

Maintaining a safe place of worship

Protecting what's valuable to you and your community is a priority. That's why it's important to ensure you're safeguarded from all potential losses – especially when they are within your control.

All places of worship should have a comprehensive safety program in place to protect them from damage or losses from fire, vandalism or other unforeseen circumstances.

As part of your safety program it's important to walk through the building regularly and routinely assess the condition of your premises both inside and out.

A routine assessment will help you notice and correct any deterioration or faults before they become "expensive" problems that could leave you unable to use your building. For example:

- Fixing damaged shingles or a slipped slate tile can prevent a catastrophic roof leak and interior damage
- Placing winter mats and keeping floors dry can prevent a slip and fall which could leave a member needing long term care
- Fixing a flickering light or breaker that keeps tripping can prevent a fire
- Keeping birds, bats or racoons out of your tower can prevent damage or potential disease exposure
- Reviewing security precautions can prevent a break-in

Your safety checklist

The safety checklist included with this information will help guide you during your routine inspections.

Please note: this list may not cover all aspects related to your building(s) specifically, so be sure to review it in advance of your inspection and customize it to suit your needs.

Remember, it's easier to fix the small things as minor inconveniences, before they grow and become big headaches!



Safety Checklist

Safety checklist for _____

Hazard category: **S:** Serious – Fix immediately **M:** Moderate – Monitor condition and correction plan **N:** No hazard noted **N/A:** Not Applicable

	Inspected	Hazard category	Your action	Inspection date	Date corrected
MAIN ENTRANCE					
Adequate lighting					
Steps and access clear, handrails in good condition					
Exit signs illuminated					
Main (and inner) doors swing freely, lock securely					
Winter mats in place					
Floor dry					
STAIRWELLS					
Adequate lighting					
Steps and access clear, handrails in good condition					
Exit signs illuminated					
Emergency exit doors open/close and latch freely					
Fire doors not wedged open, swing freely					
Uneven steps are marked with yellow paint					
Emergency lighting tested and operational					
No items stored on or under landings					
No combustible materials on walls					
WASHROOMS					
Adequate lighting					
Electrical, switch and receptacle covers, appliances, all in good condition					

Safety Checklist

	Inspected	Hazard category	Your action	Inspection date	Date corrected
WASHROOMS cont.					
Floors in good condition – dry, clean					
No evidence of water leaks or spills observed					
No evidence of mould present (visible or odour)					
Cubicles in good repair (doors not loose or rusted)					
Routine cleaning program in place/log posted					
No evidence of infestation (insects, rodents, animals)					
Ground fault receptacles (GFCI) installed in outlets located within 1 m of sinks					
HALLWAYS/ROOMS					
Adequate lighting					
Electrical cords, switch and receptacle covers, appliances, conduit all in good condition					
Floors in good condition – dry, clean (no slip or trip hazards, no water leakage, protruding nails, loose flooring, curled mats, etc)					
Proper storage of materials (off floor, on shelves, especially in basements)					
Emergency exit routes are marked and clear					
No evidence of infestation (rodents, bats, raccoons, insects)					
No evidence of hazardous materials present					
Fire alarm pull stations are accessible and emergency instructions posted					
Fire extinguisher properly hung, pressurized and maintained					
No accumulation of combustible materials on floors					
Exit signs illuminated					
Wet floor sign placed when cleaning					
Emergency lighting tested and operational					

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	Inspected	Hazard category	Your action	Inspection date	Date corrected
KITCHEN					
Adequate lighting					
Electrical wiring/outlets/connections clean and dry					
Floors clean and dry					
Grease traps/pits/tanks in good condition (if applicable)					
Municipal Food Safety Inspection report posted (if required)					
First aid kit present and stocked (items not expired)					
Fire extinguisher properly hung and pressurized					
Deep fryer fire protection operational and inspected (if installed)					
In-hood extinguisher system operational and inspected (if required)					
Knives and other sharp objects stored out of sight					
No accumulation of grease on oven or stove or in vent ducts; ducts steam cleaned					
Filter screens on vent hood clean					
No evidence of infestation (insects, rodents, animals)					
Exit lights illuminated					
Emergency exit routes marked and clear of obstructions					
No accumulation of combustible or flammable materials					
Hazardous materials properly stored					
Ground fault receptacles (GFCI) or breakers installed for outlets located within 1 m of sinks/wet areas					
OFFICE					
Adequate lighting					
Electrical cords, switch and receptacle covers, appliances, computers, photocopiers, all in good condition					

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	Inspected	Hazard category	Your action	Inspection date	Date corrected
OFFICE cont.					
Floors in good condition (no slip or trip hazards, no water leakage, protruding nails, loose flooring, curled mats, etc)					
Proper storage of materials (off floor, on shelves)					
Emergency exit routes are marked and clear of obstructions					
No evidence of infestation (rodents, bats or insects)					
No hazardous materials					
Wireless routers have security enabled and firewalled					
Data backups done regularly and copies stored off site/cloud					
Key register in place and up to date					
Office furniture ergonomically suitable and in good repair					
Air quality good and ventilation/heating to standards					
Petty cash/valuables locked up and secure out of sight					
SANCTUARY/NAVE, COMMON AREAS					
Adequate lighting					
Seating in good condition					
Electrical wiring, switch and receptacle covers, musical equipment, all in good condition					
Floors/carpets dry and in good condition / no tripping hazards					
Floors checked regularly during inclement weather					
Proper storage of materials (off floor, on shelves)					
Emergency exits and exit routes clear					
Emergency exit doors open/close freely					
Chandelier supports (chains, cables) and cords in good condition					

