



You play a vital role in promoting and maintaining a safe work environment.

Inside this edition:

Keeping Volunteers
Safe.....2

Visitor Management4

Personal Safety Responsibility

Creating and maintaining a safe work environment is not the sole responsibility of one individual or department. Workplace safety requires a team effort. Everyone must do their part to ensure the safety of themselves and their co-workers.

What does this mean for you as an employee? This means that you are responsible for your actions in the workplace and can be held accountable for these actions. You cannot and should not hide behind an excuse or point the finger of blame when an incident occurs. You play a vital role in promoting and maintaining a safe work environment. Keeping that in mind, you should adhere to the following guidelines to promote a safe work environment for yourself and your co-workers.

Preventing Incidents

- Always follow all company safety rules, policies and procedures.
- Attend all safety training sessions offered by your employer. Taking short-cuts is not an excuse. Take initiative and learn how to safely perform your job duties.
- Familiarize yourself with all OSHA safety requirements pertaining to the place you work.
- Read and understand all applicable Safety Data Sheets (SDS) to familiarize yourself with hazards associated with the substances or materials you work with.
- Get to know the emergency and evacuation procedures for your workplace.
- Know the location of all emergency stops for the equipment you work around.
- Never operate equipment that you have not been properly trained on.
- *Ask questions!* If you are unsure of or need clarification on a process or procedure, it is important to ask a question before an incident occurs.

Maintain a Safe Work Environment

- Keep your work area clean and organized. Dirty or cluttered work areas are potential slip, trip and fall injuries waiting to happen.
- Always wear the appropriate personal protective equipment (PPE). These items are meant to protect you.
- Maintain your PPE to ensure proper protection. If you notice that your PPE is worn or malfunctioning, notify your supervisor.
- Stay focused on the task at hand. Distractions can lead to injuries to both you and your co-workers.

Reacting to Unsafe Conditions

- If you notice an unsafe or hazardous condition, notify your supervisor immediately. Do not wait for an incident to occur before reporting it.
- Report any accidents or near-misses to your supervisor. Bringing these incidents to your supervisor's attention allows the problem to be investigated which will help prevent any further injuries.
- Place a sign or other barrier around an unsafe condition until it can be fixed.
- If you recognize a way to make the workplace safer, suggest these improvements to your supervisor.

Keeping Volunteers Safe

Volunteers play a critical role in helping with parish activities and special events. When making the decision to utilize volunteers, it is important that they are selected and managed with purpose and safety in mind. Claim history shows that the majority of injuries incurred by volunteers resulted from completing activities they were not qualified to do or their physical capabilities were not a good match for the task.

It is important to provide the volunteer with expectations for conduct and dress along with an orientation on safety rules and practices for accident prevention. It is also critical that the volunteer be matched with activities that they are mentally and physically capable of completing in a safe manner. Training volunteers on the following safe practices is critical to their safety as well as the safety of others at your parish.

Conduct and Dress Code

The volunteer represents your parish to other staff members, students and the general public. Ask that they conduct themselves in a professional and courteous manner at all times. Encourage them to report any questionable or suspicious behavior that they may observe to a supervisor/organizer.

All volunteers should dress appropriately for their assigned service. This includes wearing proper footwear as well as any required safety equipment. If the volunteer is in doubt as to how they should dress for their assignment, encourage them to talk to their supervisor or program coordinator.

General Safety Information

The definition of an accident is an unplanned event that results in injury, property damage or the loss of time. Below are basic safety responsibilities that all volunteers must adhere to:

- Horseplay is not permitted.
- The use of cell phones, including texting, is prohibited when operating vehicles during the assignment.
- Smoking is not permitted on sites except in designated areas.
- Drinking alcoholic beverages prior to



or during volunteer hours, is prohibited as well as the use of illegal drugs or prescription medication that may interfere with your tasks.

- Always work at a speed that is consistent with safety.
- Keep yourself rested and in good physical condition.
- Obey warning signs and tags.
- Operate only the machinery or equipment you have been authorized and trained to run safely.
- Never reach over moving parts of machinery or equipment.
- Try not to work alone. However, if you must, tell someone where you are and how long you will be.
- When you complete your task, make sure you leave it in a safe condition.
- **Report any unsafe conditions or accidents to your supervisor/organizer.**

Healthy Back

While on assignment, volunteers may be required to lift materials. Practicing safe lifting techniques will help to protect the back from injury. Encourage volunteers to use the following basic safe lifting techniques whenever possible.

