Self-Inspection Safety Checklist for worship centers and related facilities

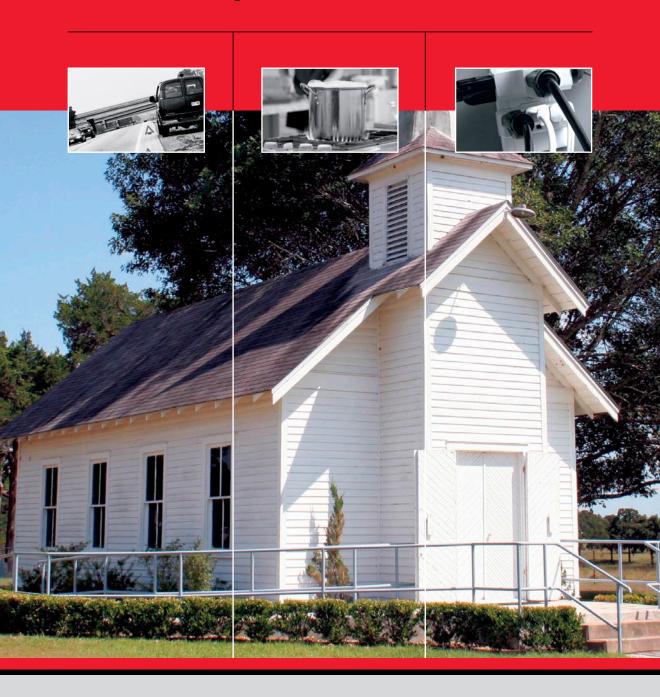




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Accidents, fires, thefts — so many of the tragedies that occur at worship centers can be avoided with a few simple precautions.

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.

To order or download additional copies at no cost, visit our website at www.churchmutual.com and click "Safety Resources". There, we also offer a checklist specifically for educational 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?

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Safety Tin

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

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Buildings and Grounds:

	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Are roofs inspected annually?	0	0	0	
Are repairs performed promptly to prevent building deterioration?	0	0	0	
Are stained glass windows covered with a shatterproof material to prevent damage?	0	0	0	
Are walkways kept clear of loose gravel and other foreign materials?	0	0	0	
Are there any tripping hazards on the sidewalk, lawn or parking lot?	0	0	0	
Are there potholes in the driveways or parking lot?	0	0	0	
Are parking lot traffic signs in good condition and positioned for easy viewing?	0	0	0	
Are there parking blocks in the parking lot? (They are a major cause of trip and fall injuries and should be removed.)	0	0	0	
Are driveway and parking lot chain barriers equipped with reflectors for visibility at night?	0	0	0	
Is the parking lot adequately marked and lighted?	0	0	0	
Is there exterior dusk-to-dawn lighting on all sides of the building?	0	0	0	
Are all exterior basement window wells covered with a substantial covering or grate that will hold at least 500 pounds?	0	0	0	
Is there a wheelchair-accessible ramp, and is it inspected frequently?	0	0	0	
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For more information, ask for Church Mutual's booklet Safety Outside Your Worship Center.

Maintenance Tin

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

	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Are sidewalks and steps free of raised cracks or chips?	0	0	0	
Are handrails securely anchored?	0	0	0	
Are fences in good repair?	0	0	0	
Are trees maintained and located so as not to allow access to upper floor windows or roofs?	0	0	0	
Is there a separate shed to store paint, gasoline and other flammables?	0	0	0	
Are lightning protection systems in place?	0	0	0	
On older systems, do wires run directly into the ground?	0	0	0	
Cold Weather Concerns:				
Is snow removed promptly from entryways, sidewalks and parking lots?	0	0	0	
Are ice and other slick spots treated as soon as possible?	0	0	0	
Is snow and ice removed immediately from above doorways and walkways?	0	0	0	
Do you have a plan for removing heavy snow or ice loads from roofs to prevent collapse?	0	0	0	
Do downspouts direct water over walkways where it can freeze and create a slip-and-fall-hazard?	0	0	0	

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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?

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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.

