

ENVIRONMENTAL, HEALTH AND SAFETY SELF ASSESSMENT

The Indiana Department of Environmental Management designed this self assessment to help you identify potential environmental, health, and safety threats in your childcare facility. This is a confidential, voluntary way to ensure your children and staff are safe. For confidential assistance, contact IDEM's Office of Pollution Prevention and Technical Assistance at (800) 451-6027, dial 0, and ask for ext. 28172.

Part I: Environmental Threats

	HIGH RISK	MEDIUM RISK	LOW RISK
CLEANLINESS			
How would you characterize the overall cleanliness of your facility?	Somewhat clean; food debris, trash and recycling uncovered or stacked.		No food debris; no uncovered or stacked trash.
How often do you sanitize and disinfect?	Never.	Occasionally or irregularly.	Daily or as required.
How often do children and staff wash their hands?	After using the restroom.	After using the restroom, diapering or helping children with the toilet; before preparing food or eating.	After using the restroom, wiping noses, playing outdoors, using art supplies, handling pets or animals, playing outside; before and after diapering, helping children with the toilet, preparing food, or eating.
How do you keep dirt or contaminants from entering the facility on shoes?	There is no doormat.	Entrants wipe their feet on a mat before entering.	Entrants wipe their feet on a mat that is washed frequently. Adults wear slippers in infant and toddler rooms.
LEAD-BASED PAINT			
What year was your facility first constructed and painted?	Pre-1978.	Pre-1978, but lead-based paint has been painted over or removed.	Post-1978.

	HIGH RISK	MEDIUM RISK	LOW RISK
Was lead-based paint ever used on window sills, doors, or door jams?	Yes, but we have painted over it with water-based paint.	Yes, but we have painted over it with water-based paint, wash these areas with detergent and water monthly, and wet clean carpets around these areas annually.	No.
What kind of paint is on your cribs, diaper changing tables, or stair bannisters?	Lead-based paint.	Lead-based paint with layers of water-based paint on top.	No paint or water-based paint.
Is any paint peeling or chipping?	Yes, and we're not sure if it is lead-based paint or water-based paint.	Yes, but it is not lead-based paint.	No.
How do you repair peeling paint?	Sand or dry scrape it.	Wet scrape.	Do not scrape or sand; cover with water-based paint.
How do you clean up and dispose of lead-based paint chips?	Vacuum paint chips and dust.	Wet paint chips and double bag them before disposal; wet mop or wet vacuum the dust.	
How do you handle lead dust from renovations or repairs?	Vacuum.	Sweep, then wet wipe and mop.	Have licensed contractor or someone trained in lead-based paint repair or removal perform repairs and proper clean up.
LEAD IN DRINKING WATER			
Were your water pipes installed between 1983 and 1988? (Lead in solder was banned in 1983—five years is approximate time for pipes to minimize leaching lead into drinking water.)		Yes. (Still at high risk for lead contamination from lead solder.)	No.
What kind of water pipes do you have?	Copper pipes fitted with lead solder or lead goose necks.	Plastic.	Copper pipes fitted with silver solder or silver goose necks.

	HIGH RISK	MEDIUM RISK	LOW RISK
Have you had leaks in your pipes?	Yes.		No.
What kind of material are your faucets or fittings?	Brass.		Stainless steel, copper, chrome, plastic, or brass that is lead free.
What kind of water do you use for cooking, drinking, infant formulas, or water fountains?	Water that has been sitting in pipes for several hours.	Cold water only.	Cold water after the pipes have been flushed through for a minimum of 30 seconds or bottled water that has laboratory documentation that it is lead free.
If your facility is on a well that is hooked up to a public water supply, has the water supplier performed required lead and copper testing?	No, or I don't know.		Yes, and levels are acceptable.
LEAD FROM OTHER SOURCES			
Are you located in the same neighborhood as a manufacturing facility that uses lead in manufacturing?	Yes. High levels of lead may be present in the soil.		No.
Does your playground have any bare soil near a parking lot or busy street?	Yes. (Risk is from lead-based paint chips or deposits of leaded gasoline vapors pre-1974.)	Children do not play in the soil; they play only on hard top, sandy, or grassy surfaces.	All soil has been covered by grass or other ground cover, such as crumb rubber tire mulch or other mulch.
Are your toys lead-free?	No, or we don't know.		We buy toys that the manufacturer certifies are lead-free.
Are your mini-blinds lead-free?	No, or we are unsure.	They do contain lead, and we wipe them with a wet cloth weekly.	We do not have mini-blinds; the manufacturer ensures that they are lead-free; or the mini-blinds are encased in glass.

