderness trips, is emergency contact equipment carried and are leaders trained in its use?</b>			

j. Are staff members aware if the hunting season is open in the area during the trip?			
k. Are staff leaders aware of the fish and wildlife regulations?			
l. Is there sufficient time allowed between trips for the staff to rest and prepare themselves for the next trip?			
m. Is the staff to participant ratio 1:6 or less?			
n. For canoe trips is the ratio 2 staff for every 8 campers?			
o. Are all campers cautioned about eating unknown food and drinking questionable water?			

Health and Sanitation	YES	NO	N/A
a. Is a suitably stocked first aid kit properly secured in an accessible daypack?			
b. Are all allergy or other emergency medications carried in a properly secured accessible daypack?			
c. Are all medications included in the first aid kits clearly labeled with instructions for their proper use, the appropriate dosages, route of administration and frequency?			
d. Does the trip leader supervise the taking of personal medicine and record the same?			
e. Are there sanitary procedures concerning washing dishes, personal cleanliness, clothes and human waste which all participants are made aware of?			
f. Do staff members closely monitor each participant's general health and cleanliness?			
g. Is a record kept of health irregularities?			
h. Is the record of health irregularities checked with the health care staff upon return?			
i. Is all water used for drinking and cooking purified where appropriate?			
j. Is the menu designed to take into account the weight factor of the trip, the allergies and dietary restrictions of the group, the need to consume perishable foods first, and the different energy demands of the various days, as well as plan for extra food in the event of an emergency.			
k. Is food sealed in containers and protected from dirt, water and animals?			

Choosing and Maintaining the Site	YES	NO	N/A
a. Are the program activities and essential functions always tempered with a desire to minimize the impact of the group on the physical setting?			
b. Are new campsites established only after staff members are convinced that no existing sites are available within a reasonable distance?			

c. Is the length of stay limited to two nights at popular sites?			
d. Are the campsites free from hazards?			
e. Does the campsite provide privacy?			
f. Does the trip staff designate specific functions areas (swimming, kitchen, tents, woodsmanship, fires, sanitation) in a manner which takes into consideration group safety, efficiency and environmental impact?			
g. Is the cutting of live trees kept to a minimum?			
h. Is the consumption of firewood kept to a minimum?			
i. Is all human waste buried in active topsoil?			

<b>Equipment</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does each participant have a government approved PFD if water is involved?</b>			
b. Does the choice of all equipment reflect concern for the safety and health of the trippers?			
c. Does the choice of all equipment reflect knowledge of the challenges the trip may offer?			
d. Does the choice of all equipment reflect a concern for the integrity of the wilderness environment?			
e. Does the camp director or designate regularly carry out safety inspections of all equipment including vehicles?			
f. Is all equipment, including PFDs, lifejackets, helmets, throw lines, canoes and packs, checked to ensure that it is in good condition before the trip?			
g. Is the equipment suited to withstand the most demanding conditions of the trip?			
h. Are the participants aware of the equipment (i.e. utensils, PFDs, packs) they are responsible for bringing?			
i. In case of breakage, is there extra equipment provided and/or necessary repair kits carried (plus leaders trained to use them) and/or procedure in place to replace the damaged items?			
j. Do all the trips carry proper repair kits for tents and canoes?			
k. Do all makeshift repairs receive the necessary professional attention before being sent back out on another trip?			
l. Are the canoes in a good state of repair?			
m. Are the canoes suitable for carrying the load they are assigned to carry?			
n. Are the canoes of suitable design to provide safe transportation in line with the demands of the route?			
o. Are the tents, tarpaulins or flies of suitable size to accommodate the number of trippers?			

p. Are the tents, tarpaulins or flies fire retardant and weather proof?			
q. Are the tents, tarpaulins or flies self-contained (pegs, poles) to reduce the necessity of cutting live trees for support?			

Winter Out-trips	YES	NO	N/A
<b>a. Does the camp have a set of winter camping procedures including: considerations for transportation to and from their camp of activity area(s); special emergency and communications procedures that raise the levels of participant safety; and conduct training programs designed to keep their staff at a high level of preparedness?</b>			
<b>b. Are potential participants and their parents or guardians kept fully informed about the degree of difficulty likely to be encountered during the trip?</b>			
c. Do staff members have a well-developed degree of weather know how in order to be able to judge and assess existing and potential climate and ice conditions correctly?			

**M. Waterfront Swimming**

Staff	YES	NO	N/A
<b>a. Are staff members' swimming skills tested?</b>			
<b>b. Are pre-service and in-service training programs instituted and monitored?</b>			
<b>c. Do instructors have certification from a recognized organization such as the Canadian Red Cross Society or the Lifesaving Society?</b>			
<b>d. Do lifeguards have the following:</b> i) Lifesaving Society National Lifeguard Service Award, valid for the appropriate option, waterfront or surf? And one of: ii) One of lifesaving Society Aquatic Emergency Care? iii) The Canadian Red Cross Society Standard First Aid? iv) St. John Ambulance Standard First Aid? v) Another certification deemed appropriate by the Occupational Health and Safety Division of the Nova Scotia Department of Labour?			
<b>e. Do life guards have Basic Rescuer Cardiopulmonary Resuscitation (Basic Life Support Level "C"), received from one of the following:</b> i) Canadian Red Cross Society? ii) The Heart and Stroke Foundation of Canada? iii) St. John Ambulance?			

