

PARISH

SAFETY POLICY

APRIL 2009

INTRODUCTION

In 1994, the Workers' Compensation statute was revised, reformed, and signed into law. One provision of the revised statute was the requirement that all employers with 10 or more employees "shall prepare ... a current written safety program." (RSA 281-A: 64 II.) Further, every employer of 5 or more employees "shall establish and administer a joint loss management committee..." (RSA 281-A: 64 III)

Preparing a written safety program and creating a Joint Loss Management Committee will not ensure a safe workplace unless each employee is committed to working safely and to reporting unsafe conditions. It is only through the commitment of employees and administration that workplace injuries and accidents can be reduced or eliminated. Employees are encouraged to work closely with and take an active role in the Joint Loss Management Committee.

PARISH POLICY STATEMENT

<INSERT PARISH NAME> recognizes the importance of safety and health and is committed to providing our employees a workplace in which recognized hazards are controlled or eliminated. The philosophies and objectives behind this commitment follow:

- The safety and health of all parish employees is a priority.
- All employees will make safety and the safety of their co-workers a priority.
- Each employee's daily tasks will be conducted in a manner that is consistent with the philosophy and objectives of the parish Safety Policy and the safety rules and procedures that the parish practices.
- Every employee, no matter what level, will support safety by adhering to the safety policy and program of <insert Parish Name>, thereby providing safe working conditions for everyone.

The goals of <insert Parish Name> Safety and Health Program follow:

- To provide reasonable and adequate safeguards to the maximum extent it is possible.
- To conduct health and safety inspections to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with all the Safety and Health Standards established by the Joint Loss Management Committee.
- To train employees in health and safety practices.
- To provide necessary personal protective equipment and instruction for its use.
- To develop, update, and enforce health and safety rules and require that all employees cooperate with these regulations.
- To investigate promptly and thoroughly every accident or incident to determine the cause and to take actions to prevent any recurrence of the problem.

RESPONSIBILITIES

Every person – pastor, administrator, employee – bears some responsibility for the safety and well-being of other employees, volunteers, and visitors to *<insert Parish Name>*. Below is a partial list of the responsibilities each person bears.

The Pastor or Administrator will

- Supervise the Safety Program and actively participate in the program.
- Invite all employees to also participate in the Safety Program.
- Ensure that all employees are made aware of the elements of the Safety Programs and implement those elements.
- Require that protective equipment be used when appropriate.
- Provide the support necessary to ensure a safe and healthy work environment.
- Establish an environment where employees are comfortable in discussing safety and health issues.
- Take immediate action to correct any hazardous conditions or unsafe employee act.
- Ensure that employees receive the training necessary to perform their work safely.
- Establish and enforce disciplinary procedures for employees who do not follow safety rules and regulations.
- Communicate safety issues to employees through the safety policy, written notices, bulletin boards, and verbal communication.

Employees will

- Immediately report all accidents or incidents and hazardous conditions to the Pastor or Administrator.
- Adhere to and follow all safety rules and regulations.
- Attend all required training sessions and safety meetings.

- Support the efforts of the pastor/administrator and other employees in creating a safe and healthy work environment.

The Joint Loss Management Committee will

- Assist and advise the Pastor or Administrator in establishing and maintaining the safety program.
- Provide all employees with a Safety Handbook.
- Review and update rules and programs as needed.
- Plan and coordinate inspections, meetings, and training.
- Review incident reports and data.

NH STATE LAW REGARDING SAFETY COMMITTEE

PART Lab 603 Joint Loss Management Committee

Lab 603.01 Purpose: The purpose of a Joint Loss Management Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A Joint Loss Management Committee assists the employer and makes recommendations for change.

The Joint Loss Management Committee

1. All employers with 5 or more employees (including both full-time and part-time) shall establish a working Joint Loss Management Committee composed of equal numbers of employer and employee representatives.
2. Parishes that are twinned or a parish with a school may be combined into a single Joint Loss Management Committee. The committee shall represent the safety and health concerns of all locations.
3. The size of the committee shall be determined as follows:
 - a) Employers with 20 or fewer employees shall have a minimum of 2 members.
 - b) Employers with more than 20 employees shall have a minimum of 4 members.
4. Employee representatives shall be selected by employees.
 - a) Where the employees are represented by a single, exclusive bargaining representative, the bargaining representative shall designate the members.
 - b) Where the employees are represented by more than one labor organization or where some but not all of the employees are represented by a labor organization, each bargaining unit of represented employees and any residual group or un-represented employees shall have a proportionate number of committee members on the number of employees in each bargaining unit or group.
5. Committee members shall be representative of the major activities of the parish.
6. Any employee who participates in committee activities as a committee member,

7. The employer shall respond in writing to recommendations made by the Committee. A verbal response recorded in the committee's official minutes shall be deemed a written response.

