



## Archdiocesan Safety Inspection Checklist

<b>PARISH:</b>	
<b>BUILDING:</b>	
<b>SAFETY COORDINATOR:</b>	
<b>DATE AND TIME OF INSPECTION:</b>	

Complete this inspection checklist and fax a copy to CORE Risk Services at 812-933-0354

Can any of the following be found?	Yes No	Location	Corrective Action Taken or Comments
<b>AWARENESS / EDUCATION</b>			
Safety W.O.R.K.S. Topic Talk conducted or distributed to department supervisors			
Monthly Safety W.O.R.K.S. posters in place			
Safety Notes paycheck inserts distributed			
Any additional educational activity such as viewing videos, safety training seminar, etc.			
<b>CLASSROOMS</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Books or backpacks on floors			
Loose mats or rugs			
Any other fall hazards			
<b>CORRIDORS AND WALKWAYS</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Obstructions on floor (boxes, files, etc.)			
Items in doorways			
Obstructed vision at intersections			
Inadequate lighting			
Loose mats or rugs			
Steps-Chipped, worn, uneven			
Steps-Handrails loose, broken or nonexistent			
Steps-Handrails with less than 3 inches of clearance from the wall			
Steps-No slip resistant surfaces (CRITICAL FOR STEPS LEADING OUTDOORS)			
Steps-No painted edges			
Any other fall hazards			



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Can any of the following be found?	Yes No	Location	Corrective Action Taken or Comments
<b>OFFICES</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Boxes, files or other items on floors			
Loose mats or rugs			
Any other fall hazards			
<b>RESTROOMS AND TEACHERS' LOUNGE</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Books or backpacks on floors			
Loose mats or rugs			
Any other fall hazards			
<b>AUDITORIUM</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Books or backpacks on floors			
Loose mats or rugs			
Any other fall hazards			
Elevated surfaces that are unpainted or unmarked			
<b>BASEMENT / MAINTENANCE AREA</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Books or backpacks on floors			
Obstructions on floor (boxes, equipment, tools, etc.)			
Elevated surfaces that are unpainted or unmarked			
Any hazardous substances (gasoline, cleaning fluids, etc.) not properly stored			
Tools or equipment not properly stored			
Any other fall hazards			



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Can any of the following be found?	Yes No	Location	Corrective Action Taken or Comments
<b>CAFETERIA</b>			
Contaminants on floors (water, food, oil, papers, etc.)			
No rubber mat in in areas where water or cooking substances are likely to be present on the floor			
Obstructions on floor (boxes, equipment, tools, etc.)			
Cooking tools or equipment not properly stored			
No signs identifying hazards			
Elevated surfaces that are unpainted or unmarked			
Any other fall hazards			
<b>DAY CARE</b>			
Frayed/uneven floors, surfaces and coverings			
Worn tiles			
Slippery floors			
Contaminants on floors (water, food, oil, papers, etc.)			
Books or backpacks on floors			
Loose mats or rugs			
Elevated surfaces that are unpainted or unmarked			
Any other fall hazards			
<b>OUTDOORS</b>			
Inadequate lighting at entrances and along sidewalks			
Sidewalks in disrepair			
Fall-Leaves not cleared from sidewalks and parking areas			
Winter- Ice and snow not cleared from sidewalks and parking areas			
Steps-Chipped, worn, uneven			
Steps-Handrails loose, broken or nonexistent			
Steps-Handrails with less than 3 inches of clearance from the wall			
Steps-No slip resistant surfaces			
Steps-No painted edges			
Grassy Areas- Holes or other hazards			
Paths and steps impeded by trees or bushes			
<b>COMMENTS / SUGGESTIONS</b>			