

Accidents, fires, thefts — so many of the tragedies that occur at worship centers can be avoided with a few simple precautions. The Self-Inspection Safety Checklist is designed to help you prevent or reduce property, liability, theft, workers' compensation and vehicle losses. We have organized the checklist to correspond with areas of concern — kitchens, furnace rooms, outside areas, etc. — to make it especially easy to use as you walk through your facility. Along with the checklist, we suggest you keep a calendar that notes the dates you do your inspections and includes a timetable for improvements.

RISK MANAGEMENT PROGRAM

SATISFACTORY
NEEDS
ATTENTION
NOT
APPLICABLE
ACTION TO BE TAKEN

- Do you have an accident prevention policy or mission statement? _____
- Are there written performance or accountability standards and objectives for managers and supervisors to:
 - Reduce injuries and illnesses? _____
 - Enhance workplace health and safety? _____
- Have you established compliance activities and programs? _____
- Is there a designated agency safety coordinator? _____
- Do you have any health and safety committees? _____
- Have you established written safety rules and practices? _____
- Do you offer health and safety training and education? _____
- Do you conduct health and safety inspections/surveys? _____
- Do you practice loss prevention and control techniques? _____
- Have you established health and safety promotion and awareness programs _____
- Have you established accident investigation and reporting procedures? _____

RISK MANAGEMENT PROGRAM (CONT.)

SATISFACTORY
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ACTION TO BE TAKEN

- Do you have a procedure for workers' compensation claims management?
- Do you offer early return to work programs?
- Do you have emergency response procedures, including notification of authorities, parents and church officials?

BUILDING AND GROUNDS

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are roofs inspected annually? _____
- Are repairs performed promptly to prevent building deterioration? _____
- Are stained glass windows covered with a shatterproof material to prevent damage? _____
- Are walkways kept clear of loose gravel and other foreign materials? _____
- Are there any tripping hazards on the sidewalk, lawn or parking lot? _____
- Are there potholes in the driveways or parking lot? _____
- Are parking lot traffic signs in good condition and positioned for easy viewing? _____
- Are there parking blocks in the parking lot? (They are a major cause of trip and fall injuries and should be removed.) _____
- Are driveway and parking lot chain barriers equipped with reflectors for visibility at night? _____
- Is the parking lot adequately marked and lighted? _____
- Is there exterior dusk-to-dawn lighting on all sides of the building? _____
- Are all exterior basement window wells covered with a substantial covering or grate that will hold at least 500 pounds? _____
- Is there a wheelchair-accessible ramp and is it inspected frequently? _____

BUILDING AND GROUNDS (CONT.)

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are sidewalks and steps free of raised cracks or chips? _____
- Are handrails securely anchored? _____
- Are fences in good repair? _____
- Are trees maintained and located so as not to allow access to upper floor windows or roofs? _____
- Is there a separate shed to store paint, gasoline and other flammables? _____
- Are lightning protection systems in place? _____
- On older systems, do wires run directly into the ground? _____

COLD WEATHER CONCERNS

- Is snow removed promptly from entryways, sidewalks and parking lots? _____
- Are ice and other slick spots treated as soon as possible? _____
- Are snow and ice removed immediately from above doorways and walkways? _____
- Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse? _____
- Do downspouts direct water over walkways where it can freeze and create a slip-and-fall-hazard? _____

SATISFACTORY
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VEHICLES

- Do you have a written policy banning the use of cell phones and other mobile devices while operating motor vehicles?

OWNED

- Is the use of owned vehicles restricted to official business or activities?

- Do buses and vans comply with state requirements for lights, equipment and color?

- Do drivers perform a pre-trip and post-trip inspection documenting vehicle condition, any mechanical problems and odometer reading before and after trips?

- Are vehicles routinely inspected by a competent mechanic?

- Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior?

- Are written repair and maintenance records kept for each vehicle?

- Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended?