<b>f. Are assistant life guards at least 16 years old and do they have a Lifesaving Society Bronze Cross?</b>			
<b>g. Is there an orientation before the lifeguard assumes duties and does it include a review of the written job description, expectations and/or policy manuals?</b>			
<b>h. Is the lifeguard familiar with specific procedures necessary for handling emergencies in their geographic location and environment?</b>			
<b>i. Do Lifeguards and assistant lifeguards have one of the following: Canadian Red Cross Society Oxygen Administration, or St. John Ambulance Oxygen Administration?</b>			
<b>j. Does the camp have a waterfront director responsible for the supervision of all water-related activities and the health and safety of participating campers and staff at all times?</b>			
<b>k. Is the waterfront director at least 19 years old?</b>			

Safety	YES	NO	N/A
<b>a. Is there safe access to the swimming area?</b>			
<b>b. Are there visible, updated, legible signs informing people of the rules?</b>			
<b>c. Are there clearly defined areas for different waterfront activities?</b>			
<b>d. Is the area properly maintained?</b>			
<b>e. Is there an established and practiced emergency protocol?</b>			
<b>f. Are staff certifications checked and filed?</b>			
<b>g. Is there a policy manual developed to address “standard operating procedures”?</b>			
<b>h. Is documentation kept of incidents and procedures?</b>			
<b>i. Is there consistent enforcement of the rules?</b>			
<b>j. Do lifeguards wear uniforms that are suitable and identify them?</b>			
<b>k. At all times when there is a bather in or near the water, is there a lifeguard visibly on duty whose responsibility is to supervise the water?</b>			
<b>l. When only one lifeguard is on duty, is their sole responsibility to supervise the public (sundry duties such as maintenance or administration should not infringe on their supervision)?</b>			
<b>m. Are assistant lifeguards prohibited from supervising the area alone?</b>			
<b>n. If a single lifeguard is on duty, are there personnel available to assist in emergency procedures?</b>			
<b>o. If a single lifeguard is on duty and has to leave the waterfront or beach for a length of time, is there another lifeguard to assume supervision?</b>			

<p><b>p. Do lifeguards take steps to minimize sun reflection and glare to endure their visibility of bathers?</b></p>			
<p><b>q. If the instructor does not hold one of: Red Cross Water Safety instructor; Lifesaving Society Award (minimum Bronze Cross); or Lifesaving Society Instructor Award, or the student to instructor ratio exceeds 10:1, is there another lifeguard or an assistant lifeguard on duty?</b></p>			
<p><b>r. Are the following factors considered when deciding on the number of lifeguards on duty:</b></p> <p>7. Size of bather population? Disbursement of bathers?</p> <p>8. Currents?</p> <p>9. Surf and water conditions?</p> <p>10. Bottom Conditions?</p> <p>11. Weather conditions?</p> <p>12. Size of area?</p> <p>13. Air and water visibility?</p> <p>14. Waterfront design?</p> <p>15. Special activities and groups?</p> <p>16. Availability and placement of equipment?</p> <p>17. Emergency response time?</p>			
<p><b>s. Are rules in place for the following: activities that are unsafe to the bather or other bathers; operation of personal watercraft; use of inflatable objects; on-shore games and activities; and general behaviour?</b></p>			
<p><b>t. Is the following equipment present: spinal board; sounding device; first aid kit, emergency phone or wireless communication with access to the local Emergency Medical Services System (VHF radio); rescue aids (one per lifeguard, rescue can or tube preferred); barrier devices; blanket; and mask, fins and snorkel?</b></p>			
<p><b>u. If the area is larger than 2500m<sup>2</sup> or if the waterfront is a surf beach, is the following equipment present: a rowboat, paddleboard, or motorized rescue vehicle; and a lifeguard chair or tower?</b></p>			
<p><b>v. Is there a restricted wading area for non-swimmers that is marked off by a buoyed line?</b></p>			
<p><b>w. Are all watercraft banned from the swimming area during the times of swimming programs except for swim patrol boats?</b></p>			
<p><b>x. Is the waterfront off-limits when qualified supervisory personnel are not available?</b></p>			
<p><b>y. Is there a systematic check of campers used when campers are in the swimming area?</b></p>			

<b>z. Is swimming alone forbidden?</b>			
<b>aa. Does the camp have written instructions for emergency and operation procedures that shall be used in the event of a waterfront emergency?</b>			
<b>bb. Are waterfront emergency procedures explained to each camper at the start of each new session?</b>			
<b>cc. Are all piers, floats, platforms, docks and decks utilized during swimming programs maintained in safe condition?</b>			
<b>dd. Has the Lifesaving Society or the Canadian Red Cross been contacted for a consultation or audit of the waterfront swimming area?</b>			
<b>ee. Is there an oxygen kit for emergencies?</b>			
<b>ff. Are persons participating in a distance swim outside the regular swim area accompanied by at least two persons in a boat, and is at least one of those people a lifeguard?</b>			
<b>gg. Is swimming in the dark forbidden?</b>			
<b>hh. Are all swimming areas free of garbage, pollution, refuse, dangerous rocks, holes and other hazards?</b>			
<b>ii. Do all lifeguards use appropriate sun protection and do they avoid giving it to other people (it can cause anaphylactic shock)?</b>			
<b>jj. Are the waterfront equipment and safety devices inspected prior to each new camp session?</b>			
<b>kk. Are the waterfront areas and equipment checked daily and kept in a clean, safe operating condition?</b>			

<b>Water Quality and Environmental Considerations</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. At the beginning of each session and after all major storms, is the bottom checked for dangers such as broken glass, metal refuse and new drop-offs?</b>			
<b>b. Are environmental anomalies such as fish kills, oil-spills, unusual water taste or colour reported immediately to the Environmental Emergencies Division of the Canadian Coast Guard?</b>			
<b>c. Are highly visible buoys used to mark off all supervised swimming areas?</b>			
<b>d. Are signs of sufficient size to draw swimmer's attention?</b>			

**N. Water-skiing/Tubing****(All towing activities must comply with the boating standards in Section V. subsection D.)**

General	YES	NO	N/A
a. Do all participants wear PFDs?			
b. Is there a spotter on board?			
c. Is there spare seating provided on the towing vessel for each person being towed in the event that recovery is necessary?			
d. Do all activities take place between one hour after sunrise and one hour before sunset?			
e. Are proper land drills and emergency procedures taught to every skier, boat driver and observer?			
f. Is each water-skiing boat manned by at least two people?			
g. Is all equipment including the ski boats safety checked daily?			
h. Are water-ski ropes the appropriate length and type for the type of skiing being done?			
i. Are all boat drivers trained in the safe operation of the ski boat?			
j. Are the towing gear and the towing rope checked regularly for wear fatigue, which could cause sudden failure?			

