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**Form 2 - Parish/Agency Health and Safety Hazard Checklist**

This checklist is a guide to help you identify common workplace hazards.

**Please use Form 2 or 2a.**

You will need to add or delete items relevant to your workplace. Ideally the checklist would be updated every quarter but at least every six months.

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| **Manual Handling** | **N/a** | **Yes** | **No** |
| Have you identified tasks which involve lifting, carrying, pushing and/or pulling and assessed the potential for risk of injury? |  |  |  |
| Have your risk assessments taken into account posture, movement, forces, duration, frequency and environment factors such as heat and cold? (Refer to *Manual Handling Code of Practice* for guidance) |  |  |  |
| Are objects handled easy to grasp, have no sharp edges and are not hot, cold, slippery or bulky? |  |  |  |
| Is lifting from ground level or above shoulder height avoided? |  |  |  |
| Is the work area, equipment and system of work designed to eliminate sideways twisting of the body, excessive bending or reaching? |  |  |  |
| Are the work area, equipment and systems of work designed to minimise sustained or repetitive movements? |  |  |  |
| Are mechanical handling aids (trolleys or hand trucks) provided where possible to make the task safer? |  |  |  |
| Is there enough space to allow free movement while doing the task? |  |  |  |
| Is training provided about risk factors and the proper technique to do the task? |  |  |  |

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| **Equipment, Machinery and Tools** | **N/a** | **Yes** | **No** |
| Is the correct equipment available and always used for each job? |  |  |  |
| Are tools and machinery properly guarded? |  |  |  |
| Are stop/start switches clearly marked and positioned within easy reach of the operator? |  |  |  |
| Are operators trained to use tools, equipment and machinery safely? |  |  |  |
| Do operators hold current licenses to perform work that requires certification? |  |  |  |
| Has provision been made to safely store or dispose of waste or off-cuts? |  |  |  |
| Is there sufficient workspace around machinery, for both operation and maintenance? |  |  |  |
| Are tools, equipment and machinery regularly maintained (in accordance with manufacturer’s instructions)? |  |  |  |
| Is there a process to ensure that tools and machinery are switched off before maintenance and cleaning is carried out and that other staff cannot inadvertently start them during maintenance and cleaning? (Danger Tag and Lock Out System) |  |  |  |
| Are unsafe or faulty tools, equipment or machinery reported immediately? |  |  |  |
| Are unsafe of faulty tools, equipment or machinery isolated or removed from use until they are repaired or replaced? |  |  |  |
| Are repairs always carried out by authorised and competent persons? |  |  |  |
| Are health and safety risks considered before modification or alteration to any tools, equipment or machinery? |  |  |  |

