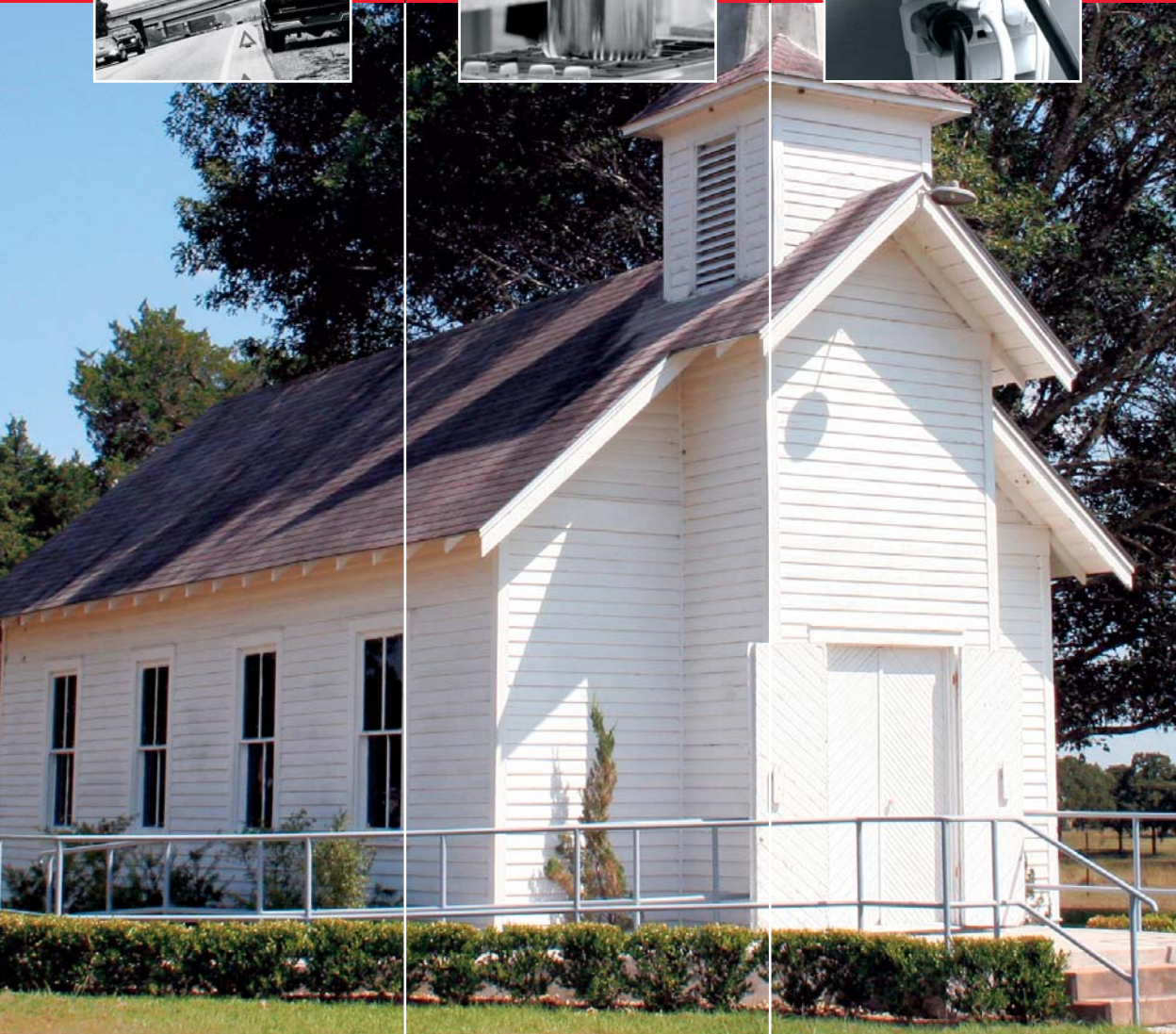


Self-Inspection Safety Checklist
for worship centers, schools and related facilities



Listening. Learning. Leading.®

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.

But as you use it, we think you will see that your facility becomes a safer, more secure center for your employees, volunteers and entire congregation.



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 seatbelts? (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
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 seatbelts? (Buses are excluded.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____
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"/>	_____

For more information, ask for Church Mutual's booklet and video *The Road To Safer Transportation*.





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"/>	_____

For more information, ask for Church Mutual's booklet and video *Fire Safety At Your Worship Center.*





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"/>	_____



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"/>	_____

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





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.



Security:

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

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





Internet Resources:

American Association of Occupational Health Nurses.....	www.aaohn.org
American Conference of Governmental Industrial Hygienists.....	www.acgih.org
American Industrial Hygiene Association.....	www.aiha.org
American National Standards Institute.....	www.ansi.org
American Red Cross.....	www.redcross.org
American Society for Testing and Materials.....	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
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.htec.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 a great many areas of concern and can at first seem very challenging. However, the sooner you start on a routine inspection program, the safer and more secure your facilities and congregation will be.

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 loss, personal injury and legal action.

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.

For your free copy of our video, please write or call Church Mutual or visit our Web site to see all the free safety materials we offer. It's just another service you expect from the company that insures more worship centers than any other: *Church Mutual*.



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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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