

## MANAGEMENT COMMITMENT

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### Safety Policy

This site and the Catholic Archdiocese of Seattle place a high value on the safety of its employees. We are committed to providing a safe workplace for all employees. Thus, we have developed this injury prevention program involving management, supervisors, and employees in identifying and eliminating hazards that may develop during work.

Full implementation of the Safety and Accident Prevention Program ensures compliance with applicable laws and regulations. This program ensures compliance with the Washington Administrative Code (WAC) 296-24 part A-1 and is based on WAC 296-800, the Safety and Health Core Rules of the Washington Industrial Safety and Health Act (WISHA).

It is our basic safety policy that no task is so important that an employee must violate a safety rule or risk injury or illness in order to get the job done.

Employees are required to comply with all workplace safety rules and are encouraged to actively participate in identifying ways to make our workplace a safer place to work.

Supervisors are responsible for the safety of their employees, and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions, and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to implement this program. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors and we will establish a disciplinary policy to ensure that safety policies are followed.

**Safety is a team effort — let us all work together to keep this a safe and healthy workplace.**

In addition, the State Department of Health (DOH) and the Superintendent of Public Instruction (SPI) has published the Health and Safety Guide for K-12 schools. This document assists management, faculty and facility maintenance personal with student/visitor safety and is located in Appendix 13.

## **SAFETY AND HEALTH RESPONSIBILITIES**

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### **Safety Program Manager Responsibilities**

1. Ensure that a site-wide safety committee is formed and fulfills its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and implementation of the safety program.
3. Evaluate supervisors each year to make sure they fulfill their responsibilities as described in this program.
4. Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and work related illness is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

### **Supervisor Responsibilities**

1. Ensure that each employee you supervise has received an initial orientation before beginning work.
2. Ensure that each employee you supervise is competent, or receives training on safe operation of equipment, or tasks before starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
5. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
6. Set a good example for employees by following established safety rules and attending required training.
7. Investigate all incidents in your area and report findings to your supervisor.
8. Talk to management about changes to work practices, or use of equipment that will improve employee safety.

### **Employee Responsibilities**

1. Follow safety rules described in this program, Washington Industrial Safety & Health Act (WISHA) safety standards and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of the severity.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or disable/defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your word, and example, to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative, or management, about changes you believe will improve employee safety.

## EMPLOYEE PARTICIPATION

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### Safety Committee

If your site has 10 or fewer employees, all employees are required to attend a monthly safety meeting. These meetings may be a part of another meeting; e.g., staff meetings. This meeting is to help identify safety problems, develop solutions, review incident reports, provide training and evaluate the effectiveness of the safety program. Meeting Minutes will be recorded (see Appendix D for sample form) and minutes will be kept on file for one year.

## EMPLOYEE PARTICIPATION

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The following are a list of suggested agenda items for each month of the year:

January	First-Aid Awareness
February	Hazard Recognition, Prevention and Control
March	Personal Protective Equipment
April	Safety Inspections (Annual Fire Evacuation Drill)
May	Emergency Planning
June	Open Topic Month
July	Fire Extinguisher safety
August	Machine Operation
September	Blood Borne Pathogens — Other Potentially Infectious Materials Update Contact list (Annual Earthquake Drill)
October	Discussion of Archdiocesan Fall Training Workshop
November	Hazardous Materials — Chemicals
December	Ergonomics

## HAZARD RECOGNITION

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### Record Keeping and Review

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. It is our policy that employees must report all injuries no matter how minor. Use the Minor Injury and work related illness log (Appendix D-14) to report minor injuries such as cuts and scrapes or work related illness. Use this log even if you do not use any first aid supplies. If the injury is serious or you visit a doctor, you must make a report using the Archdiocesan Workers Compensation Reporting System (Appendix D-9).

The supervisor will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section.
- Have the injured employee report the injury and the supervisor complete their response using the Archdiocesan Workers Compensation Reporting System.

The Pastor or his designate will:

- Make any new injury reports and investigations available to the safety committee members for review before the next regularly scheduled meeting.
- The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.
- At the next regularly scheduled staff meeting, review the incident and discuss ways in which a similar future incident can be avoided.

## INCIDENT INVESTIGATION

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### Incident Investigation Procedure

When a supervisor becomes aware of an employee injury where the injury is not serious enough to warrant a team investigation as described below, the supervisor will complete the process outlined in the Archdiocesan Workers Compensation Reporting System.

