

FEBRUARY 2023

# THE LODGE SAFETY REPORT EDITION

*The official publication of the Loss Prevention Committee*



## Filling Out The Lodge Safety Form Tips & Information

WRITTEN BY PILGRIM KELLY PARKER

OK, so it's that time again where you need to do the Lodge Safety Inspection Form. This is also a great time for you to review your operation as a business and protect your Lodge Board of Officers from those little things that can get you in a ton of trouble!

As we only complete this form once per year, and our website-based system updates every so often – now is probably a perfect time for a reminder of how to accomplish the task!

*What's in this  
newsletter:*

**ALL ABOUT  
THE LODGE  
SAFETY FORM.**

**DUE BY:  
MAY 31, 2023**



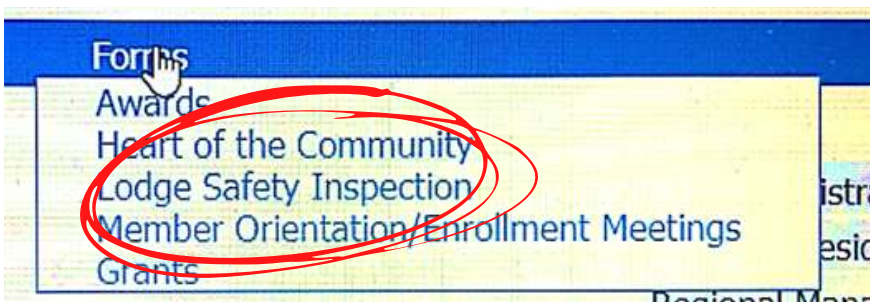
## How Do I Access The Form?

SO GLAD YOU ASKED! FIRST, YOU NEED TO LOG INTO YOUR LCL WEB PORTAL.

When you open to the banner page – you need to then click on “Forms”



Once you click on the Forms tab, you will see a block that opens up to all the forms you can access. You will notice that the Lodge Safety Inspection Form is the third one down:



*Online Form  
Opens on:  
April 15th*

***DUE DATE:**  
May 31, 2023  
midnight!*



You will then see a summary of all the Lodge Safety Inspection forms you have submitted over the past few years. There will be a spot for you to CREATE or EDIT your form for 2022. (Our example below only shows views for previous years)

## Lodge Safety Inspection Forms

Form	
May 2021	<a href="#">View</a>
May 2020	<a href="#">View</a>
May 2019	<a href="#">View</a>
May 2018	<a href="#">View</a>
April 2017	<a href="#">View</a>
October 2016	<a href="#">View</a>

Once you click on the CREATE or EDIT link, you will see the Form. You will notice a few things at the top of the form that can help you with the process:

PRINTING A BLANK COPY TO WORK WITH: simply click on the "Print Blank Checklist" link and one will pop up.

### Lodge Safety Inspection Form

May 2021

Deadline: 5/31/2021

Save & Submit

Reset

Back To Inspection Forms

[Printer Friendly Version](#)

[Print Blank Checklist](#)

Contact Name:

Don Berrill

Contact Title:

Lodge Administrator

Inspection Date:

4/28/2021



### **REMEMBER:**

*If submitted on time, the Lodge will receive a \$100 credit towards their next year's Risk Pool Assessment.*

*If Late or Not Submitted, there will be a 10% Surcharge*

FILLING OUT THE FORM – Similar to your Heart of the Community Form – just start filling in the blanks. If at any point you want to stop and save your work, just click on the “Save & Submit” Button. You can keep going back and forth into the form by hitting “Save & Submit” before leaving the form.

Lodge Safety Inspection Form  
May 2021  
Deadline: 5/31/2021

Save & Submit Reset Back To Inspection Forms

[Printer Friendly Version](#)  
[Print Blank Checklist](#)