	HIGH RISK	MEDIUM RISK	LOW RISK
Do you have glazed pottery?	Yes, and it is used as dishes.	Yes, but it is for display only and out of reach of children.	No.
Do you store food in open steel or aluminum cans?	Yes.		No.
OTHER DRINKING WATER ISSUES			
Is your facility serviced by a well?	Yes, but we perform no testing for nitrates and bacteria.	Yes, we test it regularly for nitrates and bacteria, which do not exceed required levels.	No.
ASBESTOS			
Do you have asbestos in any of your building materials?	Yes, or not sure. (The older the facility the greater the risk. Asbestos can be found in fireproofing, piping, insulation, floor tiles, ceiling tiles, patching compound, roofing, or transite panels.)	Yes, but all furnace and pipe insulation is sealed and tear-free. Floor tiles that contain asbestos are in good condition. (There is less risk if the facility was built in the last 10 years.)	We have received an asbestos inspection or assessment and have an asbestos action plan.
How do you treat undamaged asbestos-containing materials?	Try to fix it ourselves.	Leave it alone, but don't monitor.	Leave it alone, but monitor regularly according to an asbestos action plan.
Who monitors your asbestos-containing materials?	Untrained staff.	Staff trained in asbestos management.	Licensed asbestos inspector or staff member.
How are your asbestos-containing materials identified and labeled?	They aren't identified.	With tags or other nondescript identification.	With asbestos warning labels.
Who is responsible for maintaining the asbestos-containing materials in good condition or performing repairs or renovations near the asbestos location?	Staff or contractors who are not licensed in asbestos by IDEM.		Indiana licensed asbestos contractors (this is required by law in certain conditions).

	HIGH RISK	MEDIUM RISK	LOW RISK
What is done with the asbestos-containing material after repair or renovation?	You or others dispose or bury it. IT IS ILLEGAL TO DISPOSE OF ASBESTOS ANYWHERE OTHER THAN A LANDFILL LICENSED TO ACCEPT ASBESTOS.		Dispose it in a landfill licensed to accept asbestos.
RADON			
Have you or a certified radon tester checked your building's radon levels?	No. (Any building, any age, anywhere in Indiana is at risk for radon. Employ a professional, state-certified radon inspector or buy a do-it-yourself kit from a state-certified radon laboratory to test your radon levels.)	Yes.	
If you have tested for radon, what is your radon level?	The average concentration meets or exceeds 4pCi/L.	The average concentration is below 4pCi/L.	Radon levels are below 2pCi/L.
How is radon entering your facility?	Through cracks in basement floors, foundation, and walls; solid floors; construction joints; gaps in suspended floors; gaps around service pipes; cavities inside walls.	Certified radon mitigator has determined that all entry points are sealed and/or the levels are below 4pCi/L.	Certified radon mitigator has determined that all entry points are sealed and/or the levels are below 2pCi/L.
How have you addressed any radon problem at your facility?	We have not addressed the problem or we have addressed the problem on our own.		A state-certified radon mitigator addressed the problem.

	HIGH RISK	MEDIUM RISK	LOW RISK
CARBON MONOXIDE			
If you have gas-burning appliances, how often do you have a trained professional inspect them? Gas-burning appliances include oil and gas furnaces, gas water heaters, gas ranges and ovens, gas dryers, gas or kerosene space heaters, fireplaces, and wood stoves.	Never.	Occasionally.	At the beginning of every heating season.
If you have gas-burning appliances, do you have a carbon monoxide detector that is the proper size for your facility?	No.	Yes.	Yes, and we check to see if it is working properly regularly.
If you have a gas-generated dishwasher or a gas water heater, is it vented outdoors?	No.	Yes.	Yes, and it is inspected regularly to ensure proper working order.
Do you use portable gas heaters or have open grate gas heaters or open fireplaces?	Yes.		No.
If you have a gas stove in the kitchen, do you have an exhaust fan over the stove that is vented outdoors?	No.		Yes.
Where do cars idle in or around your facility?	In a garage, even with the door open.		In an open area outdoors, away from building ventilation input and outputs.
If you have a gas oven, do you ever use it to heat the facility?	Yes. (THIS IS ILLEGAL.)		No.

