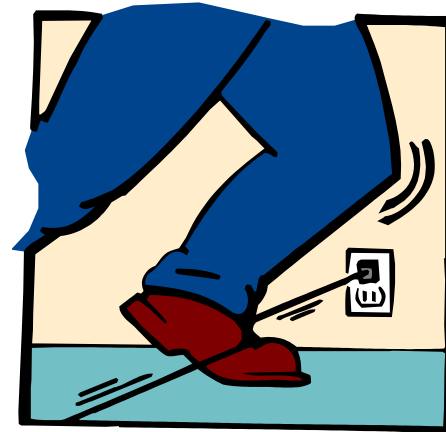
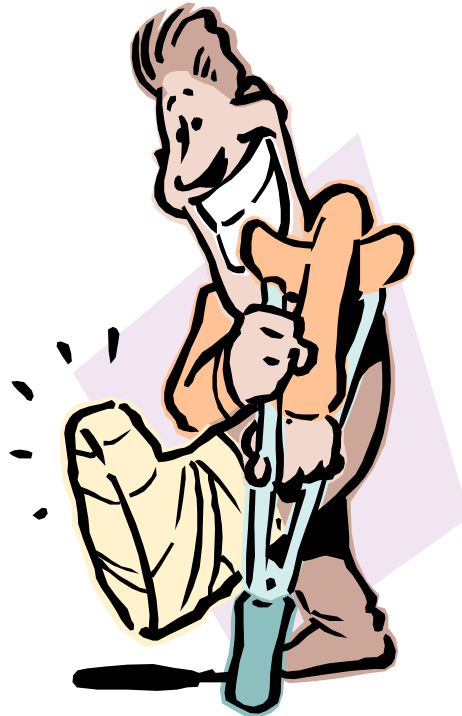
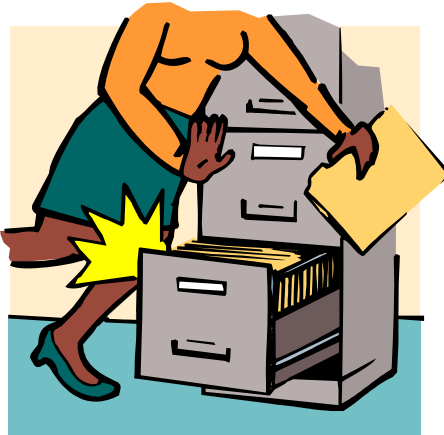


REDUCING EMPLOYEE INJURIES



EMPLOYEE SAFETY POLICY

An effective and successful employee safety program must have administrative support and commitment. Some critical elements of a safety program include:

- *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.*



EMPLOYEE SAFETY POLICY

- 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 “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 the 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 Jobsite

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.

WHAT'S YOUR SAFETY ATTITUDE?

- **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 is not your job. (Clean up the broken glass or spill even if it's not your responsibility).

WHAT'S YOUR SAFETY ATTITUDE?

- **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 these steps in employee areas *****

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.

Leading Causes of On-the-Job Injuries

- **Physical Overload**

- * Lifting too much
- * Lifting improperly
- * Straining
- * Over-reaching
- * Bending
- * Twisting



- **30% of workplace injuries fall under this area, but account for over 60% of Workers Compensation costs!**

Leading Causes of On-the-Job Injuries

- **Impact Accidents**

- * Being hit by an object
- * Hitting an object



- **The best way to avoid an impact injury is to be *alert* to potential hazards.**
- **Storage on high shelves**
- **Improperly stacked storage**
- **Personal Protective Equipment**



Leading Causes of On-the-Job Injuries

- **Slips, Trips and Falls**
 - #1 cause of injury on diocesan property
-
- * Proper footwear
 - * Avoid hurrying
 - * Use ladder and scaffolding safely
 - * Housekeeping



