Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DD/MM/YY

Safety Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **GENERAL** | **YES** | **NO** | **COMMENTS/**  **SUGGESTIONS** |
|  | Does your church have a written Emergency/Disaster Plan? (stating the basics in case of fire, hurricane, violence etc) |  |  |  |
|  | Are Evacuation plans and Emergency numbers Strategically displayed? |  |  |  |
|  | Have Fire/Emergency Drills been conducted annually during church service? |  |  |  |
|  | Have Fire Extinguishers/Smoke Detectors been installed? |  |  |  |
|  | Are Fire Extinguishers/ Smoke Detectors serviced and inspected as per regulations? |  |  |  |
|  | Are Doors and Windows in good repair and well stayed when opened? |  |  |  |
|  | Are Electrical Wiring checked annually by a Licensed Electrician? |  |  |  |
|  | Does the church have Trash Containers equipped with Flip-Top Lids? |  |  |  |
|  | Are Floor Surfaces and Steps free from trips and falls? |  |  |  |
|  | Are Signs posted when floor surfaces are slippery or uneven? |  |  |  |
|  | Have Handrails been installed at steps and ramps? |  |  |  |
|  | Are Carpets free of tears and wrinkles? |  |  |  |
|  | Are Floor Openings properly guarded or railed? |  |  |  |
|  | Are Pews sturdy and in good condition? (not worm eaten or with cracks or rotting) |  |  |  |
|  | Are the Cables of microphones, speakers, musical equipment, video camera equipment or projector equipment secured and do not present a tripping hazard? |  |  |  |
|  | Do all Electrical Outlets in the building have protective covers or are fitted with Ground Fault Circuit Interrupter outlets, especially in children’s areas? |  |  |  |
|  | Are Air-Conditioning systems cleaned and inspected according to the manufacturer’s guidelines? |  |  |  |
|  | **GENERAL** | **YES** | **NO** | **COMMENTS/**  **SUGGESTIONS** |
|  | Is the Storage Area free of flammable and combustible material? |  |  |  |
|  | Are Water Tanks cleaned routinely? |  |  |  |
|  | Is the Drinking Water supply bacteria free? |  |  |  |
| 21. | Are Washrooms accessible and outfitted for the Physically Challenged? |  |  |  |
| 22. | Are Washrooms outfitted with the appropriate tissue and soap dispensers? |  |  |  |
| 23. | Does the church have a First Aid Kit? |  |  |  |
| 24 | Is the First Aid Kit Accessible? |  |  |  |
| 25. | Is the First Aid Kit updated regularly? |  |  |  |
| 26. | Does the church have a Sick Bay Area? |  |  |  |
| 27. | Are Compressed Gas Cylinders properly secured and located outside? |  |  |  |
| 28. | Are Toaster Ovens or Microwave Ovens unplugged after use? |  |  |  |
| 29. | Are the Parking Lots and Walking Surfaces in good condition? |  |  |  |
| 30. | Is the Parking Lot fenced and gated? |  |  |  |
| 31. | Are the Parking Spaces clearly marked off? |  |  |  |
| 32. | Are there appropriately placed and marked off Parking Spots for the Physically Challenged? |  |  |  |
| 33. | Is Shrubbery trimmed regularly to eliminate shadows/hiding areas? |  |  |  |
|  |  |  |  |  |
|  | **SIGNAGE** |  |  |  |
| 34. | Are Appropriate Signs strategically displayed? (Exit, Muster Point, Restroom, Slippery When Wet etc) |  |  |  |
|  |  |  |  |  |
|  | **FINANCIAL SECURITY** |  |  |  |
| 35. | Does the active Finance Committee meet monthly? |  |  |  |
| 36. | Is Cash kept on the premises? |  |  |  |
| 37. | Are Deposits made on the same day that monies have been received? |  |  |  |
| 38. | Is Routine avoided when depositing funds? |  |  |  |
| 39. | Is it ensured that Church Monies are not kept at the Treasurer’s residence? |  |  |  |
|  | **GENERAL** | **YES** | **NO** | **COMMENTS/**  **SUGGESTIONS** |
| 40. | Are church Financial Statements distributed to church board members monthly? |  |  |  |
| 41. | Is verification of money counts documented by a Second Individual? |  |  |  |
|  |  |  |  |  |
|  | **TRANSPORT AND OUTDOOR ACTIVITIES** |  |  |  |
|  |  |  |  |  |
| 42. | Is Scheduled Maintenance conducted on church owned vehicles? |  |  |  |
| 43. | Are Personal/Private Vehicles that are used for church activities Insured? |  |  |  |
| 44. | Does the church ensure that Drivers’ Licenses are up to date and suitable for the type of vehicle being driven? |  |  |  |
| 45. | Are drivers in Good Health? |  |  |  |
| 46. | Has any At-Fault accidents occurred within the past 3 years? |  |  |  |
| 47. | Are Outdoor Activities approved by the Church Board? |  |  |  |
| 48. | Is each activity accompanied by Adult Supervision? |  |  |  |
| 49. | Is relevant Group Insurance coverage in place? (e.g. Pathfinder, Camp, Vacation Bible School, etc) |  |  |  |
|  | **OTHER-** USE OF CHURCH PREMISES FOR WEDDING, TRAINING SESSIONS, ETC. NOT SDA SPONSORED |  |  |  |
| 50. | Are contracts made and signed for the use of church facilities for non-SDA functions? |  |  |  |
| 51. | Is Public Liability Insurance produced by the leasing party? |  |  |  |

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safety Officer**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Church Pastor**