**O. Windsurfing****(All towing activities must comply with the boating standards in Section V. subsection D.)**

General	YES	NO	N/A
a. Do all campers wear PFDs at all times?			
b. When windsurfers are in use, is an emergency boat ready and available for use?			
c. Are proper land drills and emergency procedures taught to every windsurfer and observer?			
d. Is all equipment safety checked daily?			
e. Is there at least one spotter on duty at all times when windsurfing is in progress?			
f. If the windsurfing area is on a large body of water, is there protection from ship crossings and busy harbour channels?			
g. Do all participants wear protective footgear?			
h. Are all personnel assigned to the emergency boat trained in boat driving and rescue procedures?			
i. Do campers wear wet suits when appropriate?			

# Section VI

# Accessibility

**NOTE: This section refers to accessibility as it pertains to site, facilities, and equipment. Please refer to Section II Personnel, E, for standards that address other areas of inclusion.**

All required standards in this section are from Building Code Regulations and apply to all new structures and renovations since April 30, 1997.

**A. Fire Protection**

<b>Warning System</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does the camp have a special warning system for hearing and visually impaired campers?</b>			
<b>b. Does this warning system consist of strobe lights supervised, activated and powered by means of the accepted fire alarm system and connected to, activated and powered by the sounding of the smoke alarm?</b>			
<b>c. Do the strobe lights have clear or white translucent lenses and the word FIRE clearly visible on the lenses or attached nameplates?</b>			
<b>d. Is this system installed in each bedroom, each room closed off from the living area by a door except a bathroom and each living area or hallway serving the living area?</b>			
<b>e. Are strobe lights located a minimum of 2,150mm above the floor on a wall or ceiling in a location that will maximize effectiveness?</b>			
<b>f. When the strobe lights are activated by a smoke alarm, is there a separate light activated adjacent to the strobe lights on the smoke alarm or immediately adjacent to the smoke alarm that is clearly identified as SMOKE?</b>			

<b>Areas of Refuge</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Does every floor area to which access is required have an area of refuge?</b>			
<b>b. Is the area of refuge an exterior exit enclosure or an enclosure directly connected to an exterior exit and does it have the same fire separation as the exit?</b>			
<b>c. Is the area of refuge served by a horizontal exit?</b>			
<b>d. Is the area of refuge a vestibule or corridor served by a fire fighters elevator and protected against fire?</b>			
<b>e. Do all areas of refuge have a sign installed incorporating the international symbol of accessibility?</b>			
<b>f. If one vestibule or corridor serves two areas of refuge, is the vestibule or corridor accessible from at least two different directions of travel?</b>			
<b>g. Does the area of refuge contain at least two spaces for non-ambulatory persons each measuring at least 1,220mm X 1,220mm, but not obstructing exits for ambulatory persons?</b>			
<b>h. Are areas of refuge designated as such on the camp's plans and identified as such in the buildings?</b>			

**B. Site and Facilities**

<b>Entrances</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. For all buildings, with at least 50 percent of their entryway intended for general use, are the appropriate doorways and openings to the outdoors at the sidewalk level or is an appropriate ramp provided?</b>			
<b>b. Do entrances with security systems have both visual and audible signals to indicate that the door lock is released?</b>			
<b>c. Do all canopies or other overhead structures over roadways providing access to barrier-free entrances have a vertical clearance of at least 2,750mm?</b>			
<b>d. Is the entrance doorway at least 810mm wide?</b>			

<b>Barrier-Free Paths of Travel</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all barrier-free paths of travel provide an unobstructed width of not less than 920mm for the passage of wheelchairs?</b>			
<b>b. Do all floor surfaces along a barrier-free path of travel have no opening that will permit the passage of a sphere more than 13mm diameter?</b>			
<b>c. For every barrier-free path of travel less than 1,600mm in width, is an unobstructed space not less than 1,600mm in width and 1,600mm in length located not more than 30m apart provided?</b>			
<b>d. Are all controls located in a barrier-free path of travel and intended to be operated by an occupant, including electrical switches, thermostats and intercom switches, accessible to a person in a wheelchair, operable with one hand and mounted not more than 1,375mm above the floor?</b>			
<b>e. Are all portions of barrier-free paths of travel properly illuminated?</b>			
<b>f. Do all entrance storeys have barrier-free paths of travel?</b>			
<b>g. Do all storeys exceeding 600m<sup>2</sup> in area have a barrier-free path of travel?</b>			
<b>h. Do barrier-free paths of travel provide access to all suites, assembly areas, visitor areas, classrooms, laundry areas, cafeterias, infirmaries, patient's rooms and washrooms, service counters and balconies?</b>			

<b>Parking</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. If the camp has on-site parking, is there at least one parking stall for disabled persons for every 100 parking stalls or part thereof?</b>			
<b>b. Is the disabled persons' parking stall at least 3.7m wide, on a firm, slip resistant and level surface, located close to an entrance not exceeding 50m,</b>			

clearly marked as being for disabled persons only and provided with a barrier-free path of travel to the entrance?			
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<b>Signs</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do buildings that are required to have an entrance or area of refuge or both to accommodate disabled persons, have signs incorporating the international symbol of accessibility for disabled persons where necessary?</b>			
<b>b. Are washrooms, elevators and parking areas that are required to accommodate disabled persons identified by a sign consisting of the international symbol of accessibility for disabled persons and other such graphic or written directions as are needed to indicate clearly the type of facility available?</b>			
<b>c. Are doors and openings that lead from public places identified by special tactile signs with letters not less than 60mm high and raised 0.75mm above the surface, and located 1,350mm above the floor surface and beginning not more than 150mm from the door or openings?</b>			

