

1. Leaders / Responsibility			
1.1 Contact data	Name	Phone	E-mail/Website/Other
Denomination			
Region/Landesverband			
Church/Ministry (incl. Address)			
Church- /Ministryleader (responsible for safety)			
Pastor			
Technical Leader/ Kastellan/Caretaker			
First Aider			
Fire Protection Assistent			e.g. in schools
Safety inspector responsible „Ortskraft“			if there are 21 employees
Occupational health and safety manager „Durchgangsarzt“	Dipl.-Ing. (BA) S. Breite Dipl.-Ing. (FH) M. Breite	0175-24 25 978 03741-28 18 24	<a href="mailto:stefan.breite@usb-net.de">stefan.breite@usb-net.de</a> <a href="mailto:martin.breite@usb-net.de">martin.breite@usb-net.de</a> <a href="http://www.dguv.de">www.dguv.de</a>
Occupational physician	Dr. Peter Fabritius		
Responsible occupational insurance company VBG			<a href="http://www.vbg.de">www.vbg.de</a> <a href="http://www.bgw-online.de">www.bgw-online.de</a>
VBG-membership-Nr.	__ / ___ / ___		

The staff, respectively the legal representation of the church is **the enterpriser/contractor**.  
**The churchleader, resp. the chairman** is always responsible for **occupational health and safety**  
 Parts of the duties he/she has to care for, can be delegated and signed by the supporting person.  
 Safety inspectors support in fulfilling the duties.  
 For further question contact the „**Ortskraft**“, or the Occupational Health and safety manager and the occupational physician of the company USB.

1.2 Inspection and Consultation			
Last Inspection/ Consultation	Name	Date	Finishing date
by Mr/Mrs:			
New Inspection/ Consultation			
by Mr/Mrs: other attending persons:			
Reason / Matter			

1.3	Informationen	Info/Regulations	yes	no	Nr
1.3.1	„certo“ Magazine of the VBG (Verwaltungs-BG)	is ordered			
1.3.2	„Information der Versicherten“ about responsible occupational health and safety insurance.	§138 SGB VII (Notice)			
1.3.3	Websites <a href="http://www.vbg.de">www.vbg.de</a> resp. <a href="http://www.dguv.de">www.dguv.de</a> are used?	in parts translated			
1.3.4	Relevant Laws and Regulations are present download via <a href="http://www.dguv.de/publikationen">www.dguv.de/publikationen</a> SGB VII, ArbSchG; BetrSichV; ArbStättV; ASR; GUV-SR 2002	§12 DGUV V1, V2 and V8			
1.3.5	Is the compliance with the german accident prevention regulations looked after?	§5 DGUV V1			

2	Coworkers / Insured persons				
2.1	Instructions	Info/Regulations	yes	no	Nr
2.1.1	Do Employees get <b>instructed about basics</b> ?	§4 DGUV V1			
2.1.2	Do you have <b>regular</b> instruction in an annual meeting?	At least 1x /a			
2.1.3	Are there special instructions, e.g. if there are new risks/tools, or construction work...?				
2.1.4	Are the instructions documented?	§4 DGUV V1			
2.2	Duties / Number of workers	Info/Regulations	yes	no	Nr
2.2.1	<b>Number of</b> fulltime workers (leadership, office, technic,...)				
2.2.2	<b>Number of parttime workers.</b>				
2.2.3	Number of volunteers e.g. in churchleadership/groupleader,helpers...).	SGB VII Abs. 1 Nr. 10a + b			
2.2.4	Did you know that you don't need to mention the volunteers in <b>VBG-Entgeltnachweis (annual registration form)</b> because the denomination pays the fee for these volunteers.	Entgeltnachweis			
2.2.5	Is there a written <b>list of assigned responsibilities?</b> (Who is responsible for areas/activities)				
2.2.6	Is the list <b>updated?</b> (within the last 12 month)				
2.2.7	Do you have <b>job descriptions?</b>				
2.2.8	Do you have <b>contracts</b> of employment?				
2.3	Safe-driving	Info/Regulations	yes	no	Nr
2.3.1	Do you have persons who have <b>taken part</b> in such courses? <a href="http://www.vbg-fahrtraining.de">www.vbg-fahrtraining.de</a>				
2.3.2	Did you communicate that these <b>courses are for free?</b>				
2.3.3	Do you have <b>safety vests</b> in the car?	BGV D27			
3	Buildings				
3.1	Roads and stairs	Info/Regulations	yes	no	Nr
3.1.1	Are <b>outdoor</b> walking ways free of <b>trip hazards</b> ?	ASR A1.8 /			
3.1.2	Are <b>indoor</b> walking ways free of trip hazards?	V3a.2			
3.1.3	Are indoor ways <b>wide enough</b> ? Barrier-free conception needs at least 1,20 m Doors must be at least 90 cm wide.				
3.1.4	Are <b>doors/walls</b> consisting of more than 75% transparent material marked?	ASR A1.7 (5,7)			
3.1.5	Are <b>stairs</b> , steps and platforms <b>easy to recognize</b> ? (otherwise mark it with black/yellow-Stripes)	ASR V3a.2			
3.1.6	Are there <b>firm handles</b> , on both sides of stairways?	ASR A1.8			
3.1.7	Are there <b>handles for children?</b> (60cm)	GUV-V S 2; 3.4.7			
3.1.8	Are <b>steep stairs</b> close to childcare rooms locked, e.g. with an additional fence? (obligatory for Kindergarden groups)	GUV-V S2; 3.4.7			
3.1.9	Are <b>passages</b> <2,1m marked, resp. padded?	ASR A1.8			