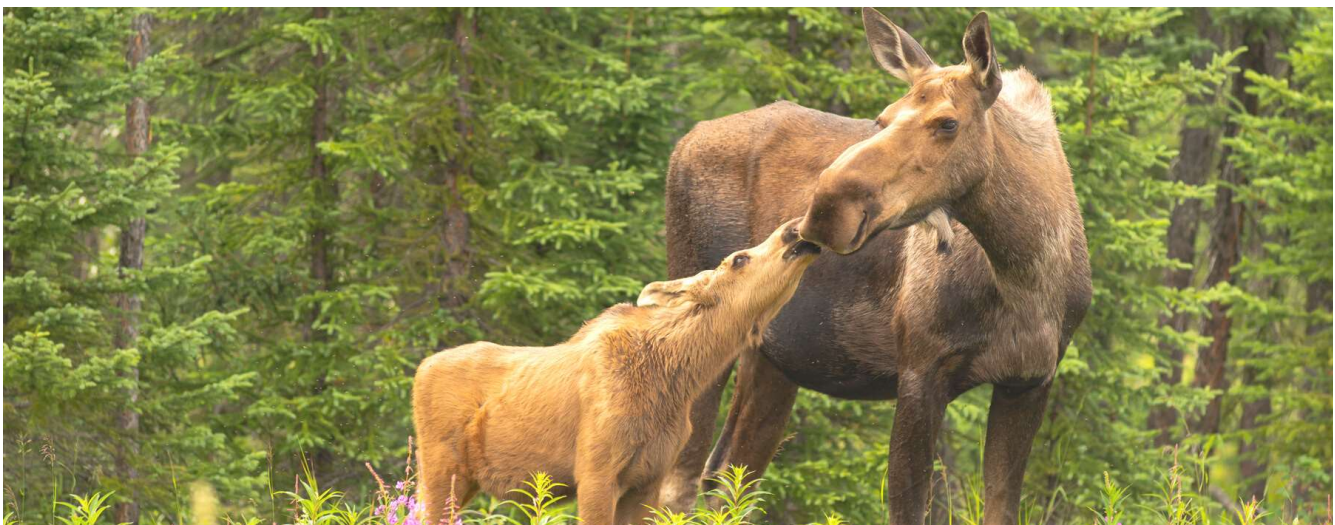
Contact Name: Don Berrill  
Contact Title: Lodge Administrator  
Inspection Date: 4/28/2021

Once you feel the form is totally complete, print yourself out a “**Printer Friendly Version**” by clicking on that link at the top of the page. It is always good to have a hardcopy on file!

Each Lodge is required to submit their Lodge Safety Inspection Form to Moose International no later than MAY 31st of each year by midnight. This report is truly important simply because losses due to accidents can be massive, and lots of people like to sue if they think you are at fault. **PROTECT YOURSELF - Conduct your due diligence to confirm your Lodge is a safe place to be!**

***MUST!!!***  
*Be completed through the Moose Admin Area.*

*Only online forms will be accepted. No exceptions!*



*Loss Prevention  
PowerPoint must  
be viewed by all  
Lodge Officers.*

*This is available  
online in the  
Moose  
International  
website.*

## So What Info Do I Really Need?

When you look at the form itself, there are some basic things you need to do to get prepared:

### SECTION I – General Info

You need to bring a few things to this section, specifically:

1. **Property Insurance Policy:** The report asks specifically for Company Name, Policy Number and Effective Date. Make sure it is still in force and take the time to review it now to ensure it actually meets your needs! If in doubt – call your broker and check it out
2. **Employee Theft Policy:** For those of us in Canada that is typically a sub of your regular property insurance. In the USA you can purchase supplementary policies through your insurer. Make sure you have coverage for employee theft, tailored to your particular business. A minimum of \$5000 coverage is recommended. Usually, cheap!
3. **Workers Compensation Information:** For most lodges in Ontario, you are probably not registered for WSIB because you don't need to be. In other provinces requirements vary – if in doubt – call your provincial Workers Compensation Board and find out! In the USA you can purchase insurance through different avenues in each state.

Know that the Lodge Safety Inspection Form can assist you to identify potential problem areas. USE THIS INSPECTION to help yourself!

You are also asked in this section to review the Loss Prevention Power Point, and the Insurance Manual. **You must certify you have reviewed them** – so take a few moments and go through them. You'll find tips to help you completing the Lodge Safety Report.

Lastly – you need the **Square Footage of your Lodge** and your **Annual Average Alcohol Sales** in dollars. Moose International needs this information as part of their overall audit of needs for insurance.



## SECTION II – General Fire

Now the inspection part begins. This section asks if you have the basics in play. Do you have First Aid Kits available and Emergency numbers Posted? Is the Fire Department familiar with the Lodge and its operations? Do you have room capacity signs & evacuation routes posted? Do you have enough fire extinguishers, are they operational, certified checked, and are they mounted and accessible? How about Kitchen Extinguisher systems – are their inspections up to date? If you have ceiling sprinkler heads, are they the proper operating distance from the ceiling?

## SECTION III – Exits & Stairways

OK – this section asks some basic info on how people get around the lodge. Be prepared to answer questions such as: “Are Exits identified with proper signage?”, “Are doors properly unlocked during business hours and equipped with panic bars?”, “Are all doors clearly marked with whether they are exits or not?”, “Is every stairwell and doorway well lit?”, “Is the Emergency lighting system operational?”, “How about stages, platform areas – do they have railings where required and are they properly marked?”, “If you have an elevator does it have proper licensing and is it in good repair?”, “How about Floor coverings – are they all in good repair, free of tears, rugs & mats secured, tiles in good repair”

You specifically are checking for FALLING & TRIPPING HAZARDS! They may not be immediately obvious, so walk around your lodge and make sure everything is in good shape!