<b>Doorways</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Is every doorway located in a barrier-free path of travel operable with one hand and does it have a clear width of not less than 800mm when the door is in the open position?</b>			
<b>b. Are door operating devices designed so that they do not require tight grasping and twisting of the wrist as the only means of operation?</b>			
<b>c. Are the thresholds for doorways not more than 13mm higher than the finished floor surface and beveled to facilitate the passage of wheelchairs?</b>			
<b>d. For buildings with more than 500m<sup>2</sup> in floor area, is the door equipped with a power door operator?</b>			
<b>e. Are closers for exterior doors, not in dwelling units, designed to permit open doors to open when a force of not more than 60N is applied to the handles, push plates or latch-releasing devices?</b>			
<b>f. Are interior doors in a barrier-free path of travel, except for those that require a fire resistance rating, designed to permit doors to open with a force of not more than 20N?</b>			
<b>g. Excluding doors with power door operators at the entrances to dwelling units, do closers for doors in a barrier-free path of travel have a closing period of not less than 3s measured from when the door is in an open position of 70 degrees to the doorway, to when the door reaches a point 75mm from the closed position, measured from the leading edge of the latch side of the door?</b>			
<b>h. Does every door equipped with a closer in a barrier-free path of travel have a clear space beyond the latch side of not less than 600mm where the door swings towards the approach side, and 300mm where the door swings away</b>			

from the approach side?			
i. Do vestibules located in a barrier-free path of travel allow for the movement of wheelchairs between doors and provide a distance between 2 doors in a series of not less than 1,200mm plus the width of any door that swings into the space in the path of travel from one door to another?			
j. Where a vision panel is provided in a door in a barrier-free path of travel, is the panel at least 75mm wide and located so that the bottom panel is not more than 900mm above the finished floor and the edge of the panel closest to the latch is not more than 200mm from the latch side of the door?			

Ramps	YES	NO	N/A
a. Do ramps located in a barrier-free path of travel have a width of at least 870mm between handrails and a gradient of not more than 1 in 12 (8%)?			
b. Do all ramps have a level area at least 1,500mm X 1,500mm at the top and bottom and at intermediate levels of a ramp leading to a door so that the level area extends not less than 600mm beyond the latch side of a door opening towards the ramp and 300mm beyond the latch side of a door opening away from the ramp?			
c. Do all ramps have a level area not less than 1,200mm long and at least the same width as the ramp at intervals of not more than 9m along its length and where there is an abrupt change in the direction of the ramp?			
d. Do all ramps have handrails, guards and walls, railings or other barriers that extend to within 75mm of the finished ramp surface or a 75mm high curb?			
e. Are all ramps on a slip resistant, continuous and even surface?			

Assembly Areas	YES	NO	N/A
a. Do all assembly areas have at least one barrier-free entrance?			
b. Do all assembly areas have at least one wheelchair accessible space for every 125 seats?			
c. Are spaces in seating areas designated for wheelchair use clear and level, or level with removable seats and not less than 840mm wide and 2,525mm long to permit wheelchairs to enter from a side approach and 1,220mm long where the wheelchair enters from the front or rear of the space?			
d. Are the spaces arranged so that at least 2 designated spaces are side by side and located adjoining a barrier-free path of travel without infringing on exits from any row of seating or any aisle requirements?			
e. Are the spaces situated, as part of the designated seating plan, to provide a choice of viewing location?			

<b>f. Are buildings of assembly occupancy (all classrooms, auditoriums, meeting rooms and theatres), with an area of more than 100m<sup>2</sup>, equipped with an assisting listening system encompassing the entire seating area?</b>			
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<b>Counters</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Do all counters more than 2m long have at least one section that is barrier-free?</b>			
<b>b. Are barrier-free counter services not more than 865mm above the floor?</b>			
<b>c. Is the knee space beneath barrier-free counters intended to be used as work surfaces not less than 760mm wide, 685mm high, and 485mm deep?</b>			
<b>d. Are built-in shelves or counters provided for public telephones level and not less than 350mm deep?</b>			
<b>e. For each telephone provided, is there a clear space not less than 250mm wide that has no obstructions more than 250mm above the surface?</b>			
<b>f. Is the top surface of a section of the shelf or counter serving at least one telephone not more than 865mm above the floor?</b>			
<b>g. Where a wall-hung telephone is provided above the shelf or counter, is it located so that the receiver and coin slot are not more than 1,370mm above the floor?</b>			
<b>h. Where public telephones are provided, is at least one telephone provided with a variable volume control on the receiver?</b>			

<b>Drinking Fountains</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Where drinking fountains are provided is at least one barrier-free?</b>			
<b>b. Does the barrier-free drinking fountain have a spout located near the front of the unit not more than 915mm above the floor, and is it equipped with controls that are easily operable from a wheelchair using one hand with a force of not more than 22N?</b>			

<b>Gates</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are all gates at least 810mm wide?</b>			
<b>b. Is there a horizontal grab-bar on the hinge side of gates to assist in closing?</b>			
<b>c. Do all gates have a horizontal lever handle 800mm from the ground?</b>			

## C. Sanitation Facilities

General	YES	NO	N/A
a. For buildings with a barrier-free path of travel, are there washrooms that are also barrier-free in design?			
b. Does the doorway to at least one washroom within a suite of residential occupancy have a clear width of not less than 760mm when the door is in the open position?			