	HIGH RISK	MEDIUM RISK	LOW RISK
Do you ever use gasoline-powered engines indoors? These can include mowers, weed trimmers, snow blowers, chain saws, small engines, generators, or floor buffers.	Yes. (Risk is from vapors emitted from device, even after it is off.)		No.
POLYCHLORINATED BIPHENYLS (PCBs)			
Do you have an electrical transformer outside on the grounds or on a utility pole that contains PCBs? (Your electrical utility company can tell you.)	Yes, and it is leaking oil. THIS IS A SERIOUS HEALTH AND SAFETY HAZARD! CONTACT YOUR LOCAL EMERGENCY SERVICES PERSONNEL IMMEDIATELY!	Yes, and they are identified with labels as PCB transformers. They are registered with fire response personnel.	No, or the utility company has replaced the PCB transformer.
When were your lighting fixtures installed?	Pre-1976.	Pre-1976, but they have been labeled for fire response personnel.	Post-1976.
SMOKING			
Where is smoking permitted in your facility?	It is not restricted. (THIS IS ILLEGAL EXCEPT FOR DESIGNATED SMOKING AREAS.)	Only outside where children are not present.	It is not permitted anywhere on our property.
PESTICIDES AND OTHER HAZARDOUS CHEMICALS			
Where do you store your pesticides and all other chemicals?	In a cabinet or on a shelf that is accessible to children. (THIS IS ILLEGAL.)	In a cabinet or shelf that is inaccessible to children.	In a locked cabinet or storage room.
Are all chemicals and secondary containers labeled properly?	No.		Yes.

	HIGH RISK	MEDIUM RISK	LOW RISK
Do you follow manufacturer's instructions for pesticides and cleaning chemicals?	No.		Yes.
Who applies pesticides at your facility?	Unlicensed staff.	A licensed contractor or someone at my facility who has been trained and licensed. (Contact the Office of the State Chemist for a list of licensed contractors.)	We do not use pesticides at our facility.
When are pesticides applied?	When children are present. (THIS IS ILLEGAL.)	In the evening or weekends when children are not present.	We use baits and traps rather than chemical applications.
What do you do to prevent histoplasmosis (disease caused by bird and other animal dung)?	Nothing.	Cover sand boxes when not in use; clean up and dispose of all animal dung properly.	Cover sand boxes when not in use; clean up all animal dung; do not have pets in the facility.
What would you do if a mercury-containing item broke in your facility?	Burn it, vacuum it, put it in the trash, or pour it down the drain.	Follow IDEM mercury spill guidelines. Have mercury spill kit on premises.	I have no mercury-containing items in my facility.
When do you change fluorescent bulbs?	When children are present.		When children are not present.
Where do you store new or burnt-out fluorescent bulbs before recycling?	Leaning against a wall where they could break and/or where children may have access.		Wrapped in a protective cardboard box stored where children do not have access.

	HIGH RISK	MEDIUM RISK	LOW RISK
Where might mercury be located in your facility?	<p>G Thermometers with silver-colored liquid.</p> <p>G Fluorescent and other mercury vapor lighting.</p> <p>G Pilot light sensors in certain gas appliances: stoves, ovens, clothes dryers, water heaters, furnaces, space heaters.</p> <p>G Gauges: barometers, manometers, blood pressure and vacuum gauges with silver-colored liquid.</p> <p>G Elemental mercury—silver-colored liquid metal sometimes found in children's chemistry sets. Vintage toys—toy drawing screens and mercury maze games.</p> <p>G LA Gear® athletic shoes—made before 1997 with flashing lights in soles.</p> <p>G Thimerosal and merbromin—in some antibacterial products.</p>	<p>G Clothes irons—automatic or tilt shut-offs.</p> <p>G Batteries—mercuric oxide and some alkaline batteries.</p> <p>G Water-based paint manufactured before 1990 and some oil-based paints—check the labels.</p> <p>G Switches and relays: in certain chest freezers, pre-1972 washing machines, sump and bilge pumps, electric space heaters, silent light switches, vehicles and farm equipment.</p>	<p>G Automotive headlamps that have a blue tint when lit.</p>
BIOLOGICAL CONTAMINANTS			
How often do you clean and maintain your heating, ventilation, and air conditioning system?	Never.	Clean air handling units and change filters annually.	Clean air handling units and change filters quarterly.