- Focus on the task. Think about what you're going to lift, where you're going to take it, how far you're going and if assistance is needed.
- When getting ready to lift an object, tense your stomach muscles. Remember to use these muscles so that you do not risk injuring your weaker back muscles.
- Bend at the knees. This helps to

bring the item into your work zone.

- Move in close to the load. You have much more strength and endurance when you are close to the object versus being stretched out in front of it.
- Lift the object using the strength of your legs.
- Turn with your feet instead of twisting at the waist. This will help to prevent a "twist and lift" combination by making two steps out of one.

Electrical/Fire Prevention Guidelines

The use of electricity and the risk of fire may be present on the volunteer's job assignment. To be prepared for emergencies, make sure all volunteers know emergency exit routes and the location of fire alarms and fire extinguishers. If a volunteer discovers a fire, instruct them to pull the fire alarm, call 911 and leave the building. Ensure that volunteers also follow these best practices for the prevention of fire and related electrical accidents:

- Never use an open flame near flammable materials—this is not permitted.
- Inspect equipment and cords for damage prior to use.
- Don't overload electrical outlets.
- Do not work with electrical equipment in wet conditions.

Slip/Trip/Fall Prevention

Slips, trips and falls can be prevented by following some basic guidelines. To prevent a slip, trip and fall accident, one of the most important actions a person can do is to watch where they are going and slow down! Other preventative measures to instruct volunteers on include:

- Pay attention to walking surfaces and note changes such as varying heights.
- Watch walking surfaces for the presence of liquid or ice.
- Wear slip-resistant shoes when appropriate.
- If you are carrying a load, make sure that you can see over it.

Keeping Volunteers Safe

Continued from page 2

- Keep work areas clean and free of clutter.
- When sitting in a chair, keep all chair legs on the floor at all times.
- Follow safety rules regarding footwear and keep the bottoms of your shoes clean.
- Use a stepladder to gain height instead of a chair, table or other makeshift object.
- Clean up spills immediately.
- Maintain work areas and storage facilities that are clean, neat and orderly.
- Keep all aisles, stairways, passageways, exits and access ways to buildings free from obstructions at all times.
- Return tools and equipment to their proper place when not in use.
- Lay out extension cords and tools in a way that minimizes tripping hazards.

Personal Protective Equipment (PPE)

For many people, the use of personal protective equipment (PPE) is a required part of every workday. While on an assignment, you may be required to wear PPE. Safety glasses, gloves and proper footwear are common types of PPE designed to protect you from serious workplace injuries or illnesses. However please remember that the use of PPE provides a barrier between you and the hazard—it does not eliminate the hazard! **Make sure that volunteers know what PPE to use and how to wear it. Encourage them to notify their supervisor/organizer if they have any questions.**

Hazard Communication

Some volunteer assignments may require the use of chemicals such as cleaners, paint, gasoline, etc. If the volunteer needs to use chemicals while on assignment, it is important that they understand how to use these items safely. OSHA's Hazard Communication Standard is designed to protect people from accidental contact with chemicals. The standard provides the "Right-to-Know" about the chemicals they may encounter during their assignment and

explains how to protect themselves from the hazards associated with these chemicals. Depending on the volunteer's job task, additional training may be provided on the safe use of chemicals. Below are some basic safety rules to train volunteers on when using chemicals:

- Use chemicals only for their intended use.
- Do not mix incompatible chemicals.
- Wear appropriate PPE.
- Be familiar with the information contained in the Safety Data Sheet(s) (SDS) that corresponds with the chemical(s).
- Properly label containers that contain chemicals.
- Return chemicals to their proper storage location after use.

Vehicle Orientation

If a volunteer is asked to operate a vehicle as part of their assignment, have them practice the following safety rules:

- Do not use any vehicle without permission.
- Remember that cell phone use and texting are PROHIBITED while operating a vehicle.
- Always inspect the vehicle and report any damage or concerns immediately.
- Wear your seat belt at all times.
- If you are involved in an accident, notify the police and our organization immediately.

Bloodborne Pathogens

When working with other people, it is always important to be aware of the risk of bloodborne pathogens. Train volunteers on always using universal precautions and assume that any blood or bodily fluids are infected.

