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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. *Reporting of Unsafe Conditions and Practices*
3. *Appropriate Job Conduct*
4. *Proper Lifting Techniques (when to get assistance)*
5. *Reporting Injuries, Accidents and Incidents*
6. *Location of First Aid Kit(s) and Certified Personnel*
7. *Emergency Procedures, including Routes of Exiting*
8. *Housekeeping*
9. *How to Safely Operate and Use Equipment*
10. *Fire Protection*
11. *Personal Protective Equipment (safety glasses, gloves, etc.)*
12. *Location and Review of Material Safety Data Sheets (MSDS)*
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 a maximum degree of safety.

Supervisor: _____ Date: _____

WHAT'S YOUR SAFETY ATTITUDE?

Many people tend to ignore or don't follow safety recommendations until an accident happens. Accidents can happen anywhere at any time; however, practicing safety awareness and using safety sense can eliminate the majority of injuries. The following five steps can help you develop a good safety attitude:

- FOCUS** Concentrate on your present task. If you are tired, bored, or distracted, you are more likely to have an accident.
- TIME** Take time to do the job safely and correctly. Take time to put on personal protective equipment and assess the hazards involved with your task.
- STRENGTH** Strength is not always physical, sometimes it is mental or emotional. Be strong enough to resist short cuts or risk performing tasks you are not familiar with or have not been trained to do.
- RESPONSIBILITY** Think of yourself as a team member and take responsibility even if a certain task isn't your job. (Clean up the broken glass or spill even if it's not your responsibility.)
- RISK** Be smart and alert yourself to hazards. Avoid risks whenever you can. Weigh the risks every time you perform a job and don't take chances.

***** Post in employee areas. *****

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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 knowing the leading causes and then learning how to protect yourself against them.

- **FALLS** - The leading cause of on-the-job injuries within the Catholic Church is falls. To avoid falls, always look where you are walking! Never carry an object that blocks your view. Employees should wear shoes appropriate for their working conditions, preferably slip resistant shoes, always maintain firm footing and avoid hurrying. Take short, controlled steps if you can't avoid a slippery walking surface. Learn to safely use ladders and scaffolding. Always use handrails on stairs. Keep all areas adequately lighted. Keep floor storage organized and limited.
- **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, especially when using any tools. Avoid or take extra precautions around work site and storage areas involving overhead hazards. Maintain safe shelves and stack storage. When appropriate, wear personal protective equipment such as hard hats, safety glasses and/or work gloves to reduce injury potential.
- **PHYSICAL OVERLOAD** – This includes lifting too much, lifting improperly, straining, over reaching, bending, twisting, or 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. Always assess the weight of an object before lifting to assure it is not too heavy. Whenever possible, use mechanical help and/or a co-worker to assist you. Get close to the object with one foot alongside the object and one behind. Never bend or twist while lifting or carrying.
- **EQUIPMENT ACCIDENTS** - Another leading cause is equipment/machine related accidents--getting caught, cut, or pinched by moving parts. Never work on or with any equipment or machinery you have not been trained to safely operate or repair. When working around moving parts, remove jewelry and do not wear loose fitting clothing. Always utilize applicable safety guards, shields and covers. Always shut off and unplug equipment before cleaning or repairs.

BE SAFE, NOT SORRY!

Accidents can happen anywhere at any time. However, by 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.

WRITTEN INJURY PREVENTION PROGRAM

We, the Safety Committee of _____, hereby adopt the following as the Effective Written Injury Prevention Program and recommend that the employer implement this program.

The plan will include the following information for each class of worker.

1. Methods for identifying, evaluation, and documenting safety and health dangers.

How implemented: _____

2. Methods of timely correction of safety and health dangers identified.

How implemented: _____

3. Methods for emergency response and first aid.

How implemented: _____

4. Initial safety orientation on rules, policies, and job-specific procedures for employees new to the work in a manner that is readily understood by each employee.

How implemented: _____

5. Job-specific training for employees before they perform potentially dangerous work.

How implemented: _____

6. Periodic refresher training/dissemination of information on at least an annual basis for employees regarding the Effective Written Injury Prevention Program on safety rules, policies, and procedures.

How implemented: _____

Employer Representative(s)

Employee Representative(s)

I hereby adopt the preceding program.

