

Project COPE - Daily Safety Checklist

Date _____ Group _____ Size _____

Director _____ Instructors/Staff Members _____

Medical Forms

- _____ Medical Forms completed and signed.
- _____ Medical Forms reviewed and potential problems, allergies, and restrictions reviewed with staff.

Emergency Procedures

- _____ Access roads are clear.
- _____ First-aid kit complete and on-site.
- _____ Emergency communication on-site and working.
- _____ At least one staff member with current CPR/First Aid certificates is on-site.

Equipment Checklist (each item should be checked for soundness before use)

- | | |
|-------------------|-------------------|
| _____ Helmets | _____ Swiss Seats |
| _____ Rabbit Ears | _____ Ropes |
| _____ Carabiners | _____ Ladder |
| _____ Rescue Bag | _____ Water Jug |

_____ Items for each event as needed

Remove any item that fails inspection and record removal in Inventory Records

Set-Up

- _____ Clear warm-up area of any ground hazards
- _____ Set-up events to be used in day's program. (see Opening and Closing Procedures)
- _____ Make visual inspection of each event prior to use.
- _____ Make sure to note condition of Poles, Ground Conditions, Cables, Hardware, and Trees.
- _____ Take corrective measures prior to using event or close any event that fails inspection.

Participant Safety

- _____ Rules of Project COPE are understood by all participants.
- _____ Long pants and sturdy lace shoes are worn by participants.
- _____ Jewelry, neckerchiefs, watches, sharp objects in pockets, belt buckles, and any other object which can catch or strike should be removed prior to participation.
- _____ Long hair and loose clothing should be securely tied.
- _____ Safe Spotting techniques are taught and practiced prior to participation on low course.
- _____ Proper belay techniques and use of any safety equipment are taught and practiced prior to participation on high course.
- _____ Check for possible environmental hazards (heat cold, lighting, insects, etc ...) that could endanger participants. Course should be closed until conditions improve.
- _____ The buddy system will be used whenever possible.

Course Activity

- _____ Participants should be introduced to the goals of COPE, and the COPE philosophy are discussed with each group at the start of the COPE experience.
- _____ Stretching and warm-up activities precede more strenuous activity.
- _____ All initiative games, low and high-course events are done in accordance with the Project COPE manual supplied by the Boy Scouts of America.

Take Down

- _____ Take-down events used in day's program. (see Opening and Closing Procedures)
- _____ Disable all events.
- _____ Return equipment to storage.

Daily Summary

Description of daily program _____