3.2	Escape ways	Info/Regulations	yes	no	Nr
3.2.1	How many persons fit in your <b>biggest room</b> ?	number of seats			
3.2.2	Are escape ways <b>free to pass</b> (e.g. doors with panic lock)?	ASR A1.7			
3.2.3	Are escape ways <b>free of fire load</b> ?	ASR A2.2			
3.2.4	Are <b>two different escape ways</b> available? (escape windows for not more than 10 pers.)	Landes- Bauordnung			
3.2.5	Are escape ways <b>marked</b> ? (persistent; if you have more than >200 persons with emergency light.)	ASR A1.3			
3.2.6	Is fire <b>fighting equipment</b> available in the escape ways?	fire extinguisher			
3.2.7	Are escape ways <b>wide enough</b> ?	at least 1,20m			
3.3	Handrail and balustrade	Info/Regulations	yes	no	Nr
3.3.1	Are <b>ramps and balconies, galleries</b> , accessible roofs and platforms from 1m on equipped with fall protection?	Landes- Bauordnung	--		
3.3.2	Is the <b>fall protection</b> sufficiently constructed (according to construction regulation at least 90 cm/100cm) in 12m it must be 110cm	Landes- Bauordnung			
3.3.3	Is the fall protection <b>solid</b> ?	BGR 198			
3.3.4	Is there a <b>rope-up protection</b> ?				
3.3.5	Is there an <b>annual check</b> of the equipment?				
3.4	Keeping walkways safe / Winter services	Info/Regulations	yes	no	Nr
3.4.1	Is the " <b>Ortssatzung</b> " (regulation for cleaning or roads) present?	Ortssatzung			
3.4.2	Do you have a plan for <b>clearing walkways</b> ? (from leaves, snow, ice)				
3.4.3	Are areas that are accessible for public <b>marked as private areas</b> ?				
3.4.4	Do you cut off <b>dead branches</b> ?				
3.5	Cleaning	Info/Regulations	yes	no	Nr
3.5.1	Do you have a <b>cleaning plan</b> ?				
3.5.2	Are <b>wet mopped</b> areas <b>marked</b> ?				
3.5.3	Do you mix concentrates according to the <b>manuals</b> ?				
3.5.4	Do you use <b>eudermic</b> and ecological cleansing means?				
3.5.5	Are cleaning supplies <b>unavailable for kids</b> and other unauthorized persons?				
3.6	Electrical installations (fixed)	Info/Regulations	yes	no	Nr
3.6.1	Have the electrical installations been <b>checked</b> ?	every 4 years		X	
3.6.2	Is the <b>FI/ RCD</b> been activated regularly (every 6 months)?			X	
3.7	Energy	Info/Regulations	yes	no	Nr
3.7.1	What kind of <b>fuel</b> do you use? (natural gas/fueloil/cole/eletr.)				
3.7.2	How much do you need for <b>heating per year</b> ?	in Kwh			
3.7.3	How much do you need for <b>electricity per year</b> ?	in Kwh			

