



# DEVELOPING A HOUSE OF WORSHIP SAFETY PROGRAM

PROTECT YOUR FAITH HOME



Trust in Tomorrow:



## Disclaimer

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## Section I – Introduction

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One of the most valuable assets any house of worship congregation/worship center has is “the people.” This group consists of the employees, house of worship volunteers, members, visitors and others that may take part in the house of worship services or activities on and off the house of worship property. This is true if referring to a small country house of worship or a large metropolitan Cathedral. The people not the building and equipment are the most important element of a house of worship. Therefore, it follows that investing in the development of a House of Worship safety program is one way of preventing injury and/or loss of life to your greatest asset.

It is well known that the direct costs of work injuries are substantial. Also, there are many indirect or hidden costs of injuries, which are often three-to-four times greater than the direct costs. Many of these costs are associated with – loss of productive time by an injured employee – time and cost to locate a temporary facility following a property loss at a worship center – time and cost to hire or retrain other individuals to replace the injured worker until his/her return to work – cost of continuing all or part of the employee's wages, in addition to the incurred medical costs – reduced morale among your employees, volunteers, etc and perhaps lower efficiency – increased insurance premiums – administrative costs generated by the incidents – overtime costs – adverse publicity. By developing a Safety Program, it will enable you to avoid possible losses in the future.

A formal safety program will also assist your organization in complying with Federal and State safety, health, and environmental laws. Lack of compliance with these laws can result in citations, fines, unfavorable publicity and, in some cases, civil suits.

Establishing a quality safety program at your house of worship/worship center will take some time and involve some resources; however, you should be pleasantly surprised with the results. You will have happier employees, volunteers, house of worship members and visitors, as they will know your congregation is committed to safety on and off the house of worship grounds. The reward you receive will surely exceed the cost of your investment in safety protection.

The objectives of any safety program should be to reduce the frequency and severity of accidents, to comply with State and Federal OSHA regulations, and to provide a safe and healthful workplace.

### SAFETY POLICY STATEMENT

An organization that attempts to prevent accidents without a definite guiding policy, one that is planned, publicized, and promoted, will find it difficult to prevent accidents. If your congregation wants acceptable safe performance, it must first write a safety policy statement. This policy statement should be brief, to the point, and define your organization's attitude towards safety.

In order for your safety policy statement to be effective, you must clearly communicate it to all employees, volunteers, house of worship board members and others. The statement should be communicated in writing and in action by all parties involved in the development of your safety program.

Your policy statement should be typed and distributed to all house of worship members, employees, volunteers as an insert within your weekly or monthly house of worship publication, which is distributed or mailed to members. Consideration should also be given to posting the information at or near your facility for members and the general public to see.

The house of worship safety policy statement should be reviewed with all employees and house of worship volunteers, and they should sign a document indicating they have read and understand the safety policy statement.

See Section II and Appendix A for examples of sample Safety Policy Statements.

### SAFETY PROGRAM FOR THE ORGANIZATION

The safety policy statement is a beginning, but certainly not a complete program. A comprehensive **Safety Program** should be developed for your organization. Also, irregularly executed inspections or safety meetings and brief spurts of **(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** interest are no substitute for pro-active, consistent, and visible support and leadership for a well planned and executed safety program.

**(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** need to lead and set a positive example. If the safety program is a "low priority" for the senior leadership of the house of worship, it will likely be a "low priority" for employees, volunteers and house of worship members. Low priority will mean inadequate attention and that will sooner or later result in an accident or accidents that can disable, maim, or kill.

OSHA's "General Industry Digest" notes that management commitment and employee involvement are "complimentary and form the core" of any safety program. This guide provides several recommendations for achieving these two goals. Recommended actions that bear directly on drafting the safety policy include:

- Stating the house of worship congregation's policies on safety and health clearly
- Establishing and communicating safety goals and defining objectives to meet that goal
- Assigning and communicating responsibility for all aspects of the program
- Reviewing program operations at least once a year so that deficiencies can be identified and revised as necessary

Make sure your program assigns responsibility and accountability to all leadership members in your organization. A good safety program makes it clear that every house of worship member is responsible for his or her part in the program. You should make their safety and health duties clear and each of them should be held accountable for his or her safety and health related duties.

**(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** members should accept responsibility for the organization's injury rate and should provide pro-active, visible leadership on safety management. They should also provide the resources required to design and implement a safety program that meets at least the legal requirements at the state and federal level.

- For employees and volunteers, accountability should include adherence to safety rules and procedures and prompt reporting of any hazard.

Employees and volunteers must be involved in all aspects of the program from the beginning. They are the people most in contact with the potential and actual safety hazards at your facility. They will have constructive input into the development of your safety program. The ultimate success will depend upon their support - support that will be more forthcoming for a program which they have had meaningful input.

Your safety policy should be tailored to fit your organization's beliefs, philosophy, needs, and culture.

See Section II for additional assistance in developing the program **Safety Foundation**.

## **SAFETY DIRECTOR**

(Insert name of group(s) that oversee and approve major house of worship projects at your facility) are ultimately responsible for ensuring that a safety program is implemented and maintained. Members of this group need to provide the commitment, leadership, and resources. However, it is common and practical to delegate some implementation duty to a specific individual within the organization. This individual may be assigned a title, such as Safety Director, and he/she may be delegated the overall functions of coordinating the development and monitoring the performance of the safety program.

The Safety Director or designee should meet the following criteria.

- Conceptually committed to safety and health within your organization
- Has the time to develop and implement the program
- Has sufficient authority to develop and implement the program
- Is supported by adequate resources to develop and implement the program
- Sincerely cares about the welfare of employees, volunteers, and house of worship members as it relates to safety
- Has a high degree of credibility with house of worship employees, volunteers, members and the local community

In some situations, the Safety Director function can be added to the duties of an existing board member, employee, etc. The pastor, minister, priest, etc. of your organization typically wears many hats and carries the responsibility of meeting the needs of the many house of worship Parishioners on a daily basis. It is preferable that the position of Safety Director be held by someone within your organization other than this individual.

The success of your program hinges on the success of the individual you choose, and he or she cannot succeed without your full cooperation and support. Remember, when you appoint someone as your Safety Director and delegate the authority to manage the program, the ultimate responsibility for safety in your workplace rests with the (Insert name of group(s) that oversee and approve major house of worship projects at your facility).

See Section II – C.2. for Safety Director Program Responsibilities.

## **EMPLOYEE TRAINING**

As an organization, you must ensure that all employees and house of worship volunteers know about the material and equipment they work with, what known hazards are in the operation, and how you are controlling the hazards.

Each employee and house of worship volunteer needs to know the following:

- No one is expected to undertake a job until he or she has received job instructions on how to do it properly and has been authorized to perform that job.
- No individual should undertake a job that appears unsafe.

Combine safety training with other training your organization may provide to , the result you want is everyone knowing what they need to know to keep themselves and fellow employees, volunteers and house of worship members safe and healthy.

During an employee's orientation and prior to the beginning of any work activity involving house of worship volunteers, each employee and/or volunteer should be given a copy of the congregation's Safety Policy Statement, and the House of Worship Safety Program should be discussed with them.

After the initial orientation and volunteer pre-activity meeting, your safety program can be communicated by a variety of techniques and methods. Regular meetings could be scheduled during which safety is openly discussed. Attendance should be required for all employees and encouraged for all active house of worship volunteers. If properly planned, effective safety meetings can be held in a 15-20 minute time frame. Other methods could be posters on bulletin boards, safety and health booklets, safety signs, newsletters, safety banners, safety films/videos, etc. See Appendix E for a list of safety films/videos.

As changes are made to your safety program, keep your employees and active volunteers informed. The more you do to keep them informed of the changes and improvements you are making, the greater are the chances for your success.

All safety training meetings should be documented. The date of the meeting, name of the instructor, subject discussed, and the names of the employees/individuals attending the meeting should be documented on an attendance form.

See Section III for an example of a New Employee Safety Checklist.

## **EMERGENCY ACTION PLANNING**

Planning and training for an emergency is essential in order to minimize the harmful consequences of an emergency incident. If employees, volunteers, and the house of worship members are not thoroughly trained for emergencies so their response is immediate and precise, they may expose themselves and others to greater danger, rather than reduce their exposure. The types of emergencies that may arise at your worship center/ house of worship or off premise during a house of worship activity, depend on the nature of the emergency and its geographical location. They could include fire, severe weather, chemical spills, earthquakes and bomb threats. The extent to which training and drills are needed will depend upon the potential severity and complexity of the emergency. You should have an emergency procedure for handling injuries, transporting ill or injured individuals, and notifying medical facilities, with a minimum of confusion. The procedures for reporting injuries and illnesses should be understood by all house of worship leadership members, house of worship employees, volunteers, and house of worship members.

Emergency phone numbers should be posted. They should include at least the fire department, hospital emergency room, ambulance, and law enforcement.

See Section IV – A for additional information on Emergency and Evacuation Procedures and see Appendix B for Planning for Emergencies Sample Checklist.

