



ALABAMA MUNICIPAL INSURANCE CORPORATION MUNICIPAL WORKERS COMPENSATION FUND, INC.



Loss Control Division

PREMISES CHECKLIST

A separate checklist should be completed for each building. Copy and complete additional sheets as necessary.

Should the answer to any of these statements be "NO", then corrective action should be taken.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All structures meet NFPA Life Safety Code in design and layout. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Regular inspections are conducted of all properties and premises and records kept by all departments. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. There is a general housekeeping inspection program of all premises and property. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Thorough inspections are made of all premises and equipment where public events are held on municipal property and safety/first and procedures are adequate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Parking areas are smooth, level, lighted and marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Sidewalks are in good condition (i.e. no hazardous cracks, breaks, unevenness, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All fencing is maintained and adequate to secure premises as applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Exterior signs are clearly visible and road signs meet with Federal Uniform Traffic requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. All glass is satisfactory and not mistaken as an exit. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. All building entrances and exits are unobstructed, appropriately marked and safe. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. There are adequate secondary exits in all buildings and panic hardware is operable and not locked if required. |

YES	NO	
()	()	12. All exit ways are unobstructed and properly marked with exit signs.
()	()	13. Emergency lighting is available and adequate for each building as per NFPA Codes.
()	()	14. There is adequate fire protection and prevention (according to NFPA Codes as well as state and federal codes) for all premises.
()	()	15. Fire alarms are working in all buildings and inspected at least biannually.
()	()	16. Fire drills are conducted by employees at least twice a year with goal of assisting general public for evacuation purposes.
()	()	17. Smoke detectors are working and inspected biannually.
()	()	18. Floor surfaces are non-slippery and free from any tripping hazards.
()	()	19. Stairways, treads, handrails are in good condition and do not pose a tripping hazard.
()	()	20. There is adequate lighting in all areas of the premises, internal and external.
()	()	21. Fire extinguishers are visible, placed properly and inspected annually as per NFPA Codes.
()	()	22. Current inspection tags are attached to all fire extinguishers.
()	()	23. Premises alarm systems are inspected biannually and are installed in all buildings.
()	()	24. "Public Use" equipment is in good, safe condition.
()	()	25. Elevators are maintained regularly and meet applicable codes.
()	()	26. Elevators stop at each level and are level with the floor tread. Doors are functional and have protective devices to prevent potential injury to guests.

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 27. Sprinkler systems are adequate and inspected at least biannually and flow test run annually. |
| <input type="checkbox"/> | <input type="checkbox"/> | 28. All complaints and follow up procedures are documented in writing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 29. Emergency evacuation plan in place (please refer to emergency evacuation plan in this section). |

STREETS, ROADS AND BRIDGES CHECKLIST

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Entity has a regular inspection and maintenance program for streets and roads. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Written records of complaint and follow up of maintenance are kept. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Road signs are regularly inspected for visibility, missing signs and compliance with federal uniform traffic requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Barricades and warning signs are used at road work sites. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Equipment utilized in maintaining roads (graders, loaders, rollers, water trucks, etc.) are appropriately marked with slow moving vehicle signs and appropriate warning signs are posted for general traffic notification. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Entity has a regular inspection and maintenance program for bridges. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All bridges inspected and posted in compliance with State and Federal requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. One lane bridges are appropriately marked with warning signs as to width and load limitations. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Written procedures are utilized for the replacement of condemned or closed bridges. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. All bridges are posted for size and weight limitations. |

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Special attention is paid to height requirements on steel or covered bridges. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Program is in effect to periodically inspect and determine reliability of bridges, their support systems, and procedures established after heavy rains for verification that bridges are adequate for design load. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Entity follows standard procedures for operations or exposures which are contracted (see Contractual Liability Checklist). |

RECREATIONAL ACTIVITIES CHECKLIST

A. PARKS AND PLAYGROUNDS

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All parks and playgrounds are inspected and maintained regularly. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. All equipment is in good and safe condition. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. All surfaces beneath playground equipment are safe and adequate (no concrete, asphalt, etc.) |