Bloodborne pathogens are microscopic organisms that may be present in blood and any other bodily fluids. Hepatitis B, C and the Human Immunodeficiency Virus (HIV) are all types of bloodborne pathogens. They can enter the body of another person through open wounds, the eyes, nose and mouth or from a

puncture wound. If you encounter blood or a bodily fluid, take the following steps to protect yourself:

- Use personal protective equipment, such as gloves, and/or goggles when anticipating contact with blood or bodily fluids.
- Practice good housekeeping by cleaning work surfaces with a disinfecting agent.
- Wash hands and skin surfaces immediately after any contact with blood or bodily fluids.

Hand and Power Tools

If the volunteer is required to operate hand and power tools as part of their assignment, train them on the following safe practices:

- Select the right tool for the job.
- Always wear the correct PPE.
- Before using the tool, check the handle and head for tightness and proper working condition.
- After using tools, clean and return them to their proper place.

Emergency Preparedness

Emergencies due to fire, severe weather and national events can occur at any time. It is important that volunteers know what to do in the event of an emergency situation:

- Be aware of all evacuation routes, exits, assembly and shelter areas at the work site.
- Do not use elevators to evacuate.
- Remain in the designated assembly/shelter area until authorities give the "all clear" signal.

The work provided by volunteers plays a key role in parish operations. Please remind volunteers to work safely at all times and to ask questions if they are unsure about a process or task.

Visitor Management

Effective visitor management procedures are an important component for creating a safe and secure school environment. The procedure typically used by schools for visitor management programs is to have the visitor sign themselves in on a sign-in sheet. After signing in, a sticker is issued to the visitor that identifies who they are. The security risk in this system is that oftentimes, the signature on the sign-in sheet is illegible and the issued visitor sticker does not adhere securely to clothing.



The following procedure was developed by RETA Security, Inc. and is designed to ensure that all visitors are accounted for from the time they enter the school to the time that they leave the building.

When a visitor arrives, the school receptionist or other designated personnel should greet the visitor and ask them for their photo ID. The school personnel should read the visitor's name on the supplied ID and print it legibly along with the time of the visitor's arrival, onto a corresponding school visitor sign-in sheet.

After entering the visitor's name on the sign-in sheet, verify that the picture on the visitor's ID matches the person that is standing there.

Keep the visitor's ID and put it in a designated, secure place in the office. Next, give the visitor a school-issued "Visitor" badge that hangs on a colored lanyard. Use a break-away lanyard so as not to endanger the visitor. The lanyards used for visitors should be the same designated color so that visitors are easily distinguishable from other personnel in the school building.

It is important to consider using lanyards in another color for all school staff to wear so that they are also easily distinguishable from visitors and other personnel who may be in the building.

Have the visitor put on the lanyard. The ID portion of the lanyard will hang in the middle of the person's body and will be visible at all times. This ensures that the lanyard does not fall off, is misplaced or not visible, which often happens with stickers. The important component of this system is not the ID, but the colored lanyard, which designates the person as a visitor and is visible on the person at all times.

At the conclusion of the visit, the visitor must come back to the main office to sign out. A school receptionist or other designated personnel must sign the visitor out and write down their time of departure on the sign-in sheet.

Ask the visitor to return the school's lanyard and then give back the photo ID to the visitor.

The importance of signing out a visitor at the end of their visit is critical to emergency situations. Should the school encounter an emergency scenario, they now have a record of who came into and left the building. This makes it easier for emergency responders to account for all persons who were in the building on that particular day.

-Information excerpted from *School Safety Strategies, Visitor Management*, RETA Security, Inc., <http://www.retasecurity.com/>.



**ARCHDIOCESE
OF CINCINNATI**
WWW.CATHOLICCINCINNATI.ORG

100 East 8th Street
Cincinnati, OH 45202

Bill Maly
Director of Risk Management

bmalyc@catholicaoc.org
513.263.3354

Routing:

_____ Pastor
_____ Parish Staff
_____ Finance Council
_____ Parish Secretary
_____ Principal
_____ File

Claim Reporting Number:
833.273.5479

GALLAGHER BASSETT
GUIDE. GUARD. GO BEYOND.

If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Mr. Tom Schoenberger, Gallagher Bassett, 2850 Golf Road, Rolling Meadows, IL 60008, Telephone: 614.873.2602, Email: Tom_Schoenberger@gbtpa.com.

The information contained in this report was obtained from sources which to the best of the writer's knowledge are authentic and reliable. Gallagher Bassett Services, Inc. makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.