Employer

Date

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WORKPLACE SAFETY SURVEY

This survey identifies hazards, equipment, and procedures which affect your employees' on-the-job injuries and exposures. Use the survey as a guide to establish safer working conditions at your facility.

Items Reviewed

- Trip and fall exposures
- Condition of power equipment, tools, and motorized vehicles
- Maintenance procedures for power equipment, tools, and motorized vehicles
- Training procedures on power equipment, tools, and motorized vehicles
- Condition of area(s), storage of equipment, walking surfaces and work areas
- Training in proper lifting techniques
- Carts and dollies provided for movement of large items
- Equipment and tools inspected for defects before use
- Personal protective equipment provided (i.e. gloves, safety glasses, goggles, slip resistant shoes, safety belts, etc.)
- Condition of ladders and scaffolding
- Power equipment and machines provided with safety guards (i.e. saws, drills, mowers, etc.)
- Low hanging objects provided with pads (i.e. pipes, fixtures, etc.)
- Proper insulation for hot and/or cold pipes, furnaces, etc.
- Proper use and storage of toxic substances (i.e. lawn chemicals, fertilizers, pest control poisons, etc.)

Comments _____

Completed by _____ Date _____

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LIABILITY CONTROL

SLIPS, TRIPS, AND FALLS SOME BASIC INFORMATION

Each year, approximately one million people suffer from slip, trip, and fall injuries. These particular incidents result in lost workdays, broken bones, "bad backs", temporary disability, permanent disability, and sometimes death. Statistics have shown that falls are extremely costly and that nearly 16,000 people die each year as a result of falls.

Most falls do not occur from high places, instead, they are a direct result from slips or trips at floor level.

Let us examine each one of these particular categories to see what comprises a slip, a trip, and a fall.

Slips

A slip is a loss of balance which results when not enough friction is maintained between our feet and the surface that we are walking or working on. The cause factors of most slips can be attributed to wet surfaces, weather hazards such as ice or snow, or spills of some type. Our lackadaisical attitude also is a contributing factor to the slip injuries that are taking place: When we do not wear the proper shoes with adequate traction for the particular surface that we are walking or working on; when we tend to walk in a careless manner; or when we ignore the occasional spills that have occurred.

Trips

A trip is a loss of our balance that results from our forward or reverse motion being interrupted by some object. The cause factors of most trips can be attributed to poor housekeeping, lighting that is inappropriate or inadequate, aisles or passageways that have obstacles in them, taking any type of shortcut and walking on surfaces that are loose or uneven. A trip hazard is likely to occur at home, at work, or in a public place.

Falls

A fall is a result of our movement too far from our center of balance. Perhaps, the best method of describing this particular situation is that the force of gravity has taken us from a position of instability and placed us back in a position of stability. The cause factors of falls can be attributed to ladders that are improperly set on uneven surfaces; trying to overextend our reach while on a ladder; and the creation of makeshift ladders. Additionally, we should point out that slips or trips, more often than not, result in a fall that is extremely painful.

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There are a number of things that we can do to prevent slips, trips, and falls; however, our success will be dependent upon our attitude and our commitment. If we show our concern about this issue, we can keep the odds against accidents in our favor because of our attitude. The manner in which we approach the situation and our state of mind that says "LET'S DO IT THE SAFE WAY - even if it takes a little longer or is more difficult", is the critical factor. Finally, we can do much to minimize these hazards if we develop our skills in the area of RECOGNITION, AVOIDANCE, and CONTROL.

RECOGNITION is being attentive to the many hazards and making sure that our path of travel is free from these hazards.

AVOIDANCE is merely walking around these hazards, stepping over these hazards, or slowing down for these hazards, so that we can keep our balance.

CONTROL is marking these hazards clearly so that other individuals will not get hurt; or fixing the hazards ourselves if capable, and if not, making sure that the appropriate individual is contacted so that the hazard will be repaired promptly.

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.

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LADDER SAFETY

Ladders are involved in many tragic accidents, some of which are fatal. Your life literally can depend on knowing how to inspect, use and care for this tool. Always try to use the "buddy system" when using a ladder. One individual should assist in holding the ladder in place while the other ascends/descends the ladder. Individuals under the age of 18 should never be allowed to work on ladders. Only authorized and trained individuals should be allowed to use ladders.

