

**ACCIDENT AND ILLNESS
PREVENTION PROGRAM MANUAL**

INDEX

POLICY #	POLICY TITLE	PAGE #
1	<i>Accident and Illness Prevention Philosophy Statement</i>	2
2	<i>Safety Program Responsibility Assignments</i>	4
3	<i>Hazard Identification Methods</i>	9
4	<i>Industrial Occupational Health Services</i>	11
5	<i>Industrial Hygiene Services</i>	12
6	<i>Safety and Health Training</i>	14
7	<i>Emergency Action Plan</i>	16
8	<i>Employee Safety Suggestion Program</i>	22
9	<i>Employee Involvement Methods</i>	25
10	<i>Safety Rules and Enforcement Procedure</i>	27
11	<i>Accident Investigation and Reporting</i>	30
12	<i>Availability of First-Aid & CPR</i>	35
13	<i>Program Evaluation Methods</i>	37
14	<i>Program Goals and Objectives</i>	38
15	<i>Personal Protection Program</i>	39
16	<i>Electrical and Machine Guarding</i>	42
17	<i>Personal Protective Equipment</i>	46
18	<i>Hearing Conservation Program</i>	49
19	<i>I/Mon Conservation</i>	51
20	<i>Lock-Out/Tag-Out Program</i>	52
21	<i>Hazard Communication Program</i>	55
22	<i>Confined Space Entry Program</i>	58
23	<i>Fire Prevention & Protection Program</i>	63
24	<i>Bloodborne Pathogens Exposure Control</i>	65
25	<i>Pre-Operational Process Review</i>	68
26	<i>Substance Abuse Awareness & Prevention</i>	69
27	<i>Fall Protection Program</i>	73

ACCIDENT & ILLNESS PREVENTION PROGRAM

INTRODUCTION

Why an Accident and Illness Prevention Program Manual?

All major operating management efforts, such as Catholic Charities, Catholic Cemeteries, transportation, food service, maintenance, social service, finance, etc. must have guidelines (called standards or procedures) to assure that the work being performed to accomplish these efforts is performed in a specific manner. These procedures are normally specified in writing to assure understanding, thus minimizing confusion and possibly even conflict as to exactly how work is to be completed.

How do we create an awareness of the (Arch)(Arch)Diocese's loss control goals and objectives? Simple — the goals and objectives are reduced to writing in the form of an Accident and Illness Prevention Program Manual.

This Manual should be considered the (Arch)(Arch)Diocese's "game plan" to reach required loss control objectives. To be effective all personnel from Vicar General Lyons to the hourly Employee must realize and accept that loss control is a vital part of the educational process. Further, it is the (Arch)(Arch)Diocese's steward and philosophy that dictates loss control be incorporated as a significant part of the educational structure and is essential to the protection of the (Arch)(Arch)Diocese's employees, students, guests and property.

In composing the Manual, we have attempted to provide a simple yet comprehensive guide that offers the most modern and effective loss prevention and risk management tools. Through experience, it is evident that loss control procedures must be carried out in a consistent manner to be successful, and will not be successful unless the procedures are accomplished by working with and through all levels of our (Arch)(Arch)Diocese.

These are considered to be our foundation or minimum safety standards. Locations and departments are free to, and encouraged to build upon and design and implement their own safety operating procedures to better meet their own specific needs.

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Accident and Illness Prevention Philosophy Statement **Policy No. 1**

Applies to: All Locations **Page 1 of 2**

Mission:

It is the mission to provide and active Accident and Illness Prevention Program, to promote and endeavor to provide at all times, a safe and healthy environment for all (Arch)Diocesan employees, students, and the public.

Purpose:

The (Arch)Diocese's Accident and Illness Prevention Program is dedicated to the reduction of occupational injury and disease. The (Arch)Diocese shall take every reasonable action to promote continuous safety awareness as an appropriate mode of behavior to minimize accidents and occupational injuries at all times.

