

# Appendix A: Farmers Market Safety Checklist

Location \_\_\_\_\_ Survey Date \_\_\_\_\_ Time \_\_\_\_\_

Address \_\_\_\_\_ Evaluation by \_\_\_\_\_

Key: **S** = Satisfactory **U** = Unsatisfactory **NA** = Not Applicable

	<b>S</b>	<b>U</b>	<b>NA</b>		<b>S</b>	<b>U</b>	<b>NA</b>
<b>A. ENTRY/EXIT WAYS</b>				6. Display tables properly arranged and filled within load capacity.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Adequate barriers, orange warning cones, etc. provided to/from market areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. Appropriate licenses issued by the State Department of Agriculture, etc. conveniently posted near vendor areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Pets not allowed in market areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	8. Vendors informed of disciplinary procedure for failing to correct unsafe conditions in timely manner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Use of bicycles, skateboards, roller skates, roller blades, in-line skates, etc. prohibited and properly signed in market areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9. Sidewalk and customer area boundary lines properly identified and enforced.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Appropriate "NO SMOKING" and "OPEN FLAME" signage conveniently displayed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	10. Boxes or crates containing produce kept at least six inches off the ground per state health and safety codes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Motor vehicles properly parked to not obstruct access to fire hydrants, fire lanes, and other emergency vehicle access points.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>E. MARKET AREAS</b>			
<b>B. SIDEWALKS</b>				1. Vegetation, including tree branches, shrubs, etc., kept from obstructing sidewalks, parking lots, common areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Walking/working areas provided with even surfaces and no potholes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	2. Lawn sprinklers installed away from common areas to prevent trip and fall hazards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Changes in elevation and abrupt surface edges provided with warning markings, signage, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3. Leaves, debris, etc. removed from walking surfaces to reduce "trip and fall" hazards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Handicap access provided along sidewalks and ramps where necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	4. All parking lots and walkways well-lighted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>C. PARKING LOTS</b>				5. Electrical equipment, including extension cords, wiring, etc., properly rated for outside use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Parking stalls provided free of potholes and other obstructions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	6. Electrical outlets equipped with ground fault circuit interrupters to reduce shock hazard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Curb bumps/parking blocks properly secured and highlighted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	7. Tarps, canopies, table legs, etc. properly secured and installed to reduce "trip and fall" hazards and risk of collapse.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Speed bumps well identified/marked.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>F. SPECIAL HAZARDS</b>			
4. Vendor vehicles such as large trucks, vans, etc. provided with wheel chocks or blocks to help prevent movement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	1. Areas under construction, repair, or modification properly barricaded/fenced with appropriate warning lights and/or flashing beacons.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>D. VENDORS EQUIPMENT/SET-UP</b>				2. Customers and employees restricted from fenced/barricaded construction areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1. Market manager and/or assistant manager trained in emergency procedures, including first aid, emergency response, earthquake preparedness, bomb threat, etc. and coordinated with local authorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>G. ADDITIONAL CONCERNS/COMMENTS</b>			
2. Fully approved first aid kit and fire extinguisher provided at main location.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
3. Appropriate refuse/trash containers available and used by public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
4. Emergency barricades, orange warning cones, etc. available in case of emergency situation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
5. Vendors required to have "standardized" display tables, supports, awnings, and umbrellas approved by the market manager.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				

Provided by Dirk Duchscherer, InterWest Insurance Services, Inc. [www.iwins.com](http://www.iwins.com).

## Appendix B: Accident Report Form

### Market Information

Market name and location: \_\_\_\_\_

Market day and hours: \_\_\_\_\_

Market manager: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Fax number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

### Accident Report

Date and time of accident: \_\_\_\_\_

Description of accident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Nature of any injuries: \_\_\_\_\_

Bodily injury: \_\_\_\_\_ Property damage: \_\_\_\_\_

Medical attention requested? \_\_\_\_\_ Provided: \_\_\_\_\_

Facility providing care: \_\_\_\_\_

### Injured Party

Name: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name and telephone number of any witnesses:

\_\_\_\_\_  
\_\_\_\_\_

### Person Completing this Report if Not Market Manager

Name: \_\_\_\_\_

Telephone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

## Appendix C: Protecting Your Cash at Market

Thousands of dollars have been stolen from vendors at farmers markets. Many of these losses could have been prevented, and no one wants potential thieves to view farmers markets as easy targets.

### Easy Ways to Avoid Theft

#### Have enough help and keep them when needed.

Have enough people working your booth to monitor activities from open to close. Cash and products are most vulnerable when the person behind the counter cannot keep up with the number of customers approaching the booth. Thefts also tend to occur at the end of the day when the till is full and people are tired. Any time the person behind the counter must turn away, theft is a real possibility.

#### Lock Up!

Much of the cash taken from farmers markets disappears from unwatched cash boxes and unlocked vehicles.

Keep all your vehicle's doors securely locked.

A cash box is not protected because it is behind your table. Bolt the box to the table and shelter it from above and on the three sides facing away from you. Otherwise, it is easy for someone to reach across a table and grab a handful of bills.

#### Hide the bulk of your cash as it comes in.

Any money that you do not need for change should be taken out of circulation (out of your apron, cash box, money bowl) and locked in your vehicle. A small safe with a "cash drop" also can be used to secure your money during the day. A cash drop is a small slot — too small for hands — through which you place extra cash while the safe remains locked.

#### Be aware.

Stay alert and watch people. Sometimes eye contact alone will deter someone from trying to steal from you. If eye contact does not work, a watchful stare or a comment like "Can I help you?" may be enough. Remain observant of the surroundings and talk to your neighbors at the market.