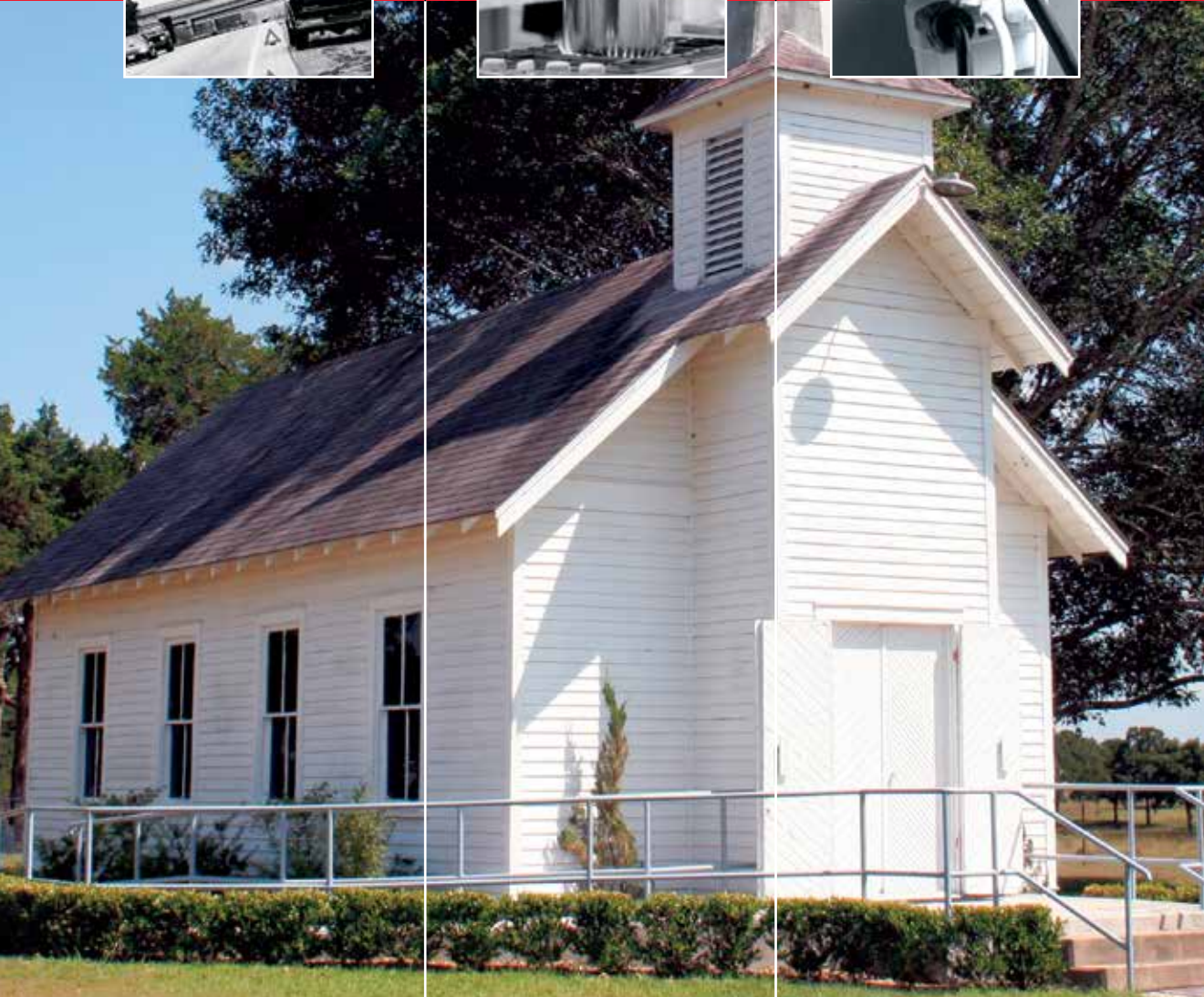


Self-Inspection Safety Checklist
for worship centers and related facilities



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
Do you have an accident prevention policy or mission statement?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Are there written performance or accountability standards and objectives for managers and supervisors to:				_____
• Reduce injuries and illnesses?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
• Enhance workplace health and safety?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established compliance activities and programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Is there a designated agency safety coordinator?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have any health and safety committees?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established written safety rules and practices?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you offer health and safety training and education?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you conduct health and safety inspections/surveys?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you practice loss prevention and control techniques?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established health and safety promotion and awareness programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Have you established accident investigation and reporting procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have a procedure for workers' compensation claims management?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you offer early return to work programs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
Do you have emergency response procedures, including notification of authorities, parents and church officials?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

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: _____



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 three columns for 'Satisfactory', 'Needs Attention', and 'Not Applicable' with red circles for selection.

Action to be taken

Series of horizontal lines for recording actions to be taken.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____





Playground Equipment:

Do surfaces around playground equipment have at least 12 inches of wood chips, mulch, sand or pea gravel, or are mats made of safety-tested rubber or rubber-like materials?

Does protective surfacing extend at least 6 feet in all directions from play equipment? For swings, surfacing should extend twice the height of the suspending bar in back and front.

Are play structures that are more than 30 inches high spaced at least 9 feet apart?

Is all equipment securely anchored?

Is there dangerous hardware, such as open "S" hooks or protruding bolt ends?

Do openings in guardrails or between ladder rungs measure less than 3.5 inches or more than 9 inches?

Are there sharp points or edges in equipment?

Are there tripping hazards such as exposed concrete footings, tree stumps and rocks?

Do all elevated surfaces such as platforms and ramps, have guardrails to prevent falls?

Are playgrounds checked regularly to see that equipment and surfacing are in good condition?

Satisfactory Needs Attention Not Applicable

Satisfactory	Needs Attention	Not Applicable	Action to be taken
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

For more information, ask for Church Mutual's booklet *Safety at Your Playground*.



Safety Tip
 Children on playgrounds should be carefully supervised by at least two adults to make sure they're safe.

Completed by: _____ Date: _____

Completed by: _____ Date: _____

6 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"/>	_____

Completed by: _____ Date: _____
 Completed by: _____ Date: _____
 Completed by: _____ Date: _____





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"/>	_____

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



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"/>	_____

Completed by: _____ Date: _____

Completed by: _____ Date: _____

Completed by: _____ Date: _____



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: _____

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.

	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"/>	_____

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: _____



Activity Procedures:

Satisfactory Needs
Attention Not
Applicable

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?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

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	Action to be taken
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____



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"/>	_____

Completed by: _____ Date: _____

Completed by: _____ Date: _____

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"/>	_____

For more information, ask for Church Mutual's video *Preventing Workplace Injuries is No Accident.*





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"/>	_____

Safety Tip

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

Completed by: _____ Date: _____

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Completed by: _____ Date: _____



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
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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