## **ACCIDENT INVESTIGATION**

House of worship leadership members, your safety committee and/or your Safety Director can gain valuable information from a thorough investigation of accidents, occupational health problems, and near-miss incidents. Variances from or defects in present operating procedures, unsafe work practices, and even environmental hazards may be determined.

Determining the causes of accidents – and doing something about them – will reduce accident incidence, lower workers' compensation costs, and enhance employee/membership morale. All will feel they are working with and are members of a congregation that cares and wants to correct hazards and unsafe work procedures/conditions.

**REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNED TO FIND FAULT OR BLAME, IT IS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.**

See Section V for assistance in developing an Accident Investigation Program and sample accident investigation forms.

## SELF INSPECTION/HAZARD IDENTIFICATION

The assessment of your facilities should be conducted by the person(s) responsible for the safety program and/or a professional safety and health consultant.

Conduct a comprehensive safety and health survey of your entire facility that is designed to identify any existing or potential safety and health hazards. This initial survey should focus on evaluating conditions with respect to safety and health regulations and generally recognized safe and healthful work practices. It should include checking on the use of any hazardous materials, observing employee/ house of worship volunteer work habits and practices, and discussing safety and health problems with employees and volunteers.

Create the systems and procedures necessary to **Prevent and Control the Hazards** that have been identified through your hazard identification facility analysis. These control procedures will be your basic means for preventing accidents. The OSHA standards that have been promulgated can be of great assistance to you, since they address controls in order of effectiveness and preference. Where no standard exists, creative problem solving and consultant resources should help you create effective controls. The basic formula OSHA follows is, in order of preference:

1. **Eliminating the hazard** from the machine, the method, the material, or the building/structure
2. **Abating the hazard** by limiting exposure or controlling it at its source
3. **Training personnel** to be aware of the hazard and to follow safe work procedures to avoid it
4. Prescribing **personal protective equipment** for protecting employees against the hazard

See Appendix C for Self-Inspection Checklist, to help you get a good start on creating this initial survey.

## Section II – Safety Foundation

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### A. Safety Policy Statement

(Insert House of Worship Name) is dedicated to providing a safe and healthy work environment/place of worship for all of our employees, volunteers, house of worship members, and visitors. Our Organization will follow operating practices that will safeguard employees, members, volunteers, the public, and house of worship operations. **We believe all accidents are preventable.** Therefore, we will make every effort to prevent accidents and comply with all established safety and health laws and regulations. ***(For additional sample Safety Policy Statements, see Appendix A)***

### B. House of Worship Leadership Commitment to Safety

The members of the **(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** are truly concerned about employee, house of worship member, and visitor safety. Accidents, unsafe working conditions, and unsafe acts jeopardize employees, house of worship members, visitors, and the House of Worship resources. Injuries and illnesses result in discomfort, inconvenience, and possibly reduced income for the individual(s) involved. Costs to the House of Worship may include, but not be limited to, direct expenses (workers' compensation premiums, damaged equipment or materials, and medical care) and indirect expenses (loss of employee services, reduced ability to meet member worship needs, employee/member morale problems, negative publicity or community perception of our organization, etc.). These indirect costs are reported to be 4-10 times higher than the insured costs of an accident. Accordingly, our organization will provide sufficient staffing, funds, time, and equipment so that employees, volunteers, members and visitors can work and attend services safely and free of recognized and controllable hazards.

### C. Assignment of Responsibilities

Safety is everyone's responsibility. Everyone should have a safe attitude and practice safe behavior at all times. To best administer and monitor our safety policies, the following responsibilities are delegated. This list should not be construed as all-inclusive and is subject to change as needed.

1. **(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** will:
  - a. Provide sufficient staffing, funds, time, and equipment so that employees, members, and visitors can work and attend house of worship activities safely and free of recognized and controllable hazards.
  - b. Demand safe performance from each employee and volunteer and express this demand periodically and whenever the opportunity presents itself.
  - c. Delegate the responsibility for a safe performance to the (minister, pastor, priest, deacon or other appropriate title), house of worship employee in a supervisory position, house of worship activity leader, employees, and house of worship volunteers as appropriate.
  - d. Hold every employee, house of worship volunteer, member accountable for safety.
  - e. Periodically review the Safety Program effectiveness and results.
2. (Safety Director) will:
  - a. Provide the resources, direction, and audits to integrate safety into the daily house of worship activities conducted on and off premises.
  - b. Establish and maintain a safety education and training program.
  - c. Periodically conduct safety surveys, meetings, and inspections.
  - d. Advise house of worship employees, members, volunteers, and visitors (when appropriate) on safety policies and procedures.
  - e. Assure that all newly hired employees and all volunteers have been given a thorough orientation concerning the house of worship's Safety Program.
  - f. Prepare and maintain safety records, analysis, evaluations, and reports to improve the house of worship's safety performance and comply with all government agencies, insurance carriers, and internal procedures.
  - g. Work with house of worship leadership members, ministers/pastors/priests/deacons, house of worship members, and employees to maintain and implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.
  - h. Make available all necessary personal protective equipment, job safety material, and first-aid equipment.

- i. Review all accidents with appropriate house of worship member personnel and/or employees and ensure that corrective actions are taken as soon as possible after the root cause of the accident has been determined.
- j. File all workers' compensation claims immediately and work with the workers' compensation carrier to ensure proper medical treatment is provided to injured workers, volunteers, etc. and that they are returned to work as quickly as medically possible.

### 3. Supervisors and House of Worship Activity Leaders

Each employee or house of worship member who is in charge of a specific work area or house of worship activity, supervises the work of others, or is assigned a specific task or project is responsible and accountable for safety. Supervisors and house of worship Activity Leaders will:

- a. Establish and maintain safe working conditions, practices, and processes through:
  - (1) Safety Meetings
  - (2) Safety Training
- b. Observe work activities and facilities to detect and correct unsafe actions.
- c. Ensure that all injuries are reported promptly and cared for properly. Make available first aid treatment.
- d. Investigate all accidents promptly. Complete an accident report and provide it to the appropriate house of worship organizational group (i.e. house of worship Board, Trustees, house of worship Council, etc.) the same day the accident occurs. Review all accidents with the individual(s) involved and attempt to correct any unsafe condition or unsafe action that resulted in the accident immediately.
- e. Assist in the review of employment applications, volunteer qualification files, personnel files and interview prospective employees, house of worship volunteers and subcontractors, if used, to determine physical qualifications for specified jobs.
- f. Consistently enforce safety rules/regulations, programs, and protective measures (i.e. use of personal protective equipment, machine guarding, proper clothing, etc.).
- g. Post signs, notices, and instructions as needed or required.
- h. Brief employees and volunteers of any new hazards before they start work and weekly and/or monthly host brief safety meetings to discuss safety practices related to job hazards and general safe work behavior.
- i. Work with house of worship leadership committees or groups and employees to maintain and implement new and ongoing safety programs and comply with recommendations provided by outside consultants, OSHA inspectors, and insurance companies.

### 4. Employees and House of Worship Volunteers

Each employee and volunteer are responsible for his/her own safety. No task should be completed unless it can be completed safely. Employees and volunteers will:

- a. Comply with all house of worship safety programs, rules, regulations, procedures, and instructions that are applicable to the work or activity being performed.
- b. Refrain from any unsafe act that might endanger him/her self, fellow workers, other volunteers, house of worship members, visitors, etc.
- c. Use all safety devices and personal protective equipment provided for his/her protection.
- d. Report all hazards, incidents, and near-miss occurrences to their Supervisor or Activity Leader, regardless of whether or not injury or property damage was involved.
- e. Promptly report all injuries and suspected work related illnesses, however slight, to his/her immediate Supervisor or Activity Leader.
- f. Participate in safety meetings, training sessions, and surveys as requested and provide input into how to improve safety.
- g. Notify the Supervisor or house of worship activity leader immediately of any change in physical or mental condition or use of prescription drugs that would affect the individual's job performance/ability to perform activity assigned or the safety of him/her self or others.
- h. Notify the **(Insert name of group(s) that oversee and approve major house of worship projects at your facility)**, Safety Director, or Supervisor within five days of any serious driving, drug/alcohol, or criminal convictions.

- i. Be a safe worker on (and off) the job. Help co-workers and house of worship volunteers do their job safely. Come to work everyday with a safe attitude.

#### **D. Accountability for Safety**

Everyone is accountable for safety. The (designate the individual, group or members responsible for overseeing the house of worship safety program success) will establish safety objectives and develop/direct accident prevention activities. All employees, house of worship volunteers, subcontractors, etc. should strive to reach those objectives and will be evaluated accordingly. All Supervisors' annual employment appraisals will include an evaluation of their efforts to contribute to achieving the safety objectives of their work area and the overall safety objective of the organization. An audit of their performance with regards to their safety responsibilities will also be conducted. All employee salary reviews will be affected by the company's safety performance record. Appraisals, which include safety records, will also be performed on all employees seeking a promotion.

