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

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

**Form 2a may be used instead of Form 2.**

You will need to add or delete items relevant to your situation and it is recommended that a ‘check’ be undertaken every six months, preferably every quarter.

*\* MSDS = Material Safety Data Sheets*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **ITEM** | **YES** | **NO** | **ACTION** |
| **1** | **Fire** |  |  |  |
|  | Extinguishers are in place |  |  |  |
|  | Extinguishers are clearly marked & readily located |  |  |  |
|  | Extinguishers have been serviced in the last six months |  |  |  |
|  | The area around extinguishers is clear for a radius of 1 metre |  |  |  |
|  | Fire exit signs are in place |  |  |  |
|  | Fire exit signs are in working order |  |  |  |
|  | Exit doors are not blocked |  |  |  |
|  | Exit doors can be easily opened |  |  |  |
|  | Fire alarm is in working order |  |  |  |
|  | Emergency plan is displayed |  |  |  |
|  | There is safe access & egress |  |  |  |
|  | | | | |
| **2** | **Electrical** |  |  |  |
|  | Power outlets accessible to children are appropriately covered |  |  |  |
|  | Electrical plugs, sockets, switches are safe |  |  |  |
|  | Frayed or damaged leads are removed |  |  |  |
|  | Portable power tools are in good condition |  |  |  |
|  | Temporary leads on the floors are appropriately covered |  |  |  |
|  | Testing and tagging of electrical items has been completed |  |  |  |
|  | Everything on the switchboard is clearly labelled |  |  |  |
|  | Electrical fittings & equipment are regularly inspected |  |  |  |
|  | | | | |
| **3** | **General Lighting** |  |  |  |
|  | There is adequate illumination in working areas |  |  |  |
|  | There is good natural lighting |  |  |  |
|  | Light fittings are in good working condition and are clean |  |  |  |
|  | Emergency lighting is operational |  |  |  |
|  | | | | |
| **4** | **Walkways** |  |  |  |
|  | Walkways are free of oil or grease |  |  |  |
|  | Carpets are wrinkle free with no obvious trip hazards |  |  |  |
|  | Walkways are clear of obstructions |  |  |  |
|  | Stairs (altar) are not blocked and are in good condition |  |  |  |
|  | | | | |
| **5** | **Amenities** |  |  |  |
|  | Toilets are cleaned regularly |  |  |  |
|  | Bins are not overflowing |  |  |  |
|  | Tiled floors are free of chips or cracks causing sharp edges |  |  |  |
|  | Soap and handtowels are provided |  |  |  |
|  | Surfaces (including toilet seats & lids) are free of chips, cracks |  |  |  |
|  | | | | |
| **6** | **Work Areas** |  |  |  |
|  | Benches are clear of clutter |  |  |  |
|  | Tools are stored properly |  |  |  |
|  | Benches are at an adequate work height |  |  |  |
|  | Work benches are free of sharp edges |  |  |  |
|  | Chair backs & seat heights are adjustable |  |  |  |
|  | Storage shelves are organised to minimise bending & stretching |  |  |  |
|  | | | | |
| **7** | **Sacristy** |  |  |  |
|  | Fire extinguishers are in place |  |  |  |
|  | Floors are free from slip/trip hazards |  |  |  |
|  | Surfaces are free from chips and cracks causing sharp edges |  |  |  |
|  | Chemicals, cleaning products etc are stored correctly |  |  |  |
|  | MSDS are provided for chemicals where required |  |  |  |
|  | | | | |
| **8** | **Chemicals** |  |  |  |
|  | MSDS are available for all chemicals |  |  |  |
|  | The MSDS register is available an up to date |  |  |  |
|  | Chemical containers are clearly and accurately labelled |  |  |  |
|  | All chemicals are stored in accordance with the MSDS |  |  |  |
|  | | | | |
| **9** | **First Aid** |  |  |  |
|  | First aid kits and contents are clean and orderly |  |  |  |
|  | First aid kits are adequately stocked |  |  |  |
|  | First aid kits are readily accessible |  |  |  |
|  | A sign is displayed advising the location of the first aid kit |  |  |  |
|  | | | | |
| **10** | **Floors** |  |  |  |
|  | Floors are even with no large cracks, holes or trip hazards |  |  |  |
|  | Floors are not cluttered |  |  |  |
|  | Floors are free from slip hazards |  |  |  |
|  | | | | |
| **11** | **Parish Centre** |  |  |  |
|  | Fire extinguishers are in place |  |  |  |
|  | Electrical leads are safely covered |  |  |  |
|  | Electrical items are tagged and tested |  |  |  |
|  | Floors are free from trip/slip hazards |  |  |  |
|  | There is safe access and egress |  |  |  |
|  | Office machinery is regularly serviced |  |  |  |
|  | | | | |
| **12** | **Grounds and Garage** |  |  |  |
|  | Power equipment maintenance is carried out |  |  |  |
|  | Power equipment is clean |  |  |  |
|  | There is adequate signage for parking (disabled and no parking) |  |  |  |
|  | There are MSDS for all chemicals and gardening products |  |  |  |
|  | Safe operating procedures exist for plant such as ride on lawn mowers |  |  |  |
|  | Pathways and walkways clear and unobstructed |  |  |  |
|  | | | | |
| **13** | **Display Material** |  |  |  |
|  | The Archdiocesan WHS policy is signed and up to date |  |  |  |
|  | The Archdiocesan WHS policy is displayed |  |  |  |
|  | No smoking signs are displayed |  |  |  |
|  | A safety noticeboard is available and up to date |  |  |  |
|  | | | | |
| **14** | **WHS Information** |  |  |  |
|  | The Archdiocesan WHS manual is available to volunteers |  |  |  |
|  | Incident report forms are available |  |  |  |
|  | Hazard report forms are available |  |  |  |
|  | An emergency evacuation plan is displayed |  |  |  |
|  | An assembly point after evacuation has been identified |  |  |  |
|  | Training records are up to date |  |  |  |