- Are periodic bus evacuation drills conducted?

- Are the driver and all passengers required to wear seat belts? (Buses are excluded.)

NONOWNED

- Are all staff members, employees and volunteers who use their vehicle for church or school business informed that their liability and physical damage coverage is primary coverage?

- Do individuals who use their vehicle for church or school business provide the Risk Manager or Safety Committee with proof of insurance with adequate liability limits?

- If someone's vehicle does not appear to be reliable, it should not be used for church or school business or activities.

- Are there established guidelines for minimum age limits for those using their vehicle for church or school business? (We recommend a minimum age of 21.)

FIRE PROTECTION AND PREVENTION

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Do you have a fire prevention plan? _____
- Are fire doors in good operating condition and unobstructed, including their counterweights? _____
- Are all fire extinguishers checked and tagged annually by a qualified servicing contractor? _____
- Are all fire extinguishers checked monthly by staff? _____
- Are all fire extinguishers properly mounted on a wall in a conspicuous location? _____
- Are specifically hazardous areas such as the furnace/boiler room (Type-ABC) or kitchen (Type-K) equipped with a proper fire extinguisher in accordance with National Fire Protection Association standards? _____
- Is each floor level (including balconies) equipped with a proper fire extinguisher (Type-ABC)? _____
- Are fire extinguishers placed so the maximum travel distance does not exceed 75 feet? _____
- Are employees periodically instructed in the use of extinguishers and fire protection procedures? _____
- Do you have a fire alarm system? _____
- If so, is the fire alarm system tested at least annually? _____
- Are all owned buildings which are occupied as sleeping quarters equipped with early-warning smoke detectors? _____
- Are all smoke detectors hardwired into the electrical system and equipped with battery backup? _____
- Are automatic sprinkler system water control valves, air and water pressure levels checked weekly or periodically as required? _____
- Is good housekeeping maintained in the furnace or boiler room? _____
- Is good housekeeping maintained in storage areas? _____
- Are hardwired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters? _____

ELECTRICAL AND GROUNDING

SATISFACTORY
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ACTION TO BE TAKEN

- Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet? (Plastic plugs are not recommended.) _____
- Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles? _____
- Are portable electrical tools and equipment grounded or of the double insulated type? _____
- Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded? _____
- Are any electrical cords frayed, cracked or dried out? _____
- Are properly grounded receptacles placed where machinery or tools are used? _____
- Are refrigerators, freezers, air conditioners and electrical water coolers grounded? _____
- Do extension cords being used have a grounding conductor? _____
- Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (T-type multi-adapters are not acceptable.) _____
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates? _____
- Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates? _____
- Do you use the proper size fuse for each circuit in your fuse box? _____
- Are circuits identified on the fuse box cover? _____
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible? _____

PUBLIC AREAS

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping? _____
- Are rugs, carpets and floor tiles promptly repaired? _____
- Are "walk-off" mats used at all entrances to collect grit, water, ice and snow? _____
- Are "walk-off" mats cleaned frequently? _____
- Are "Caution: Wet Floor" signs used when maintaining floors or after cleaning up a spill? _____
- Is good housekeeping maintained and are all floor obstructions and tripping hazards removed? _____
- Are extension, telephone or sound equipment cords on the floor or steps where they can create trip-and-fall hazards? _____
- Are emergency phone numbers posted by all telephones? _____
- Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence? _____
- Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated? _____
- Are poisonous substances stored away from areas where children congregate? _____