#### **E. Opinion Survey**

The house of worship requests ongoing comments and feedback from all employees, volunteers, and members. In addition, annually, the organization may request all employees' opinions and input on the house of worship's safety program through an opinion survey. Be honest. You know your job better than anyone else does. Therefore, you can provide valuable input into performing the job safely. Changes to existing safety programs, rules, procedures, etc. may be influenced by your responses. Full cooperation of all employees is expected.

#### **F. Employee and House of Worship Volunteer Suggestions**

Safety suggestions from employees and house of worship volunteers are welcomed and encouraged. To make a safety suggestion, complete the employee/house of worship volunteer safety suggestion form on the following page and provide it to your immediate superior or house of worship activity leader. The suggestion(s) will be reviewed by the Safety Director and **(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** at the next house of worship Board meeting. Responses to suggestions will be discussed with the individual and posted where applicable on the house of worship's bulletin board.

# EMPLOYEE/HOUSE OF WORSHIP VOLUNTEER SAFETY SUGGESTION FORM

Employee or Volunteer Name (optional): \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor or Activity Leader's Name: \_\_\_\_\_

Current Practice Or Condition:

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Suggestion:

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Benefits Expected From Change:

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(FOR HOUSE OF WORSHIP BOARD USE, if applicable)

Year: \_\_\_\_\_ Number: \_\_\_\_\_

Suggestion Implemented?  Yes – as submitted  Yes - with changes  No

Implementation Date: \_\_\_\_\_

Comments/Changes Made/Reason for change or not implemented:

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## Section III – Safety Training

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### A. New Employee and House of Worship Volunteer Safety

The Safety Director, Supervisor, Activity Leader should provide safety training to all newly hired employees and all house of worship volunteers. Each new employee or volunteer will be given a copy of the safety manual.

1. **General safety orientation** containing information common to all employees and volunteers should be reviewed, **before beginning their regular job duties or house of worship activity**. Recommendations include (at a minimum):
  - a. Review the Safety Manual, with extra time spent on: accident and hazard reporting procedures, emergency procedures, first aid, and special emphasis programs which are included within this program.
  - b. Encourage and motivate employee/volunteer involvement in safety. Make each employee and volunteer accountable for their safety and the safety of their coworkers.
  - c. Review any known workplace hazards.
  - d. Conduct training on any topics that are not scheduled to be addressed within a reasonable timeframe if the topic is relevant to the employee's job or the volunteer's activity.
2. **Job-specific training provided before performing the task** should include:
  - a. Specific safety rules, procedures, hazards, and special emphasis programs (Chemical Handling Procedures/Hazard Communication Program, Personal Protective Equipment, Smoking Policy, Violence Prevention Program, Lockout/Tagout) that will impact them as they complete their job for the house of worship.
  - b. Identify employee's, volunteer's, and the house of worship organization's responsibilities.

Continual training should be provided to new hires and volunteers. Each new hire and volunteer should be assigned to work with an experienced employee or experienced volunteer for a predetermined length of time established by the Safety Director based on the knowledge and experience level of the employee or volunteer. The senior employee or experienced house of worship volunteer should act as a mentor and ensure that the new employee or new volunteer is working safely and exhibits a positive safe attitude.

The Safety Director should complete the New Employee/New Volunteer Safety Checklist for each new employee or new volunteer during their safety training.

### B. Safety Meetings/Training

Supervisors or the Safety Director should hold a minimum of **(insert appropriate number here)** safety meetings per month. Safety meetings will begin at **(insert time and day of month)**.

1. All employees and volunteers (active in a project at the time of the monthly safety meeting) are required to attend safety training meetings, if they are present at the house of worship the day of the meeting. Exceptions should be cleared in writing with your immediate Supervisor the first full workday preceding the day of the safety meeting. Employees, Supervisors, the Safety Director, and Volunteers should offer comments and safety suggestions at the safety meeting and regularly throughout the year as needed.
2. The Safety training topic should be announced in advance of the meeting.
3. Supervisors and/or the Safety Director should update employees and volunteers on any changes in procedures, new equipment, and general safety issues.
4. Emergency procedures should be periodically reviewed.
5. Employees and volunteers are reminded to put safety first and look out for their coworker, other volunteers, house of worship members, and visitors that may be in the area.
6. Employees, volunteers and project teams with outstanding safety records will be recognized during these meetings. Quizzes and surveys may be administered after safety training or meetings.
7. Supervisors and/or the Safety Director should provide a summary of the safety issue(s) discussed and verbally review the information with all employees and active house of worship volunteers that may have been absent from that month's safety meeting.
8. The Safety Training Log should be completed following every safety meeting/training session and maintained by the Supervisor, Safety Director, house of worship Board, Activity Leader, etc.

**C. Food Preparation Safety Training (Include this section if food is prepared or served on or off premises by the House of Worship)**

Training is a critical component of our safety program. It is important to the leadership of our organization that all employees and volunteers are aware of the hazards they may encounter and the proper procedures to control or eliminate them. Employees and volunteers will not be permitted to perform any job or be involved in any activity unless that employee or volunteer has received proper instructions on how to perform the task properly and safely.

Our training program will include a review of operations, procedures, job hazards, and safety rules. Training topics for new and existing employees and volunteers will include:

1. Food Customer Safety
2. Safe Food Handling
3. Prevention of Burns
4. Prevention of Slips, Trips, and Falls
5. Prevention of Lifting Injuries
6. Prevention of Cuts
7. Fire Prevention
8. Electrical Safety
9. Serving Alcoholic Beverages
10. Hazard Communication
11. Food Delivery Safety
12. Security and Crime Control

Each of the above listed items is addressed within this safety program in "General Safety," "Special Emphasis Programs" and/or Appendix D.

# NEW EMPLOYEE/VOLUNTEER SAFETY CHECKLIST

Employee or Volunteer Name: \_\_\_\_\_ ID: \_\_\_\_\_

Date Employed or Date House of Worship Activity Began: \_\_\_\_\_ Date Checklist Completed: \_\_\_\_\_

Checklist completed by: \_\_\_\_\_

Department or House of Worship Activity Assigned: \_\_\_\_\_

Type of Work or Activity: \_\_\_\_\_

Summary of Work Experience: \_\_\_\_\_

Supervisor or Activity Leader: \_\_\_\_\_

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**Ask Employee or Volunteer:** Do you have any physical conditions or handicaps which might limit your ability to perform this job, activity or task?  Yes  No

If so, what reasonable accommodation can be made by us? \_\_\_\_\_

Any work restrictions indicated from the employment application or volunteer qualification form? \_\_\_\_\_

**The Safety Director, Supervisor, Activity Leader or (insert appropriate title here) and the new employee or volunteer should review the following safety concerns. Check and discuss all that apply. Provide the employee or volunteer with a copy of the Safety Manual.**

- House of Worship safety policies and programs \_\_\_\_\_
- Safety rules (general and specific to job, activity or task) \_\_\_\_\_
- Safety rule enforcement \_\_\_\_\_
- Materials Handling \_\_\_\_\_
- Accident and Hazard Reporting Procedures \_\_\_\_\_
- Housekeeping \_\_\_\_\_
- Special hazards of the job, activity or task \_\_\_\_\_
- Emergency Procedures \_\_\_\_\_
- Employee or Volunteer Responsibilities/Accountability \_\_\_\_\_
- Hazardous Materials \_\_\_\_\_
- Location of First Aid Kits \_\_\_\_\_
- Where to go for medical treatment \_\_\_\_\_
- Other: \_\_\_\_\_

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**Employee or Volunteer shall receive additional training from:** \_\_\_\_\_

**Probationary period (for employees only) is from** \_\_\_\_\_ **to** \_\_\_\_\_

**Employee performance (including safety) will be reviewed formally on** \_\_\_\_\_

Employee and volunteers agree to cooperate fully with the safety efforts of the house of worship, follow all safety rules, and use good judgment concerning safe work behavior.  Yes  No (Have employee sign for manual)

**Comments:** \_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
Trainer Employee or Volunteer

# SAFETY TRAINING LOG

House of Worship Name: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Instructor: \_\_\_\_\_

## Attending Employees and/or Volunteers

Print Name	Signature
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____

**Safety Topics Covered:**

- Housekeeping
- Accident Reporting
- Injuries or Accidents Review
- Accident Investigation
- Emergency Procedures
- Materials Handling/Back Safety
- Fire Protection
- Other \_\_\_\_\_

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## Section IV – General Safety

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### A. Emergency and Evacuation Procedures

Our goal is to provide prompt and immediate action in an emergency to protect employees, volunteers, house of worship members, visitors, and individuals within the community surrounding the house of worship, property, and equipment.

#### 1. Emergency Procedures

In case of emergency, the employee, volunteer, or house of worship member nearest the stricken person should call 911 (or the emergency phone number posted within the facility) and direct a fellow employee, volunteer, or house of worship member to:

- a. Notify the nearest Supervisor, (Pastor, Minister, Priest, Deacon, Senior House of Worship Leader, House of Worship Elder, Board Member, etc.) to come to the scene.
- b. Simultaneously dispatch available individuals present in the immediate area to quickly retrieve the first aid kit.
- c. **ONLY** an individual trained in first-aid should apply emergency rescue procedures until medical assistance arrives.