Duties and Responsibilities of Joint Loss Management Committee

The Committee shall:

1. Meet at least quarterly to carry out their duties and responsibilities.
2. Record minutes of the meetings and make them available for review by all employees.
3. Elect a chairperson. The position of chairperson shall be rotated between employee and employer representatives.
4. Develop and disseminate to all employees a committee policy statement.
5. Develop and disseminate to all employees the clearly established goals and objectives of the committee.
6. Establish safety programs which shall include, but is not limited to, the following:
 - a) Designation, by name and title, of a person who shall be knowledgeable of site specific safety requirements and be accountable for their implementation and adherence.
 - b) Provisions for safety inspections at least annually for hazard identification purposes.
 - c) Communication of identified hazards, with recommended control measures, to the person(s) most able to implement controls.

Lab 603.04 Violations of Safety Requirements

The State of New Hampshire may assess a fine of up to \$1000.00 per day on any employer who

1. Does not comply with the requirement regarding a current written safety program (RSA 281-A:64 II) if the location has 10 or more employees, including full-time,

2. Fails to file the Safety Summary Form bi-annually if the location has 10 or more employees, including full-time, part-time, and seasonal employees;
3. Has not established a Joint Loss Management Committee;
4. Does not comply with directives issued by the Department of Labor as a result of a safety inspection by the Department.

PARISH JOINT LOSS MANAGEMENT COMMITTEE

In order to properly monitor the Safety Program, <insert Parish Name> has established a Joint Loss Management Committee (JLMC).

The JLMC will initially be chaired by the Pastor or whomever he may designate. After the first two years, the make up of the Safety Committee in terms of its membership, will be in accord with New Hampshire State Law. Meetings will be held on a quarterly basis. Through these meetings, the parish will insure that input or suggestions employees may have with regard to safe work habits and procedures is duly noted and taken into consideration. Also, the purpose of these meetings is to monitor the Safety Program and establish and maintain policy concerning safety.

Health and Safety Inspections

The JLMC will perform health and safety inspections at least annually for the purpose of identifying hazards and reducing accidents. Inspections may be carried out more frequently than once per year. The inspection will include a walk-through of the entire parish facility, including the exterior. Some items for review and inspection include, but are not limited to the following:

- General housekeeping
- Entrances and exits
- Stairs and hallways
- Parking lots and walkways
- Landscaping
- Ergonomic and workstation design
- Storage areas
- Fire extinguishers

Following the inspection, the JLMC will report its findings to the Pastor or Administrator. The JLMC will offer suggestions to correct or improve any safety hazards or concerns found during the inspection. The Pastor or Administrator will ensure that an employee is informed about any identified hazards associated with an individual's work station.

The Pastor or Administrator or his designee will inform the JLMC about the number and types of losses at the parish – property losses as well as liability and worker's compensation claims. The JLMC will identify problem areas and make suggestions for corrective action to prevent other, similar incidents.

The JLMC will recommend a set of safety rules that spell out the "dos" and "don'ts" pertaining to safety at the parish. The JLMC will review the safety rules periodically to evaluate their effectiveness. The JLMC will revise or modify the rules as needed.

SAFETY RULES AND REGULATIONS

To ensure the safety of all employees, everyone is expected to adhere to the following safety rules. Failure to do so could cause injury to an employee or others. Further, violating these safety rules may result in disciplinary action.

- Consumption of alcoholic beverages or working under the influence of alcohol or drugs is not permitted.
- Inappropriate language will not be tolerated.
- Smoking is not permitted in any parish building. Smoking is permitted only in designated areas.
- Each employee will not perform any task which he/she feels is unsafe.
- Each employee will wear appropriate clothing and use appropriate equipment for any task.
- Each employee will report any unsafe condition or practice to the Pastor or Administrator or his designee.
- Each employee will cooperate with efforts of the JLMC to promote safety in the parish.
- Each employee will use common sense and care to prevent injury to himself/herself and to others.
- Each employee will return equipment to its proper place after use.
- Each employee will keep his/her work area free of clutter.
- Each employee will keep his/her workspace clear of excessive clutter.
- Each employee will immediately report any accident, incident, or injury to the Pastor or Administrator or his designee.
- Each employee will keep electrical, telephone, computer, and/or other cords away from areas where people walk.
- Each employee will use a proper stool or ladder to reach objects that are overhead.

- Each employee will close and lock all doors and windows when the building is empty.
- Each employee will check that all appliances are off when leaving for the day or for an extended period.
- Each employee will place warning signs when and where needed to advise others of hazardous conditions.
- Horseplay or practical jokes are not permitted.
- Deliberate destruction of parish property or the property of other employees is prohibited.