Inspecting Ladders

Before using any ladder, inspect it. Look for the following faults:

1. Loose or missing rungs, cleats or bracing
2. Loose nails, bolts, or screws
3. Cracked, broken, split, dented, or badly worn rungs, cleats, or side rails
4. Wood splinters
5. Corrosion of metal ladders or metal parts
6. Missing or damaged side rails or foot pads

If you find a ladder in poor condition, don't use it! Immediately report it. It should be tagged and properly repaired or immediately destroyed. Be advised, any repair can only involve replacement of an identical part. No alteration or change can ever be made to a ladder.

Using Ladders

Choose the right type and size ladder. Except where stairways, ramps, or runways are provided, use a ladder to go from one level to another. Keep these tips in mind:

1. Be sure straight ladders are long enough so that the side rails extend above the top support point by at least 36 inches.
2. Don't set up ladders in areas such as doorways or walkways where others may run into them, unless barriers protect them. Keep the area around the top and base of the ladder clear. Don't run hoses, extension cords, or ropes on a ladder that would create a trip or fall hazard.
3. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other objects. Never splice two ladders together.
4. Set the ladder on solid footing against a solid support. Don't try to use a stepladder as a straight ladder.
5. Place the base of straight ladders out away from the wall or edge of the upper level about one foot for every four feet of vertical height. Don't use ladders as a platform, runway, or scaffold.
6. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.

7. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.
8. To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
9. Always face the ladder and hold on with both hands when climbing up or down. Don't try to carry tools or materials with you.
10. Don't lean out to the side when you're on a ladder. If something is out of reach, get down and move the ladder over.
11. Most ladders are designed to hold only one person at a time. Two may cause the ladder to fail or throw it off balance.
12. On a step ladder, never stand above the indicated top most safe step or on the cross braces.
13. Store ladders in well-ventilated areas, away from dampness.
14. Ensure you do not exceed the maximum weight limit allowed for the ladder.

Remember to practice safety. Don't learn it by accident.

Fast Fix for Loose Ladders

Tightening the metal braces can return a loose ladder to rock-solid.

1. There's probably at least one wobbly wooden stepladder lurking in the garage, shed, or basement. Often, these ladders simply are too old to be fixed. But, often you can return a loose ladder to rock-solid status by tightening its metal braces.
2. Locate the hex nuts on the outside of the ladder rails; there should be one at each rung. Tighten the nuts with a wrench, then check to see if the ladder is more stable. If it's still a little wobbly, tighten the nuts again. If any wobble remains after the braces have been fully tightened, the ladder is beyond repair and must be replaced.

Ladder Safety Tips

Important ways to prevent accidents on an extension ladder:

1. For many exterior chores, you need an extension ladder. Here's a way to keep it steady. Support the ladder base with a 2x4 cleat. Cut the cleat about 12 inches longer than the width of the ladder. Then drive two 16-inch long 2x4 stakes a foot into the ground. Screw the cleat to the stakes and stand the ladder against it.
2. Keep these safety rules in mind:
 - a. Stand the ladder only on dry, level ground, never on top of mud, ice, or snow.
 - b. The distance from the house to the base of the ladder should equal one-fourth the height of the ladder.
 - c. When working on a ladder, don't overreach. Keep your hips within the vertical rails.

*We acknowledge the information provided by
Texas Workers' Compensation Commission*

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SCAFFOLDING

Scaffolding is a non-permanent platform that is set up to allow workers to reach heights. Scaffolding is used for maintenance, building construction or repair.

Three Important Requirements:

1. Only authorized and trained employees should be allowed on scaffolding. Employees must also be trained to recognize hazards associated with the type of scaffold being used.
2. Volunteers should not be allowed to use scaffold equipment.
3. No one under the age of 21 should be allowed on scaffold equipment.

Scaffolds and scaffold components should be inspected for visible defects by a qualified person. This must be completed before use and after any occurrence which could affect a scaffold's structural integrity. The following general requirements should be followed when constructing and using scaffolds. Please be advised these requirements are not inclusive of all applicable safety codes and standards.

Capacity

- ✓ Scaffold system and components shall be capable of supporting its own weight plus 4x the intended load.

