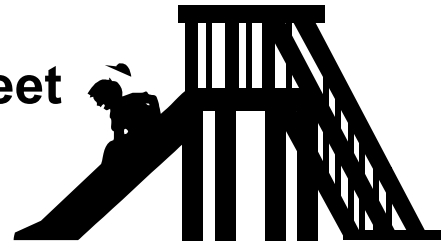


Health and Safety Systems Tip Sheet



Conducting regular health and safety checks is an important activity in Head Start and Early Head Start programs. Tracking results of health and safety checks and resolving any identified problems are important parts of a viable health and safety system. This tip sheet is provided as a resource for creating a comprehensive health and safety system in your program.



Establish health and safety as a top priority for your agency

- Be proactive; think prevention



Create a health and safety plan for your agency

- Develop:
 - A health and safety checklist tool or use an existing, reliable checklist
 - A frequency of health and safety checks to maximize the safety of the children and tailor the frequency of checks to the needs of your program. (e.g., weeds growing in the playground must be monitored twice a month.)
 - A reporting form for results of checks and a process for gathering, summarizing, analyzing and reporting results for the entire agency
 - An improvement plan for each problem/concern, with necessary steps to implement, staff responsible and deadlines for each step
- Include:
 - Indoor and outdoor facilities in each health and safety check
 - A review of accident/incident reports at each site
 - Policy Council and the Health Services Advisory Committee in planning
 - Parents as health and safety observers
- Identify:
 - A lead and an alternate staff member for conducting the health and safety checks at each center site
 - A lead manager to summarize reports and provide health and safety oversight/monitoring for all sites
- Train:
 - All staff members on the program's health and safety plan. Each staff member should be able to explain/discuss the program's health and safety policies and procedures.
- Report:
 - Results of health and safety checks and improvement plans to the Director twice a year