B. SWIMMING POOLS

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Swimming pools are properly supervised by Certified Lifeguards. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Swimming pools are enclosed with control fences to prevent unauthorized entry and kept secured at all times. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Depths are properly marked in swimming pools and there is adequate life safety equipment (i.e. shepherd's hook, life buoy, flotation devices). |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. All swimming pools have appropriate signs indicating no running, no glass containers and no potentially hazardous play equipment utilized in the pool. |

C. WATERFRONT ACTIVITIES

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Premises are regularly inspected and maintained.
<input type="checkbox"/>	<input type="checkbox"/>	2. Lakes and beaches have appropriate swimming areas roped off.
<input type="checkbox"/>	<input type="checkbox"/>	3. If boating is allowed near the swimming area, are appropriate warning signs posted.
<input type="checkbox"/>	<input type="checkbox"/>	4. Swimming areas are properly supervised by Certified Lifeguards.
<input type="checkbox"/>	<input type="checkbox"/>	5. If no swimming is allowed, signs are clearly posted and visible.
<input type="checkbox"/>	<input type="checkbox"/>	6. Beaches are regularly patrolled and maintained.
<input type="checkbox"/>	<input type="checkbox"/>	7. If there is a means to secure the property at night, it is secured and patrolled by police on a regular basis.
<input type="checkbox"/>	<input type="checkbox"/>	8. During off seasons, the area is secured and prevention of swimming controlled.
<input type="checkbox"/>	<input type="checkbox"/>	9. If wharves/piers/docks are the responsibility of the municipality, they are repaired and in good order.
<input type="checkbox"/>	<input type="checkbox"/>	10. If repairs are subcontracted to wharves/piers/docks, certificates of insurance are received from the subcontractor.
<input type="checkbox"/>	<input type="checkbox"/>	11. Are all wharves/piers/docks removed at the end of the season? If not, during off season are they secured to prevent inadvertent use?
<input type="checkbox"/>	<input type="checkbox"/>	12. If a marina is available in a lake, is there Marina Operators Legal Liability coverage?

D. GOLF COURSE ACTIVITIES

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Premises regularly inspected and maintained.

YES	NO	
()	()	2. All services are contracted out in golf course maintenance and operation.
()	()	3. If not contracted, is a restaurant or bar operated by the city or municipality?
()	()	4. If the municipality does not operate the golf course, are certificates of insurance provided by the provider of services?
()	()	5. Are EPA approved chemicals used for spraying the golf course?
()	()	6. Are employees fully trained in handling and dispensing these chemicals?

UTILITIES CHECKLIST

A. WATER UTILITY/SEWER UTILITY

YES	NO	
()	()	1. All facilities are fenced, secured and closed to public access.
()	()	2. System is regularly checked to insure compliance with required Local, State or Federal standards (water quality, waste water treatment, etc.)
()	()	3. Treatment plants are monitored regularly.
()	()	4. All equipment and pumps, including submersibles, meet UL standards.
()	()	5. All equipment and pumps, including submersibles, are maintained on a regular basis.
()	()	6. Regular safety training program are conducted.
()	()	7. All chemicals are properly labeled and secured.

YES	NO	
()	()	8. Chemical storage areas are locked and isolated and written procedures for emergencies such as accidental chlorine discharge in place.
()	()	9. Continual inspections are made of the facility with appropriate safeguards for leak detection.
()	()	10. If the municipality is responsible for repair and replacement of mains, appropriate maps are provided to prevent potential damage to other underground utilities.
()	()	11. There is a regular inspection program of all mains.
()	()	12. All towers are fenced and free of attractive nuisance potential.
()	()	13. Standing water tanks are properly secured from access from unauthorized persons.
()	()	14. Barricades and warning signs are used at all work sites.

B. ELECTRIC UTILITY

YES	NO	
()	()	1. All facilities are fenced, secured and closed to public access.
()	()	2. If electricity is purchased from others, entity has contingency plan for alternate power in the event of shutdown by primary source.
()	()	3. Substations have adequate fencing and signage to prevent unauthorized entry.
()	()	4. Up to date system maps of the entire facility are maintained and include dates of major repair and replacement of equipment.
()	()	5. Main shut-off switches and regulating controls are indicated in substations

YES

NO

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6. Plan is in place for the replacement of aging facilities and distribution lines.