Water Closets	YES	NO	N/A
a. Are barrier-free water closets located so that their centre line is 460mm from the wall with the grab bar and 1,030mm from any obstruction on the other side wall?			
b. Are barrier free washrooms housing a single water closet or stall which are: i) Barrier free equipped with grab bars mounted horizontally on the side wall closest to the water closet and extending not less than 450mm in both directions from the forward most point on the water closet? ii) Mounted on the wall behind the water closet so that it extends the full width of the toilet bowl where the water closet does not have a water tank? iii) Mounted not less than 840mm and not more than 920mm above the floor? iv) Installed to resist a load of not less than 1.3kN applied vertically or horizontally? v) Not less than 30mm and not more than 40mm in diameter? vi) Have a clearance of not less than 35mm and not more than 45mm from the wall?			
c. Are water closets equipped with a coat hook mounted not more than 1,370 mm above the floor on a side wall and projecting not more than 25mm from the wall?			
d. Is there clearance of not less than 1,700mm between the outside of the stall face and the face of an in-swinging washroom door and 1,400mm between the outside of the stall face and any wall-mounted fixture?			
e. Are ancillary items such as toilet paper dispensers located on the wall nearest to the water closet below the grab bar, not less than 460mm above the floor, and within easy reach of a person seated on the water closet?			
f. Are water closets for disabled persons equipped with seats located at not less than 400mm and not more than 460mm above the floor?			
g. Are water closets for disabled persons equipped with hand-operated flushing controls that are easily accessible to a wheelchair user?			
h. Are spring-actuated seats avoided?			
i. Is the lid of a tank type water closet bolted down?			
j. Is there at least one bathroom stall 1,700mm wide and 1,800mm deep?			
k. Is there a turning space in the stall of at least 1,550mm X 1,550mm?			

l. Is there clearance of 1,000mm or more if an individual in a wheelchair has to make a 90 degree turn to enter the stall?			
m. Are doors hinged on the side farthest from the toilet and do they swing outwards?			
n. Is the handle located 1,000mm – 1,220mm from the floor?			
o. Does the inside of the door have a horizontal railing 150mm from the hinged side and at the same height as the handle?			
p. Is the lock for the door accessible by a passkey in case of an emergency?			
q. Is the lock operable with one hand and not require the twisting of the wrist?			
r. Is a back support provided with the toilet when holding tank is not present?			

<b>Urinals</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are urinals in barrier-free washroom walls mounted with the rim located between 488mm and 512mm above the floor, or floor mounted with the rim level with the finished floor?</b>			
<b>b. Does the urinal have a clear width of approach of 800mm centred on the urinal?</b>			
<b>c. Are steps avoided in front of the urinals?</b>			
<b>d. Is there a vertically mounted grab bar, installed on each side of the urinal, that is not less than 300mm long with its centre line 1,000mm above the floor and located not more than 380mm from the centre line of the urinal?</b>			
<b>e. In stall urinals are vertical grips positioned 1,200mm from the floor and fixed adjacent to the stall?</b>			
<b>f. Are flush controls hand operated or automatic and mounted 1,000mm above the floor?</b>			

<b>Lavatories</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are lavatories in barrier-free washrooms located so that the distance between the centre line of the fixture and the side wall is not less than 460mm?</b>			
<b>b. Do lavatories have a top surface height of not more than 865mm?</b>			
<b>c. Do lavatories have clearance beneath them of not less than 735mm at the front edge of the lavatory and 685mm at a point 205mm back from the front edge?</b>			
<b>d. Do lavatories have insulated waste pipes where these pipes present a burn hazard?</b>			
<b>e. Are the lavatories equipped with faucet handles of the lever type without spring loading?</b>			

<b>f. Do the lavatories have soap and towel dispensers operable with a single hand located not more than 1,200mm above the floor in an area that is accessible to persons in wheelchairs?</b>			
<b>g. Is there a clear floor space centred in front of the lavatory not less than 815mm wide and 1,100mm deep exclusive of space under the wash basin?</b>			
h. Is the lavatory wall-mounted and off centred in the counter top to allow for wheelchair access underneath it?			
i. Is the depth of the basin 250mm?			

<b>Accessories</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are shelves or other projections above lavatories located so they will not present a hazard to visually impaired persons?</b>			
<b>b. Is at least one mirror provided and mounted with its bottom edge not more than 1,000mm above the finished floor, or tilted to be useable by a person in a wheelchair?</b>			
c. Are lever or blade handles used for faucets?			
d. Is the force required to activate the faucet minimal?			
e. Are hot water taps located to the left of cold water taps?			
f. Does at least one wash basin have a "single lever mixing faucet"?			
g. Are plugs attached to the bowl by a chain?			
h. Are mirrors mounted with a slight downward tilt?			

<b>Showers/Bathtubs</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Where showers are provided in buildings of assembly occupancy, is at least one shower stall barrier-free?</b>			
<b>b. Is the barrier-free shower stall not less than 1,500mm wide and 900mm deep?</b>			
<b>c. Is there a clear floor space at the entrance to the shower not less than 900mm deep and the same width as the shower (fixtures are permitted to project into that space provided they do not restrict access to the shower)?</b>			
<b>d. Does the shower have a slip-resistant floor surface?</b>			
<b>e. Does the shower have a beveled threshold not more than 13mm higher than the finished floor?</b>			
<b>f. Is the shower equipped with a hinged seat that is not spring-loaded or a fixed seat that is not less than 450mm wide and 400mm deep, mounted approximately 450mm above the floor, and designed to carry a minimum load 1.3Kn?</b>			

