

**Church Name**

**Person Inspecting**

**Date of Inspection**

No.	Checklist Items	Yes	No	N/A
<b>Floors, Aisles, Stairs &amp; Landings</b>				
1	All aisles are clear			
2	Aisles are free of slip, trip and fall hazards			
3	Stairs free of worn or broken treads			
4	Handrails are in good repair			
5	Non-skid strips on chairs are in good condition			
<b>Storage</b>				
6	No storage in traffic areas			
7	Stacks stable with good bases			
8	No rubbish or unwanted material			
9	Flammable items correctly stored			
<b>Electrical Power</b>				
10	No storage in traffic areas			
11	Free of frayed or defective leads			
12	Free of double adaptors or piggy-back plugs			
13	All lights adequate or operational			
14	Residual Current Devices installed & maintained			
<b>Electrical Power</b>				
15	First Aid kits identified and appropriately stocked			
16	Names of qualified first aiders displayed			

No.	Checklist Items	Yes	No	N/A
<b>Emergency Response/Fire Protection</b>				
17	Evacuation Procedures clearly displayed			
18	Fire extinguishers appropriate to material			
19	Extinguishers readily available and properly mounted			
20	Exits and exit signs adequately illuminated			
21	Exits & fire doors in good repair and unobstructed, internally and externally			
<b>Car Park/Outdoor Areas</b>				
22	Clean and free from rubbish			
23	Even surfaces – no holes			
24	Free of grease and oil			
25	Vehicle traffic ways clearly marked and lit			
26	Free of dense shrubbery obstructing vision			
<b>Equipment</b>				
27	Office chairs suitable and in good condition			
28	Ladders serviceable, no broken rungs/defects			
29	Metal ladders not used for electrical work			
30	OH&S policies & procedures appropriately displayed			
31	Safety signs clearly displayed where necessary			
32	Kitchen appliances properly maintained			

