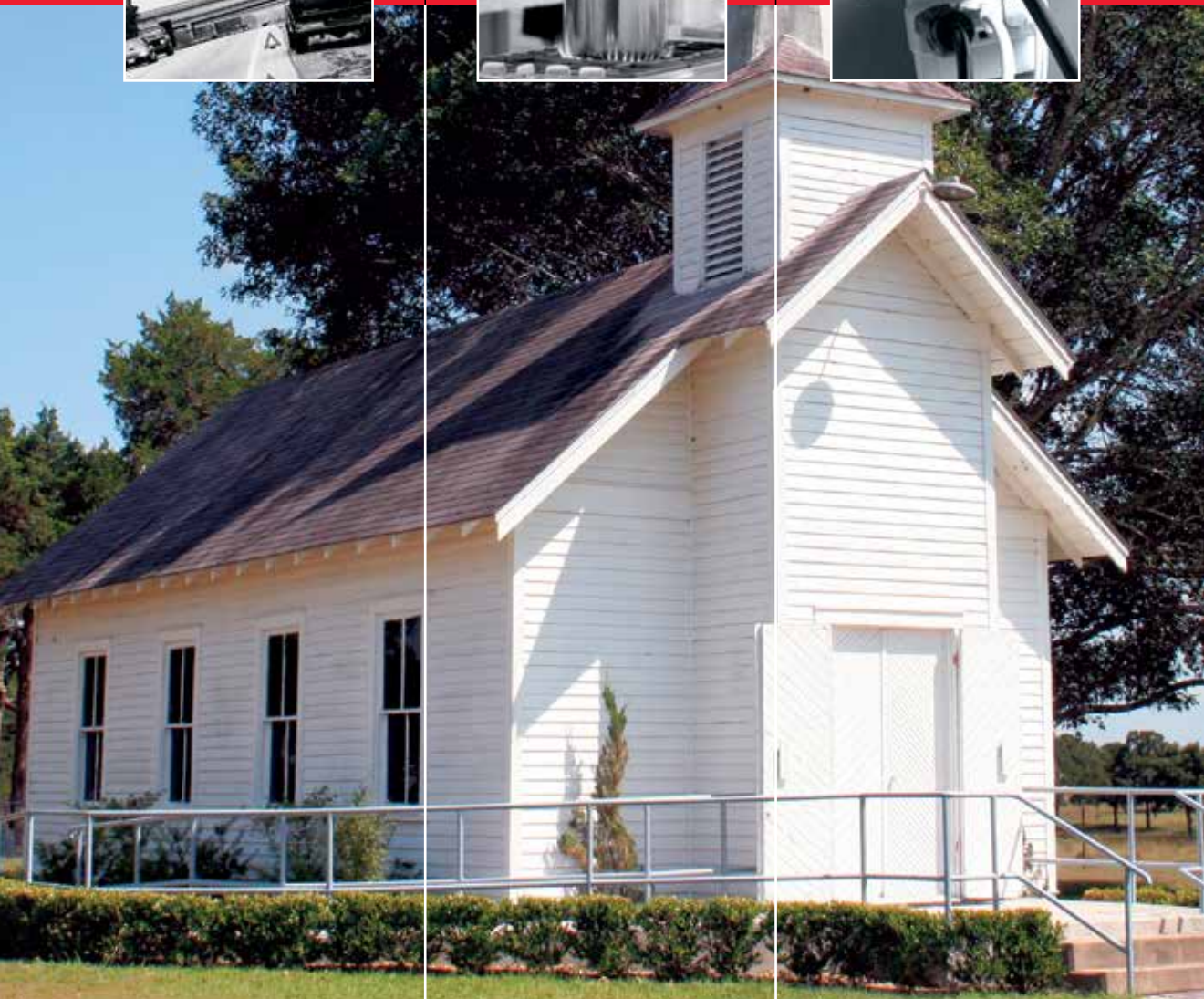


Self-Inspection Safety Checklist
for worship centers and related facilities



Listening. Learning. Leading.®

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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 suggest that you make copies of this booklet and use it to conduct safety and health inspections. 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.