## SECTION IV – Kitchen & Bar Areas

So like section III where you have to talk about all your main exits and stairways, this section focuses on your bar & kitchen areas. You need to check and indicate the following:

- If you used compressed gas, are the cylinders in good repair and secured?
- Do all knives and meat slicers or other such utensils equipped with the proper protection for use in cooking, and for in storage?
- Generally, are your kitchen and bar areas in good repair and operational?





## SECTION V – Lodge Electrical

Obvious stuff in this section – make sure that all electrical equipment is properly grounded, and that all electrical wall panel boxes meet code for your area (especially related to clearance and clutter around the boxes). There also is a specific item asking about UL listed surge protectors. They are needed in wet areas!

Ensure all wall outlets have appropriate covers and have not been modified to feed more lines than originally designed.

In some municipalities you are required to have electrical inspections every 3-5 years, so when that happens – make sure you know the results and work with your electrician!

## SECTION VI – Chemicals and combustibles.

Yep – we can have some dangerous stuff in the course of our regular operations. You need to have a written inventory of all hazardous chemicals in the Lodge (like ammonia, bleach, cleaners). Need to also ensure that flammable & combustible liquids are stored safely in metal cabinets and in proper locations for your building codes.

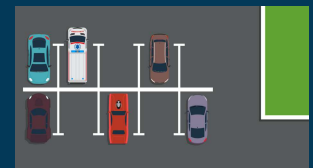
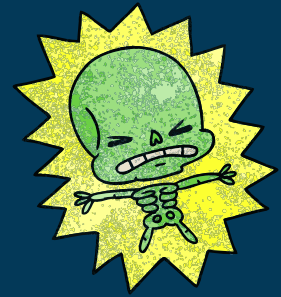
You are also asked in this section to confirm that all your employees are aware of the hazards and know how to protect themselves. Knowledge is a big part of saving people from themselves!

## SECTION VII – Rest Rooms

Basic stuff you need for this section – are the floors dry & clean? Do you have Soap, Towels or Air Driers, sinks, mirrors, commodes, safety equipment? Do the lights work? We all use restrooms – make sure yours is clean & safe!

## SECTION VIII – Parking Lots & Sidewalks

Everything you can think of in the Lodge also applies to outside. You need to certify that your parking areas have adequate lighting, that parking is identified and has proper signage. Sidewalks and all paved areas must be in good repair, with curbs and parking stops/blocks clearly marked. Do you have non-slip materials such as salt or sand available for inclement weather?

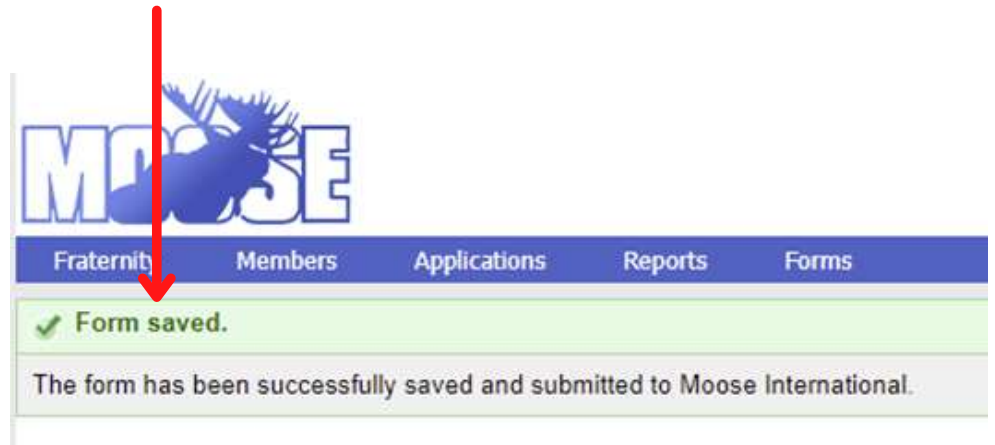


*Loss Prevention PowerPoint must be viewed by all Lodge Officers.*

*This is available online in the Moose International website.*

### FINAL SUBMISION

As you make changes to the form, you need to select the “Save & Submit” Button each time before you leave the form. If the form has been saved successfully, you will see a GREEN BAR across the top of the page that confirms the data is saved. It looks like this:



### FINAL THOUGHTS

So, as you can see, there are lots of moving parts for competing the Lodge Safety Inspection Form. When you look at it though, it is not difficult, and it is a great opportunity to instill safety culture in our Lodges. We want people to be happy and safe – and by going through the effort to gather information for the report, you are also conducting your DUE DILIGENCE as an officer of the Lodge (and the corporation if you are incorporated).

Note that every one of these sections has questions that require you to answer **YES, NO, or NOT APPLICABLE**. Recognize that if you note a deficiency you need to fix it before your next annual report (or as soon as possible if it really a safety hazard).

We hope this newsletter helps you in filling out the Lodge Safety Inspection Form. Please don't hesitate to contact Moose International Loss Prevention or your local Territory Manager or Liaison if you need assistance!