The (Safety Director, Pastor, Minister, Priest, Deacon or other appropriate title) or Supervisor should be notified. The (Safety Director, Board Member present, Trustee, House of Worship Elder, Pastor, Minister, Priest or other properly designated person) will decide whether or not to evacuate, inspect, or shut down a facility.

#### 2. Evacuation Procedures

- a. Each area will be assigned a primary and an alternate Evacuation Coordinator by the Safety Director or the Department Supervisor. They will be responsible for the effective evacuation of all persons. If neither is available, the Supervisor is then responsible for evacuation.
- b. When alerted by alarm or by the Evacuation Coordinator(s) to evacuate, employees, volunteers, house of worship members, and visitors should:
  1. Properly secure all classified materials (if any) in your possession and ensure all classified areas are properly locked.
  2. Proceed to the nearest designated area of safety (i.e. fire – exit building, tornado – interior corridor – away from exterior windows and/or lowest level at the building) and assemble in the designated area.
  3. Remain in the designated area, until instructions are provided.

See Appendix B for a Sample Checklist – Planning for Emergencies.

### B. Safe Operating Procedures

All employees, volunteers and house of worship members are responsible for safety. The following safe operating procedures apply to all employees, volunteers, and members working, visiting or attending an on or off premise activity in conjunction with the house of worship.

#### 1. Rules/Regulations

- a. Emergency telephone numbers should be posted on at least one telephone on each level within the building. Emergency phone numbers would include: ambulance service, local hospital/medical facility, fire, law enforcement, poison control center, etc.
- b. Comply with all established safety rules, regulations, procedures, and instructions which are applicable to you as a member of, or employee of, this house of worship.
- c. Promptly report all accidents, hazards, incidents, and near-miss occurrences to your immediate supervisor or activity leader, regardless of whether or not injury or property damage was involved.
- d. Do not visit, talk to, or distract another employee/volunteer who is operating equipment or who is engaged in a work activity where the possibility of injury exists.
- e. Do not participate in horseplay, scuffling, pushing, fighting, throwing things, or practical jokes.
- f. Observe all no-smoking signs and regulations.
- g. Do not run on house of worship premises, unless involved in a sporting activity on or off premises or house of worship function where running is permitted and encouraged.

- h. Use handrails on steps, elevated platforms, scaffolds, or other elevations.
- i. Assist others and ask for assistance in lifting and carrying heavy or awkward objects.
- j. Firearms, ammunition, and explosives are prohibited on house of worship properties or at off premise activities involving the house of worship.
- k. Personal stereos with headphones are not to be worn in the workplace.
- l. Alcohol and drug use and possession of these substances on house of worship property are strictly prohibited.
- m. Seat belts must be worn at all times:
  - while operating or riding in a house of worship owned or leased vehicle
  - while in a vehicle (employee owned, house of worship member owned or subcontractor owned) when on house of worship property
  - when traveling within one of the types of vehicles listed above on route to or from a house of worship activity or function

## **2. Housekeeping**

- a. Practice good housekeeping by keeping all work areas, aisles, walkways, stairways, roads, or other points of egress clean and clear of all hazards.
- b. Store and/or return parts, materials, tools, and equipment so as not to create a tripping hazard.
- c. Clean-up scrap materials, debris, and other excess materials. Place oil soaked rags, trash, and scrap in proper waste containers.
- d. Keep work area floors clean, dry, and free of oils, grease, and liquids. Clean-up all spills immediately.
- e. Store parts, materials, or equipment with protruding sharp ends or edges where individuals can not accidentally bump into them.
- f. Materials and equipment are not to be stored in the aisles or near exits. Permission in writing from your immediate Supervisor or Activity Leader must be obtained for temporary or permanent storage of any materials or equipment in aisles or near exits.

## **3. Material Handling and Back Safety**

- a. Know the approximate weight of your load and make certain any material handling equipment you may operate to move materials is rated to handle the weight of the load. (Never exceed the manufacturer's recommended safe working load for any material handling equipment. Doing so increases the probability of equipment failure, dumping of the load, personal injuries, and/or damage to materials, the facility, etc.).
- b. Lift heavy objects as instructed, with the leg muscles and not with the back. On average, do not manually lift over 50 pounds.
- c. Call for assistance, as needed, for handling heavy or bulky objects or materials.
- d. Use an appropriate, approved lifting device (i.e. special trucks, racks, hoists, and other devices) for lifting very heavy, bulky, large, or unyielding objects.
- e. All ropes, chains, cables, slings, etc., and other hoisting equipment must be inspected prior to each use.
- f. A load should never be lifted and left unattended.
- g. Wear safety gloves when handling materials that pose cutting exposures.
- h. Properly stack and secure all materials prior to lifting or moving to prevent sliding, falling, or collapse.
- i. Avoid moving or lifting loads by hand whenever possible.

### **Tips for manual lifting:**

- (1) Get a good footing.
- (2) Place feet about shoulder width apart.
- (3) Bend at the knees to grasp the weight.
- (4) Keep back as straight as possible.
- (5) Get a firm hold.
- (6) Lift gradually by straightening the legs.

(7) Don't twist your back to turn. Move your feet.

(8) When the weight is too heavy or bulky for you to comfortably lift – GET HELP.

(9) When putting the load down, reverse the above steps.

**Note:** If lifting stacked materials, materials should be carefully piled and stable. Piles should not be stacked as to impair your vision or unbalance the load. Materials should not be stacked on any object (i.e. floor, shelving units, ladders, scaffolds, etc.) until the strength of the supporting members has been checked.

#### 4. Office, Classroom, Sanctuary Safety

- a. Practice good housekeeping throughout all areas. Do not leave materials or position telephone or electrical cords in the aisles.
- b. Report or correct any obvious hazards as soon as they are discovered.
- c. Do not carry articles weighing more than 20 pounds when ascending or descending stairs that rise more than 5 feet.
- d. Close files and desk drawers. Arrange heavy or large files in the rear of file cabinet drawers to prevent tipping when draws are open. Always store heavy materials in the lower drawers and light objects on upper shelves. Do not open more than one drawer at a time, as tipping of the cabinet or desk may occur. Secure cabinets to each other and/or to building structural members to improve stability.
- e. Report damaged furniture and broken veneer surfaces immediately.
- f. Do not carry pointed or sharp objects in hand, pockets, or attached to clothing with points or blades exposed.
- g. Do not leave paper cutters with the blade in the open or upright position.
- h. Remove, secure, or arrange material on file cabinets and desks to prevent materials from falling from office furniture.
- i. Do not stand on chairs, desks, boxes, wastebaskets, or any other furniture or object. These items are not be used as substitutes for an approved step-stand or stepladder.
- j. Report slippery floor surfaces to your Supervisor, Activity Leader or appropriate individual responsible for floor conditions immediately.
- k. Clean up spills on floors immediately.
- l. Position desks and files so that drawers do not extend into the aisle or walkway when open.

#### 5. Clothing, Shoes, Jewelry

- a. **Clothing:** Wear safe and practical apparel for work, house of worship activity, or house of worship function. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn, or ragged clothing should not be worn while operating machines with revolving spindles or cutting tools.
- b. **Shoes:** Low-heeled, closed-toe shoes, or proper work boots with sufficient heavy soles must be worn in areas where foot/toe injuries are likely to occur.
- c. **Jewelry:** Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment.

#### 6. Fire Prevention

- a. Good housekeeping is the first rule of fire prevention. Oily rags, paper shavings, trim, and miscellaneous scrap materials should be cleaned up and placed in trash receptacles.
- b. All flammable liquids should be stored in an approved manner and dispensed from a UL Listed or Factory Mutual Approved portable flammable liquid safety containers.
- c. Liquefied Petroleum (LP) Gas presents special fire and explosion hazards. Only qualified persons are to handle LP gas. LP gas equipment should be inspected daily for leaks, etc.
- d. Open fires of any kind are not permitted on house of worship grounds.
- e. Combustible materials or equipment in combustible containers should be stored properly.
- f. Fire extinguishers should be located near an exit door.
- g. Fire extinguishers should be recharged and inspected annually by a qualified fire extinguishing service contractor. A tag indicating the date the unit was recharged should be affixed to each extinguisher.

- h. Access to fire hydrants should be maintained at all times. Fire hydrants should never be blocked or obstructed in any way.
- i. All combustible waste materials, rubbish, and debris should be disposed of daily.
- j. Smoking is prohibited in any hazardous area and "No Smoking" signs should be posted in these areas.
- k. Compressed gas cylinders should be transported and stored in an upright position.
- l. Compressed gas fuel cylinders should be separated from oxygen cylinders by at least 20 feet or by a 5 foot high ½-hour fire rated wall.
- m. No material should be stored within 3 feet of an electrical panel, outlet, or fire suppression equipment.