A Safety Committee shall be implemented to facilitate the ongoing achievement of these objectives. The (Arch)Diocese recognizes that the responsibility for occupational safety and injury prevention are shared, and affirmatively aligned with the (Arch)Diocese's overall accountability plan. This is a joint, inclusive process which involves all employee groups within the (Arch)Diocese. The scope of the (Arch)Diocese Accident and Illness Prevention Program committee(s) shall include, but not be limited to:

- Implementation of any/all safety program(s) In compliance with applicable state and federal laws and/or mandates.
- (Arch)Diocese Accident and Injury Prevention activities will involve representatives of all employee groups within the District.
- Safety Committee Members will Ensure that safety inspections of parishes, school buildings, cemeteries, social service buildings and grounds are performed.
- Arrange for or provide a safety training program for committee members and staff.
- Review appropriate procedures and recommend changes and improvements as necessary.

Policy:

- (1) Division are responsible for the foundation and leadership of the Accident and Illness Prevention Program, for its effectiveness growth and development as an integral part of the (Arch)Diocese, and for providing the support required to ensure safe working conditions.

- (2) Supervisors are responsible for developing proper attitudes toward safety awareness and accident prevention in both themselves and in those they supervise to ensure that all work activities are performed with the utmost regard for the safety and health of all personnel involved.
- (3) Employees are responsible for dedicated cooperation with all aspects of the Safety and Accident and Illness Prevention Program compliance with all safety protocols and regulations and continuously practice safe work behaviors during the performance of their assigned duties.
- (4) Semi-annual reports will be submitted to the Finance Office, regarding the status of the (Arch)Diocese's safety program.

The success of the (Arch)Diocese's Accident and Injury Prevention Program depends on the commitment and cooperative effort of the entire organization. The (Arch)Diocese expects each individual employee to actively support and personally practice accident prevention.

ACCIDENT & ILLNESS PREVENTION PROGRAM POLICY

Policy Title: Safety Program Responsibility Assignments **Policy No. 2**
Prepared By: Joint Safety Committee **Date: June 2004**
Applies to: All Locations **Page 1 of 5**

Definition:

Guidelines for (Arch)Diocese Responsibilities and Accountabilities.

Policy:

Like other management functions, safety must be effectively managed to obtain the desired results. Necessary planning, organizing, leading and controlling are required management actions. Since no one person can get the job done alone, this section outlines safety responsibilities for key Diocesan personnel.

Actions Required:

Bishop/Vicar General Responsibilities

The Bishop/Vicar General has the full authority and total responsibility for maintaining safe and healthful working conditions within his jurisdiction whether it be out in the parishes or in the office. Although personnel exposure to hazards varies widely from location to location, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities and waste of material. Therefore, the Bishop/Vicar General will:

1. Hold each Director with budgetary authority fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by his employees.
2. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Call upon the (Arch)Diocese Risk Manager or Service Provider for any assistance needed in promoting aggressive and effective loss control.
4. Demonstrate a personal concern in departmental losses on each worker who has lost time from an on-the-job injury because of negligence.

Division Manager's Responsibilities

Each Division Manager with budgetary authority will be fully responsible and accountable to the Bishop/Vicar General for compliance with the provisions of the plan within their department.

The Division Manager will ensure that:

1. All personnel are briefed and fully understand safe work procedures and existing policies that enforce their use.

2. All employees, new and old, are trained and retrained, when necessary, in the accepted way each hazardous job must be accomplished.
3. All employees are instructed in the use and need for protective equipment for specified hazardous jobs.
4. Necessary safety equipment and protective devices for each job are available, used and used properly.
5. Monthly safety meetings are conducted to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions.
6. Safety suggestions and written comments from employees are encouraged.
7. All accidents are thoroughly investigated, recorded and promptly reported.
8. Prompt corrective action is taken wherever hazards are recognized or unsafe acts are observed.
9. Each Division Manager with budgetary authority is held accountable for the preventable injuries, collisions and liabilities incurred by employees.
10. Proper equipment, materials and work conditions are satisfactory from an accident prevention standpoint.
11. The Risk Manager is consulted when assistance is needed in implementing the safety program.
12. All injured persons, regardless of how minor the injury, receive prompt medical treatment; circumstances causing injury are investigated and required accident reports are submitted and acted upon.
13. Safety committees are used for continuity of the safety program.
14. Formal safety training is scheduled for employees, required on-the-job training is administered and job qualification requirements are in compliance when applicable.
15. On the job training records along with established safety training records are to be maintained.