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| **Work Environment** | | **N/a** | | | **Yes** | | **No** | |
| Is the workplace kept clean and tidy? (Rubbish bins suitably located and regularly emptied, oily rags and combustible waste kept in covered metal containers) | |  | | |  | |  | |
| Is there adequate storage for tools, equipment, stock or product supplies? (Storage designed to minimise manual handling problems, easy access, shelf racks and pallets in good condition) | |  | | |  | |  | |
| Have you ensured that things cannot fall onto people? (Goods cannot fall from height, shelving is securely fixed to floors and/or walls, stacks cannot fall over, people cannot walk under suspended loads, cargo barriers in vehicles) | |  | | |  | |  | |
| Is adequate ventilation provided to ensure a supply of sufficient clean air? | | |  | |  | |  | |
| Is air filtered to remove air-borne contaminants where necessary? | | |  | |  | |  | |
| Are people protected from noise exposure (if noise above 85dBA, protection must be provided) | | |  | |  | |  | |
| Is there enough light to perform tasks without eyestrain or glare? | | |  | |  | |  | |
| Is the working temperature comfortable? | | |  | |  | |  | |
| Are there sufficient fire extinguishers of the appropriate kind? | | |  | |  | |  | |
| Are the fire extinguishers checked every six months? | | |  | |  | |  | |
| Are first aid kits available/accessible? | | |  | |  | |  | |
| Is there a process in place for reporting accidents/incidents to the parish priest in the first instance? | | |  | |  | |  | |
| Do workers have access to clean and hygienic toilet and eating facilities? | | |  | |  | |  | |
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| **Moving Around the Workplace** | | **N/a** | | | **Yes** | | **No** | |
| Have you made sure people cannot slip, trip or fall when moving around the workplace? (Look for oil, grease, water, leads, hoses or cables on the floor) | |  | | |  | |  | |
| Are appropriate fall prevention methods implemented for all tasks undertaken at height? (Guard rails, scaffolds, harness systems, ladders and steps that are designed for the job) | |  | | |  | |  | |
| Do illuminated exit signs clearly identify exits from parish facilities such as churches & halls? | |  | | |  | |  | |
| Aside from signage is it easy to get in and out of the workplace safely? (Look for unblocked exits) | |  | | |  | |  | |
| Can traffic and people move safely around the work site? (Look for clearly marked walkways, physical separation of vehicles and walkways, clear vision at intersections, use of mirrors in blind spots) | |  | | |  | |  | |
| Are stairs, ladders and climbing platforms safe? (Fixed handrails, ladders secured when in use, anti slip treads on stairs) | |  | | |  | |  | |
| Are vehicle drivers trained and aware of hazards? | |  | | |  | |  | |
| Do vehicle drivers have safe delivery schedules and are loads always secured properly? | |  | | |  | |  | |
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| **Chemicals and Other Hazardous Substances** | **N/a** | | | **Yes** | | **No** | |
| Is there an up-to-date list of all chemicals used in your business? (Cleaning products, solvents, paints, degreasers, petrol, inks, toner, oils adhesives, acids, acrylics and pesticides) |  | | |  | |  | |
| Do you have current Material Safety Data Sheets (MSDS) for all chemicals and have you made these available to all workers using any of the chemicals? |  | | | |  | |  | |
| Have you assessed the risk of exposure (via inhalation, skin contact or ingestion) during transport, handling, storage and use of any of the chemicals? |  | | | |  | |  | |
| Are cleaning materials etc kept in their original approved containers? That is, not decanted and stored in items such as soft drink bottles or juice containers. |  | | | |  | |  | |
| Are all containers clearly labelled? |  | | | |  | |  | |
| Are chemicals and other hazardous substances stored safely? (In specific storage rooms or cabinets, separated from other reactive substances and away from ignition sources) |  | | | |  | |  | |
| Are workers trained in the safe use, handling, transport and storage of the chemicals they use? |  | | | |  | |  | |
| Is there adequate ventilation and fume extraction? |  | | | |  | |  | |
| Have you ensured that chemical and hazardous substances cannot spill, leak or otherwise escape into the environment during storage, handling, transport or use? |  | | | |  | |  | |
| Are all gas cylinders stored upright, secured against falling, away from heat and ignition sources and in a ventilated area? |  | | | |  | |  | |
| Is monitoring and health surveillance undertaken if required? |  | | | |  | |  | |
| Are chemicals and hazardous substances disposed of correctly? |  | | | |  | |  | |
| Is appropriate Personal Protective Equipment (PPE) provided and used? (Gloves and respirators) |  | | | |  | |  | |
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| **Electricity** | **N/a** | | | | **Yes** | | **No** | |
| Are electrical leads, plugs, sockets and switches in good condition (Not frayed or damaged) |  | | | |  | |  | |
| Have you ensured that there are no leads lying across floors or double adaptors used? |  | | | |  | |  | |
| Have electrical leads and power boards been inspected, tested and tagged? |  | | | |  | |  | |
| Is the location of power lines and cables checked before digging, drilling, using cranes, ladders or erecting scaffolding? (Overhead, underground or behind walls) |  | | | |  | |  | |
| Are portable electrical equipment items fitted with residual current devices? |  | | | |  | |  | |
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| **Working with Money** |  | | | |  | |  | |
| Is there a safe process for counting, storing, handling & transferring money? |  | | | |  | |  | |
| Is banking done by more than one person &/or at different times of day? |  | | | |  | |  | |
| Are workers trained in cash handling procedures? |  | | | |  | |  | |
| Are workers trained in what they should do in the event of a robbery? |  | | | |  | |  | |
| Do workers always have a way of quickly & easily contacting assistance? |  | | | |  | |  | |
| Is there a surveillance or security system? |  | | | |  | |  | |
| Is there good internal & external lighting? |  | | | |  | |  | |