## 7. Member and Visitor Safety

Protecting our members and visitors from injury is a top priority for our organization. Proper maintenance and housekeeping of all public areas should be a top priority for all employees, volunteers, and house of worship members. Members and visitors must also be protected against hazards presented by food and broken utensils. Some items to evaluate on a daily basis by each department Supervisor or Activity Leader should include:

- a. Parking lots, sidewalks and steps should be well maintained.
- b. Adequate interior and exterior lighting should be evaluated and deficiencies should be corrected as soon as possible within all areas of this facility.
- c. Prompt removal of snow and ice.
- d. Chair, tables, and booths must be inspected and maintained in good condition.
- e. Carpet and floors should be kept clean and in good condition.
- f. Mats and rugs should lie flat and be in good repair.
- g. Wet floors should be posted with wet floor warning signs.
- h. An inspection of utensils, dishes and glasses should be conducted prior to placing these items within a dishwasher, after removing them from the dishwasher and prior to assembling place settings.
- i. Individuals served food should be warned of hot dishes and food.
- j. Employees, volunteers and Senior House of Worship Leadership should be trained on how to assist a choking victim.
- k. Safe food handling procedures should be followed at all times.

## 8. Safe Food Handling

### a. Exposures

Preparing and serving food to the public carries with it a great responsibility. Increased incidences of food borne illnesses highlight the need for effective safe food handling procedures. An evaluation of all potential exposures should be conducted on a daily basis by the Supervisor or Activity/Project Leader. Please review the following items to identify possible exposures to food handling losses and safety controls, which may help to reduce the probability of food handling losses.

### b. Possible Exposures

- (1) Foreign objects in food.
- (2) Food poisoning as a result of spoilage, contamination, or deterioration of food; food stored improperly; improper temperature in the food storage facilities.
- (3) Lack of adequate housekeeping and cleanliness in the food preparation area.
- (4) Expired shelf-life products.
- (5) Improper storage of cleaning materials and pest control chemicals.
- (6) Insufficient supply of hot water for the dishwasher.
- (7) Rodents and pests.

### **c. Controls**

- (1) Develop and enforce strict hand washing procedures
- (2) Sanitize serving equipment, counters, and table surfaces often.
- (3) Refrigerate food promptly.
- (4) Establish a pest control program.
- (5) Refrain from bare-hand contact with ready-to-eat foods.
- (6) Wash fresh fruits and vegetables thoroughly.
- (7) Use meat thermometers to ensure proper cooking temperatures.

## **9. Prevention of Burns**

Unsafe actions by employees, food serving volunteers, etc. could lead to contact with hot surfaces including cooking equipment, grease, open flames, etc. Although not all inclusive, the following is a partial list of safety procedures to help reduce the probability of employee and volunteer injuries due to burns.

### **a. Safety Procedures to Prevent Burns**

- (1) Individuals must call out "Behind You!" when passing another person who is carrying hot items.
- (2) Do not use wet towels as hot pads.
- (3) If you do not know if something is hot, assume that it is.
- (4) The use of potholders or oven mittens should be strictly enforced whenever removing items from cooking appliances or when there is a high probability the pan or container is hot.
- (5) Alert customers of hot products from the oven when they are delivered to the table.
- (6) Use care when pouring hot liquids, such as coffee or hot tea.
- (7) Keep pot handles turned inward so that they do not protrude over the edge of range, table, or counter.
- (8) When adding ingredients to hot liquids, add small portions at a time to prevent splashing.
- (9) Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
- (10) Transport hot liquids in closed containers.
- (11) Use carts for moving large hot items, such as coffee urns, containers of hot water, or containers of hot food.

## **10. Prevention of Slips, Trips, and Falls**

The most common cause of individual injuries in food handling areas is falls. Twenty percent of all serious injuries are caused by falls in the workplace. Fortunately, slips, trips, and falls are highly preventable through hazard identification procedures and adherence to some fairly simple control guidelines.

### **a. Hazards That Cause Slips, Trips, and Falls**

- (1) Small items in the walkway, such as food scraps.
- (2) Loose carpet or tile.
- (3) Wet and slippery floors, caused by spilled liquids or snow tracked in during inclement weather.
- (4) Changes in floor elevations.
- (5) Poor lighting.
- (6) Snow and ice-covered parking lot surfaces.
- (7) Potholes in parking areas.

### **b. Controls**

- (1) Keep floors clean and dry.
- (2) Use "Caution-Wet Floor" signs when mopping the floor and leave the sign in place until the floor is completely dry.
- (3) Flooring should be inspected regularly for cracked or uneven surfaces.

- (4) Daily cleaning of kitchen floors, using heavy-duty cleaners and degreasers.
- (5) Clean up spills immediately.
- (6) Repair defects in the parking lot, sidewalks, floors, and carpets.
- (7) Employees and volunteers should wear shoes with good traction and closed toes.
- (8) Use grid-pattern rubber floor mats or special floor treatments in the kitchen.
- (9) Place trash in proper waste containers.
- (10) All employees and volunteers should exercise good housekeeping practices and clean as they go.
- (11) Repair tears in carpeting as soon as possible. Tape can be used temporarily.
- (12) Use floor mats at all entryways.
- (13) Make sure the drink station floor remains free of spilled ice.
- (14) Do not store or leave items on stairways.
- (15) Straighten or remove rugs and mats that do not lie flat on the floor.

## **11. Prevention of Cuts**

Cuts are one of the leading types of injuries in food service areas. They arise mainly from knives and broken glass. Other potential sources of cuts are from handling and/or cleaning slicers, box cutters, plastic wrap, cutting bars, and opening cans.

### **a. Safety Procedures to Prevent Cuts**

- (1) All employees and volunteers should be trained in the safe use of knives.
- (2) Use retractable safety razors for opening boxes. Never use a knife for this purpose.
- (3) Place can lids into the empty can before disposing of the can.
- (4) Use the correct knife for the job. Use knives for cutting, slicing and dicing. Do not use knives as screwdrivers or ice picks.
- (5) Carry the knife with the point down.
- (6) Always use a cutting board. Put a damp towel under the cutting board to prevent slippage.
- (7) Cut away from your body and do not "hack" at food.
- (8) Never try to catch a falling knife.
- (9) Wash knives by themselves – not with other utensils. Never leave knives soaking under water because they cannot be seen.
- (10) When not in use, store knives in drawers or racks.
- (11) Use a broom and dust pan or damp towel to pick up broken glass. Never use your bare hands - even to pick up the larger pieces.
- (12) Set up a labeled container in the kitchen in which to store only broken glass.
- (13) All employees and volunteers should be trained on how to safely operate and clean slicers.
- (14) Keep knives sharp. A sharp knife is safer than a dull knife. Dull blades require more force and may be more likely to slip, cutting you rather than the food.
- (15) Do not place drinking glasses inside each other.
- (16) Visually inspect all glassware for cracks or chips. If chips or cracks are discovered in the glasses, place them in containers labeled "broken glass."
- (17) Do not use a drinking glass to scoop ice. Use a metal scoop or pan instead.
- (18) Always keep your eyes on your work while you are using a slicer.
- (19) Do not place your hand on top of the blade guard while operating a slicer.
- (20) Replace the guards after cleaning or making any adjustments to a slicer.

(21) Turn the power switch of the slicer to “off” and unplug it when it is not being used.

(22) Wear a wire mesh glove when cleaning the exposed edge of the slicer blade.

**12. Serving Alcoholic Beverages (IF ALCOHOL IS NOT SERVED AT ANY HOUSE OF WORSHIP SOCIAL EVENT, PLEASE DELETE THIS ITEM FROM YOUR PROGRAM. If served on or off premises at a house of worship function, such as wedding receptions, anniversary parties, etc. Please consider modifying, but including this section within your House of Worship Safety Program).**

a. Exposures may arise out of selling or serving alcoholic beverages. Areas of concern include:

(1) Serving alcoholic beverages to minors.

(2) Serving alcoholic beverages to intoxicated persons.

(3) Automobile accidents caused by people that were served alcoholic beverages at a house of worship function or activity.

**b. Controls**

(1) Our house of worship will refrain from activities that promote drinking.

(2) Established drinking limits to discourage excessive drinking will become a part of all employee or volunteer bartender training.

(3) When in doubt, require identification showing proof of age before serving alcoholic beverages to an individual.

(4) All servers will be trained to recognize the effect of alcohol on customers and deal with intoxicated customers appropriately. One of the training programs that is available and may be used by our facility is TIPS – Training in Intervention Procedures for Servers. Training can be arranged for servers through 1-800-GET TIPS.

(5) When necessary, make arrangements (such as taxi service) to transport intoxicated individuals to their homes.

**13. Security and Crime Control**

a. Due to cash donations and valuable house of worship artifacts, house of worship’s are attractive targets for break-ins and robberies. But, there are ways to prevent robberies and minimize the risk of danger to our employees, volunteers, house of worship members, and visitors in the event of a hold-up. There are also cash control procedures that will help us prevent theft.

The following guidelines may help us reduce the chance of employees, volunteers, house of worship members, and visitors becoming crime victims.

(1) Make sure all employees and volunteers are trained in how to recognize suspicious activities.