Construction

- ✓ All platforms (working levels) shall be fully decked.
- ✓ Maximum gap between planks shall be no more than 1".
- ✓ The front edge of all platforms shall be no further than 14" from face of the work.
- ✓ Each end of a platform (10' or less) must extend over its support at least 6" but no more than 12".
- ✓ When work platforms overlap, the overlap must occur over supports and shall not be less than 12" unless restrained against any movement.
- ✓ Wood platforms shall not be covered with opaque finishes.
- ✓ Mixed scaffold components shall not be used.
- ✓ Scaffold components of dissimilar metals shall not be used.
- ✓ Never allow anyone to construct a makeshift scaffold. Example: Placing planks between 2 step ladders.

Use

- ✓ Scaffolds and components shall not be loaded in excess of their capacities.
- ✓ Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each use and after any occurrence which could affect a scaffold's structural integrity.
- ✓ Any damaged scaffold components shall immediately be repaired or replaced.
- ✓ Scaffolds shall be at a safe distance from powerlines, a minimum of 10'.
- ✓ Scaffolds shall be erected, moved and/or dismantled under the supervision of a person qualified in erection/dismantling.
- ✓ Working on scaffolds during storms and high winds is prohibited.
- ✓ Keep work platform organized and free of debris.
- ✓ No makeshift devices or ladders (to increase work height) can be used on scaffolds.
- ✓ Outriggers or braces to prevent scaffold from tipping should be used whenever available. Outriggers must be used if the work platform height is more than 4 times the width of the scaffold. If scaffold is erected in an open area, outriggers must be installed on both sides (not ends) of the scaffold.

Fall protection

- ✓ Guardrail systems (including midrails) shall be installed along all open sides and ends of the scaffold.
- ✓ The top guardrail must be 36"- 42" above the platform.

Falling object protection

- ✓ Employees subject to falling objects shall be protected by barricades, toeboards, screens, and hard hats.
- ✓ Toeboards shall be at least 4" high.

GUIDE TO SAFE LIFTING

Lifting is so much a part of everyday jobs that most of us don't think about it. It's often done incorrectly, resulting in pulled or strained muscles, disc injuries, or hernias.

Mental Lifting

To handle materials safely, lift everything twice. First, lift the load mentally. Plan every step before you do it physically. Have you determined the weight of the load to avoid attempting a lift which requires additional mechanical or manual help?

Feet/Stance

Get a firm footing, keeping your feet apart for a stable stance. Stand close to the load with one foot alongside the object being lifted and one behind.

Bend Your Knees

Don't bend at the waist. Use the sit-down (squatting) position, keeping the back straight. Straight does not mean vertical. During the lift, a straight back keeps the spine and muscles in alignment. Tuck in the chin so the neck and head continue the straight back line. Tucking the chin also helps keep the spine straight and firm.

Position Yourself

Always use a palm grip. Extend fingers and hands around the object you are going to lift, using the full palm. Hold load close to your body. When the arms are held away from your body, they lose much of their strength, and in turn, put unneeded strain on your back. The body should be positioned so that its weight is centered over the feet.

The Lift

Start the lift with the thrust of the rear foot. Continue keeping load close to your body by tucking arms and elbows in. NEVER TWIST when lifting or carrying an object. Simply turn the forward foot out, pointing it in the direction of travel. Twisting while lifting or carrying is one of the most common causes of back injury.

Basic Steps Reviewed:

1. Feet parted - one alongside, one behind object.
2. Keep back straight in alignment.
3. Chin tucked in.
4. Grip object with whole hand.
5. Elbows and arms tucked in.
6. Body weight directly over feet.
7. Never twist when lifting or carrying.

Safety Tip: When lifting from a height above your shoulder, limit yourself to a light load or stand on a sturdy platform to bring your shoulders above the load. Otherwise, ask for help. Test weight by pushing up against load before picking it up.

EIGHT STEPS TO A SAFE LIFT

1. **SIZE UP THE LOAD** – Always think before you lift. Is it stable and balanced? Push against it. If it's too heavy, get help; mechanical or a co-worker.
2. **PLAN THE JOB** – Plan and route the job so there is not any slip or trip hazard in your pathway.
3. **ESTABLISH BASE OF SUPPORT** – Feet should be at least shoulder width apart. One in front of the other. Stand close to load.
4. **BEND YOUR KNEES** – Use your knees, not your waist. Keep your back straight when picking up load and setting it down.
5. **GET A GOOD GRIP** – Use your entire hand. Hold load close to your body.
6. **KEEP THE LOAD CLOSE** – Do not reach to lift.
7. **LIFT WITH YOUR LEGS** – Lift with your legs when picking up load and setting it down.
8. **PIVOT; DON'T TWIST** – Pivot with your feet, not your back.