MACHINERY AND EQUIPMENT

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are heating and air conditioning systems inspected at least annually by a qualified contractor? _____
- Are boilers and hot water heaters equipped with a pressure and temperature relief valve? _____
- Are lawn mowers and all gasoline-powered equipment stored in a detached storage building? _____
- Is limited storage of flammable and combustible materials in accordance with NFPA Standard 30 or local ordinances? _____
- Are ladders maintained and in good condition at all times? _____
- If a ladder is being used to gain access to a roof or upper platform, does it extend at least 3 feet above the point of support? _____
- Are metal ladders prohibited from use in condition with regular maintenance? _____
- Are ladders equipped with nonslip safety feet? _____
- Are ladders stored indoors or otherwise protected from the elements? _____
- Are all power and hand tools kept in good condition with regular maintenance? _____
- Are power tools with hazardous moving parts equipped with proper guarding? _____
- Is the organ turned off when not in use so that it cannot overheat and potentially cause a fire? _____
- Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact? _____
- Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices? _____
- Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members and volunteers involved in maintenance and lawn care? _____

MACHINERY AND EQUIPMENT (CONT.)

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are workers required to wear eyewear and hearing protection? _____
- Are point of operation guards in place? _____
- Is the mechanical power transmission apparatus adequately guarded? _____
- Are saws and other woodworking equipment provided with blade guards and safety devices? _____
- Are powered and non-powered hand tools in good condition? _____
- Are powered and non-powered hand tools safely and neatly stored? _____
- Are powered hand tools electrically grounded? _____
- Are abrasive wheel grinders adequately guarded? _____
- Are the grinder tool rests and tongue guards adjusted? _____
- Is compressed air used for cleaning regulated to less than 30 psi? _____
- Do floor stand mounted air circulation fans have blade guards narrow enough to prohibit children from coming in contact with the moving fan blades? _____

EMPLOYEES AND VOLUNTEERS (CONT.)

ACTIVITY PROCEDURES

SATISFACTORY
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ACTION TO BE TAKEN

- Do you have a written standard of conduct for adult/ children relationships establishing parameters of conduct and contact during and after normal activity hours? _____
- Does this written standard include parameters for online conduct and contact with children and youth, including email and social networking sites? _____
- Are there always at least two adults in any teaching or recreational situation involving children? _____
- Are youth activities done in an open area or room and not in a private office? _____
- Are parents fully informed about the activities their children will be involved in? _____
- Do selected personnel have emergency or first aid training? _____
- Do employees and volunteers have guidelines to follow when dealing with the indigent or homeless? _____
- Are offerings counted and recorded by a team of two or more non-related individuals? _____
- Are offerings immediately deposited in a bank or night depository rather than kept at the church or an individual's home overnight? _____
- Are checks stamped "For Deposit Only" immediately upon receipt? _____
- If your building is used by outside groups, is there a person designated to record who attends meetings and to make sure your facility is left secure? _____

SECURITY

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are buildings kept locked when unoccupied? _____
- Is your building protected by a burglar alarm? _____
- Are keys to the building marked "Do Not Copy?" _____
- Are the keys or access cards given out in limited numbers? _____
- Is a record kept of individuals who have a key or access card? _____
- Are locks and safe combinations changed when employees who have had access are discharged? _____
- Are personnel assigned to check windows and exit doors for security before leaving the building at the end of the day? _____
- Are grade-level and basement windows protected with window locks, wire mesh or bars? _____
- Are grade-level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide? _____
- Is a detailed written, photographic or video inventory of building contents and valuables maintained? (The inventory should include brand, model number, serial number, cost and date of purchase when possible. Receipts for new purchases should be kept.) _____
- Are sacred objects, vessels and other valuables kept in a safe, vault or quality locked cabinet when not in use? _____
- Is audio-visual, office and musical equipment stored in a locked room or office area when not in use? _____
- Have you made arrangements for regular police patrols or a security force drive-by at night? _____
- Is sensitive student, employee and volunteer information password-protected and stored on a separate computer that does not have Internet access? _____