(2) All exterior door locks will be change after an employee that has key access to the facility has left the house of worship employment.

(3) Keep the back doors, basement doors, and all other entrances locked at all times when the house of worship is not in use.

(4) Try to use only the front doors to enter and exit the house of worship whenever possible.

(5) Proper lighting and visibility can deter crime outside and inside the house of worship buildings.

(6) Exterior lights should be turned on at dusk and during bad weather.

(7) Floodlights should illuminate the sidewalks, back door, and front door.

(8) Burned out lights should be replaced immediately.

b. All employees, volunteers, and house of worship members should adhere to the following procedures:

(1) Do not panic during a robbery.

(2) Do not argue with the robber.

(3) Be observant. Note as many details as possible about the robber(s).

(4) Know how to set off the alarm if your house of worship has one, but **only** if it can be done without risk.

(5) Do not lie to the robber. Do not volunteer information, but if asked a question, always tell the truth.

- (6) Do not surprise the robber or do anything to excite or confuse him/her.
- (7) Do not chase after or use weapons against the robber. That is the responsibility of the police.
- (8) Call the police immediately after the robber leaves. Lock the doors. Do not touch evidence or discuss the robbery with other employees, volunteers, or house of worship members.
- (9) Cooperate and answer all questions that police ask about the robbery.
- (10) **Never** give statements to the media.
- (11) Perform cash counts following each service where collection plates are used.
- (12) Do not keep cash in the building overnight, if at all possible.
- (13) All cash should be removed from the building daily and deposited at the bank (night depository if necessary on weekends).
- (14) Bank deposits should be made at varying times.
- (15) Take different routes to the bank.

## Section V – Accident Management

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### A. Accident and Near Miss Reporting Procedures

If you, a house of worship volunteer, member, or visitor has a near-miss situation while working or attending a house of worship function, on or off premises, notify your Supervisor, Activity Leader or Safety Director immediately. The situation will be investigated and corrective action implemented to prevent future injury. Employees, volunteers, members, and witnesses must fully cooperate in the investigation.

#### **If you are injured on the job:**

1. Contact your Supervisor, Activity Leader, Safety Director, or the nearest house of worship member (who should notify the Safety Director, injured employee's Supervisor, Activity Leader), if you are unable to contact the appropriate individual due to the severity of your injury.
2. The designated employee(s) that are trained in first-aid and/or CPR should be immediately notified to assist in the situation.
3. First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled (by the Safety Director).
4. If needed, the Supervisor, Safety Director or his/her authorized representative should transport the injured worker to the house of worship's designated medical facility to receive appropriate medical attention.
5. If rescue personnel are summoned, the Supervisor or Safety Director should delegate an individual to wait for the rescue team and escort them to the injured person(s).
6. All witnesses to the accident should be available to speak with the Safety Director and/or Supervisor and cooperate in all accident investigations.
7. The Safety Director or immediate Supervisor should immediately notify the insurance company of the accident and file, if necessary, a workers' compensation claim or other type of insurance claim if required.

Every accident or near-miss situation should be reported immediately. Injured employees, volunteers, house of worship members, or visitors witnessing an accident should be strongly encouraged to assist the Supervisor or Safety Director in completing an accident investigation. Injured employees, volunteers, house of worship members, etc. should comply with the medical treatment provided by the treating physician and cooperate with the insurance company and its designees.

### B. Accident Investigation

When an accident occurs, it is an indication that something has gone wrong. Accidents don't just happen, they are caused. The basic cause(s) of accidents are unsafe acts and/or conditions. The Supervisor and/or Safety Director for the house of worship must investigate every accident to determine the cause and to initiate corrective action to assure that similar type accidents will not reoccur from the same causes.

Supervisors or the Safety Director should complete the Supervisor's Accident Investigation Report and submit a copy to the *(Insert Appropriate top house of worship personnel title here such as Pastoral Council President, House of Worship Trustees, Senior House of Worship Leadership Committee, etc.)* for review. The *(insert title of person or group mentioned in prior sentence here)* should evaluate the corrective action(s) taken or suggested by the Supervisor or Safety Director and instruct if additional changes should be made.

#### **Tips on accident investigations:**

1. Every accident is caused. Carelessness is not a cause, but the result of some deficiency. Telling individuals to be more careful will not eliminate the real accident cause.
2. An accident investigation is not a trial to find fault or to place blame. Its purpose is to find accident causes so that corrective measures may be taken to prevent future accidents.
3. Most accidents result from a combination of human error (unsafe behavior) and a physical hazard (unsafe condition). Do not overlook the possibility of multiple errors and hazards.
4. Don't stop at the obvious answer. For instance, a fall on greasy floor surface does not happen because someone slipped. The accident happened because the grease was allowed to remain on the floor and the individual walked onto it. Determine why the injured person did this and why the grease was not cleaned up. Only by correcting both problems can you prevent future accidents.

5. The accident investigation should be conducted as soon after the accident as possible. Facts should be gathered while the accident is fresh in the minds of those involved. If possible, question every person who was involved or witnessed the incident. Delay interviewing injured parties until after medical treatment has been received.
6. Other persons who did not witness the accident, but were in the area at the time of the accident, may contribute information regarding the injured person's activities prior to the accident and conditions at the time of the accident.
7. The accuracy and completeness of the information received from the injured person(s) and witness(es) depends on how well the interview is conducted. Supervisors and/or the Safety Director should:
  - a. Put interviewee at ease.
  - b. Ask what happened and how it happened.
  - c. Permit persons to answer without interruptions.
  - d. Show concern.
  - e. Remember, nothing is gained with criticism or ridicule.
  - f. Ask "why" questions, only to clarify the story.
  - g. Repeat the story, as you understand it.
  - h. Give the person the chance to correct any misunderstandings that you may have.
  - i. Photographs of the conditions as they exist immediately following the accident, including photos of the damaged equipment, are very helpful.
  - j. Damaged equipment should be removed or secured for future testing and used as evidence.
  - k. Individuals should not be permitted, under any circumstances, to operate machines or equipment that was damaged in an accident until all necessary repairs have been completed and all damaged parts have been repaired or replaced.
  - l. Take immediate action to correct any obvious unsafe conditions. Determine the basic accident causes and correct or recommend action to prevent reoccurrence.
8. In addition to employee accidents/injuries, volunteers, house of worship members, and visitor reported incidents should be documented to assist the house of worship leadership, and the insurance carrier (should a claim be filed), to thoroughly investigate the reported incident. If a house of worship member or house of worship visitor incident of any type is reported to you, the following procedures should be followed:
  - a. If you are not a Supervisor or member of the Senior House of Worship Leadership, your superior, Activity Leader, etc. should be contacted to speak with the injured person.
  - b. If you are a Supervisor or you are a member of the Senior Leadership for the house of worship and an incident is being reported to you by a house of worship volunteer, member, or visitor, NEVER admit guilt but complete the attached applicable House of Worship Incident Investigation Report Form (i.e. if a food incident, complete the Food Incident Investigation Report).
  - c. All instructions on the incident report forms should be closely followed and the completed forms should be forwarded to the **(Insert name of group(s) that oversee and approve major house of worship projects at your facility)** for further investigation and/or action.

# SUPERVISOR ACCIDENT INVESTIGATION REPORT

*(Completed by Supervisor of Injured Employee)*

<b>House of Worship Name</b>		<b>Address</b>	
<b>Name of Injured Person</b>		<b>Dept</b>	<b>Position</b>
<b>How long in position?</b>			
<b>Date of Accident</b>	<b>Time of Accident</b>	<b>Nature of Injury</b>	
<b>Injury Resulted in:</b> <input type="checkbox"/> Injury <input type="checkbox"/> Fatality <input type="checkbox"/> Property Damage (specify)			
<b>Medical Treatment</b> <input type="checkbox"/> None <input type="checkbox"/> First Aid <input type="checkbox"/> EMT or Paramedic <input type="checkbox"/> Doctor or Clinic <input type="checkbox"/> Hospital			<b>Days Lost Time (if employee)?</b>
<b>Drug tested? Yes No</b>		<b>Alcohol Tested? Yes No</b>	
<b>What was the injured employee doing at the time of the accident?</b>			
<b>How did the accident occur (brief description)?</b>			
<b>What environmental factors (unsafe conditions) contributed to the accident? (See next page for examples)</b>			
<b>What behavioral factors (unsafe acts) contributed to the accident? (See next page for examples)</b>			
<b>What corrective actions can be taken to prevent recurrence? (See next page for examples)</b>			
<b>What corrective actions have been taken to prevent recurrence?</b>			
<b>Names of Witnesses</b>			
<b>Supervisor</b>	<b>Date</b>	<b>Reviewed by:</b>	<b>Date</b>

## **Supplemental Information for completing the Accident Investigation Report**

Note: Each accident will involve at least one of the following conditions as a contributing factor.