<b>g. Is the shower equipped with a horizontal grab bar that is less than 900mm long, mounted approximately 850mm above the floor and located on the wall opposite the entrance to the shower so that not less than 300mm of its length is at one side of the seat?</b>			
<b>h. Is the shower equipped with a pressure equalizing or thermostatic mixing valve that can controlled by a lever or other device operable with a closed fist from the seated position?</b>			
<b>i. Is the shower equipped with a hand-held showerhead with not less than 1,500mm of flexible hose located so that it can be reached from the seated position and equipped with a support so that it can operate as a fixed showerhead?</b>			
<b>j. Does the shower have a fully recessed soap holder that can be reached from the seated position?</b>			
<b>k. Do individual bathtubs provided for the use of residents have faucet handles of the lever type that are not spring-loaded and located so as to be usable by a person seated in the bathtub?</b>			
<b>l. Do bathtubs have mounted on the wall, unless the bathtub is free-standing, an L-shaped grab bar with each leg of the "L" being at least 900mm long, the legs of the "L" being separated by 90 degrees, the horizontal leg of the "L" being located between 150mm and 200mm above and parallel to the rim of the bathtub, and the vertical leg of the "L" being located between 300mm and 450mm from the control end of the bathtub?</b>			
<b>m. Is there a clear floor area in front of the bath not less than 1,500mm long by 800mm out from the bath (fixtures are permitted to project into the area provided that access to the bath controls from a wheelchair is not restricted)?</b>			
<b>n. Does the shower have a surface area of 1,520 X 1,520mm to allow an individual to directly transfer from the wheelchair to the shower seat?</b>			
<b>o. Does the shower floor slope gently to the drain (1/8" - 1" slope) and is it slip-resistant?</b>			
<b>p. Is the floor, 300mm beyond the shower entrance, tiled and sloped to a drain?</b>			
<b>q. Is the entrance to the shower flush with the floor?</b>			
<b>r. Does the door swing outwards?</b>			
<b>s. Is the seat smooth, rounded at the edges and designed to repel moisture?</b>			
<b>t. Does the faucet have raised letters located on it to indicate hot and cold taps?</b>			
<b>u. Is there a non-skid surface on the bottom of the tub?</b>			
<b>v. Is a platform at least 450mm wide located at the back end of the tub?</b>			
<b>w. Are lever type faucet handles accessible from outside the tub?</b>			
<b>x. Are soap holders and drain plugs accessible to people using a wheelchair?</b>			

**D. Sleeping Quarters**

General	YES	NO	N/A
a. Do sleeping units have sufficient space to provide a turning area of not less than 1,500mm diameter on one side of the bed and sufficient space to provide clearance of not less than 900mm to allow for functional use of units by persons in wheelchairs?			
b. Do sleeping units have at least one closet that provides a minimum clear opening of 900mm, clothes hanger rods located at a height of 1,200mm and at least one shelf located at a height of 1,370mm?			
c. Are light switches, thermostats and other controls that are specifically provided for use by the occupant mounted not more than 1,375mm above the floor?			
d. Are electrical receptacles located between 455mm and 550mm above the finished floor?			
e. Is there a GFI razor outlet located not more than 1,200mm above the floor?			
f. Is there an accessible bathroom that is designed to provide maneuvering space up to each type of fixture required so that persons in wheelchairs can use it?			
g. Are mattress tops 450mm – 500mm from the floor?			
h. Is the distance between beds at least 920mm?			
i. Is the top shelf of the storage area not higher than 1,150mm from the floor?			
j. Is the bottom shelf not lower than 300mm from the floor?			
k. Is the shelving depth 300 mm– 400mm wide with a side reach not exceeding 600mm?			
l. Are coat racks and hooks 1,400mm from the floor?			

**E. Picnic Areas**

Picnic Tables	YES	NO	N/A
a. Is the tabletop 760mm wide?			
b. Is there a clearance space of 750mm high and 900mm wide under the table?			
c. Does a clear space measure 600mm from the outer edge of the table to the table supports?			
d. Has one bench been shortened by 760mm, to allow for wheelchair access, or has one end of the table been extended 760mm?			

<b>Benches</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is the bench constructed of materials that do not retain heat or cold?			
b. Is the height of the seat 450mm-500mm from the floor and the width between 400mm–500mm?			
c. Do the benches have supports and arm rests?			
d. Are the benches stable and well secured?			
e. Is there a space allotted beside benches for wheelchairs?			

<b>Barbecue Area</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Do barbecues have grills 760mm from the ground for access purposes?			
b. Do fire pits have grills 500–600mm from the ground?			

#### **F. Playground Equipment**

<b>Seesaw</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is the seat at least 250mm–300mm wide?			
b. Does the seat have leg supports, a backrest and a safety belt?			
c. Is the seesaw constructed with sturdy materials and is it properly installed?			
d. Are sharp points and edges of the seesaw avoided?			
e. Is at least one seesaw adapted to eliminate the use of the legs in order to create the up and down movement (by designing a push and pull metal grab-bar that goes up and down)?			
f. Does the seat of the seesaw not touch the ground to ensure that children are not thrown off equipment?			

<b>Sand and Water Tables</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is there 600mm–700mm clearance under the table?			
b. Is the table at least 1,220mm wide to allow for two or more people using a wheelchair to sit beside each other?			
c. Do sandboxes that are not raised have an area where two or more people using a wheelchair can transfer easily from their chairs to the ground?			
d. Are the sand tables positioned in a shaded area and where prevailing winds can not blow sand?			

Swings	YES	NO	N/A
a. Is the supporting structure for the swing anchored securely to the ground?			
b. Are the seats constructed from a soft, flexible material (i.e. canvas, soft plastic)?			
c. Do the seats have back supports and adjustable safety straps?			
d. Is an additional safety strap provided in front, between the legs of children to prevent them from sliding forward, off the seat?			
e. Is the seat attached to the supporting structure by using two rigid steel bars or chains that prevents the swing from swinging laterally?			
f. Are the steel bars or chains covered with a slip-resistant plastic material?			
g. Does at least one swing accommodate people who are unable to use their legs to initiate the swinging movement?			
h. Is a stable locking device used to prevent the swing from moving while transferring individuals into the seat?			
i. Are the swings located away from other playground equipment and 600mm from each other swing?			
j. Do the swings have contrasting colours to assist people who have visual impairment in seeing them more clearly?			
k. Are sharp points and edges of equipment avoided?			

Climbing Structures	YES	NO	N/A
a. Do climbing structures provide a variety of options for the individuals, and do the structures provide varying degrees of challenges?			
b. Is a firm, level surface located under the lower levels of the climbing structure to assist individuals in transferring from their wheelchairs to the structure?			
c. Is the structure designed so that people using a wheelchair can access the horizontal climbing bars from their chair?			
d. Is the equipment constructed with non-slip materials that increase the individual's ability to maintain a grip?			
e. Is the structure no more than 2,000mm high?			
f. Are lower bars provided to facilitate and encourage people in a wheelchair to use the equipment?			
g. Is the person's ability to accurately judge the distance between climbing bars improved by using bright contrasting colours and properly sized bars?			
h. Are sharp points and edges of the climbing structure avoided?			
i. Is the climbing equipment constructed with sturdy and durable materials?			