An important, and often neglected, part of self-inspection is making sure there's consistent improvement in areas that need attention. Along with the checklist, we would suggest you keep a calendar that notes the dates you do your inspections and includes a timetable for improvements.

Many worship centers also form a Risk Management Committee to help monitor problem and improvement areas. A regularly scheduled review and report on progress to your church board helps lend authenticity and authority to your efforts.

The checklist is not a certified manual that will guarantee full compliance with federal, state or local regulations. We suggest you use it as one element of your total risk management program to help make your facility a safer, more secure environment for your employees, volunteers and entire congregation.

Church Mutual customers may order or download additional copies of this checklist at no cost through www.churchmutual.com. Click "Safety Resources." The checklist is available in English, Spanish and Korean. Church Mutual also has self-inspection checklists for educational facilities, camps and conference centers and senior living facilities.



Risk Management Program:

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?

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?

| Satisfactory | Needs Attention | Not Applicable | Action to be taken |
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Safety Tip

Mark areas that "Need Attention" throughout this checklist and establish a program to upgrade these concerns.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Buildings and Grounds:

- 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?

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
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For more information, ask for Church Mutual's booklet *Safety Outside Your Worship Center.*



Maintenance Tip

Make it a policy to clean gutters and downspouts of leaves and debris at least once a year.

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?

Is 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 Needs Attention Not Applicable

Grid of radio buttons for status selection.

Action to be taken

Horizontal lines for notes.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





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.)

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| Do you have a written policy banning the use of cell phones and other mobile devices while operating motor vehicles? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Owned: | | | | |
| Is the use of owned vehicles restricted to official business or activities? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do buses and vans comply with state requirements for lights, equipment and color? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do drivers perform a pre-trip and post-trip inspection documenting vehicle condition, any mechanical problems and odometer reading before and after trips? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are vehicles routinely inspected by a competent mechanic? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are written repair and maintenance records kept for each vehicle? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are periodic bus evacuation drills conducted? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are the driver and all passengers required to wear seat belts? (Buses are excluded.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| 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? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| 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? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| If someone's vehicle does not appear to be reliable, it should not be used for church or school business or activities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| 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.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |

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Fire Protection and Prevention:

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

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Electrical and Grounding:

| | Satisfactory | Needs Attention | Not Applicable | 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.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are portable electrical tools and equipment grounded or of the double insulated type? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are any electrical cords frayed, cracked or dried out? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are properly grounded receptacles placed where machinery or tools are used? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are refrigerators, freezers, air conditioners and electrical water coolers grounded? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do extension cords being used have a grounding conductor? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| 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.) | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do you use the proper size fuse for each circuit in your fuse box? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are circuits identified on the fuse box cover? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |

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Kitchen:

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|--|-----------------------|-----------------------|-----------------------|--------------------|
| Is there an easy exit from the kitchen to the outside of the building? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the kitchen exit located away from the potential source of a fire? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the kitchen area, including appliances, walls, floors, etc., free of grease accumulation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are overhead fluorescent and incandescent lights in food preparation areas protected to prevent the possibility of glass particles contaminating food should a light explode or break? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the kitchen fire extinguisher mounted on a wall near an outside exit? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the fire extinguisher a Type-K? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are proper waste containers used for waste food accumulation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are waste containers emptied immediately when filled? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| If frequent cooking takes place, are exhaust hoods equipped with removable filters and are explosion-proof lights installed above the cooking equipment? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are the hood, filters and exhaust duct cleaned on a regular basis? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is a mop conveniently located to quickly clean up spills? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are hot pads and mitts readily available for handling pots and pans? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is your kitchen area equipped with heat detectors? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |

Completed by: _____ Date: _____

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Completed by: _____ Date: _____



