

EMPLOYEE SAFETY POLICY

An effective and successful employee safety program must have administrative support and commitment. The following bullet points outline critical elements of a safety program.

- Clear communication has to be provided to all employees that they are responsible to follow safe work practices and only engage in duties and tasks they have been trained to safely perform. This must be reviewed during all new employee orientations and should also be reviewed with existing employees on a regular interval.
- Employees must know how to safely operate any equipment they would use as part of their work duties. Power equipment, ladders and scaffolds are common examples. Equipment needs to be regularly inspected to assure it is in safe operating condition.
- Any safety rules and regulations as well as emergency procedures must be clearly understood by all employees.
- The attached Safety Orientation Checklist needs to be completed for all new employees. All "returning" teachers should also go through a safety reorientation prior to the start of a new school year.
- All accidents and injuries require immediate and thorough investigation to determine the specific causes. Appropriate policies and procedures, as well as any contributing hazardous condition should be addressed to prevent similar occurrences.

SAFETY ORIENTATION CHECKLIST

Employee's Name: _____

Job Title: _____ Date Hired: _____

(Circle each item number as it is completed.)

1. *Safety Rules and Regulations*
2. *How to Safely Operate and Use Equipment*
3. *Appropriate footwear required for work and walking conditions*
4. *Proper Lifting Techniques (when to get assistance)*
5. *Reporting of Unsafe Conditions and Practices*
6. *Reporting Injuries, Accidents and Incidents*
7. *Location of First Aid Kit(s) and Certified Personnel*
8. *Emergency Procedures, including Routes of Exiting*
9. *Housekeeping*
10. *Fire Protection*
11. *Location and Review of Material Safety Data Sheets (MSDS)*
12. *Personal Protective Equipment (safety glasses, gloves, etc.)*
13. *Potential Hazards on the Job Site*

I have received instructions on the items circled and believe I understand them.

Employee _____ Date: _____

I have instructed this new employee in the above items and believe he/she can be reasonably expected to perform his/her duties with maximum degree of safety.

Supervisor _____ Date: _____

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LEADING CAUSES OF ON-THE-JOB INJURIES

Every day, thousands of workers suffer on-the-job injuries. An alarming fact is that most of these injuries are preventable. An important first step in reducing your chance of an injury is to know the leading causes and then learn how to protect yourself against them.

1. **PHYSICAL OVERLOAD-** The number one cause of an on-the-job injury is physical overload --- lifting too much, lifting improperly, straining, over reaching, bending, twisting, and otherwise making our bodies go in ways they are not designed to go. In order to avoid physical overload, learn and *use* proper lifting techniques. Never bend or twist while lifting or carrying, and whenever possible, use mechanical help and/or another co-worker to assist you. Thirty percent of on-the-job injuries fall under this area, but account for over 60% of Workers' Compensation costs.
2. **IMPACT ACCIDENTS-** The second leading cause of on-the-job injuries is being hit by or hitting an object. The best way to avoid an impact injury is to be alert to potential hazards. Never walk under scaffolding. Avoid or take extra precautions around work site and storage areas involving over head hazards. Maintain safe shelves and stack storage. Wear personal protective equipment necessary for hazards you may encounter. Examples include hard hats, safety glasses, etc.
3. **FALLS-** The next leading cause of on-the-job injuries is falls. This category is especially important. Falls not only are a leading cause of employee injuries, but they are the number one cause of injuries for liability claims against the Catholic Church. To avoid falls, employees should wear slip resistant shoes, maintain firm footing, and avoid hurrying. Learn to safely use ladders and scaffolding. Always use handrails on stairs. Stairways should be equipped with slip resistant coverings. Sidewalks and parking areas need to be well lighted and maintained.
4. **EQUIPMENT ACCIDENTS-** The fourth leading cause is equipment/machine related -- getting caught, cut, or pinched by moving parts. To avoid this fourth type of injury, the following measures should be taken. Never work on or with any equipment or machinery you have not been trained to operate or repair. When working around moving parts, remove jewelry and do not wear loose fitting clothing. Always utilizes applicable safety guards, shields and covers.

BE SAFE, NOT SORRY!

Accidents can happen anywhere at any time. However, by practicing safety awareness and using safety sense, the majority of injuries can be eliminated. Be alert to hazards and learn how to protect yourself from being injured and disabled.

PORTABLE LADDERS

Portable ladders are one of the handiest, simplest tools we use. Because of their effectiveness, ladders are used by many different people to perform many different tasks. Although ladders are simple to use, planning and care are still required to use them safely. Each year in the U.S., accidents involving ladders cause an estimated 300 deaths and 130,000 injuries requiring emergency medical attention.

Ladder Hazards

Ladder accidents usually are caused by improper selection, care or use, not by manufacturing defects. Some of the more common hazards involving ladders, such as instability, electrical shock, and falls, can be predicted and prevented. Prevention requires proper planning, correct ladder selection, good work procedures and adequate ladder maintenance.

Prevention tips:

- Do not hand-carry loads on a ladder.
- Do not try reaching so far that you lose your balance; move the ladder.
- Non-skid feet or spurs may prevent a ladder from slipping on a hard, smooth surface.
- Do not stand on the ladder's top three rungs.
- A damaged side rail may cause one side of a ladder to give way.
- The base should be spaced 1' away for every 4' it reaches up.
- Ladders used to access work surface/platform or roof must extend at least 3' above the surface/roof.
- Extension ladders must have both locks in place to prevent overloading a rail.
- Whenever possible, extension ladders should be secured against sideways motion and braced at the base. Utilize a coworker to assist.
- Stepladders should be securely spread open. Never use a folding stepladder in an unfolded position.
- Electrical shock can occur with metal or wet wooden ladders. Not only is the shock itself dangerous, but it can cause falls resulting in an injury. Always be aware of potential electrical hazards when using ladders.

SCAFFOLD SAFETY

- All scaffold equipment must be inspected to ensure it is in good condition and serviceable prior to using.
- Scaffolds must be erected, moved and/or disassembled only under the supervision of qualified persons. It is not recommended to allow volunteers to use scaffold equipment.
- Spacing between work platform planks should not exceed one inch. If planks are not cleated, each end of plank should overhang support bar by at least 6".
- Guardrails must be used on all open sides and ends of scaffold platforms.
- Scaffolds should be braced against tip-over potential and those equipped with wheels should be locked before using.

NOTE: Many locations have removed and no longer use scaffolding equipment. Types of work requiring scaffolding is now completed by insured contractors or a location owned or rented man-lift. Please carefully evaluate your needs for maintaining and using scaffold equipment.