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7. Program in place with local fire department to identify methods for handling downed power lines and substation fires.

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8. Regular safety training program conducted.

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9. Barricades and warning signs used at all work sites.

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10. If any work is performed by a subcontractor, entity follows standard procedures for contractual liability (see Contractual Liability Checklist)

C. GAS UTILITY

YES

NO

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1. All facilities are fenced, secured and closed to public access.

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2. Repairs and maintenance of pipelines are indicated on a master chart.

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3. Entity has a leak detection program.

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4. Comprehensive plan in place for repair or replacement of aging distribution lines.

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5. Repairs and maintenance records retained.

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6. Up to date system maps are maintained.

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7. Main shut off valves and regulating controls indicated on master maps.

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8. If any operations contracted, entity follows standard procedures for contractual exposures (see Contractual Liability Checklist).

OTHER OPERATIONS CHECKLIST

A. EMTs/PARAMEDICS

- | YES | NO | |
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| () | () | 1. All paramedics/EMTs are certified or licensed. |
| () | () | 2. All part-time personnel are fully trained and certified according to minimum requirements. |
| () | () | 3. Field training program in place. |
| () | () | 4. Less experienced personnel are teamed with those who are more experienced. |
| () | () | 5. Continuing education/training is a requirement after hiring. |
| () | () | 6. Physical exams required prior to hiring potential EMTs/Paramedics. |
| () | () | 7. Substance abuse testing done. |
| () | () | 8. There is a probationary period for new employees. |
| () | () | 9. Department has an established procedure/policy manual. |
| () | () | 10. Action taken where procedures/policies are violated. |
| () | () | 11. EMTs/Paramedics in contact with hospitals/doctors at all times when responding to a call. |
| () | () | 12. Response times monitored and problems investigated. |
| () | () | 13. Squad official makes a determination as to whether or not to provide emergency service when a call comes in. |

B. CHEMICAL SPRAYING OPERATIONS

- | YES | NO | |
|-----|-----|--|
| () | () | 1. Are chemicals sold to the public by the municipality for controls of weeds or other plant life? |

YES

NO

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2. Does the municipality or city or county provide road side chemical spraying for weed control and if so, are employees trained and proper precautions utilized during application to prevent unwanted killing of trees and shrubs?

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3. Are pesticides and herbicides handled by certified chemical applicators during application and are all instructions followed to the letter and cautions provided?

C. LANDFILLS

YES

NO

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1. Landfills are properly controlled, (fences are adequate as well as gates to prevent unauthorized entry) and periodic supervision when unattended.

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2. All landfills meet the provisions of the Resources Conservation Recovery Act.

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3. All landfills in compliance with current Environmental Protection Agency (EPA) operating standards.

D. STORAGE TANKS

YES

NO

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1. Are above ground storage tanks utilized for fuel dispensing?

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2. If above ground storage tanks are utilized, are they adequately diked to prevent run off and contain fuel spills?

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3. Are all tanks equipped with pressure relief valves or appropriate dispensing mechanisms to shut off automatically?

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4. Is there a self inspection program to insure proper maintenance and condition of all above ground tanks.

E. UNDERGROUND TANKS

- | YES | NO | |
|-----|-----|---|
| () | () | 1. Are all underground tanks monitored as to potential leakage utilizing volume-in, volume-out, calculations? |
| () | () | 2. Are there any monitoring wells near the tanks to check for potential leaks? |
| () | () | 3. Is there a self inspection program to insure proper maintenance condition of the tanks? |
| () | () | 4. Written procedures are in place for containment or correction of leaks. |
| () | () | 5. Does the municipality comply with the statutes regarding environmental liability coverage for both above ground and underground tanks? |

NOTE: This document is not intended to be legal advice. It does not identify all the issues surrounding the particular topic. Public agencies are encouraged to review their procedures with an expert or an attorney who is knowledgeable about the topic. Reliance on this information is at the sole risk of the user.¹

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