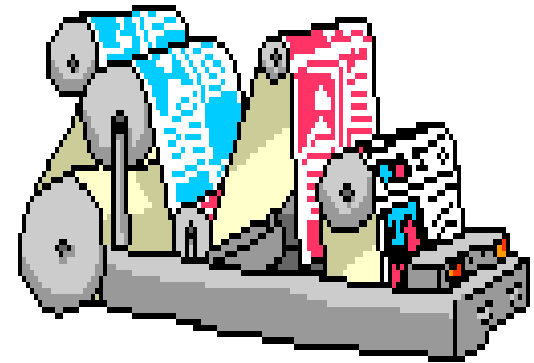
Leading Causes of On-the-Job Injuries

- **Equipment Accidents**

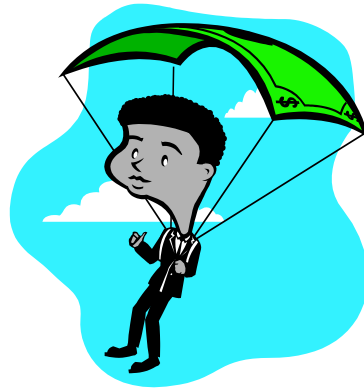
- * Getting caught, cut or pinched by moving parts

- Avoidance

- * Never work on equipment without training.
- * Remove jewelry and loose fitting clothing when working around moving parts.
- * Personal Protective Equipment.

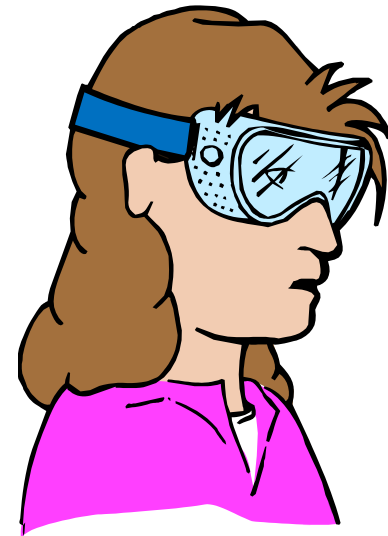


BE SAFE, NOT SORRY!



Personal Protective Equipment

- Safety Glasses/Goggles
- Gloves
- Slip Resistant Shoes
- Protective Clothing
- Back Belts
- Boots
- Ear plugs
- Hard hats



SLIPS, TRIPS AND FALLS

- 265,000 non-fatal injuries from slips, trips and falls annually result in one or more days away from work per incident.
- Slips, trips and falls result in 17% of all non-fatal workplace injuries per year. The highest injury rate of any regulated activity.

SLIPS, TRIPS AND FALLS

Common causes

- Not watching where you are walking, being distracted.
- Wearing improper shoes.
- Improper/unsafe use of ladders
- Using unsafe ladders
- Obstructions on stairs and walkways
- Inadequate lighting
- Slippery or uneven surfaces



SLIPS, TRIPS AND FALLS

- Learning to watch for and identify slip, trip and fall hazards is key to preventing them.
 - * ***Stairs need to be in safe condition***
 - * ***Stairs should have a non-slip surface.***
 - * ***Handrails need to be in place and utilized.***
 - * ***Stairways require good lighting.***



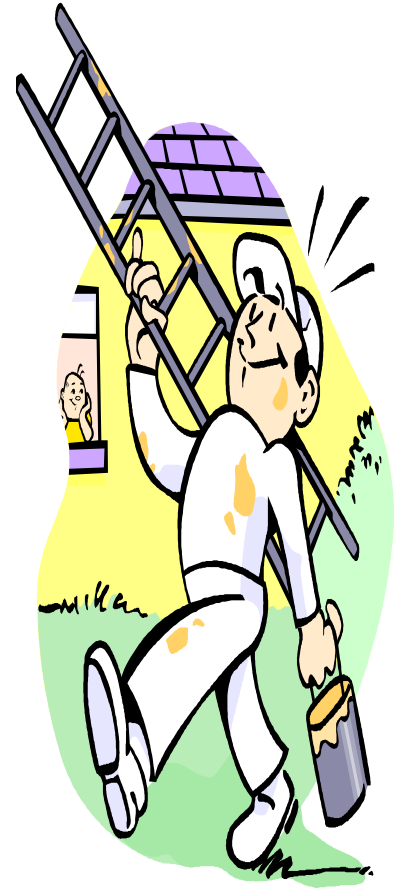
SLIPS, TRIPS AND FALLS

- Level walking and work surfaces can cause falls. Walk slowly and take short, controlled steps when surfaces:
 - * ***are wet or worn***
 - * ***are snow covered or icy***
 - * ***have been waxed or polished***
 - * ***show signs of oil, grease or spills (spills must be cleaned up immediately)***