Training

All workers share responsibility for their own safety and safety on the job. Workers should be trained in safe practices and should apply those practices to their jobs. Each worker should know how to prevent accidents and also how to respond in case of accident or emergency.

<insert Parish Name> will train workers regarding safety rules and the safe use of equipment. No worker should operate a piece of equipment unless properly trained. On-going training will be provided when a new program is established or new equipment is installed or purchased. <insert Parish Name> will provide periodic training to update and review previous training.

Some areas which may require training include the following:

- CPR (cardio-pulmonary resuscitation), First Aid, and AED (automated external defibrillator)
- Fire Prevention
- Use of Fire Extinguishers
- Motor Vehicle Safety
- Material Handling
- Back Injury Prevention
- Hand/power tool Use
- Ladder Safety
- Work Station Ergonomics

Safety Bulletins and Posters

The Parish will post safety bulletins and posters in locations where employees will see them. Notices regarding safety issues, hazards, and policies will also be posted.

Emergency Procedures

Despite everyone's best efforts, emergencies will arise and accidents may occur. When this happens, it is vital that all staff, including the Pastor or Administrator, know the proper procedures to follow. At a minimum, the parish will

- Post emergency numbers (9-1-1), including the local fire, police, ambulance, and poison control center in readily accessible locations.
- Establish procedures to evacuate the building(s) and to account for all personnel (by a headcount) after evacuation.
- Keep an adequately supplied First Aid Kit readily accessible.
- Keep an appropriate Fire Extinguisher in the kitchen or other space where a fire is likely to start.

Fire

In case of fire, staff will call 9-1-1 and evacuate the building. Never attempt to extinguish a fire before calling 9-1-1.

Other Emergencies

When other emergencies occur, call 9-1-1 and follow the instructions of the responder. If a person is injured, keep the person comfortable and quiet until trained personnel arrive.

Accidents or Injuries

Accidents or Injuries to Visitors or Parishioners

Report the Accident

If a parishioner or other visitor to the parish should sustain an injury while on parish property, <insert Parish Name> will notify the *Office of Risk Management* about the accident by filing an Accident Report as soon as possible after the accident or injury occurs.

The Office of Risk Management will acknowledge receipt of the report and, if prudent, assign an independent adjuster to investigate the claim.

The Accident Report- Parishioner or Visitor is available on the diocesan website at www.catholicnh.org/riskforms.

Employee Accidents

Report the Accident

An employee should report any accident or injury that occurs during work time – even if the injury appears minor. <insert Parish Name> will notify the *Office of Risk Management* about the accident by filing a First Report of Injury as soon as possible after the accident or injury occurs. <insert Parish Name> will update the *Office of Risk Management* regarding any changes in the status of the injured employee. The Employer's Accident Report is available on the diocesan website at www.catholicnh.org/riskforms.

Return to Work

Whenever possible, <insert Parish Name> will provide temporary alternative duty to an injured employee during his/her recovery from a work related injury. This may include modified tasks from the employee's existing job or tasks from other jobs within the parish. The goal is to meet the restrictions until the injured employee can return to full-time work or is issued permanent restrictions by a medical professional.

Contractors – Outside Providers

<insert Parish Name> will advise any contractor, sub-contractor or outside service provider about hazardous substances or conditions to which they may be exposed while at the worksite.

The Diocese of Manchester requires all contractors who perform work at parishes, schools and diocesan institutions to carry insurance. Contractors must provide a Certificate of Insurance which names the *Roman Catholic Bishop of Manchester, a Corporation Sole* d/b/a <insert Parish Name> as an additional insured on their liability policies. The Certificate of Insurance must be sent to the attention of the Office of Risk Management at PO Box 310, Manchester, NH 03105.

<insert Parish Name> will request a Certificate of Insurance from contractors hired to work at the parish. **This Certificate of Insurance must be provided to the Office of Risk Management before the work can begin.**

The minimum required insurance coverages and limits are:

Comprehensive General Liability

General Aggregate	\$3,000,000*
Products/Completed Operations	\$3,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Property Damage	\$ 100,000
Sexual Misconduct **	\$ 500,000

Automobile Liability

Combined Single Limit	\$1,000,000
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Workers Compensation

Part A: Workers' Compensation	Statutory
Part B: Employer's Liability	\$ 1,000,000

*NB: The Office of Risk Management may require higher limits based on the value of the contract and/or the extent of work performed.

RESOURCES

For assistance with health and safety issues, insurance matters and accidents, please contact

The Office of Risk Management
PO Box 310
Manchester, NH 03105

Martha A. Kipp
Director of Risk Management
603-669-3100 ext 181
mkipp@rcbm.org

Brenda V. Donroe
Associate Director of Risk Management
603-669-3100 ext. 182
bdonroe@rcbm.org

On the web, go to

www.catholicnh.org/risk