	HIGH RISK	MEDIUM RISK	LOW RISK
Where are your exhaust fans?	Do not have any.	In kitchen and restroom with a bath or shower, but they do not vent outdoors.	In kitchen and restroom, and they vent outdoors.
Does condensation form on windows or walls?	Yes.	No. The attic or crawl space does not ventilate outdoors. We use an air conditioner or dehumidifier when humid.	No. Attic ventilates outdoors. We use an air conditioner or dehumidifier when humid.
If you use humidifiers, how often do you clean them when in use?	Rarely or never.	When it looks like they're dirty.	Weekly or according to manufacturer's instructions.
How and when do you vacuum?	When children are in the building.	When children are not in the building.	When children are not in the building, and with high-efficiency filters.
If you have carpeting, how do you clean it?	We don't clean our carpeting other than vacuum, or we have water-damaged carpeting.	We steam clean it annually or wet-clean it during humid months.	We do not have carpeting, or we wet clean the carpeting only during dry months when it will dry within 24 hours. We ensure spot cleaning dries within 24 hours.
Does your facility have pets with hair or fur?	Yes, in the children's classroom.	Yes, but not in the classroom.	No.
Does your facility have adequate outside air intake and out take?	No.		Yes.
PEST PREVENTION			
What signs of food debris do you have in your facility?	Crumbs on counters, floors, behind appliances. Trash is uncovered.		No food debris. Trash is covered.

	HIGH RISK	MEDIUM RISK	LOW RISK
How is food stored at your facility?	In cardboard boxes on the floor. In nonsealed containers in cabinets or on shelves.		In sealed containers in clean cabinets, or on open shelves that can be swept fully under-neath and behind and be monitored for pests.
How could pests find water sources in your facility?	Facility has water damage; mops or puddles are on floor; floor drains are unscreened.	There are gaps in caulking; ill-fitting doors; holes in walls or in cabinets underneath sinks.	Floor drains are screened; dishwashing areas are dry; mops are hanging up off floor; all pest entryways are sealed and caulked.
If you have windows with screens, in what condition are the screens?	We don't have screens in windows that open, or they are in poor condition.	Some tears.	Screens are tear-free.
What size are your window screens and screens for other ventilation outputs?		Larger than 16-mesh (16 is required.)	16-mesh or smaller.
RENOVATIONS AND REPAIRS			
If you have renovations to treated lumber, how do you clean up the job?	Let kids touch or play in saw dust.	Sweep it up when finished.	Use equipment with filters, wear gloves, wash down the area when finished.
How do you handle renovations to drywall or plaster?	Dry sand the spackling compound. (NEVER PERFORM REPAIRS AROUND CHILDREN OR STAFF.)		Wet sand the spackling compound.

Part II: Health and Safety

	YES	NO	N/A
GENERAL SAFETY			
Do you keep hazardous items away from children, including purses, backpacks, cleaning supplies, paper cutters, knife blades, tools, sharp scissors, unprotected radiators or air conditioners, hot water pipes, cleaning chemicals, poisonous plants, matches, medications, and items marked "Keep out of reach of children"?			
Do you regulate hot water taps (except dishwashing equipment) between 100 ^N and 120 ^N Fahrenheit with an approved hot water control valve?			
Are your equipment and toys in safe and good condition?			
If you have carpeting, is it secured firmly?			
Do you have any stacked items that could fall on children?			
Are your fluorescent bulbs shielded?			
EMERGENCIES			
Do you have a written emergency action plan?			
Do you have a fire evacuation plan?			
Is your staff trained on disaster evacuation procedures, including what to do if there is a tornado, earthquake, bomb threat, or fire?			
Do you and your staff have first aid and pediatric CPR training?			
Do you have emergency telephone numbers posted by the telephone?			
Are you inspected by the Fire Marshal annually?			
Have you reported all fires or fire damage to the fire department?			
Do you practice good housekeeping, including discarding trash and cleaning up spills immediately, keeping stove hoods and equipment free of dust and grease, and keeping storage areas clean?			
Do you store flammable liquids in tightly sealed containers and in locked areas inaccessible to children?			
Do you use portable heaters? THEY ARE ILLEGAL IN CENTERS AND MINISTRIES.			
Do you conduct and document monthly fire drills?			
If you have a fire alarm system, is it tested annually as required by the Fire Code?			

	YES	NO	N/A
Are stairways, halls, corridors, exits, and aisles lighted at all times and free from obstruction?			
If you have fire extinguishers, are they serviced annually as required by the Fire Code?			
Are the fire extinguisher locations posted next to your emergency safety numbers or is staff aware of their location?			
Is staff trained to use fire extinguishers?			
Does your facility have the required exits for each room?			
BLOODBORNE PATHOGEN EXPOSURE CONTROL			
Do you have a Bloodborne Pathogen Exposure Control Plan?			
Is staff trained to follow Universal Precautions?			
Do you make the Hepatitis B vaccination available to employees?			
Do you provide protective equipment to prevent exposure to blood or other potentially infectious materials?			
Do you have a "post-exposure" plan—what to do in the event of a bloodborne pathogen exposure?			
Do staff members know and follow infection control practices as described below?			
Do staff members wash their hands before and after diapering and helping children use the toilet?			
Do staff members wash their hands after using the toilet?			
Do staff members wash their hands before preparing or serving food or eating?			
Do staff members teach and help children to wash their hands after going to the toilet and before eating?			
Does staff stay home when ill?			
Do you have and follow guidelines for isolating and sending home ill children, especially those with communicable diseases?			
Do staff and children cover their noses and mouths when sneezing or coughing, then wash their hands?			
Do you discard urine, feces, blood, and vomit in a toilet rather than a sink?			
Do you change your clothing and children's clothing when wet or soiled with vomit, urine, feces, or blood?			
Do you clean and sanitize toys, cribs, cots, furniture, and floors as needed and as required?			
	YES	NO	N/A

