Service Project Planning Checklist

The safety of our Scouts, volunteers, employees, and communities is our top priority. This checklist can be used for all Scouting service projects (Order of the Arrow, Distinguished Conservation Service Award, Eagle Scout, and individual or unit service). The checklist is **not** an added requirement for an Eagle Scout service project.

If it is not practical to meet these protocols, do not conduct the activity or service project.

Service Project Description: _____
_____
_____

Project Plan/Steps to Complete: _____
_____
_____

Supervision—Youth are supervised by qualified and trustworthy adults who set the example for safety.

- [ ] On-site supervision
- [ ] Required training, certifications, experience, and skills
- [ ] Monitor all work and tool use

Assessment—Activities are assessed for risk during planning.

- [ ] Site hazards (power lines, trees/bushes, heights)
- [ ] Personal protective equipment (PPE)
- [ ] Site access, material delivery, parking, permissions/permits
- [ ] Weather/environment contingencies and communications
- [ ] Work hours, including breaks
- [ ] Food/water/hygiene needs

Fitness and Skills—Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- [ ] Annual Health and Medical Record
- [ ] Training needed
- [ ] SAFE Project Tool Use

Equipment and Environment—Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- [ ] Personal protective equipment (PPE)
- [ ] Tools and equipment available
- [ ] First aid supplies
- [ ] Weather forecast and conditions
- [ ] Communications
- [ ] Project area reviewed for safety concerns

If there are any incidents:

1. Take care of the injured/find a safe place.
2. Preserve and document the evidence. Take photos if appropriate.
3. Immediately complete an incident report and notify your local council.
   For more information, go to www.scouting.org/health-and-safety/incident-report/.

Resources

Guide to Safe Scouting: https://www.scouting.org/health-and-safety/gss/
SAFE: https://www.scouting.org/health-and-safety/safe/