PORTABLE LADDERS

Portable ladders are one of the handiest, simplest tools we use. 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.



PORTABLE LADDERS

Injury 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.



PORTABLE LADDERS

Injury Prevention Tips

- **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.**

SCAFFOLD SAFETY



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.

GUIDE TO SAFE LIFTING

- **Size Up The Load** – Always think before you lift. Is it stable and balanced? If it is too heavy, get assistance from a coworker or mechanical means.
- **Plan The Job** – Plan and route the job so there is not any slip or trip hazard in your pathway.



GUIDE TO SAFE LIFTING

- **Establish Base of Support** – Feet should be at least shoulder width apart. Stand close to the load with one foot alongside the item being lifted and one behind.
- **Bend Your Knees** – Use your knees, not your waist. Always keep your back straight when picking up and setting down the load.



GUIDE TO SAFE LIFTING

- **Get A Good Grip** – Use your entire hand. Hold load close to your body. Weight should be centered over the feet.
- **Keep The Load Close** – Do not reach to lift.



GUIDE TO SAFE LIFTING

- **Lift With Your Legs** – Lift with your legs when picking up and setting down the load. Keep load close to your body by tucking arms and elbows in.
- **Pivot; Don't Twist** – Never twist when lifting or carrying an object. Pivot with your feet, not your back.



GUIDE TO SAFE LIFTING

Basic Steps Reviewed

1. Feet parted – one alongside, one behind the 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.

Written Injury Prevention Program

The plan should include the following information for each class of worker:

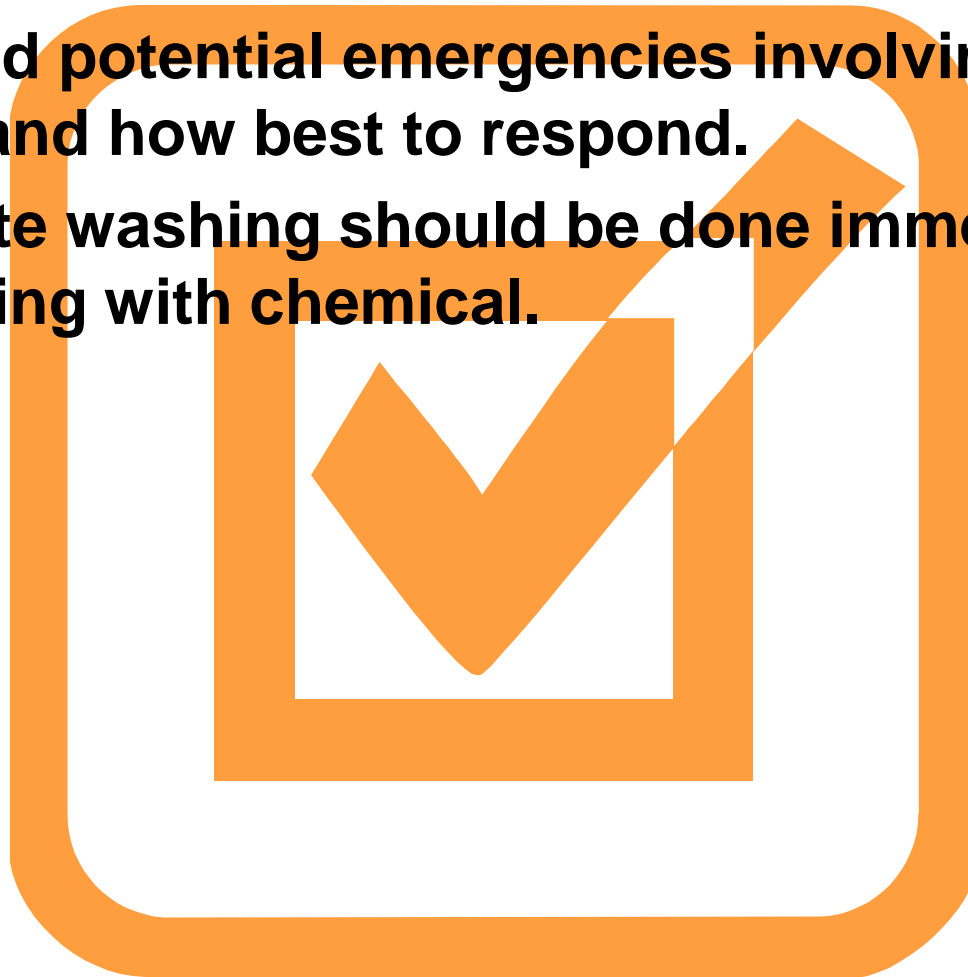
- 1. Methods for identifying, evaluation, and documenting safety and health dangers.**
- 2. Methods for timely correction of safety and health dangers identified.**
- 3. Methods for emergency response and first aid.**
- 4. Initial safety orientation on rules, policies, and job-specific procedures for employees new to the work in a manner that is readily understood by each employee.**
- 5. Job-specific training for employees before they perform potentially dangerous work.**
- 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.**

