

Safety Inspection Checklist

	Satisfactory	Needs Attention	Not Applicable	Action to be taken
Have you received the Injury & Illness Prevention Program template from Diocese of Stockton?	<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 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: _____

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Buildings and Grounds:

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

Maintenance Tip

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



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

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Action to be taken

Safety Tip

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

Completed by: _____ Date: _____

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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: _____
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 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: _____

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Completed by: _____ Date: _____



Electrical and Grounding:

Are electrical outlets in nurseries and preschool age classrooms equipped with spring-loaded or twist-type safety faceplates to prevent children inserting objects into the outlet? (Plastic plugs are not recommended.)

Are electrical outlets located near water equipped with ground fault circuit interrupter (GFCI) type receptacles?

Are portable electrical tools and equipment grounded or of the double insulated type?

Are electrical appliances such as vacuum cleaners, polishers and vending machines grounded?

Are any electrical cords frayed, cracked or dried out?

Are properly grounded receptacles placed where machinery or tools are used?

Are refrigerators, freezers, air conditioners and electrical water coolers grounded?

Do extension cords being used have a grounding conductor?

Are power strips or bar-type adapters used to increase the number of receptacles in a wall outlet? (T-type multi-adapters are not acceptable.)

Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?

Are electrical enclosures such as switches, receptacles and junction boxes provided with tight-fitting covers or plates?

Are circuits identified on the fuse box cover?

	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"/>	_____
Are circuits identified on the fuse box cover?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	_____

Completed by: _____ Date: _____

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Kitchen:

Is there an easy exit from the kitchen to the outside of the building?

Is the kitchen exit located away from the potential source of a fire?

Is the kitchen area, including appliances, walls, floors, etc., free of grease accumulation?

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?

Is the kitchen fire extinguisher mounted on a wall near an outside exit?

Is the fire extinguisher a Type-K?

Are proper waste containers used for waste food accumulation?

Are waste containers emptied immediately when filled?

Is cooking equipment installed on a non-combustible floor surface with adequate clearance from combustible materials?

If frequent cooking takes place, are exhaust hoods equipped with removable filters and are explosion-proof lights installed above the cooking equipment?

Are the hood, filters and exhaust duct cleaned on a regular basis?

Does the frequency or type of cooking suggest the installation of an automatic fire suppression system in the hood and duct system?

Is your hood fire suppression system inspected and date tagged at least annually by a contractor certified for such inspections?

Are kitchen gas range burners maintained so they immediately ignite when the burners are turned on?

Are refrigeration motors, cooling coils and compressors free of combustible materials and cleaned regularly?

Is a mop conveniently located to quickly clean up spills?

Are hot pads and mitts readily available for handling pots and pans?

Is your kitchen area equipped with heat detectors?

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

Completed by: _____ Date: _____

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Completed by: _____ Date: _____



Public Areas:

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

Completed by: _____ Date: _____

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