

Health and Safety Checklist for soilSHOP Events



U.S. Department of Health and Human Services
Agency for Toxic Substances and Disease Registry

Planning and Preparation

soilSHOPS offer community residents free soil screening as well as customized health education based on their results. They can be part of a large outdoor event, such as a health fair, or a small outdoor event, like a farmers' market. They can also be held indoors or as stand-alone events. Depending on the set-up, soilSHOPS may draw many participants and may present unique health and safety risks.

soilSHOP event planners, therefore, face unique

challenges in providing a safe environment for all participants and ensuring that no one is inadvertently exposed to preventable risks.

The nature of your soilSHOP may mean more detailed assessment and communication prior to the event. To ensure safety, soilSHOP staff should consider working with on-site staff and those who are familiar with the safety requirements and landscape of the location/venue.

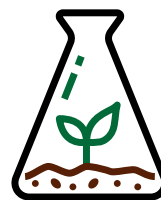
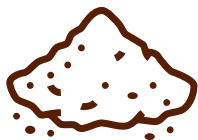
Consultation with Event Stakeholders/Partners

Stakeholders/Partners in soilSHOP events include

- Event organizers
- Event staff, soilSHOP staff, and volunteers
- Services and service providers (for example, Environmental Protection Agency XRF operators, or emergency services)
- Facilities/location management (maintenance, waste removal and cleaning, space booking, parking and vehicle movement).

Proactive and collaborative planning with these groups can eliminate or minimize safety risks by using a systematic process to identify, assess, and control potential hazards.

Good planning means being prepared well in advance and ensuring that safety is a priority throughout the event, including during pre-event set up. For more information on event set up please see our [soilSHOP Tutorial Series](#).





Event Details

Use this section to collect and maintain important event information and contacts. Share copies of this list with other soilSHOP staff.

Event Information

Event name: _____

Event description: _____

Event location: _____

Proposed Event Dates

From: _____

To: _____

Event Attendance

Estimated attendance: _____

Total attendance
(after event): _____

Team Health and Safety Chief Information

Name: _____

Phone: _____

Alternate contact name: _____

Alternate phone: _____

Key Event Contacts

Name	Role	Responsibility	Contact details



Health and Safety Plan

Before using the checklist, please be sure to develop a health and safety plan for your soilSHOP event to address potential event-specific requirements for your team and the public.

What should I include in my health and safety plan?

Consider including the following details in your health and safety plan:



1. Locations of slip, trip, and fall hazards: Identify and address before the event.



2. Possible electrical hazards: Be sure extension cords are intact, protected, and placed away from water exposure.



3. Proximity of event to roadways and parking lots



4. Weather conditions/concerns

- **Spring/summer:** Provide shade, sunscreen, insect repellent, adequate water.
- **Fall/winter:** Provide temperature-controlled area, rain cover, etc.
- **Storm potential:** Identify locations for egress and sheltering. Monitor weather carefully and reschedule event, if necessary.



5. Potential first aid needs

- Provide on-site health and safety kit.
- Identify any health professionals on the team that can assist if needed.
- Pre-identify emergency room contact and location.



6. Soil operations

- **Sample management:** Use gloves and wash hands; watch out for sharps (sticks, needles, glass, thorns).
- **XRF units:** Follow equipment safety instructions; post adequate signage; use properly trained technicians; isolate operations.
- **Soil waste disposal:** Pre-identify disposal procedures and resources.



7. Vehicles: Reinforce safe driving practices.



8. Biological hazards: Determine location potential for poisonous plants, animals, etc.; advise/prepare team accordingly.



9. Fire hazards: If event is in a building, know the location of fire exits, alarms, and extinguishers; be prepared to call 911 if fire occurs outside or inside.



Health and Safety Plan Mapping Worksheet

Use this worksheet before your event to outline potential hazards identified for your event location and activities. This tool will help guide your Health and Safety Plan. For recommendations on what to look out for please reference page 3.

Mapping worksheet

Potential Hazard	Protective Measures



Health and Safety Checklist

Print this checklist for the day of your soilSHOP event. This checklist does not replace a formal health and safety plan that may be required for this type of work as noted on page 4. Each soilSHOP team should ensure organizational policies and procedures are followed, in addition to following this checklist.

Health and Safety Chief: _____ **Phone #:** _____

Hazards/Issues or tasks

1. Event access and egress

Such as	Applies	Completed	Additional actions required
Entry/Exit areas clear and accessible for staff and expected attendees.			
Entry/Exit areas adequate for emergency exit and emergency services.			
Thoroughfares well defined and clearly marked.			

2. Traffic flow

Such as	Applies	Completed	Additional actions required
Clearly defined areas/paths for traffic separate from pedestrian walkways.			
Provision for safe passage of emergency/other vehicles through pedestrian traffic			
Adequate parking areas for expected number of attendees			
Controlled traffic flow and adequate signage for traffic			

3. Amenities

Such as	Applies	Completed	Additional actions required
Adequate provision/location of toilets and hand washing facilities			
Availability of drinking water for the staff and attendees			
Adequate areas for waste management			
Adequate shade from sun/availability of sunscreen as required for staff or attendees			

4. Event signage

Such as	Applies	Completed	Additional actions required
Adequate signage for entries, exits, restrooms, soilSHOP stations, and waste			
Adequate signage for hazardous/restricted areas (e.g. soil screening station)			
Clearly signed first aid services and fire extinguisher locations			

Continued

5. Personal protective equipment (PPE)

Such as	Applies	Completed	Additional actions required
All tasks to be undertaken by staff and volunteers checked for the right PPE required; PPE provided if needed (e.g. gloves, closed toe shoes, etc.) Separate risk assessments required for high-risk tasks.			
High visibility safety clothing always worn by event staff when seeing them is important.			
Personnel trained in using, maintaining, and storing soil screening materials (e.g., XRF) and PPE equipment.			

6. Weather conditions

Such as	Applies	Completed	Additional actions required
Current National Weather Service information checked for adverse weather conditions			
Weather conditions planned for and monitored (e.g., non-slip mats, shade, sunscreen, and drinking water)			

7. Event emergency procedures

Such as	Applies	Completed	Additional actions required
Health and safety plan documented and in place for potential event-specific requirements for team and public			
Current site maps available to all staff, emergency services, and other groups			
Emergency evacuation and exit plans documented and in place			
Health and safety plans communicated to team before and during the event			

Nearest emergency room:

Name: _____ Phone #: _____

Address: _____

Nearest police station:

Name: _____ Phone #: _____

Address: _____

Nearest shelter in place location:

Name: _____ Phone #: _____

Address: _____