Public Areas:

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?

| | 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? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are rugs, carpets and floor tiles promptly repaired? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are "walk-off" mats used at all entrances to collect grit, water, ice and snow? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are "walk-off" mats cleaned frequently? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are "Caution Wet Floor" signs used when maintaining floors or after cleaning up a spill? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is good housekeeping maintained and are all floor obstructions and tripping hazards removed? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are extension, telephone or sound equipment cords on the floor or steps where they can create trip-and-fall hazards? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are emergency phone numbers posted by all telephones? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are poisonous substances stored away from areas where children congregate? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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For more information, ask for Church Mutual's booklet *Safety Begins With People*.



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 Completed by: _____ Date: _____





Stairway Conditions:

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|--|-----------------------|-----------------------|-----------------------|--------------------|
| Are steps on stairs and stairways designed or provided with a surface that is slip resistant? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are standard stair rails or handrails on all stairways with four or more steps? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Where stairs or stairways exit directly into any area where vehicles might be operated, are adequate barriers and warnings provided to prevent employees, members and guests from stepping into the path of traffic? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the rise in concrete at entranceways identified to prevent slips and falls? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is there proper illumination on stairways and access to light switches on both levels? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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Completed by: _____ Date: _____



Access to Exits; Exit Markings:

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|--|-----------------------|-----------------------|-----------------------|--------------------|
| Do all emergency exits open in an outward direction? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are all emergency exit doors equipped with panic hardware? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are all emergency exits kept unlocked and free of obstructions when buildings are occupied? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are there two exits, remote from each other, for each level of the building? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are exterior fire escapes accessible and well maintained? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are all exits marked with a lighted exit sign and also powered by an emergency source? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are exit route maps displayed at regular intervals throughout your facilities? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Is emergency lighting tested regularly? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Is it a policy to replace backup batteries in exit signs and emergency lights once a year? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked, "NOT AN EXIT," "TO BASEMENT," "STOREROOM" and the like? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
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Security Tip

All exterior doors should be equipped with nonremovable hinges to prevent unauthorized access.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





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? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are boilers and hot water heaters equipped with a pressure and temperature relief valve? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are lawn mowers and all gasoline-powered equipment stored in a detached storage building? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is limited storage of flammable and combustible materials in accordance with NFPA Standard 30 or local ordinances? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are ladders maintained and in good condition at all times? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| 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? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are metal ladders prohibited from use in areas containing electrical current? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are ladders equipped with nonslip safety feet? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are ladders stored indoors or otherwise protected from the elements? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are all power and hand tools kept in good condition with regular maintenance? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are power tools with hazardous moving parts equipped with proper guarding? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the organ turned off when not in use so that it cannot overheat and potentially cause a fire? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members and volunteers involved in maintenance and lawn care? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |

Safety Tip

Audio/video equipment on moveable carts should be strapped down to prevent tipping.

- 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?

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| Are workers required to wear eyewear and hearing protection? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are point of operation guards in place? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the mechanical power transmission apparatus adequately guarded? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are saws and other woodworking equipment provided with blade guards and safety devices? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are powered and non-powered hand tools in good condition? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are powered and non-powered hand tools safely and neatly stored? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are powered hand tools electrically grounded? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are abrasive wheel grinders adequately guarded? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are the grinder tool rests and tongue guards adjusted? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is compressed air used for cleaning regulated to less than 30 psi? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do floor stand mounted air circulation fans have blade guards narrow enough to prohibit children from coming in contact with the moving fan blades? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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Safety Tip

Discarded ladders should be cut in half through the rungs to prevent their use if retrieved from a dumpster.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Employees and Volunteers:



Screening Procedures:

Do you make it a rule never to accept volunteers who have not been church members for at least six months?

Are all applicants — employee and volunteer — asked to complete an employment application?

Do you contact references and employers listed on applications?

Do you maintain a file of these contacts and what transpired?

Do you interview prospects only after contacting previous employers and other references?