4	Equipment				
<b>4.1</b>	<b>Ladders and stairs</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
4.1.1	Did you <b>register ladders</b> and stairs?				
4.1.2	Did you <b>check ladders</b> and stairs regularly?	1x/year			
<b>4.2</b>	<b>Electrical appliances (portable)</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
4.2.1	Did you register <b>portable electrical appliances</b> ?				
4.2.2	Have portable electrical appliances been <b>checked regularly</b> ? (at least every 2 years)	BetrSichV			
4.2.3	Do you have an <b>FI/ RCD</b> for working outside?				
4.2.4	Are cable rollers or <b>Christmas lights</b> suitable for outside use.				
4.2.5	Are boiling machines like coffee machines und waterboiler placed on <b>fire resistant surfaces</b> . (metal, glass, ceramic)?				
<b>4.3</b>	<b>Power machine</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
4.3.1	Do you keep persons <b>younger than 18</b> years away from power machines?	Protection age 18 years			
4.3.2	Do you equip your workers for lawn mowing with <b>safety shoes</b> including toe protection? (from the age of 16 years)	at least safety standard S2 or S3			
4.3.3	Do you have persons with a <b>licence for a power saw</b> ?				
4.3.4	Do the persons use the specific <b>safety equipment</b> for power saws, e.g. safety trousers?				
4.3.5	Do persons who use the <b>brush cutter</b> have an <b>eye-shield</b> ?				
4.3.6	Do you have specific <b>using instructions</b> ?				

5	Organization First-aid and Fire protection				
<b>5.1</b>	<b>First-aid</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.1.1	Do you have a <b>responsible first-aid</b> er?				
5.1.2	Do you have <b>additional first-aid</b> er for every 20 insured persons? (5% of the persons)	§26 DGUV V1			
5.1.3	Do you care for <b>further training</b> ?	§26 DGUV V1			
<b>5.2</b>	<b>Emergency Reporting</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.2.1	Did you have any <b>accident</b> in the last 3 years? Please check your accident/first aid-log.				
5.2.2	Are the <b>emergency call</b> numbers placed in public sight?				
5.2.3	Do you have an <b>emergency phone/mobile</b> ?				
5.2.4	Who registers the accidents and gives information to the <b>occupational accident insurance, health ins. and USB? name:</b>	Emily Scherden			
<b>5.3</b>	<b>First-aid material (First-aid kit)</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.3.1	Are first-aid kits <b>easily and publicly accessible</b> ?				
5.3.2	Do you have enough first-aid kits? (up to 50 persons - small kit; 51-300 persons – big kit)	DIN 13 157 DIN 13 169			
5.3.3	Have the kits been <b>checked regularly</b> –replenished and renewed- (since Nov. 2009 incl. <b>cooling-pad</b> )?	at least 1x / year			
5.3.4	Do you have a <b>first-aid log</b> (or paper)?	§24 DGUV V1			
5.3.5	Do you have other special equipment, like <b>breathing machine</b> or heart defibrillator? which one:				
5.3.6	Do you have <b>rescue equipment</b> like rescue net, or handbarrow? which one:				
<b>5.4</b>	<b>Marking of First-aid</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.3.6	Are first-aid kits identified with <b>rescue signs</b> ? (white cross on green ground)	ASR A1.3			
5.3.6	Do you have <b>directory signs</b> to the rescue equipment?	ASR A1.3			
<b>5.5</b>	<b>Fire protection</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.5.1	How many <b>square meters</b> do you have in use?	in m <sup>2</sup>			
5.5.2	How many <b>fire extinguishers</b> do you have?	ASR A2.2, 5.2			
5.5.3	Are the locations easy to recognize, or <b>marked</b> ?	ASR A2.2, 5.2.3			
5.5.4	How many persons are <b>instructed</b> in using it?	ASR A2.2, 6.2			
5.5.5	Has the extinguisher been <b>regularly checked</b> ? (every 2 years)	ASR A2.2, 6.3.2			
5.5.6	Do you have a <b>grease fire extinguisher</b> for your kitchen, in case you have a tilting frying pan?	Kippbratpfannen			
5.5.7	Do you have <b>smoke detectors</b> ? (see Landes-Bauordnung)	LBO			
5.5.8	Are <b>fireproof doors</b> locked, or are they equipped with an electric-magnetic switch?				
5.5.9	Are smoke and <b>heat regulations</b> regularly checked?	1x/a gem.VdS			
<b>5.6</b>	<b>Fire control plans</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.6.1	Do you have an <b>alarm plan</b> ?				
5.6.2	Do you have an <b>escape and rescue-plan</b> ? (e.g. for high building, schools, and childcare facilities...)	§55 ArbStättV ASR A2.3			
5.6.3	Do you have a <b>fire brigade plan</b> (if necessary)?				
<b>5.7</b>	<b>Marking</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
5.7.1	Is the fire protection <b>equipment marked</b> ?	ASR A2.2			
5.7.2	Are elevators marked with the sign: „ <b>Im Brandfall nicht benutzen!</b> - Don't use in case of fire!“ ?	Brandschutzordnung DIN 14096			