Supervisory Personnel Responsibilities

A supervisor is responsible for the safe actions of their employees and the safe performance of machines and equipment within their operating area. They have full authority to enforce the provisions of this plan to keep losses at an absolute minimum. Each supervisor will:

1. Assume responsibility for safe and healthful working areas for his /her employees while they are under his/her jurisdiction
2. Be accountable for preventable injuries, collisions and liabilities caused by his /her employees.
3. Ensure that all safety policies and regulations are implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge or attitudes that adversely affect loss control efforts,

5. Be firm in enforcement of work policies and procedures by being impartial in directing those who fail to conform and by being prompt to give recognition to those who perform well.
6. Ensure that each employee is fully trained for the job he / she is assigned to do and that he / she is familiar with published work rules.
7. Ensure that periodic safety training classes are conducted for all employees as needed.
8. Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition.
9. Ensure that untrained employees are not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
10. Instruct all employees on the reporting of all accidents and the necessity of receiving first aid treatment, even in the case of minor injuries.
11. Maintain a continuous program of on-the-job training and supervise all potentially hazardous activities.
12. Use safety checklists for hazardous operations.
13. Properly maintain all protective devices and safety equipment.
14. Ensure that all employees are physically qualified to perform their work along with the training of employees on the proper use of the equipment.
15. Use the "buddy" system for tasks, which involve hazardous work.
16. Use proper signage in all areas prescribed as dangerous with the type of hazard involved.
17. Ensure that only qualified persons are permitted to enter hazardous work area.
18. Instruct all employees that under state law, all employees are provided protection under the "Pennsylvania Whistleblower Law", which makes it unlawful for a public employer to discharge, threaten or otherwise discriminate against an employee because the employee or a person acting on behalf of the employee makes a good faith report or is about to report, verbally or in writing, to the employer or appropriate authority to participate in an investigation, hearing or inquiry held by an appropriate authority or in a court action.

Employee Responsibilities

Employees are required, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials. Each employee will:

1. Promptly report all unsafe conditions and acts to his / her supervisor.
2. Be individually responsible to keep himself / herself and fellow employees and equipment free from mishaps.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Report all accidents promptly to his /her supervisor, and follow the (Arch)Diocese's accident reporting procedure.

6. Be certain that he /she understands instructions completely before starting work.
7. Learn to lift and handle materials properly.
8. Avoid engaging in any horseplay and avoid distracting others.
9. Review the safety educational material posted on bulletin boards, web site or work areas.
10. Know how and where needed medical help may be obtained.
11. Not alter, damage or destroy any warning or safety device or interfere in any way with another employee's use of them.

Each employee working at hazardous jobs will:

1. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, he / she will STOP and promptly get instructions from his supervisor before continuing work.
2. Operate only machine equipment that they have been trained for and authorized to operate by their supervisor.
3. Use only the prescribed equipment for the job and handle it properly.
4. Wear required protective equipment when working in hazardous operation areas. Dress safely and sensibly.

Risk Manager's Responsibilities

Like any other phase of education, safety activities must have leadership and guidance. One person must be responsible for the control and coordination of the safety program.

Briefly, the Risk Manager's duties are to see that the following are accomplished:

1. Assists in the administration of the self-insurance programs.
2. Participates in the development, implementation and maintenance of a comprehensive Diocesan-wide workplace safety and loss prevention program.
3. Responsible for implementing programs and updating (Arch)Diocese safety procedures and manuals covering same.
4. Coordinates workplace safety activities of schools and operating division on a Diocesan-wide basis. Provides technical assistance and training to administrators and supervisors for use in education all employees.
5. Facilitates consultative processes regarding occupational health and safety issues between labor and management, including workplace safety committees.

6. Incorporates occupational health and safety considerations into the design specification, purchase, hire lease and supply of new equipment materials products and substances used in the workplace.
7. Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the (Arch)Diocese's self-insurance program.
8. Analyzes and interprets data, identifies trends and recommends corrective actions based on action needed forms, first notice of injury reports, loss runs and other associated reports along with the loss control service provider.
9. Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to (Arch)Diocese's safety programs and governmental regulations.
10. Provides assistance in the review of related insurance plans and programs, as assigned.
11. Serves as liaison between the (Arch)Diocese and governmental, community, and private sector safety agencies.
12. Supervises assigned personnel.
13. Performs all other duties as assigned.

The (Arch)Diocese's Risk Manager should act in a staff capacity to the Bishop/Vicar General or his/her designee.