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.**

Safe Chemical Handling Hazardous Communication Checklist

- **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 material 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.

Hazard Communication Program

CONTAINER LABELING

The maintenance supervisor should 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 facility until the above data is verified. If the data is not on the container, the information will be taken from the Material Safety Data 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.

Hazard Communication Program

- **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.



Hazard Communication Program

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.



Hazard Communication Program

- **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 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.**

Hazard Communication Program

- **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.

Hazard Communication Program

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 names and pertinent safety operation.

- **Restroom cleaners – See Addenda, Section 1**
- **Floor care cleaners – See Addenda, Section 2**
- **Kitchen cleaners – See Addenda, Section 3**
- **Boiler water treatment – See Addenda, Section 4**
- **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.

Hazard Communication Program

- **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 facility 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.**

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:

Bloodborne Pathogens

Bloodborne pathogens are micro-organisms in the bloodstream that cause diseases.



Disease Statistics (2001)

Hepatitis B

- An estimated 78,000 people are infected each year (but may not all be reported)
- Children have the largest decrease in infection due to the vaccine.
- Highest rate of disease occurs in 20-49 year olds
- An estimated 1.25 million Americans are chronically infected, of whom 20-30% acquired infection in childhood.

Disease Statistics (2001)

HIV/AIDS

- At least 40,000 become newly infected each year; it may be as high as 80,000.
- More than 360,000 people are reported to be living with AIDS.
- Since the disease was first reported 20 years ago, over 800,000 have developed AIDS in the US.
- In 2001, HIV/AIDS resulted in 14,175 deaths.

Differences

- HIV has 1 in 250 chance of infection
- Needs a warm, moist place; dies off once exposed to air
- No vaccine available
- HBV has 1 in 3 chance of infection
- Can last on surfaces for up to 7 days
- Vaccine is available that is 98% effective



OSHA Requirements

- **Develop a written exposure control plan.**
- **Provide annual inservice education programs for all affected employees.**
- **Offer, at no charge, HBV vaccinations to employees who have occupational exposure.**
- **Provide proper hand washing facilities.**
- **Provide employees with proper protective clothing and equipment, such as gloves, gowns, masks, etc.**
- **Provide for safe disposal of all contaminated waste materials.**
- **Keep records of staff training and immunizations, waste disposal, investigation reports on all blood exposures, etc.**
- **Require all employees to use Universal Precautions.**

Transmission

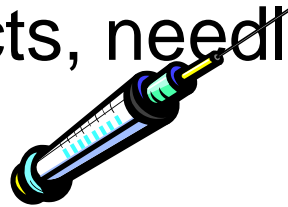
- Open cuts
- Skin abrasions
- Nicks
- Mucous membranes (mouth, eyes, nose)
- Dermatitis
- Acne



Transmission

Direct transmission occurs when accidentally injuring yourself with a sharp object that is contaminated.