Whenever there is an incident that did not, but could have, resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The incident investigation will follow procedures as outlined by the Workers Compensation Office.

If an employee dies while working or is not expected to survive, or when two or more employees are admitted to a hospital as a result of a work-related incident, including motor vehicle accidents, the Pastor or his designate will contact the Department of Labor and Industries within 8 hours after becoming aware of the incident. During weekends and evenings, the toll-free notification number is: 1-800-423-7233. The Pastor or his designate must talk with a representative of the department. Fax and answering machine notifications are not acceptable. The Pastor or his designate must report: the employer name, location and time of the incident, number of employees involved the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person. The Archbishop's Delegate for Human Resources (206-382-4560 or 1-800-261-4749) must be notified within 8 hours.

Whenever there is an incident that results in death or serious injuries, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), the Pastor or his designate, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses AND photographs of the incident scene and equipment involved. As soon as possible after the incident, the team will document the condition of equipment and any anything else in the work area that may be relevant. The team will make a written Incident Investigation Report of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident, and any recommendations to prevent a similar incident in the future. The safety committee will review the report at its next regularly scheduled meeting.

## SAFETY INSPECTION PROCEDURES

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This site is committed to aggressively identifying hazardous conditions and practices, which are likely to result in injury or illness to employees. Prompt action shall be taken to eliminate any hazards found. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below. Management will be responsible for completion of the below items:

**Annual Site Survey:** Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk-through inspection of the entire worksite. They will write down any safety hazards or potential hazards discovered. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections, and as part of the annual review of the effectiveness of the accident prevention program.

**Periodic Change Survey:** A supervisor shall be assigned, or a team formed to assess and review any changes made to identify safety issues. Changes include new equipment, or a change to the building structure. A team is made up of maintenance and safety committee representatives. This team examines the changed conditions and makes recommendations to eliminate or control any hazards that were, or may be created, as a result of the change.

**Quarterly Safety Inspection:** Before each regularly scheduled quarterly safety committee meeting, safety committee representatives will inspect their areas for hazards by using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection, and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

**Job Hazard Analysis:** As a part of the ongoing safety program, the "Job Hazard Analysis" form located in Appendix B shall be used to look at each type of job task your employees perform. The supervisor will do this analysis which should be done at least once every two years or whenever there is a change in how the task is done or if there is a serious injury while doing the task.

## **HAZARD PREVENTION AND CONTROL**

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### **Eliminating Workplace Hazards**

This site is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Our facilities and equipment shall be designed to eliminate employee exposure to hazards whenever possible. Where these engineering controls are not possible, written work rules shall be established that effectively prevent employee exposure to the hazard. When the above methods of control are not possible, or are not fully effective, employees shall be required to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection, etc.

### **Basic Safety Rules:**

The following basic safety rules have been established to help make this site a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. More specific rules are listed in the Appendix of this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative immediately. Find a safer way to do that job.
- Do not remove or disable any safety device. Stay focused and pay attention at all times while operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment (PPE) whenever it is required.
- Obey all safety-warning signs.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto the property.
- Smoking is only permitted outside the building, 25 feet away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited.
- Clean up spills immediately.
- Replace/return all tools and supplies after use.
- Do not allow scraps to accumulate where they will become a hazard.
- Good housekeeping helps prevent injuries.

## **JOB-RELATED SAFETY RULES**

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We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task associated with this workplace. The supervisor of that job task or a member of the safety committee will do this analysis. This work site has safety rules for each task and more specific safety rules that are included in the Appendix to this manual.

## **GENERAL SAFETY RULES**

### **DRIVING ASSOCIATED WITH WORK**

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If, in connection with your job, you are required to either drive a site owned or your personal vehicle, consult the Parish Assistance Memo located on the Archdiocese of Seattle Property and Construction website.

### **WORK IN OR PASSING THROUGH ANY MAINTENANCE AREA OR WORK AREA WHERE A HAZARD EXISTS OF ANY FLYING OBJECTS**

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Required PPE:

Safety glasses: Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

Work Rules:

- Within maintenance areas, walk within marked aisles.
- Do not distract or talk with employees when they are using a machine.

