



North New Zealand Conference Health and Safety Facilities Checklist



2020

North New Zealand Conference

Health and Safety Church Facilities Audit Checklist

Audit Statement

This Audit is based on matters which were observed or came to the attention of the auditor during the inspection and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or health and safety improvements that can be made

This audit of the _____ SDA Church facilities took place on the:

Date:

Carried out by:

in the company of:

The audit was based on a visual inspection of both the internal and exterior of the facilities and a check of required Health and Safety documentation present at the facility

North New Zealand Conference Health and Safety Facilities Checklist

Facility			
Inspection By		Date	

Element	Y	N	N/A	Comment
Safety Signage				
Are evacuation notices accurate and displayed strategically?				
Are Exit and Fire Exit Signs displayed?				
Emergency Exits				
Are Exit doors unlocked, not barred or free of obstacles? Are Exits directly leading out of a building opening outwards?				
Are smoke control doors and fire stopping doors kept closed?				
Are stairwells and passageways kept clear?				
Alternative emergency exits from buildings available				
Fire Equipment				
Are fire hose reels and associated signs operational?				
Has the sprinkler system been checked?				
Have fire extinguishers been inspected and fully charged and under current test,?				
Emergency Lighting				
Is the emergency lighting operating?				
Safety Barriers				
Are all stairwell handrails, landing barriers secure?				
Access for People with Disabilities				
Are disability facilities available?				
Are all routes accessible (including car parking spaces, toilet areas)				
Is all signage for people with disabilities present and legible?				

Element	Y	N	N/A	Comment
Floors				
Are the floors free of loose material, debris, worn carpet?				
Are the floors free of water or other substances that could cause a slip or fall?				
Equipment				
Are guards, screens and sound-dampening devices in place and effective?				
Is the furniture in good repair? (e.g. no worn chairs or pews, sharp edges damaged upholstery)				
Ventilation				
Is there adequate air flow?				
Does ventilation control smoke and fumes?				
Heating				
Type Electricity (heat pumps) Gas (fixed / portable) Other Is the heating adequate and adjustable?				
Sanitation				
Are the washrooms and food preparation areas clean?				
Are the following provided adequately?				
- toilets				
- showers				
- drinking water				
Are measures in place to prevent the spread of disease?				
First Aid				
Are adequate first aid facilities available and appropriate to the building use?				
Security				
Do entry and exit procedures provide facility users security at night or when working alone (e.g. meetings)				

Element	Y	N	N/A	Comment
cleaning, lawns)				
Are emergency (e.g. fire, earthquake, tsunami, storm etc.) procedures in place?				
Lighting				
Are all areas adequately lit?				
Hazardous substances				
Are hazardous substances held in the facility and used, stored and disposed of as per manufacturer guidelines?				
SOP's				
Are SOP's available for maintenance equipment and other church serving activities				
General Hazards				
Are electrical, telephone and computer cords concealed?				
Are machines properly guarded?				
Is electrical wiring properly concealed?				
Are wall and ceiling fixtures fastened securely?				
Are walkways clear of obstructions?				
Is paper and waste properly disposed of?				
Electrical Testing				
Are Appliances, supply cables tested and tagged?				
Documentation				
Dose the Facility have a current WOF Safe Places and associated requirements Safe Places Coordinator appointed H&S Plan in place : Commitment statement signed off Emergency procedures in place Hazard ID recording & reporting forms Significant Hazard Register Accident / incident / near miss forms				

Element	Y	N	N/A	Comment
Accident / Incident Register Emergency signage strategically displayed Contractor Contract documentation (H&S)				
Emergency Personnel				
Has there been a trial evacuation of the facility Have evacuations wardens been appointed? Have they had training for this role? Does your church have procedures in place to assist disabled persons in case of an emergency evacuation of your facility? Are there trained personnel in fire extinguisher use? Does the Church have a Qualified First Aider?				

Summary / Recommendations	Close-out date

Auditor Signature:

Date:

Name.

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