ERGONOMIC WORKSTATION ANALYSIS

SATISFACTORY
NEEDS
ATTENTION
NOT
APPLICABLE
ACTION TO BE TAKEN

- Do working spaces allow for a full range of work movements? _____
- Are mechanical aids and equipment provided where feasible? _____
- Are work surfaces at proper heights and adjustable? _____
- Can work surfaces be tilted or angled? _____
- Are workstations designed to minimize or eliminate:
 - Twisting at the waist? _____
 - Bending at the waist? _____
 - Extension of the arms? _____
 - Elevation of the elbows? _____
 - Reaching above the shoulder? _____
 - Static muscle loading? _____
 - Bending or twisting of the wrist? _____
- Do employees have the option to vary their posture? _____
- Are employees' hands or arms subjected to pressure from sharp edges on work surfaces? _____
- Are armrests provided where needed? _____
- Are footrests provided where needed? _____
- Is the floor surface irregular, slippery or sloping? _____
- Are cushioned floor mats provided for workers who are required to stand for long periods? _____
- Where chairs or stools are provided, are they easily adjustable and suited to the task? _____
- Are all task requirements visible from comfortable positions? _____
- Is there a preventive maintenance program for mechanical aids, tools and other equipment? _____

ERGONOMIC MATERIAL HANDLING ANALYSIS

SATISFACTORY
NEEDS ATTENTION
NOT APPLICABLE
ACTION TO BE TAKEN

- Are weight(s) to be handled excessive? _____
- If so, can weight(s) be reduced? _____
- Is the distance between the object and the body minimized? _____
- Are walking surfaces:
 - Level? _____
 - Wide enough? _____
 - Clean? _____
 - Dry? _____
 - Visible? _____
- Are working surfaces adjustable to optimal handling heights? _____
- Are objects to be moved:
 - Difficult to grasp? _____
 - Unstable? _____
 - Awkward? _____
 - Slippery? _____
- Are there handholds on these objects? _____
- Is help available for heavy or awkward lifts? _____
- Is there enough room to maneuver? _____
- Does the employee have an unobstructed view of handling the task? _____
- Can mechanical devices be employed? _____

INTERNET RESOURCES

American Association of Occupational Health Nurses.....	www.aaohn.org
American Conference of Governmental Industrial Hygienists	www.acgih.org
American Industrial Hygiene Association.....	www.aiha.org
American National Standards Institute.....	www.ansi.org
American Red Cross.....	www.redcross.org
American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.....	www.ashrae.org
American Society of Safety Engineers.....	www.asse.org
Board of Certified Safety Professionals	www.bcsp.org
Bureau of Labor Statistics.....	www.bls.gov
Centers for Disease Control and Prevention.....	www.cdc.gov
CTD News	www.ctdnews.com
Environmental Protection Agency.....	www.epa.gov
Ergoweb.....	www.ergoweb.com
Federal Bureau of Investigation.....	www.fbi.gov
Federal Emergency Management Agency	www.fema.gov
Food Safety and Inspection Service (USDA)	www.fsis.usda.gov
Humantech, Inc.	www.humantech.com
Institute of Noise Control Engineering of the USA.....	www.inceusa.org
Insurance Committee for Arson Control.....	www.arsoncontrol.org
Insurance Institute for Highway Safety.....	www.hwysafety.org
Lightning Protection Institute.....	www.lightning.org
National Fire Protection Association	www.nfpa.org
National Highway Traffic Safety Administration.....	www.nhtsa.dot.gov
National Institutes of Health.....	www.nih.gov
National Program for Playground Safety	www.uni.edu/playground
National Safety Council.....	www.nsc.org
National Weather Service	www.nws.noaa.gov
Nonprofit Risk Management Center.....	www.nonprofitrisk.org
Occupational Safety and Health Administration.....	www.osha.gov
Ready.gov (U.S. Department of Homeland Security)	www.ready.gov
Underwriters Laboratories Inc.....	www.ul.com
United States Consumer Product Safety Commission.....	www.cpsc.gov
United States Department of State (Travel Warnings)	www.travel.state.gov
United States Fire Administration	www.usfa.fema.gov