

PARISH SELF-INSPECTION PROGRAM GUIDELINES



DIOCESE OF METUCHEN

SELF-INSPECTION GUIDELINES

PROPERTY

- Are fire extinguishers available? Are they regularly inspected and serviced?
- Are they of the ABC variety?
- Are they evenly spaced and readily accessible throughout the premises?
- Has staff been trained on how to properly use the fire extinguishers?
- If you have a fire/burglar alarm system, is it regularly inspected and serviced?
- Are all door and window locks operative and checked daily?
- Are valuable documents, property, monies, etc. kept in restricted access areas, with proper and sufficient locks on the doors and windows surrounding the area?
- Is access to such important items limited by issuance of keys/combinations to only certain pre-designated individuals?
- Are dual signatures required to endorse large checks?
- Is there a 'sign out' procedure utilized for loaned equipment?
- Are cooking facilities kept clean and free of grease build up?
- Are fire protection systems and automatic gas shut-offs installed in large kitchen areas?
- Are these systems regularly inspected and serviced?
- Are dry chemical automatic extinguishing systems for exhaust hoods inspected by a contractor at least every six months? Are removable screens cleaned as needed? Is the main duct work cleaned and fireproofed annually?
- Are gas lines checked regularly for leakage?
- Are electrical sockets throughout the premises checked to prevent overload? They should be checked for overloading and proper grounding with an approved/listed receptacle tester.
- Are flammable liquids/solvents/powders stored in U.L. approved safety cans with self-closing lids and spark arrestor screens in spouts?

- Are oily/greasy/flammable liquid soaked rags stored in approved flammable material waste cans with self-closing, tight-fitting lids? Contents should be properly disposed outside of buildings at the end of each day.
- Is the general housekeeping and maintenance orderly?
- Are boilers, water heaters, air conditioners, etc. regularly inspected, serviced, and otherwise maintained by qualified personnel?

AUTO LIABILITY, COMPREHENSIVE & COLLISION

- Are vehicles regularly inspected and serviced (particularly safety related systems such as lights, brakes, steering, tires)?
- Are good records kept of all accidents (including driver name, date, time, place and general nature of the loss incident)?
- Are drivers instructed and periodically refreshed on applicable procedures in the event of an accident?
- Is access to vehicles restricted to only authorized drivers?
- Are “problem” drivers noted so that special training courses can be provided to them?
- Are driver records periodically reviewed to ascertain that all drivers are properly licensed and operating within the restrictions of their license (if any exist)?
- Are vehicles always locked when unattended?
- Are vehicles stored in locked garages overnight or parked in well-lit parking lots?

GENERAL LIABILITY

- Are all carpeted areas, stairs, hallways, shower/locker facilities, porches, handrails, furniture and the like in good condition and regularly maintained?
- Are emergency exits properly posted and kept unlocked (from the inside when in use or occupied)?
- Is emergency lighting available, sufficient, and tested weekly?
- Is there an emergency evacuation plan posted and reviewed with key personnel?

- Are contracts reviewed by legal counsel before signature (to avoid contractual acceptance of another party's legal liability)?
- Are premises used only for their designated purposes?
- Are activity areas properly supervised by adequately trained personnel who have authority?
- Are First Aid facilities available, properly supplied, and staffed by certified Red Cross trained personnel?
- Is there a written procedure for dealing with persons injured on the premises?
- Are proposed special events reviewed by persons with authority before allowing an outside group to use the premises? Did we offer special events insurance?
- Are such outside groups required to furnish evidence of insurance?
- Are restrictions placed on outside groups (such as no alcohol or no cooking, etc.)?
- Is there an established procedure for prompt reporting of insurance claims?

PROFESSIONAL LIABILITY

- Are records kept on all associated professionals to ensure proper licensing and certification?
- Are professionals instructed on how/when to notify superiors as to potential insurance claims?
- Do all professionals operate only within the scope of their profession and assigned duties?
- Are complete and adequate records kept of all client/patient interactions, treatments, visits, etc.?
- Are continuing education or other professional enrichment programs supported and encouraged?

WORKERS' COMPENSATION

- Are employees instructed and periodically refreshed on proper procedures for operating power equipment and tools?
- Are employees authorized in driving diocesan vehicles, trained in defensive driving techniques? Are driver records and licenses periodically reviewed?
- Are employees trained on the proper handling procedures of hazardous substances?
- Are all employee training sessions properly documented in the personnel files?
- Are employees provided with personal protective equipment (i.e. gloves, safety glasses, safety shoes, etc.) on-the-job as required? Is there instruction and enforcement of use, as well as procedures for maintenance/care of personal protective equipment? There should be documentation that personal protective equipment is required and provided and that training on use and care is conducted.
- Are machines and power equipment properly guarded, such as table saws, drills, lawn mowers, etc.?
- Are tools/machinery, ladders, scaffolding, etc., in good condition? Are they formally inspected (documented) on a regular basis and informally before each use?
- Are carts/dollies provided for moving materials to eliminate or minimize manual material handling by employees? Are employees trained in proper lifting techniques?
- Are preventive maintenance procedures established and followed for power equipment, tools, vehicles, etc.? Are maintenance records kept on file?
- Is housekeeping, equipment/material storage, and slip/fall hazards kept in check by routine, documented self-inspection procedures and unsafe conditions corrected promptly?
- Are employees required to report a work-related injury to his/her superior immediately?
- Are accident investigations conducted on all work-related injuries, no matter how minor, by the person in charge of operations?
- Are pre-placement physical examinations/evaluations used for selected occupations to determine if an individual's physical capabilities match the job's physical demands?
- Is safety being promoted within your diocesan operation through periodic reminders, such as posters, newsletters and mailings, and safety seminars/training programs? Is safety an agenda topic at appropriate committee meetings?