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		Needs	Not	Action to be taken
Do you have a written policy banning the use	Satisfactory O	Attention	Applicable	
of cell phones and other mobile devices while				
operating motor vehicles?				
Owned:				
Is the use of owned vehicles restricted to official business or activities?	0	O	O	
Do buses and vans comply with state requirements for lights, equipment and color?	0	0	0	
Do drivers perform a pre-trip and post-trip inspection documenting vehicle condition, any mechanical problems and odometer reading before and after trips?	0	0	0	
Are vehicles routinely inspected by a competent mechanic?	0	0	0	
Does the inspection include chassis, all lights, body, exhaust system, brakes, tires, steering and interior?	0	0	0	
Are written repair and maintenance records kept for each vehicle?	0	0	0	
Are drivers instructed that under no circumstances should the keys be kept in any vehicle when left unattended?	0	0	0	
Are periodic bus evacuation drills conducted?	0	0	0	
Are the driver and all passengers required to wear seat belts? (Buses are excluded.)	0	0	0	
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?	0	0	0	
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?	0	0	0	
If someone's vehicle does not appear to be reliable, it should not be used for church or school business or activities.	0	0	0	
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.)	0	0	0	

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Fire Protection and Prevention:

	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Do you have a fire prevention plan?	0	0	O	
Are fire doors in good operating condition and unobstructed, including their counterweights?	0	0	0	
Are all fire extinguishers checked and tagged annually by a qualified servicing contractor?	0	0	0	
Are all fire extinguishers checked monthly by staff?	0	0	0	
Are all fire extinguishers properly mounted on a wall in a conspicuous location?	0	0	0	
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?	0	0	0	
Is each floor level (including balconies) equipped with a proper fire extinguisher (Type-ABC)?	0	0	0	
Are fire extinguishers placed so the maximum travel distance does not exceed 75 feet?	0	0	0	
Are employees periodically instructed in the use of extinguishers and fire protection procedures?	0	0	0	
Do you have a fire alarm system?	0	0	0	
If so, is the fire alarm system tested at least annually?	0	0	0	
Are all owned buildings which are occupied as sleeping quarters equipped with early-warning smoke detectors?	0	0	0	
Are all smoke detectors hardwired into the electrical system and equipped with battery backup?	0	0	0	
Are automatic sprinkler system water control valves, air and water pressure levels checked weekly or periodically as required?	0	0	0	
Is good housekeeping maintained in the furnace or boiler room?	0	0	0	
Is good housekeeping maintained in storage areas?	0	0	0	
Are hardwired carbon monoxide detectors provided for buildings equipped with fossil fuel heat sources and hot water heaters?	0	0	0	

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	Satisfacton	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.)	O	O	O	
Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles?	0	0	0	
Are portable electrical tools and equipment grounded or of the double insulated type?	0	0	0	
Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?	0	0	0	
Are any electrical cords frayed, cracked or dried out?	0	0	0	
Are properly grounded receptacles placed where machinery or tools are used?	0	0	0	
Are refrigerators, freezers, air conditioners and electrical water coolers grounded?	0	0	0	
Do extension cords being used have a grounding conductor?	0	0	0	
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.)	0	0	0	
Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?	0	0	0	
Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates?	0	0	0	
Do you use the proper size fuse for each circuit in your fuse box?	0	0	0	
Are circuits identified on the fuse box cover?	0	0	0	
When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?	0	0	0	

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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?	0	0	O	
Is the kitchen exit located away from the potential source of a fire?	0	0	0	
Is the kitchen area, including appliances, walls, floors, etc., free of grease accumulation?	0	0	0	
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?	0	0	0	
Is the kitchen fire extinguisher mounted on a wall near an outside exit?	0	0	0	
Is the fire extinguisher a Type-K?	0	0	0	
Are proper waste containers used for waste food accumulation?	0	0	0	
Are waste containers emptied immediately when filled?	0	0	0	
Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?	0	0	0	
If frequent cooking takes place, are exhaust hoods equipped with removable filters and are explosion-proof lights installed above the cooking equipment?	0	0	0	
Are the hood, filters and exhaust duct cleaned on a regular basis?	0	0	0	
Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?	0	0	0	
Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?	0	0	0	
Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?	0	0	0	
Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?	0	0	0	
Is a mop conveniently located to quickly clean up spills?	0	0	0	
Are hot pads and mitts readily available for handling pots and pans?	0	0	0	
Is your kitchen area equipped with heat detectors?	0	0	0	

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Public Areas:

		Needs	Not Applicable	Action to be taken
Are rugs, carpets and floor tiles periodically checked for tears, rips or chipping that could cause tripping?	Satisfactory	Attention	Applicable	
Are rugs, carpets and floor tiles promptly repaired?	0	0	0	
Are "walk-off" mats used at all entrances to collect grit, water, ice and snow?	0	0	0	
Are "walk-off" mats cleaned frequently?	0	0	0	
Are "Caution Wet Floor" signs used when maintaining floors or after cleaning up a spill?	0	0	0	
Is good housekeeping maintained and are all floor obstructions and tripping hazards removed?	0	0	0	
Are extension, telephone or sound equipment cords on the floor or steps where they can create trip-and-fall hazards?	0	0	0	
Are emergency phone numbers posted by all telephones?	0	0	0	
Do glass doors or partitions have designs etched or applied to them in order to alert people to their presence?	0	0	0	
Are nursery and preschool areas situated so that infants, toddlers and small children can be swiftly evacuated?	0	0	0	
Are poisonous substances stored away from areas where children congregate?	0	0	0	

For more information, ask for Church Mutual's booklet Safety Begins With People.