<b><i>Environmental Factors (Unsafe Conditions)</i></b>		
<b>Conditions</b>	<b>Definition of Condition</b>	<b>Suggested Corrective Action</b>
Unsafe procedures	<i>Hazardous Process. House of Worship Leadership failed to make adequate plans for safety.</i>	<b>A.</b> Formulation of safe working procedures
Improperly guarded	<i>Work areas, machines, or equipment that are unguarded or inadequately guarded.</i>	<b>A.</b> Inspection <b>B.</b> Checking plans, blueprints, purchase orders, contracts, and materials for safety <b>C.</b> Include guards in original design, order, and contract <b>D.</b> Provide guards for existing hazards
Defective through use	<i>Buildings, machines, or equipment that have become rough, slippery, sharp edged, worn, cracked, broken, or otherwise defective through use or abuse.</i>	<b>A.</b> Inspection <b>B.</b> Proper Maintenance
Defective through design	<i>Failure to provide for safety in the design, construction, and installation of buildings, machinery, and equipment. Too large, too small, not strong enough.</i>	<b>A.</b> Source of supply must be reliable <b>B.</b> Checking plans, blueprints, purchase orders, contracts, and materials for safety <b>C.</b> Correction of defects
Unsafe clothing or personal protective equipment	<i>House of Worship Leadership's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.</i>	<b>A.</b> Provide safe apparel or personal protective equipment. <b>B.</b> Specify the use or non-use of certain apparel or protective equipment on certain jobs.
Unsafe housekeeping facilities	<i>Unsuitable layout or lack of equipment necessary for good housekeeping (i.e. shelves, boxes, bins, aisle markers, etc.)</i>	<b>A.</b> Provide suitable layout and equipment necessary for good housekeeping.
Improper ventilation	<i>Poorly or not ventilated area</i>	<b>A.</b> Improve ventilation
Improper illumination	<i>Poorly or not illuminated area</i>	<b>A.</b> Improve illumination

<b><i>Behavioral Factors (Unsafe Acts)</i></b>		
<b>Factor</b>	<b>Definition of Factor</b>	<b>Suggested Corrective Action</b>
Lack of knowledge or skill	<i>Unaware of safe practice; Unskilled. Not properly instructed or trained.</i>	<b>A.</b> Job training <b>B.</b> Improved hiring practices
Improper attitude	<i>Worker was properly trained and instructed, but failed to follow instructions.</i>	<b>A.</b> Supervision <b>B.</b> Discipline <b>C.</b> Improved hiring practices
Physical Deficiencies	<i>Worker has impaired eyesight or hearing, heart trouble, hernia, previous injuries, etc.</i>	<b>A.</b> Pre-employment physicals <b>B.</b> Periodic physicals <b>C.</b> Proper placement of workers <b>D.</b> Identification of workers with temporary physical deficiencies
Substance Abuse	<i>Worker was under the influence of (illegal or prescribed) drugs or alcohol while completing task</i>	<b>A.</b> Drug-Free Workplace Policy with drug/alcohol testing <b>B.</b> Discipline <b>C.</b> Rehabilitation

# HOUSE OF WORSHIP INCIDENT INVESTIGATION REPORT

Please complete this form in the event of a house of worship volunteer, member, or visitor incident. Be courteous and supportive. Do not admit any fault. If necessary, call an ambulance. Do not transport volunteer, member, visitor or injured party to the hospital. Gather as much information as possible. Maintain this completed report with your accident records for analysis.

House of Worship Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Activity Leader: \_\_\_\_\_

## **Person Involved**

Name of Volunteer, Member or Visitor: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  M  F

Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Nature of Injury or Property Damage (Body parts affected: broken, strained; or left, front fender dented, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assistance Provided? (Describe what and by whom, i.e., first aid, medical center, hospital, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transported by:  Ambulance  Private Vehicle  Other \_\_\_\_\_

Accompanied by: (Name/relationship) \_\_\_\_\_

## **Incident Description**

Location of Incident (Be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Occurred: \_\_\_\_\_ Time Occurred: \_\_\_\_\_  A.M.  P.M.

Description of Incident by injured party: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of Incident by Employee (if present at time): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **Non-Employee Witnesses**

Were there any witnesses? List name/address/phone number. Report all statements of witnesses on supplemental form.

\_\_\_\_\_  
\_\_\_\_\_

**Employee Witnesses**

Provide names of all employees in the vicinity of the area. Attach written statements to this report. \_\_\_\_\_

Any additional comments made by injured party which may be pertinent. **THIS IS NOT TO BE COMPLETED BY INJURED PARTY.**

When/where were comments made? To whom? \_\_\_\_\_

Injured Person's Attitude:  Hostile  Neutral  Cooperative  Other \_\_\_\_\_

Did injured party appear intoxicated?  Yes  No

**Falls**

Description of weather at time of incident (Examples: sunny, rainy, snowing, drizzle, clear). Note any precautions taken to prevent potential slip/falls (i.e. ice melt, "wet floor" signs, etc.) \_\_\_\_\_

Description of surfaces involved (i.e. cracked sidewalk, uneven sidewalk, uneven floor, smooth walking surface, torn carpeting, etc.) Also include any foreign substances believed to be on surface. \_\_\_\_\_

Describe item(s) injured party was carrying, if any, and how item was carried. Was item being carried such that it was blocking vision? \_\_\_\_\_

Type of footwear and clothing injured party was wearing: \_\_\_\_\_

Were photos taken?  Yes  No If yes: Date taken: \_\_\_\_\_ Time: \_\_\_\_\_

By Whom: \_\_\_\_\_ Number: \_\_\_\_\_ Attach photos to report.

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

# FOOD INCIDENT INVESTIGATION REPORT

Please complete this form in the event of a food incident. Be courteous and supportive. Do not admit any fault. If necessary, call an ambulance. Do not transport volunteer, member, visitor or injured party to the hospital. Gather as much information as possible. Maintain this completed report with your accident records for analysis.

House of Worship Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Activity Leader where incident occurred: \_\_\_\_\_

## **Person Involved**

Name of injured party: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Sex:  M  F

Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Nature of food incident (i.e. injured person alleged broken tooth on food served, foreign object in food, illness following meal, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assistance Provided? Describe what and by whom (i.e. first aid, medical center, hospital, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transported by:  Ambulance  Private Vehicle  Other \_\_\_\_\_

Accompanied by: (Name/relationship) \_\_\_\_\_

## **Witnesses**

Provide names, phone number, address, and relationship to injured party (i.e. unknown witness, family member of injured person, friend dining with injured person, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Comments made by witnesses (Attach written statements to this report): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employee Witnesses**

Provide names of all employees in the vicinity of the area. Attach written statements to this report. \_\_\_\_\_

Any additional comments made by injured party which may be pertinent. **THIS IS NOT TO BE COMPLETED BY INJURED PERSON.**

When/where were comments made? To whom? \_\_\_\_\_

Injured Person's Attitude:  Hostile  Neutral  Cooperative  Other \_\_\_\_\_

Did injured person appear intoxicated?  Yes  No

Were photos taken?  Yes  No If yes: Date taken: \_\_\_\_\_ Time: \_\_\_\_\_

By Whom: \_\_\_\_\_ Number: \_\_\_\_\_ Attach photos to report.

**Food Incident**

Describe food product(s) involved: \_\_\_\_\_

Foreign objects? \_\_\_\_\_

Food retained?  Yes  No Object retained?  Yes  No

Food preparers: \_\_\_\_\_

Supplies received from: \_\_\_\_\_ Date: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Any other pertinent information? \_\_\_\_\_

Report prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

## Section VI – Safety Violation

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PRIOR TO IMPLEMENTING ANY EMPLOYEE DISCIPLINARY PROCEDURE, THE ENTIRE PROGRAM INCLUDING THE ACTIONS THAT WILL BE TAKEN SHOULD THE EMPLOYEE VIOLATE SAFETY RELATED POLICIES, SHOULD BE REVIEWED WITH YOUR HOUSE OF WORSHIP'S LEGAL COUNSEL.

Should any employee commit an unsafe act, intentional or not, this action should be addressed by the immediate Supervisor and reviewed by the Senior House of Worship Leadership Group. The House of Worship reserves the right to use disciplinary actions, depending upon the seriousness of the violation, and the impact of the violation upon the House of Worship. It is not required to complete all steps of the disciplinary procedure in every case. Discipline may begin at any step appropriate to the situation. Discipline includes, but is not limited to:

1. **Verbal Reprimand**
2. **Written Reprimand**
3. **Suspension**
4. **Termination of Employment**

The "**Safety Violation Notice**" form should be completed for all written reprimands. A copy should be maintained in the employee's personnel file and submitted to the House of Worship Leadership Group, if corrective action(s) is required.

# SAFETY VIOLATION NOTICE

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_ Violation Date: \_\_\_\_\_

A safety and health survey of your operation has revealed non-compliance of certain safety rules, procedures, programs, and/or local, state, or federal regulations. As a condition of the house of worship's safety policy, you are required to maintain a safe work environment and to prevent unsafe actions of yourself, co-workers, and/or your employees.

This warning is for your protection and safety. The violation(s) noted and corrective action(s) are indicated below.