Slides	YES	NO	N/A
a. Are slides built into a hill to help minimize the danger of accidental falls and eliminate the need for a ladder?			
b. Do slides not built into hills have an appropriate ramp or stairway installed?			
c. Is the platform on top of the slide at least 910mm long and 600mm wide?			
d. Does the top platform have a railing along its sides in order to prevent a person from falling off the platform?			
e. Does a high side rail at least 300mm high, extend down the entire length of the slide to prevent accidental falls?			
f. Does the incline of the sliding surface not exceed 30 degrees?			
g. Is a large scoop base or elongated landing platform used to stop children from falling off the end?			
h. Is the landing platform positioned 250mm–400mm from the ground?			
i. Is a twisted or spiral slide used to help slow down a child's momentum?			
j. Is the slide constructed with sturdy, durable materials and properly installed?			
k. Are sharp points and edges avoided on slides?			

### G. Swimming Pools

Pool	YES	NO	N/A
a. Are there wall handrails around the pool tank, 900mm from the floor?			
b. Does the diameter of the handrails not exceed 40mm?			
c. Is the exit to the pool located at the shallow end?			
d. Is a resting platform located at the shallow end of the pool, brightly coloured to distinguish it from the pool wall?			
e. Is a large clock with bold letters and hands available?			
f. Is a chime clock available to inform people who have a visual impairment of the time while swimming?			
g. Are there signs indicating direction, water depths, and water temperature in large print 60mm high and in contrasting colour to the background?			
h. Is there an alarm system with flashing lights available?			
i. Is a skeleton wheelchair available for patrons to transfer from their regular wheelchairs?			
j. Does the facility have special auxiliary equipment such as flutter boards and floatation aids (belts, wings, lifejackets, inner tubes)?			
k. Is the water temperature between 28 and 32 degrees Celsius?			
l. Is the air temperature between 30 and 35 degrees Celsius?			

<b>Decks</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the deck have a hard textured surface and is it slip-resistant?			
b. Is there at least 2000mm clearance around the pool to allow for wheelchair access?			
c. Is there a one-inch high nosing at the edge of the pool to prevent easy slippage into the pool?			
d. Does the pool deck have contrasting colours and textures from the walkway and entrance?			
e. Is the overflow system covered with a hard plastic or metal grate and is it flush with the deck surface?			
f. Is entry into the water made easier by having the deck's surface level with the waterline?			
g. Is a shaded area provided on the pool deck?			
h. Are benches provided, measuring 450mm-500mm from the ground and 450mm-500mm wide?			

<b>Water Access</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Does the pool have either platform steps or wheelchair ramps?			
b. Do the platform steps consist of wide steps with a tread depth measuring 470mm-750mm and a riser measuring 150mm, gradually decline into the water?			
c. Are platform steps 1,050mm wide?			
d. Are platform steps of contrasting colour from the pool bottom?			
e. Do handrails accompany the platform steps?			
f. Is the wheelchair ramp at least 1,400mm wide and 3,650mm long with a slope of 8 percent (1:12)?			
g. Are handrails located on both sides and do they extend 460mm beyond the top and bottom of the ramp?			
h. Does the bottom landing measure at least 1,400mm X 1,400 mm?			
i. Does the ramp extend into the water no more than 480mm-500mm below the waterline?			
j. Does the pool have a ladder?			
k. Are the steps of the ladder evenly spaced and located close together?			
l. Do the steps of the ladder have a non-slip surface with treads placed on all of them?			
m. Is the ladder anchored securely at the top and gradually extended to the bottom of the pool floor?			
n. Do the handrails extend down both sides of the entire ladder?			
o. Is the ladder constructed of stainless steel to prevent rusting?			

p. Are ladder handrails identified with brightly coloured tape to aid people who have a visual impairment?			
q. Are there mechanical (not electrical) devices available to aid entry into the pool?			
r. Is the depth of the pool appropriate for the people who use it and their activities (i.e. 300mm-450mm for small children, 1250mm for teaching people how to swim)?			
s. Are changes in water depth indicated by changes of colour on the pool floor?			
t. Is the bottom of the pool non-abrasive and slip-resistant?			
u. Is the decline from the shallow end to the deep end not greater than 25mm for every 450mm?			
v. Are buoy markers with contrasting colours used to indicate changes in depth between the shallow and deep ends?			
w. Is the slope in the shallow end between 5 – 8 percent?			

<b>Change Rooms</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is there an accessible entrance and walkway from the pool to the change rooms?			
b. Are the change room doors of contrasting colours from surrounding walls?			
c. Are sharp corners and long distances avoided?			
d. Are the corridors 1500mm wide?			
e. Are the aisles 813mm wide?			
f. Is the floor surface slip-resistant and non-abrasive?			
g. Is one private cubicle measuring 900mm–1,000mm X 900mm–1,000mm provided?			
h. Is at least one bench measuring 600mm X 2,000mm with a seat height of 500mm above the floor provided?			
i. Are benches and tables moveable, to allow better access to wheelchairs?			
j. Are coat hooks and lockers placed 1,200mm above the ground?			
k. Is there secure storage space for wheelchairs provided?			
l. Are handrails available to guide people from change rooms to the pool deck?			

