

**PROPERTY HEALTH & SAFETY CHECKLIST**  
**Uniting Church Congregations of Western Australia**



The purpose of this checklist is to facilitate communication between the Synod's Property and Insurance & Risk teams and our Congregations in adherence with best practice. The checklist provides guidance only and is not intended as a definitive list for the identification of all hazards. However, it forms a basis of discussion to enable the identification of site-specific issues and risks for further assessment and or improvements.

<b>Name of Congregation:</b>	
<b>Address:</b>	
<b>Person/s reviewing Checklist:</b>	
<b>Building: Church, Hall, Kitchen, Manse</b>	<b>Date:</b>

Construction & Protection	Type	Comments
Floor		
Wall		
Roof		
Fire Protection		
Security		
Asbestos		

Fire Safety and Emergency Response	Action if Required
Emergency information and evacuation routes are prominently displayed.	
The alarm can be heard in this area (when applicable).	
Doorways, walkways and evacuation exits are kept clear and at least 600 mm wide.	
External exit doors can be opened from the inside without a key and emergency fire exits are signed.	
Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type.	
Emergency lighting is available if necessary.	
An approved first aid kit is readily available and stocked appropriately.	
Staff or members with appropriate skills are made responsible for specific actions in an emergency	
Emergency contacts are readily available	

Building Inspection	Action if Required
The area is clean and tidy.	
Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted.	
Walls, ceilings and roofs appear in good condition.	

**PROPERTY HEALTH & SAFETY CHECKLIST**  
**Uniting Church Congregations of Western Australia**



<b>Building Inspection (continued)</b>	<b>Action if Required</b>
Steps/stairs/ramps are in a safe condition with non-slip surface, and secure handrails where needed.	
Doors, windows, locks and latches are in good condition and working order.	
There is adequate ventilation.	
There is adequate lighting.	
Furniture is safe and in good condition.	
Light fittings/fixtures are in good condition and working order.	
Hanging displays are not hazardous.	
Asbestos risk is managed, if applicable	
Scheduled building maintenance plan is available	

<b>Storage</b>	<b>Action if Required</b>
Flammable material is stored and handled in a safe manner.	
Resources and equipment are stored safely.	
Free standing shelves/cupboards are secured.	
Waste containers are readily available and labeled.	

<b>Hazardous Substances</b>	<b>Action if Required</b>
Hazardous substances are stored and labeled appropriately.	

<b>Electrical</b>	<b>Action if Required</b>
Electrical equipment is in good condition and tested.	
Power boards, air pumps, power cords and power outlets are at least 200 mm above any source of water.	
All new power boards purchased will have an overload switch.	
All areas have Residual Current Device (RCD) protection.	
Are electrical cables/cords are kept clear of walkways etc.	

<b>Plant</b>	<b>Action if Required</b>
Manuals are available for operating equipment and machinery.	
A maintenance register in place for all equipment and machinery that requires regular maintenance.	
All equipment is fitted with the appropriate safety signs and SOPs.	

**PROPERTY HEALTH & SAFETY CHECKLIST**  
**Uniting Church Congregations of Western Australia**



<b>Toilets</b>	<b>Action if Required</b>
Toilet facilities are clean and in good condition.	
Items are available to maintain appropriate levels of hygiene.	

<b>General</b>	<b>Action if Required</b>
Other hazards such as sharps, glare, noise, fumes or vermin have been identified.	
Hand washing facilities are available.	
All gas pipes are clearly labeled.	
Isolation valves are readily accessible and clearly labeled.	
<b>Other Issues</b>	<b>Action if Required</b>

<b>Building/Contents</b>	<b>Valuation</b>	<b>Insured Value</b>

**PROPERTY HEALTH & SAFETY CHECKLIST**  
**Uniting Church Congregations of Western Australia**



Reviewed jointly by

Name:  
Designation:  
Date:

Property Services/Insurance

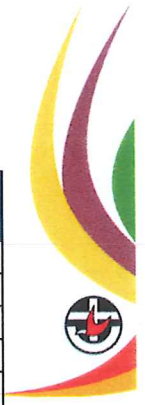
---

Name:  
Designation:  
Date:

Congregation: Uniting Church of

---

**PROPERTY HEALTH & SAFETY CHECKLIST**  
**Uniting Church Congregations of Western Australia**



CONSTRUCTION CODES		FIRE PROTECTION CODES		SECURITY CODES	
1	Brick	13	Sprinklers	17	Back to Base - Dialler
2	Concrete	14	Hose Reels	18	Back to Base - Dialler
3	Steel	15	Extinguishers	19	Back to Base - Dialler
4	Metal Clad	16	Smoke Detectors	20	Local Alarm
5	Timber/Wood	16.1	Hard Wired Smoke Detectors (back to MFS)	21	Security Patrol
6	Tile			22	Windows Bars / Grilles
7	Fibro			23	Canine
8	Limestone			24	Fenced
9	Iron			25	CCTV
10	Asbestos			26	Security Vault / Safe
11	Masonry			27	Deadlocks (keyed) on all external doors
12	Extended Polystyrene / Sandwich Panelling			28	Patio Bolts
				29	Window locks (keyed) on all accessible ground floor windows