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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?	0	0	0	
Are standard stair rails or handrails on all stairways with four or more steps?	0	0	0	
Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?	0	0	0	
Do stairway handrails have at least 1-1/2 inches of clearance between the handrails and the wall or surface they are mounted on?	0	0	0	
Are stairway handrails capable of withstanding a load of 200 pounds applied in any direction?	0	0	0	
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?	0	0	0	
Is the rise in concrete at entranceways identified to prevent slips and falls?	0	0	0	
Is there proper illumination on stairways and access to light switches on both levels?	0	0	0	
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Access to Exits; Exit Markings:

Do all emergency exits open i	n	an
outward direction?		

Are all emergency exit doors equipped with panic hardware?

Are all emergency exits kept unlocked and free of obstructions when buildings are occupied?

Are there two exits, remote from each other, for each level of the building?

Are exterior fire escapes accessible and well maintained?

Are all exits marked with a lighted exit sign and also powered by an emergency source?

Are exit route maps displayed at regular intervals throughout your facilities?

Is emergency lighting tested regularly?

Is it a policy to replace backup batteries in exit signs and emergency lights once a year?

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?

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

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Machinery and Equipment:

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	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Are heating and air conditioning systems inspected at least annually by a qualified contractor?	0	0	O	
Are boilers and hot water heaters equipped with a pressure and temperature relief valve?	0	0	0	
Are lawn mowers and all gasoline-powered equipment stored in a detached storage building?	0	0	0	
Is limited storage of flammable and combustible materials in accordance with NFPA Standard 30 or local ordinances?	0	0	0	
Are ladders maintained and in good condition at all times?	0	0	0	
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?	0	0	0	
Are metal ladders prohibited from use in areas containing electrical current?	0	0	0	
Are ladders equipped with nonslip safety feet?	0	0	0	
Are ladders stored indoors or otherwise protected from the elements?	0	0	0	
Are all power and hand tools kept in good condition with regular maintenance?	0	0	0	
Are power tools with hazardous moving parts equipped with proper guarding?	0	0	0	
Is the organ turned off when not in use so that it cannot overheat and potentially cause a fire?	0	0	0	
Are drive sheaves, belts, pulleys and other moving parts of heating, cooling or other equipment properly guarded to prevent contact?	0	0	0	
Is all lawn care equipment equipped with proper protective guarding and appropriate warning notices?	0	0	0	
Is American National Standards Institute (ANSI) approved eyewear and hearing protection provided for staff members and volunteers involved in maintenance and lawn care?	0	0	0	

Safety Tip

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

Action to be taken Needs Not Satisfactory Attention Applicable Are workers required to wear eyewear and O O O hearing protection? Are point of operation guards in place? O 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 quards 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?

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



Employees and Volunteers:

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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?

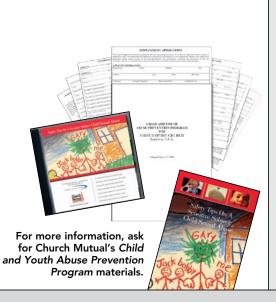
Do you routinely check for arrest and conviction records?

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?



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Action to be taken

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?

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Safety Tip

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

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Security:

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			Not Applicable	Action to be taken
Are buildings kept locked when unoccupied?	0	0	O	
Is your building protected by a burglar alarm?	0	0	0	
Are keys to the building marked "Do Not Copy?"	0	0	0	
Are the keys or access cards given out in limited numbers?	0	0	0	
Is a record kept of individuals who have a key or access card?	0	0	0	
Are locks and safe combinations changed when employees who have had access are discharged?	0	0	0	
Are personnel assigned to check windows and exit doors for security before leaving the building at the end of the day?	0	0	0	
Are grade-level and basement windows protected with window locks, wire mesh or bars?	0	0	0	
Are grade-level and basement windows kept free of shrubbery and other obstructions behind which burglars can hide?	0	0	0	
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.)	0	0	0	
Are sacred objects, vessels and other valuables kept in a safe, vault or quality locked cabinet when not in use?	0	0	0	
Is audio-visual, office and musical equipment stored in a locked room or office area when not in use?	0	0	0	
Have you made arrangements for regular police patrols or a security force drive-by at night?	0	0	0	
Is sensitive student, employee and volunteer information password-protected and stored on a separate computer that does not have Internet access?	0	0	0	