**H. Waterfront**

<b>Boat Docks</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
a. Is the boat dock at least 2,000mm wide and positioned 600mm above the waterline?			

b. Is the entrance onto the dock level with the access pathway?			
c. Are handrails positioned around the edges of the dock in areas that do not restrict access to and from boats?			
d. Is a 50mm–120mm curb positioned around the edges of the dock in areas that do not restrict access to and from boats?			
e. Is a 50mm–120mm curb placed on both sides of the ramp that joins a floating dock to a fixed pier?			
f. Does the ramp located between the fixed and floating docks slope no more than 8 percent (1:12)?			
g. Do handrails extend 450mm beyond the top, bottom and ends of the ramp and dock?			
h. Is the ramp's non-slip surface designed by fixing 60mm high X 30mm wide wooden strips perpendicular to the direction of travel?			
i. Does the dock have a non-slip surface and a drainage system to eliminate excessive surface water?			

**I. Walkways/Trails**

<b>General</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>a. Are exterior walks that form part of the barrier-free path of travel provided by a means of a continuous plane not interrupted by steps or abrupt changes in level?</b>			
<b>b. Do exterior walks have a permanent, firm and slip-resistant surface (asphalt, cement blocks or wood are suggested)?</b>			
<b>c. Do they have a minimum uninterrupted width of 1,100mm?</b>			
<b>d. Is the gradient no steeper than 1 in 12 (8%)?</b>			
<b>e. Does the walkway have a minimum 75mm high curb where, in the absence of walls, railings, or other barriers on either or both sides of the walk, the vertical drop from the walk exceeds 75mm?</b>			
<b>f. Does the walkway have a minimum 1,100mm wide surface of a different texture to that surrounding it, where the line of travel is level and even with adjacent walking surfaces?</b>			
<b>g. Is the walkway free from obstructions for the full width of the walk to a minimum height of 1,980mm (handrails are permitted to project not more than 100mm from either or both sides into the clear area)?</b>			
<b>h. Are walkways designed with the appropriate ramps where the gradient is steeper than 1 in 20?</b>			
<b>i. Does each trail have signage indicating the degree of difficulty, distance, type and condition of the trail?</b>			

j. Are there tactile cues and clear signage that indicate the distances between two points in metres and changes in direction?			
k. Is the grate spacing no more than 9mm?			
l. Are accessible walkways located adjacent to all facilities?			
m. Are overhanging objects at least 1,980mm above the ground?			
n. Are the joints less than 12mm wide?			
o. Are changes in colour used to indicate functional changes (i.e. direction, elevation change, special interest areas, and hazard areas)?			
p. Is the slope of the trail 5 percent or less?			
q. If the slope is between 4 and 5 percent are short level areas provided approximately every 30,000m?			
r. Is the width of the trail 1,800mm with a surface area of 1,500mm X 1,500mm so that people in wheelchairs can make a 360 degree turn?			
s. Are trails 1,800mm wide to provide for two-way traffic?			
t. Are ramped sections made more slip-resistant using 6mm hardwood strips on each board perpendicular to the travel direction?			
u. Is a zigzag ramp used when the slope is greater than 1:12 (8%)?			
v. If the walkway provides access to a beach or river, does it emerge into a slip-resistant platform that extends into the water no more than 800mm below high tide?			

#### J. Kitchen/Dining Facilities

General	YES	NO	N/A
a. Are aisles between the tray slide and seating at least 1,000mm?			
b. Is there at least 1000 mm of space between tables to allow for maneuverability?			
c. Is there 750mm between the ground and the bottom edge of the table?			
d. Is the top of the table 800mm above the ground?			
e. Are the table supports 600mm back from the edge of the table?			
f. Do trash receptacles open 900mm from the ground?			

# APPENDIX A

The Nova Scotia Human Rights Act states that no employer, person, or agency acting on behalf of an employer may discriminate against any individual in regard to hiring, continued employment, or any term or condition of employment, as well as promotion, on the basis of **age, race, colour, religion, creed, sex, sexual orientation, physical or mental disability, ethnic, national or aboriginal origin, family or marital status, source of income, political belief, affiliation, or activity.**

Application forms and advertisements for employment should not make any inquiry that directly or indirectly expresses or invites any limitation, specification, preference or information as to **age, race, colour, religion, creed, sex, sexual orientation, physical or mental disability, ethnic, national or aboriginal origin, family or marital status, source of income, political belief, affiliation, or activity.**

For further information, contact the Nova Scotia Human Rights Commission:

Central Office:

7th Floor  
 Lord Nelson Building  
 5675 Spring Garden Road  
 P.O. Box 2221  
 Halifax, NS  
 B3J 3CA

Tel: (902) 424-4111  
 TTY: (902) 424-3139  
 Fax: (902) 424-0596

Regional Offices:

Provincial Building, 1st Floor  
 360 Prince Street  
 Sydney, NS  
 B1P 5L1  
 Tel.: (902) 563-2140  
 Fax.: (902) 563-5613

Basin Place  
 68 Water Street  
 P.O. Box 1029  
 Digby, NS  
 B0V 1A0  
 Tel.: (902) 245-4791  
 Fax.: (902) 245-5011

Bridgeview Square  
 115 MacLean Street  
 P.O. Box 728  
 New Glasgow, NS  
 B2H 2P8  
 Tel.: (902) 752-3086  
 Fax.: (902) 755-7239

# Appendix B

## **Dishwashing**

Where dishwashing is done manually, at least three sinks or containers of non-corrodible material, of sufficient size, to ensure thorough cleaning, rinsing and sanitizing of all dishes and utensils, must be used.

Dishes and utensils used for preparing and serving food shall be:

Washed free from all grease and film in the first compartment in water at a temperature of at least 100 degrees Fahrenheit.

Rinsed, in the second compartment, in clean water at a temperature of 110 degrees Fahrenheit or hotter.

Immersed in the third compartment for at least two minutes, in clean water at a minimum temperature of 170 degrees Fahrenheit;

OR immersed, for at least two minutes, in clean water at a minimum of 110 degrees Fahrenheit, in water that contains at least 100 parts per million of available chlorine or any acceptable chemical sanitizing agent of sufficient strength.

Nova Scotia Department of Public Health, Regulations: Summer Camps (Province of Nova Scotia, 1967) pp. 6.