(ex: broken glass, sharp metal objects, needles, knives)

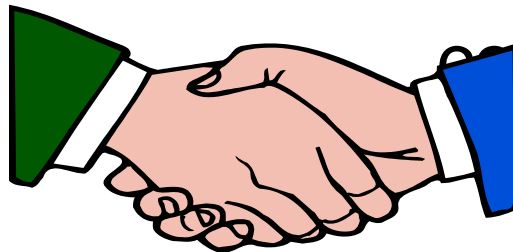


Indirect transmission occurs by touching a contaminated surface directly to your mouth, eyes, nose or open skin.

Transmission

You cannot get HBV or HIV from:

- Drinking fountains
- Toilet seats
- Swimming pools
- Doorknobs
- Insect bites
- Shaking hands
- Using the telephone
- Eating meals together
- Exposure to sneezing or coughing



Risk Reduction Measures

◇ Universal Precautions

- Always consider **all** blood & bodily fluids to be infectious!

◇ Work Practice Controls

- Wash your hands and use hand cream!
- Wear personal protective equipment. (disposable gloves, eye goggles, CPR micro-shield, etc.)
- Handle sharp objects carefully.
- Dispose of all spills properly.
- Universal Precaution Kits



Universal Precaution Kits

Small kits should be placed throughout the workplace.

- *One or more pair of rubber gloves*
- *One or more compression bandages*
- *Plastic bag to put the gloves and bandages in after they are used*
- *Plastic bottle with germ-killing solution*
- *Paper towels*

Larger kits should be placed in main areas throughout the workplace

- *All items listed above*
- *Protective eyewear with sideshields*
- *Mask to cover the nose and mouth*
- *CPR micro shield*

Employer's Reporting Guidelines

- *Complete all Employers First Report of Injury reports as soon as you are aware of the accident. Details are always more accurate when the information is fresh in one's mind.*
- *All original Employers First Report of Injury reports must be sent to Catholic Mutual as soon as possible with a copy to Human Resources.*
- *Catholic Mutual will file all Employers First Report of Injury reports with the state in compliance with the state reporting requirements. **All injuries must be reported within 7 days from the date of injury. The state is very strict in enforcing the 7 day rule and will assess fines.***
- *All Employers First Report of Injury reports must be completed in their entirety. Any unanswered questions will cause a delay in state reporting.*

Employer's Reporting Guidelines

- *If a medical only claim, that has previously been reported, turns into a lost time claim, Catholic Mutual must be advised by phone or fax immediately.*
- *Any serious claims that result in hospitalization should be reported by phone to Catholic Mutual immediately.*
- *Catholic Mutual will investigate all lost time injuries by making contact with the employer, the injured worker, and the treating doctor.*
- *Any injured worker that has had lost time from work is required to provide a written release from the treating doctor before they can return to work.*

Employer's Reporting Guidelines

- *Employers are encouraged to contact the injured worker while recovering at home to show interest in their recovery and to assure them that they are looking forward to their return to work. An injured worker often needs encouragement to get them back into the work force. Too often we hear, "The employer does not care because I have never heard from them".*
- *Catholic Mutual provides 24 hour claim service. Should an accident occur before or after business hours, please call 1-800-228-6108 for assistance.*
- *You must report **all** injury claims, even if they are questionable. Reporting a claim does not mean we are accepting the claim. By reporting a claim immediately, it will allow us to do the proper investigation to determine compensability.*

Employer's Reporting Guidelines

- *Getting the employee back to work as soon as possible means reductions in lost wages and medical costs. It is the responsibility of Catholic Mutual's claims professionals to work closely with the employer's, injured workers and doctors in an effort to return the employee to gainful employment as soon as possible.*

Any Questions?