6	Special working areas				
<b>6.1</b>	<b>Bureau and screens</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
6.1.1	Are office <b>chairs adjustable</b> in height?				
6.1.2	Are <b>desks high enough</b> to roll the chair below?				
6.1.3	Do you have an <b>individual keypad</b> and mouse?				
6.1.4	Do you have an <b>individual screen</b> ?				
6.1.5	Are employees offered an <b>eye exam</b> ?	G 37			
<b>6.2</b>	<b>Churchbuilding/stage, group rooms</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
6.2.1	Do you <b>cover sharp edges</b> , especially in childcare rooms, at radiators and other metal pieces?	DGUV Vorschrift 81			
6.2.2	Do you have coverings or <b>locking devices for power outlets</b> in childcare areas?				
6.2.3	Are <b>steps to the stage</b> sufficiently marked?				
6.2.4	Are <b>cables</b> covered or marked.				
<b>6.3</b>	<b>Sanitary areas, baptism pool, kitchen</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
6.3.1	Are floors/steps made of <b>antislip</b> material?	§5 V 81			
6.3.2	Do you have (mobile) <b>handrails for the baptism pool</b> ?				
6.3.2	Do you have a <b>hygiene plan</b> ?				
6.3.3	Are cleansing material and foods <b>separately stored</b> ?				
6.3.4	Do you avoid preparing <b>untreated food</b> , eg. meat?	InfektionsschutzG			
<b>6.4</b>	<b>Workshop and hazardous materials</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
6.4.1	Is the <b>workshop</b> orderly and clearly arranged?				
6.4.2	Are <b>hazardous materials</b> registered?				
6.4.3	Are <b>dustbins</b> clearly marked?				
6.4.4	Are <b>gas bottles</b> kept safely?				
6.4.5	Do you <b>provide personal protective equipment</b> ?				
6.4.6	Do you check if protective equipment is <b>being used</b> ?				
<b>6.5</b>	<b>Walls</b>				
6.5.1	Do <b>walls</b> have a smooth surface?	§6 V81			
6.5.2	Do <b>concrete</b> walls go without ridges?				
6.5.3	Are <b>wooden</b> surface surrounded with borders?				
6.5.4	Are <b>gaps</b> between ceramic tiles filled?				
6.5.5	Is <b>finery</b> smooth?				
6.5.6	Are <b>plastic painted walls</b> with smooth surface?				
6.5.7	Are <b>corners</b> without sharp edges?				
<b>6.6</b>	<b>Playground</b>	<b>Info/Regulations</b>	<b>yes</b>	<b>no</b>	<b>Nr</b>
6.6.1	Is play equipment <b>tested</b> (z.B. GS-sign)?				
6.6.2	Is play equipment <b>installed by experts</b> ?				
6.6.3	Is play equipment on the playground <b>checked by experts</b> ?				
6.6.4	Do you have <b>regular inspections</b> of the functioning of play equipment?	e.g. every 3 month			
6.6.5	Do you have a yearly <b>Main-inspection</b> of the playground?				
6.6.6	Do you <b>cover sandpits</b> and do you remove the sand regularly? (every 2 years with covering, every 5 years without)				
6.6.7	Do you remove <b>poisonous plants</b> ?				

<b>Plan of measures made by: Martin Breite</b>		<b>Date:</b>
<b>company:</b>	<b>umbrella group:</b>	<b>.2015</b> inspection at:

Nr.	Area/ Mean of work	Danger/ Exposure	Risk <small>small+, middle++, high+++</small> und Measure(s)	completion by / until
	Place, Room / Tool	e.g fall / backbone	Technical/Organizational/Personal	Name / Date
1				
2				
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signature of responsible leader			(in the company):	