Do you have an associate participate in interviews?

Do you routinely check for arrest and conviction records?

When you offer an applicant a position, do you ask for a complete set of fingerprints for your file?

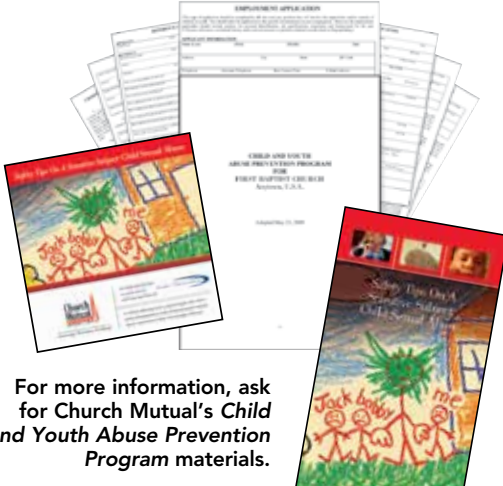
Are all drivers at least 21 years old and their motor vehicle records checked every 3 years?

Do individuals who use their vehicle for church or school business possess a valid driver's license?

Is a copy of each driver's license kept on file?

Satisfactory Needs Attention Not Applicable Action to be taken

| Satisfactory | Needs Attention | Not Applicable | Action to be taken |
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For more information, ask for Church Mutual's Child and Youth Abuse Prevention Program materials.

Activity Procedures:

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?

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|--|-----------------------|-----------------------|-----------------------|--------------------|
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Safety Tip

Install windows in classrooms and in doors to classrooms and youth activity areas to allow viewing access.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Security:

- 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?

Satisfactory Needs Attention Not Applicable

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Action to be taken

For more information, ask for Church Mutual's booklet **Crime-Proof Your Worship Center.**



Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Ergonomic Workstation Analysis:

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| Do working spaces allow for a full range of work movements? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are mechanical aids and equipment provided where feasible? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are work surfaces at proper heights and adjustable? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Can work surfaces be tilted or angled? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are workstations designed to minimize or eliminate: | | | | _____ |
| • Twisting at the waist? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Bending at the waist? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Extension of the arms? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Elevation of the elbows? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Reaching above the shoulder? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Static muscle loading? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Bending or twisting of the wrist? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Do employees have the option to vary their posture? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are employees' hands or arms subjected to pressure from sharp edges on work surfaces? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are armrests provided where needed? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are footrests provided where needed? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the floor surface irregular, slippery or sloping? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are cushioned floor mats provided for workers who are required to stand for long periods? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Where chairs or stools are provided, are they easily adjustable and suited to the task? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are all task requirements visible from comfortable positions? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is there a preventive maintenance program for mechanical aids, tools and other equipment? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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Completed by: _____ Date: _____

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Completed by: _____ Date: _____





Ergonomic Material Handling Analysis:

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| Are weight(s) to be handled excessive? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| If so, can weight(s) be reduced? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the distance between the object and the body minimized? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are walking surfaces: | | | | _____ |
| • Level? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Wide enough? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Clean? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Dry? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Visible? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are working surfaces adjustable to optimal handling heights? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are objects to be moved: | | | | _____ |
| • Difficult to grasp? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Unstable? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Awkward? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Slippery? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are there handholds on these objects? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is help available for heavy or awkward lifts? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is there enough room to maneuver? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Does the employee have an unobstructed view of handling the task? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Can mechanical devices be employed? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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For more information, ask for Church Mutual's video *Preventing Workplace Injuries is No Accident*.



Are the following avoided in material handling:

- Movements below knuckle height?
- Static muscle loading?
- Twisting at the waist?
- Movements above shoulder height?
- Sudden movements during handling?
- Excessive reaching?

Are distances that materials are moved minimized?

Are highly repetitious material handling tasks paced by machine or conveyor or by rates?