Do you use disposable items only once and dispose of them properly, such as paper plates, diapers, Band-Aids, medical gloves, paper towels, and tissues?			
Do you clean mops after use?			
Do you provide extra supervision to children who push or bite to reduce bleeding injuries?			
Do you disinfect objects and surfaces soiled with blood or body fluids with a 10% household bleach solution or a tuberculocidal solution?			
Do you know the procedures for disposing of infectious waste, which is material that could <u>release blood when compressed</u> ? (Infectious waste must be placed in a leak-resistant bag labeled with the biohazard symbol. Contact your local health department to find out who collects infectious waste in your community.)			
Do you follow proper diapering procedures as defined by the Indiana State Department of Health?			
Have you educated staff on Hepatitis A hazards and precautions?			
HAZARD COMMUNICATION			
Do you have a written Hazard Communication Program?			
Do you educate and train employees about the hazardous chemicals found in the workplace?			
Do you have a list of all chemicals (excluding cleaning supplies purchased at local stores) used at your facility and their Material Safety Data Sheets?			
Does staff know where the Material Safety Data Sheets are stored and how to read them?			
Are containers containing hazardous chemicals labeled properly, including the identity of the chemical, hazard warnings, and name and address of manufacturer?			
If you use a secondary container, such as a spray bottle, is it labeled with the chemical name and hazard warning in case of an accident?			
Do you know what to do in the event of a chemical-related accident?			

Part III: Environmental Stewardship

	YES	NO	N/A
RECYCLING			
Have you contacted your local solid waste management district (in Marion County, contact Keep Indianapolis Beautiful) to investigate recycling options for glass, aluminum, plastic, paper, and cardboard?			
Do you investigate options for buying recycled products, such as office paper or art supplies?			
Are your recycling bins covered to avoid pest or rodent infestations?			
If you do not have a recycling hauler, do you take your recyclables to drop-off facilities or arrange for other services?			
Have you replaced disposable utensils, plates and bowls with reusable dishware? (Dishware must be considered "kitchen-approved" by the local health department.)			
Do you use crumb rubber tire mulch from an approved source on your playground?			
ENERGY EFFICIENCY			
Have you performed an energy audit? For instance:			
Do you know where air leaks (drafts) exist in your facility, such as at windows and doors, electrical outlets, switch plates, window frames, baseboards, weather stripping, fireplace dampers, attic hatches, and wall- or window-mounted air conditioners? Leaks also can occur around pipes and wires, electrical outlets, foundation seals, and mail slots.			
Is caulking and weather stripping applied properly without gaps?			
If your windows leak, have you replaced them with high-performance windows or sealed them with plastic sheets?			
Is your facility insulated properly?			
Does a professional inspect and clean your heating and cooling equipment regularly or as recommended by the manufacturer?			
If your heating or air-conditioning units are more than 15 years old, have you considered replacing them with newer, energy-efficient units?			
If you have a forced air furnace, do you check and replace your filters at least quarterly?			
Have you replaced higher-wattage bulbs with lower-wattage bulbs where possible?			

	YES	NO	N/A
Have you investigated the use of compact fluorescent lamps for areas where lights are on for hours at a time?			
EDUCATION AND OUTREACH			
Have you distributed IDEM's Simple Steps or other environmental, health, and safety literature to children and parents? (Call IDEM for Simple Steps educational materials at (317) 232-8172, or (800) 451-6027, press 0 and ask for ext. 28172.)			
If you have identified an environmental health risk at your facility, do you notify parents of the hazards and action steps you are taking to address the problem?			
Do you incorporate environmental awareness into your curriculum?			
Do you conduct educational programs for parents on environmental threats and their proper management?			
Do you serve as a mentor for other facilities to help them understand and address environmental, health, and safety requirements and initiate programs that go above and beyond the requirements?			