

(This form is to help you assess potential hazards)

## The Anglican Diocese of Calgary Health & Safety Program

Parish: \_\_\_\_\_

City/Town: \_\_\_\_\_

### ANNUAL HAZARD ASSESSMENT CHECKLIST

HAZARD	YES	NO	CORRECTIVE ACTION REQUIRED
<b>Floors and Walkways</b>			
Are aisles clear of materials or equipment?			
Are main aisles at least 1 m (36 in) wide?			
Are doorways clear of materials or equipment?			
Are carpets or tiles in good condition, free of loose or lifting carpeting or tile?			
Are floors clean and free of oil or grease?			
Are floors kept dry?			
If supplies or materials are stored on the floor, are they away from doors and aisles and stacked no more than 3 boxes high?			
<b>Stairs, Ladders, and Platforms</b>			
Are ladders safe and in good condition?			
Are stair handrails fastened to the wall securely?			
Are stairwells clear of materials and equipment?			
Are stairs and handrails in good condition?			
Are ladders and stairs provided with anti-slip treads?			
Are ladders CSA approved?			
<b>Walls</b>			
Are signs and fixtures securely fastened to the wall?			
<b>Lighting</b>			
Are lighting levels in work areas adequate?			
Are work areas free of glare or excessive lighting contrast?			
Is task lighting provided in areas of low light or high glare?			
Are windows covered with blinds, drapes, or other means of controlling light?			
Does emergency lighting work?			

HAZARD	YES	NO	CORRECTIVE ACTION REQUIRED
<b>Storage</b>			
Are supplies and materials stored properly on shelves?			
Does your storage layout minimize lifting problems?			
Are trolleys or dollies available to move heavy items?			
Are floors around shelves clear of rubbish?			
Are racks and shelves in good condition?			
<b>Electrical</b>			
Are electrical cords in good repair?			
Is there clear access to electrical panels and switch gear?			
Are electrical cords secured?			
Are proper plugs used?			
Are plugs, sockets, and switches in good condition?			
Are ground fault circuit interrupters available, if required?			
Are portable power tools in good condition?			
Are appliances, tools, etc. approved by the appropriate regulatory body?			
<b>Equipment and Machinery</b>			
Is equipment and machinery kept clean?			
Is the equipment regularly maintained?			
Are operators properly trained?			
Are start/stop switches clearly marked and in easy reach?			
Is machinery adequately guarded?			
Is there enough work space?			
Are noise levels controlled?			
Are fumes and exhaust controlled?			
Is equipment/machinery approved by the appropriate regulatory body?			
<b>Chairs</b>			
Are chairs in good condition?			
Are chairs properly adjusted?			

HAZARD	YES	NO	CORRECTIVE ACTION REQUIRED
<b>Computers</b>			
Are display screens free of dust?			
Are display screens bright enough with sufficient contrast?			
Are display screens positioned at a comfortable viewing level?			
<b>Fire Safety and Security</b>			
Are fire extinguishers clearly marked?			
Are fire extinguishers properly installed on walls?			
Have fire extinguishers been inspected within the last year?			
Are workers trained to use fire extinguishers?			
Are flammable liquids properly stored?			
Will space heaters shut off automatically when tipped over?			
Are emergency phone numbers close to phones?			
Are smoke alarms in place?			
<b>Entrances and Exits</b>			
Is there safe access for workers and customers?			
Are emergency exits clear of materials or equipment?			
Are emergency exit signs working?			
Are emergency lighting units provided?			
Are they working?			
<b>First Aid</b>			
Is the first aid kit accessible and clearly labelled?			
Is the first aid kit adequate and complete?			
Is the first aid kit clean and dry?			
Are emergency numbers displayed?			
Are accident report forms readily available?			
<b>Garbage</b>			
Are bins located at suitable points?			
Are bins emptied regularly?			

HAZARD	YES	NO	CORRECTIVE ACTION REQUIRED
<b>Hazardous Materials</b>			
Are Material Safety Data Sheets (MSDSs) provided for all hazardous materials?			
Are containers clearly labelled?			
Are hazardous materials properly stored?			
Are hazardous materials disposed of properly?			
<b>Environment</b>			
Is air quality good?			
Are workers protected from cool drafts or excessive heat?			
Are workers protected from excessive or irritating noise?			
<b>Working Alone</b>			
Is there anyone that works alone in the building for extended period of time?			
Is the individual concerned about being alone in the building?			
Is the church located in an area where break-in or intruders may be a concern?			
Is there a procedure to minimize cash in the office?			
Is there an effective means of communication for workers to contact persons capable of responding when workers need immediate assistance?			
Have high risk activities that should be done when workers are alone been identified?			
Are workers alone with people who may be unable or unwilling to provide assistance when required?			
<b>Workplace Violence</b>			
Do workers have to deal with unstable or potentially violent people?			
Do workers fear for their personal safety while on church property?			
Are there individuals or groups that are at risk of being subject to violence while in church buildings or on church property?			
<b>Driving</b>			
Does any employee drive as part of their duties?			