When you lift...

DO...

1. Plant your feet firmly – get a stable base.
2. Bend at your knees – not your waist.
3. Tighten your abdominal muscles to support your spine.
4. Get a good grip – use both hands.
5. Keep the load close to your body.
6. Use your leg muscles as you lift.
7. Keep your back upright; keep it in its natural posture.
8. Lift steadily and smoothly without jerking.
9. Breathe – if you must hold your breath to lift it, the load is too heavy.

DO NOT...

1. Lift from the floor.
2. Twist and lift.
3. Lift with one hand (unbalanced).
4. Lift loads across obstacles.
5. Lift while reaching or stretching.
6. Lift from an uncomfortable posture.
7. Fight to recover a dropped object.
8. Hold your breath while lifting – **GET HELP.**

SAFE CHEMICAL HANDLING HAZARDOUS COMMUNICATION CHECKLIST

- All employees need to know the location of your Hazardous Communication Plan.
- Always read the container label and review the Material Safety Data Sheet (MSDS) before handling or working with any hazardous chemical.
- Wear appropriate clothing and/or personal protective equipment recommended on the MSDS.
- Follow recommendations for the safe handling, storage and disposal of chemicals as instructed on the MSDS. Careful attention needs to be given to any ventilation requirement when using chemical.
- Understand potential emergencies involving the chemical and how best to respond.
- Appropriate washing should be done immediately after working with chemical.

SAMPLE

Hazard Communication Program

Assessment will be made of all hazardous chemicals used in the workplace. The assessment will be made to identify what hazardous chemicals or materials are used. It will also aid in determining which employees are exposed. The data sheet contains all pertinent information relevant to the product and also instructs what protective measures should be taken.

Once the hazardous chemicals or materials are identified, the next step will be to focus on where they are used. Each potentially exposed employee will be identified along with each department he/she works in. This will facilitate training, downstream labeling, and procuring any personal protective equipment or measure required by the data sheet.

1. Container Labeling

The plant supervisor will be responsible for verifying that each container received is properly labeled pursuant to the requirements of the hazardous communication program. At a minimum, each container will:

- be clearly labeled as to its contents.
- note the appropriate hazards warning.
- include the name and address of the manufacturer.

No container shall be allowed into the plant until the above data is verified. If the data is not on the container, the information will be gleaned from the Material Data Safety Sheet (MSDS) and transposed onto one of our labels and affixed to the container. If no data sheet is available, the manufacturer will be immediately contacted and a request for the data sheet will be made.

Downstream labeling

Hazardous chemicals or materials taken from a bulk container and placed into a smaller container will also be labeled. It shall be the supervisor's responsibility to ensure that the container is labeled.

2. Material Safety Data Sheets

A master set of all material safety data sheets for all hazardous chemicals to which employees may be exposed will be kept in the main office.

The data sheets will be available for review to all employees upon request. Copies will be made for anyone requesting them.

3. Employee Training and Information

Training will be provided for all current employees. All new hires will be trained during the orientation session prior to beginning work. The training will cover the program and any data sheets covering those chemicals which the employees may be exposed to during daily operations. The training will include information on the following:

- the written program and the policies outlined.
- the location and availability of the written hazardous communication program, including the list of hazardous chemicals and material safety data sheets.
- the physical and health hazards of chemicals in the work area.
- how to lessen or prevent exposure to these chemicals through work practices, emergency procedures, and the use of personal protective equipment.
- what the company has done to lessen or prevent exposure to these chemicals.
- procedures to follow if exposure to these chemicals occurs.
- method and observation that may indicate the presence or release of a hazardous chemical (i.e. monitoring, visual appearance, odor of chemical when released).
- in-depth explanation of the details of the hazardous communication program including the labeling system, list, data sheets, etc.; in short, what the company's policies are, what is expected of the employee, and what his/her rights are under the program.

In order to certify that the employee has been trained, each employee will be required to sign a form stating that he/she has received the written material, has actually been trained on the program, and knows what his/her rights are under the program.

Any time a new hazardous chemical is introduced into the workplace, each employee will be trained in the same manner as during the orientation training. Accordingly, the subsequent training will also be certified.