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SANCTUARY/NAVE, COMMON AREAS cont.					
Candles and lighters stored out of sight and secure					
Stairs and handrails in good condition					
Exit signs illuminated					
No evidence of infestation (rodents, bats or insects)					
Balcony rails are a minimum of 1.1 metres in height					
Smoke detection/sprinkler system operational					
Fire extinguisher located within reach in altar area					
No extension cords in use					
Sacristy storage locked and main door locked					
MECHANICAL ROOMS/BOILER/FURNACE/ELEVATOR/HVAC					
Adequate lighting					
Electrical cords, switch and receptacle covers, appliances, conduit all in good condition					
Floors in good condition (no slip or trip hazards, no water leakage, protruding nails, loose flooring, curled mats, etc)					
No leaks or spills					
Fire extinguisher properly hung and pressurized					
No combustibles in room					
Minimum 1 metre area around equipment clear of all materials/ obstructions or tripping hazards					
No exposed asbestos insulation					
Presence of asbestos insulation – pipe work marked as containing asbestos					
Current equipment licenses and inspection certificates posted					
Regular HVAC inspections and service completed					
Cooling tower – serviced regularly (disinfection)					

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MECHANICAL ROOMS/BOILER/FURNACE/ELEVATOR/HVAC cont.					
Electrical panels clear of items within one (1) metre of panels					
Carbon monoxide detectors mounted and working					
No storage in organ blower room					
No storage in elevator machine room					
Propane gas detectors installed and working as needed					
Any gas bottles properly secured					
Sump pumps operational/alarmed/backed up					
Ground fault receptacles (GFCI) or breakers installed for outlets in damp areas					
Oil Tank(s) in good condition (no leaks)					
PARKING LOT					
Adequate lighting of lot and walkways at night					
Lot is level and graded (no pot holes or trip hazards)					
Ice, snow, debris and water removed – logbook maintained					
ROOF/TOWER/DOMES					
Exterior shell/roof/vents/windows in good condition					
Staircase access in good condition, safety harness equipment operational					
Roofing in good repair					
No evidence of infestation (birds, vermin, rodents) – screens/barrier in place					
Lightning rods/grounding system and all connections examined at least annually					
No evidence of water damage – all dry – area tidy, clean, no excess storage					

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ROOF/TOWER/DOMES cont.					
Electrical wiring, sound system wiring in good condition					
Bells, strikers, ropes, supports all in good condition/inspected					
EXTERIOR and GROUNDS					
Walkways clear and in good condition (no heaving or trip hazards)					
Security lights working properly					
Fences, walls and gates in good condition					
No holes or uneven areas (trip hazards)					
No ice, icicles or snow on walkways or overhangs					
No accumulation of refuse, garbage, leaves, branches					
Trees and shrubs trimmed and away from buildings					
Outdoor tables and benches clean and in good condition					
Proper storage of waste and recycling at least three (3) metres from building					
Outdoor storage containers are fire resistant					
Shed/out buildings in good condition and secured (if applicable)					
Machinery (mowers, snow blowers, gasoline, propane) stored securely					
Staff have proper protection from elements (sun, cold)					
Staff trained in proper safe use of machinery and emergency response					
Snow clearing/salting/sanding of walkways, stairways, entries – logbook up to date					
Garbage/waste secure and tidy					
Evestrough/downspouts clear, water discharge at least two (2) metres from buildings					
Basement windows have security bars or 3M security film installed					
Stained glass windows protected with tempered glass/screens/lexan					

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EXTERIOR and GROUNDS cont.					
Main doors – deadbolts and security pins operate freely					
Ground fault receptacles (GFCI) or breakers installed for all exterior outlets					
Weather protective covers present on all exterior outlets					
HEALTH AND SAFETY					
HAZARDOUS MATERIALS					
Proper labelling of containers					
Hazardous material (WHIMS) inventory complete					
Proper storage and disposal of materials					
Current material safety data sheets for all hazardous materials are present and complete					
Personal protective equipment is present and usage instructions clear					
Flammable and combustible materials are stored in sealed containers in a ULC approved cabinet					
FIRE SAFETY and SECURITY					
Locations of fire extinguishers catalogued and marked in fire plan					
Fire extinguisher properly hung, pressurized (green), inspected monthly					
Extinguisher types correct for hazards and locations					
Fire extinguishers/hose reels/risers/connections inspected and serviced by a licensed contractor at least once per year					
Basement windows and at grade windows have 3M security film installed or bars					
Employees and volunteers trained in the proper use of extinguishers					
Carbon monoxide detectors and gas detectors near: furnace, boiler, kitchen, water heater all working. Note: replace if more than five (5) years old					
Fire panel and detectors serviced annually; fire panel "green light" on					

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FIRE SAFETY and SECURITY cont.					
Security system arms and disarms properly and serviced annually – check motion detectors and door contacts/sounder/remote monitoring					
Video surveillance system operational/recordings stored (if installed)					
Fire sprinkler system operational, inspected and maintained annually					
Facility closing protocol in place and followed					
Fire plan in secure lockbox at main entrance					
FIRST AID					
Adequate and complete first aid kits on premises					
Kits are inspected and refilled annually					
Emergency contact list posted and up to date					
Automatic defibrillator on premises					
Accident reporting procedure and forms available and used					
Staff trained/retrained in emergency response, defibrillator use and first aid					
SAFETY GENERAL					
Health and safety bulletin board present and up to date					
A copy of the Occupational Health and Safety Act is posted					
Safety protocol in place if staff alone in building					

Date of inspection: _____

Name (printed) of inspector: _____

Inspector signature: _____

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