Are high rates of repetition avoided by:

- Job rotation?
- Job enlargement?
- Self pacing?
- Sufficient rest pauses?

Are pushing or pulling forces reduced or eliminated?

Is the employee's vision obscured during the handling task?

Are gloves required?

If gloves are required, are proper sizes available?

Is proper footwear being utilized?

Is there a preventive maintenance program for mechanical aids and associated equipment?

Are workers trained in correct handling and lifting procedures for their specific job?

Satisfactory Needs Not
Attention Applicable

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|--|-----------------------|-----------------------|-----------------------|--------------------|
| Are the following avoided in material handling: | | | | _____ |
| • Movements below knuckle height? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Static muscle loading? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Twisting at the waist? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Movements above shoulder height? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Sudden movements during handling? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Excessive reaching? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are distances that materials are moved minimized? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are highly repetitious material handling tasks paced by machine or conveyor or by rates? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are high rates of repetition avoided by: | | | | _____ |
| • Job rotation? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Job enlargement? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Self pacing? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| • Sufficient rest pauses? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are pushing or pulling forces reduced or eliminated? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is the employee's vision obscured during the handling task? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are gloves required? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| If gloves are required, are proper sizes available? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is proper footwear being utilized? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is there a preventive maintenance program for mechanical aids and associated equipment? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are workers trained in correct handling and lifting procedures for their specific job? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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Completed by: _____ Date: _____
Completed by: _____ Date: _____





First Aid Care:

| | Satisfactory | Needs Attention | Not Applicable | Action to be taken |
|---|-----------------------|-----------------------|-----------------------|--------------------|
| Is there an adequate first aid kit available? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are records kept of all first aid care provided to employees as listed in OSHA record-keeping requirements? Requirements can be found on the OSHA website at www.osha.gov . | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are records kept of all first aid care provided to members, guests and volunteers? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are emergency phone numbers posted? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Is at least one employee qualified to render first aid/CPR? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are first aid providers protected against bloodborne pathogens? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| In areas where corrosive liquids or materials are handled are there means provided for quick drenching or flushing of the eyes and body? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
| Are material safety data sheets available for review by a physician in case of chemical exposure? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | _____ |
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Safety Tip

Periodically check your first aid kits to make sure they're fully equipped with fresh supplies.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



Internet Resources:

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|---|--------------------------|
| 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 |
| ASTM International | www.astm.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 |
| Department of Homeland Security | www.dhs.gov |
| 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.iihs.org |
| Lightning Protection Institute | www.lightning.org |
| National Fire Protection Association | www.nfpa.org |
| National Highway Traffic Safety Administration | www.nhtsa.gov |
| National Institutes of Health | www.nih.gov |
| National Program for Playground Safety | www.playgroundsafety.org |
| National Safety Council | www.nsc.org |
| National Weather Service | www.weather.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 |

Preventing Accidents and Tragedies, One Step at a Time.

This booklet covers several areas of concern and can at first seem very challenging. However, the sooner you start on a routine inspection program, the more likely your facilities and congregation will become safer and more secure.

The checklist is based on safety studies and actual claims submitted to Church Mutual and can help you eliminate hazards that might lead to costly property losses, personal injuries and legal actions.

We also urge you to see our video, *Improving Safety At Your Worship Center*. It covers many of the areas in this booklet, and will help you organize your self-inspection tour.

Please visit our website at www.churchmutual.com to see our full range of safety materials. All of them are available to our customers at no charge. It's just another service you can expect from the company that specializes in protecting worship centers, schools, camps and other religious organizations — Church Mutual Insurance Company.



Listening. | Learning. | Leading®

3000 Schuster Lane | P.O. Box 357 | Merrill, WI 54452-0357 | (800) 554-2642 | www.churchmutual.com

For more information, contact info@churchmutual.com.

Para obtener asistencia inicial en español puede telefonar al (800) 241-9848 o enviar un correo electrónico a la dirección espanol@churchmutual.com.

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