### **ASBESTOS (Additional information located in the Appendix 11)**

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Required PPE:

- Disposable rubber, latex or nitril gloves
- Eye Protection
- Half-mask respirator

Work Rules:

- Supervisors must determine the presence, location, and quantity of Asbestos-Containing Materials (ACM) and/or Potential ACM at the worksite.
- Before authorizing or allowing any construction, renovation, remodeling, maintenance, repair, or demolition project, a good faith inspection report must be completed. This report determines whether materials to be worked on or removed contain asbestos. This report is kept on file at the Parish and the Archdiocese Office of Property and Construction Services and given to the contractor at the time they are assembling the bid for the project.



- All asbestos-containing materials are to be maintained so that the material is kept in good condition.
- Any employee maintaining asbestos-containing materials must be trained as a Class IV worker as defined by Labor and Industries and must attend a yearly refresher course.
- Any asbestos-containing materials that pose hazards to the building occupants must be removed.
- The AHERA program governs asbestos containing materials in schools. Contact the Office of Property and Construction Services for assistance with this program.

### **BLOOD-BORNE PATHOGENS or OTHER POTENTIALLY INFECTIOUS MATERIAL (OPIM)**

(Additional information located in the Appendix F)

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#### Required PPE:

- Disposable rubber, latex or nitril gloves
- Eye protection

#### Work Rules:

- Wear the above-mentioned gloves and eye protection while cleaning up.
- Contact your supervisor for assistance if contamination is extensive (greater than 10 square feet) and/or if you don't think it can be cleaned easily and safely.
- If you get blood or other body fluids in your eyes, nose, mouth, or an open cut, or puncture/cut yourself with a used needle or razor blade, perform immediate appropriate First Aid (flush with water for 15 minutes) and contact your immediate supervisor for referral to a physician.
- All employees will receive training on blood-borne pathogens upon employment and must attend a yearly refresher course.

### **ELECTRICAL (Lock out and tag out information is located in the Appendix 1)**

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#### Required PPE:

- Leather gloves – for sharp objects or surfaces

#### Work Rules:

- All electrical equipment used in wet environments will be plugged into a ground fault circuit interrupter.
- A portable ground fault circuit interrupter must be used with any portable power tools.
- If electrical repair or installation is needed, a licensed electrician (per WAC 296-45) is required.

**HAZARDOUS MATERIALS** (Additional information located in the Appendix 11)

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Required PPE:

- Safety Glasses
- Gloves – appropriate to the type of material

Work Rules:

- Avoid contact with chemicals. Remember chemicals enter the body through:
  - Inhalation (breathing)
  - Contact/absorption (on skin)
  - Ingestion (by mouth)
  - Injection
- If you contact hazardous chemicals:

METHOD OF CONTACT	TAKE ACTION
Any	Notify supervisor and seek medical care
Ingestion (by mouth)	Call 911
Contact (on skin)	Flush with water for 20 minutes or until arrival of medical personnel
Inhalation (breathing)	Get to fresh air immediately

- Beware of the chronic effects of chemicals. Just because no immediate symptoms erupt, do not continue contact.
- Read labels, SDSs, instructions, and precautions. Obtain training in chemical procedures.
- Label all secondary containers.
- Dispose of chemicals properly.
- Do not leave open chemicals unattended.
- Do not mix incompatible chemicals.
- Do not eat, drink, or smoke near chemicals.
- Clean up and report all spills.
- Do not store incompatible chemicals near each other.
- Store chemicals in proper containers.
- Flammable liquids will be stored in their original container or a safety can. Flammables will be stored in a flammable storage container. Small amounts, such as one day’s use, may be kept outside the flammable storage container. Keep sources of combustion and heat away from flammables.

**LIFTING TASKS** (Additional information located in the Appendix 10)

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Required PPE:

- Leather gloves – for sharp objects or surfaces
- Steel-toe safety shoes in loading areas (to be supplied by the employee), must be in good condition and be marked "ANSI Z41 C - 75"

Work Rules:

- Do not lift on slippery surfaces. Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.

- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform.
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

### **WORK WITH LADDERS** (Additional information located in the Appendix 4 & 5)

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#### Required PPE:

- Full body harness when working at heights greater than 25 feet and both hands must be used to do the job. See the fall protection plan instructions described in the Appendix.

#### Work Rules:

- Before you use a ladder, check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.
- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person at a time is allowed on a ladder.
- Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3 feet above the landing and be secured at the top and bottom.
- Do not lean a stepladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a stepladder.
- Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

## **DISCIPLINARY POLICY**

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Employees are expected to use good judgment when doing their work and to follow established safety rules.