4. List of all Hazardous Chemicals

The following is a "kind of use" listing of all the hazardous chemicals used in our operations. These safety data sheets give the exact chemical names and pertinent safety operation.

1. Restroom cleaners – See Addenda, Section 1
2. Floor care cleaners – See Addenda, Section 2
3. Kitchen cleaners – See Addenda, Section 3
4. Boiler water treatment – See Addenda, Section 4
5. Special Misc. products – See Addenda, Section 5

All of these addenda sheets should be explained to concerned employees, kept on file, and made available to employees at all times at the supervisor's office.

5. Hazardous Non-routine Tasks and Chemicals in Unlabeled Pipes

Presently, we are unable to identify anything we would consider non-routine in nature, nor have we been able to identify any hazardous chemicals in unlabeled pipes.

However, in order to establish a company policy that would provide guidance for employees who might encounter these conditions in the unforeseeable future, we are incorporating the following policy.

Non-routine tasks

Any employee confronted with a task that is not within his or her normal routine work assignment involving maintenance or something similar in nature is instructed to notify their supervisor and the employee violating this procedure.

Once the supervisor is notified, he/she will contact the plant supervisor. The plant supervisor is expected to inform the owner if the situation calls for actions beyond the control of the plant supervisor. Failure to follow these instructions will result in disciplinary action against the plant supervisor. It's extremely important to follow these guidelines to the letter. It may save your life.

Upon notification, the supervisor will take the following steps:

- A hazard analysis will be made to identify all potential chemical hazards.
- Policies and procedures will be developed regarding how to proceed safely avoiding those hazards identified through the analysis.
- Employees required to do the work will be trained as to the procedures developed and equipped with any personal protective equipment necessary to protect them.
- The supervisor shall monitor the actions of the employees to ensure that all procedures are being followed and that all proper equipment is being utilized.

Chemicals in Unlabeled Pipes

The same procedures set out for non-routine tasks will be followed when employees are to work on any pipe in any portion of the plant.

6. Outside Contractors

All outside contractors will be required to provide MSDS sheets on any hazardous materials brought into our establishment. Similarly, the contractor will be provided with a copy of our hazardous communication program which they are required to follow. No contractor will be allowed to conduct work in the plant until these requirements have been met.

It will be the responsibility of the plant supervisor to provide contractors and their employees with the following information:

- hazardous chemicals to which they may be exposed while in our establishment.
- measures employees must take to eliminate the possibility of exposure.
- steps the company has taken to minimize the exposure.
- where they can acquire a copy of our program and the MSDS sheets.

All supervisors will be instructed as to how to coordinate the requirements of this element so they can contact the plant supervisor and owner, if necessary.

**STATEMENT OF TRAINING HAZARD
COMMUNICATION PROGRAM
TRAINING AND INFORMATION**

DATE OF TRAINING _____

NAME _____

ADDRESS _____

JOB TITLE _____

I HAVE RECEIVED TRAINING AND INFORMATION ABOUT MY COMPANY'S HAZARD COMMUNICATION PROGRAM AND THE APPLICABLE REGULATIONS. I WAS GIVEN AN OPPORTUNITY TO ASK QUESTIONS DURING THE TRAINING AND INFORMATION SESSION. I UNDERSTAND THAT I ALWAYS HAVE ACCESS TO ANY INFORMATION ABOUT THE HAZARD COMMUNICATION PROGRAM AT ANY TIME DURING MY WORK SCHEDULE AND I KNOW WHERE THE MATERIAL SAFETY DATA SHEETS ARE MAINTAINED AT THE WORKSITE.

SIGNED _____

DATE _____

PRINTED NAME _____

WITNESS _____

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ACCIDENT INVESTIGATION REPORT

I. Identification of the Accident:

Name of Injured: _____

Date of Accident: _____

Time of Accident: _____

Location of Accident: _____

II. Nature of Injury:

Exact part of body affected and type of injury: _____

Description of HOW and WHY accident occurred:

Names of witnesses: _____

III. Accident Prevention Information:

Equipment, tool, or item causing injury: _____

Was accident caused by failure to use or observe safety practices, policies, or regulations?

IV. Corrective Action:

What corrective action can be done to prevent a recurrence of this accident/injury?

Comments/Recommendations (by Safety Committee, Safety Director, or Supervisor):

Person(s) responsible for corrective action: _____

Safety Director/Manager Review: _____

Signed

Date