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

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Ergonomic Workstation Analysis:

Do working spaces allow for a full range of work movements?	Satisfactory	Needs Attention	Applicable	Action to be taken
Are mechanical aids and equipment provided	0	0	0	
where feasible?				
Are work surfaces at proper heights and adjustable?	0	0	0	
Can work surfaces be tilted or angled?	0	0	0	
Are workstations designed to minimize or eliminate:				
• Twisting at the waist?	0	0	0	
• Bending at the waist?	0	0	0	
• Extension of the arms?	0	0	0	
• Elevation of the elbows?	0	0	0	
• Reaching above the shoulder?	0	0	0	
• Static muscle loading?	0	0	0	
• Bending or twisting of the wrist?	0	0	0	
Do employees have the option to vary their posture?	0	0	0	
Are employees' hands or arms subjected to pressure from sharp edges on work surfaces?	0	0	0	
Are armrests provided where needed?	0	0	0	
Are footrests provided where needed?	0	0	0	
Is the floor surface irregular, slippery or sloping?	0	0	0	
Are cushioned floor mats provided for workers who are required to stand for long periods?	0	0	0	
Where chairs or stools are provided, are they easily adjustable and suited to the task?	0	0	0	
Are all task requirements visible from comfortable positions?	0	0	0	
Is there a preventive maintenance program for mechanical aids, tools and other equipment?	0	0	0	
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Ergonomic Material Handling Analysis:

	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Are weight(s) to be handled excessive?	0	0	O	
If so, can weight(s) be reduced?	0	0	0	
Is the distance between the object and the body minimized?	0	0	0	
Are walking surfaces:				
• Level?	0	0	0	
• Wide enough?	0	0	0	
• Clean?	0	0	0	
• Dry?	0	0	0	
• Visible?	0	0	0	
Are working surfaces adjustable to optimal handling heights?	0	0	0	
Are objects to be moved:				
• Difficult to grasp?	0	0	0	
• Unstable?	0	0	0	
• Awkward?	0	0	0	
• Slippery?	0	0	0	
Are there handholds on these objects?	0	0	0	
Is help available for heavy or awkward lifts?	0	0	0	
Is there enough room to maneuver?	0	0	0	
Does the employee have an unobstructed view of handling the task?	0	0	0	
Can mechanical devices be employed?	0	0	0	
For more information, ask for Church Mutual's video Preventing Workplace Injuries Is No Accident.				

	Satisfactor	Needs Attention	Not Applicable	Action to be taken
Are the following avoided				
in material handling:				
Movements below knuckle height?	0	0	0	
Static muscle loading?	0	0	0	
Twisting at the waist?	0	0	0	
Movements above shoulder height?	0	0	0	
Sudden movements during handling?	0	0	0	
• Excessive reaching?	0	0	0	
Are distances that materials are moved minimized?	0	0	0	
Are highly repetitious material handling tasks paced by machine or conveyor or by rates?	0	0	0	
Are high rates of repetition avoided by:				
• Job rotation?	0	0	0	
• Job enlargement?	0	0	0	
• Self pacing?	0	0	0	
• Sufficient rest pauses?	0	0	0	
Are pushing or pulling forces reduced or eliminated?	0	0	0	
Is the employee's vision obscured during the handling task?	0	0	0	
Are gloves required?	0	0	0	
If gloves are required, are proper sizes available?	0	0	0	
Is proper footwear being utilized?	0	0	0	
Is there a preventive maintenance program for mechanical aids and associated equipment?	0	0	0	
Are workers trained in correct handling and lifting procedures for their specific job?	0	0	0	

Completed by:	Date:
,	
Completed by:	Date:
Completed by:	Date:





First Aid Care:

Is there an adequate first aid kit available?

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.

Are records kept of all first aid care provided to members, guests and volunteers?

Are emergency phone numbers posted?

Is at least one employee qualified to render first aid/CPR?

Are first aid providers protected against bloodborne pathogens?

In areas where corrosive liquids or materials are handled are there means provided for quick drenching or flushing of the eyes and body?

Are material safety data sheets available for review by a physician in case of chemical exposure?

atisfactory	Needs Attention	Not Applicable	Action to be taken
O	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	0	0	
0	O	O	
			

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: ____

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Internet Resources:

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



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 write or call Church Mutual or visit our website at **www.churchmutual.com** to see all of the safety materials we offer at no cost to you. 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

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