It is the policy of the Archdiocese that all employees follow the provisions of the safety and accident prevention program. Failure to do so may lead to disciplinary action up to and including termination.

## **EMERGENCY PLANNING**

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### **WHAT WILL WE DO IN AN EMERGENCY?**

#### **In case of fire:**

An evacuation map for the building is posted at the Safety Station. It shows the location of exits, fire extinguishers, first-aid kits, and where to assemble outside of each building. A copy of the map is located in Appendix A.

All employees will receive training on how to use fire extinguishers as part of their initial orientation. An annual fire evacuation drill will be conducted during the first week of April.

If you discover a fire:

- Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building (for example, north parking lot).

If you are a supervisor notified of a fire in your area:

- Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for.
- If an employee is missing, do not re-enter the building! Notify the responding fire dept. personnel that an employee is missing and may be in the building.

## EMERGENCY PLANNING

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### **In case of earthquake:**

The West Coast of the United States is subject to earthquakes. There will be no advance warning. The shock will be your only warning. All supervisors will be trained in the gas shut off procedure. An annual earthquake drill will be conducted during the first week of September. In the event of an earthquake:

If you are inside a building:

- Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases, or glass dividers.
- When the shaking stops, locate an available evacuation route, then begin an evacuation of the area to the designated assembly location.
- Evacuation should proceed as quickly as possible since there may be aftershocks.
- Supervisors must account for each employee in their work group as quickly as possible.
- First-aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- If a gas odor is present in the building, tell a supervisor to turn off the gas at the main and open windows.
- Supervisors and first-aid employees must not re-enter the building once evacuation is complete unless the building has been inspected for re-occupancy.
- Do not approach or touch downed power lines or objects touching downed power lines.
- Do not use the phone except for emergency use.
- Turn on a battery-powered radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, and telephone and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

If an injury occurs:

- If you are injured, promptly report it to any supervisor.
- Emergency contact information is posted at the safety station.
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.

**SAFETY AND HEALTH TRAINING AND EDUCATION**

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**SAFETY TRAINING**

Training is an essential part of our plan to provide a safe workplace at this site. The Supervisor is responsible to verify that each employee has received an initial orientation and has received any training needed to do the job safely. The employee’s (personnel) file will hold any records related to the training. Do not put these records in the Safety and Accident Prevention Program binder. The Archdiocesan Safety Program Manager will make sure that an outline and materials list are available for each training course we provide:

<b><u>COURSE</u></b>	<b><u>WHO MUST ATTEND</u></b>
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**All employees receive the following training.**

**Basic Orientation**

<b>Blood-Borne Pathogens</b>	For those employees whose job responsibilities include cleaning up of Blood-Borne or OPIM products, a yearly refresher course is required.
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**Chemical Hazards (General)**

**Ergonomics**

**Fire Extinguisher Safety**

**Lockout Training (Awareness)**

**Employees who are assigned a specific task or duty related to the below:**

<b>Asbestos</b>	Employees whose job responsibility is to clean or maintain asbestos-containing materials. Each employee must have an initial 2-hour training and a yearly 2-hour refresher training.
<b>Chemical Hazards (Specific)</b>	Employees who use or are exposed to a particular chemical.
<b>Emergency Washing</b>	Employees whose major portions of their body has come in contact with corrosives, strong irritants, or toxic chemicals.
<b>Fall Protection</b>	Employees who are assigned to work where fall hazards of 10 feet or more exist.
<b>First-Aid</b>	Employees designated to provide first-aid.
<b>Ladder Safety</b>	Employees who use ladders.
<b>Lifting</b>	Employees who lifts more than 20 pounds.
<b>Lockout Training (Advanced)</b>	Employees who service equipment.
<b>Machine Operation</b>	Employees who use machinery, including portable power tools and lawn care equipment.
<b>Noise &amp; Hearing Conservation</b>	Employees who work in areas of elevated noise, i.e. band rooms, gymnasiums, maintenance shops and with equipment, and lawn care tools.
<b>Powered Industrial Trucks</b>	Employees who operate a forklift or personal lifts.
<b>Respirator Training</b>	Employees who use a respirator.
<b>Welding Safety</b>	Employees who operate the arc welder.

**The Department of Labor and Industries Web-site holds the most current version of their training. You are encouraged to use these resources:**

**<http://www.lni.wa.gov/Safety/default.asp>**

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