Rule Violated	Violation Description	Corrective Action Required*
1)		
2)		
3)		

**Corrective Action Required\***

- 1 = Cease operation until corrective action is complete
- 2 = Warn personnel and instruct them on proper safety procedures
- 3 = Provide proper personal protective equipment
- 4 = Change procedure/work method
- 5 = Initiate and complete corrective action (include date)
- 6 = Other (specify above)

Comments: \_\_\_\_\_

**Disciplinary Action Imposed**

- Verbal Reprimand along with this notice
- Written Reprimand with a last chance warning
- Suspension (from \_\_\_\_\_ to \_\_\_\_\_ )
- Termination of Employment

Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_

## Section VII – Special Emphasis Programs

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### A. Chemical Handling Procedures/Hazard Communications Program

#### 1. Purpose:

To ensure that information about the dangers of all chemicals/hazardous materials used by the House of Worship are known by all affected employees, volunteers, and members. A secondary purpose is to comply with the requirements of the OSHA Hazard Communication Standard and corresponding state laws.

#### 2. Responsibility:

All affected employees, volunteers, and members of the house of worship will participate in the hazard communication program and comply with all provisions of this policy. The Safety Director or supervisors of employees handling chemicals are responsible for maintaining this program and ensuring compliance with all local, state, and federal laws.

#### 3. Scope:

This program covers container labeling, material safety data sheets, employee training and information, hazardous non-routine tasks, list of hazardous chemicals (i.e. cleaning chemicals, re-fueling chemicals, lawn care chemicals, office chemicals, etc.), chemicals in unlabeled pipes, and safety procedures.

#### 4. Program:

##### a. Container Labeling

- (1) The Safety Director or Supervisors will verify that all containers received for use will be clearly labeled with the following: 1) contents, 2) the appropriate hazard warning (i.e. flammable, toxic, etc.), and 3) the name and address of the manufacturer. Existing labels will not be removed or defaced on incoming containers.
- (2) All materials on site are to be stored in their original container with the label attached.
- (3) Any material with a label missing or illegible should be reported to the Safety Director or Supervisor immediately for proper labeling and/or disposal in accordance with the Material Safety Data Sheet.
- (4) Stationary, secondary, or portable containers should be clearly labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identification and blocks for the hazard warning.
- (5) Signs, placards, or other written materials that convey specific hazard information may be used in place of individual container labels if there are a number of stationary process containers within a work area which store similar materials.
- (6) Portable containers do not need to be labeled if the chemicals are transferred to labeled containers and used by the employee making the transfer during that shift. No unmarked containers of any size shall be left unattended in the work area.

##### b. Material Safety Data Sheets (MSDS)

- (1) Any product having a hazardous warning on its label requires a MSDS.
- (2) The manufacturer, distributor, or vendor shall provide the MSDS for the hazardous product.
- (3) All MSDS's shall be forwarded to the Safety Director or Supervisor and reviewed by this individual and employees using the product to determine safe work practices and to determine what if any personal protective equipment may be needed. The MSDS's will be maintained and kept at the following location:  
\_\_\_\_\_
- (4) The MSDS provides:
  - (a) chemical information
  - (b) hazardous ingredients
  - (c) physical data, such as the potential for fire, explosion, and reactivity
  - (d) health hazards
  - (e) spill or leak procedures

- (f) special protection and precautions
- (g) personal protective equipment needed
- (h) name, address, and phone of MSDS preparer or distributor

**b. Employee Training and Information**

- (1) The Safety Director or Supervisor will provide training to employees when hired and to volunteers prior to handling chemicals for the first time within work area (i.e. due to chemical substitution, job reassignment) and routinely thereafter on the hazardous nature of chemical products. Training will include:
  - (a) The Hazard Communication Policy
  - (b) Chemicals present in workplace operations
  - (c) Physical and health effects of the hazardous chemicals
  - (d) Appropriate work practices and controls when using chemicals
  - (e) Emergency and first-aid procedures
  - (f) How to read labels and review an MSDS to obtain appropriate hazard information
  - (g) Location of the MSDS file and written hazard communications program
- (2) After attending the training class, each employee or volunteer will sign a form to verify that they attended the training, received the written materials, and understand the house of worship's policies on Hazard Communication. See the Training Documentation for Chemical Handling Procedures/Hazard Communication Program.

**c. Hazardous Non-Routine Tasks**

- (1) Periodically, employees, and volunteers are required to perform hazardous non-routine tasks.
- (2) Prior to starting work on such projects, each affected employee or volunteer will be given information by the Safety Director or Supervisor about the hazardous chemical he/she may encounter during such an activity. This information will include specific chemical hazards, protective safety measures the employee or volunteer can use, and measures the house of worship has taken to lessen the hazards including ventilation, respirators, presence of other employees or other volunteers, and emergency procedures.

**d. Informing Contractors and Others**

- (1) The Safety Director or Supervisor shall advise contractors that may work at our facility and other clients of our Hazard Communication Program.
- (2) Copies of the MSDS's for all materials brought onto the site will be made available upon request to each client, contractor or visitor to the facility by the Safety Director or Supervisor.
- (3) The Safety Director or Supervisor will also obtain chemical information from contractors that may expose our employees or volunteers to hazardous chemicals which they bring into our workplace.

**e. List of Hazardous Chemicals**

Attached is a list of all known hazardous substances presently being used (see sample form "List of Hazardous Chemicals"). Listed chemicals are denoted as **EX** for explosive, **HT** for highly toxic, **C-R** for corrosive or irritant, and **CAR** for proven or suspected carcinogen-mutagen in humans or animals. Further information on each chemical can be found by reviewing the MSDS sheet on that chemical.

**f. Safety Procedures and Recommendations**

**(1) Work Habits**

- (a) Never work alone, eat, drink, or use tobacco products within an area where chemicals are handled or within a chemical storage room. Do not store food or beverages in such an area.
- (b) Wash hands before and after working within a chemical handling area, and after spill cleanups.
- (c) Restrain loose clothing, long hair, and dangling jewelry.
- (d) Never leave heat sources unattended.
- (e) Never place reactive chemical containers near the edge of a table, bench, etc. where they may fall and break, thus releasing chemical vapors into the room and/or come into contact with other chemicals causing an unsafe reaction.

- (f) Use a fume hood when working with volatile substances.
- (g) Obtain and read the MSDS for each chemical before handling/dispensing any chemicals.
- (h) Analyze new chemical handling procedures in advance to pinpoint hazardous areas.
- (i) Analyze accidents to prevent repeat performances.
- (j) Protection should be provided for not only the employees working within the chemical handling/processing room, but also for any visitors to the area.
- (k) Do not mix chemicals in the sink.
- (l) Always inform co-workers and volunteers of plans to carry out hazardous work.
- (m) Carry out regular fire or emergency drills with critical reviews of the results.
- (n) Have actions pre-planned in case of an emergency (i.e. gas shut-off location, escape routes posted, meeting places).

## **(2) Safety Wear**

- (a) ANSI approved eye or face protection should be worn at all times within those work areas where eye injuries could be expected if appropriate eye protection is not worn.
- (b) Gloves, which will resist penetration by the chemical being handled and have been checked for pin holes, tears, or rips, should be worn.
- (c) Footwear should cover feet completely; no open-toed shoes or sandals.

## **(3) Facilities and Equipment**

- (a) Have separate container for trash and broken glass.
- (b) Never block any escape routes and plan alternate escape routes.
- (c) Never block a fire door open.
- (d) Never store materials in storage aisles.
- (e) All moving belts and pulleys should have safety guards.
- (f) Ensure that eye-wash fountains will supply at least 15 minutes of water flow.
- (g) Regularly inspect safety showers and eye-wash fountains and keep records of inspections.
- (h) Keep up-to-date emergency phone numbers posted next to the phone.
- (i) Place fire extinguishers near an escape route, not in a "dead end" corridor.
- (j) Regularly maintain fire extinguishers, maintain records, and train personnel in the proper use of extinguishers.
- (k) Acquaint personnel with the meaning of "Class A fire", "Class B fire", etc., and how they relate to fire extinguisher use.
- (l) Secure all compressed gas cylinders when in use and transport them secured on a hand truck.
- (m) Install chemical storage shelves with lips, and never use stacked boxes in lieu of shelves.
- (n) Replace appropriate equipment and materials for spill control when they become dated.

## **(4) Chemical Storage**

- (a) Do not store materials on the floor.
- (b) Separately store organic and inorganic chemicals.
- (c) No above eye level chemical shelf storage should be permitted.
- (d) Shelf assemblies should be firmly secured to walls.
- (e) Store acids, poisons, and flammable liquids in separate dedicated cabinets.

**(5) Purchasing, Use, and Disposal**

- (a) If possible, purchase chemicals in class-size quantities only. Label all chemicals accurately with date of receipt, or preparation, initialed by the person responsible, and pertinent precautionary information on handling.
- (b) Follow all directions for disposing of residues and unused chemicals.
- (c) Properly store flammable liquids in small quantities in containers with a provision for bonding to receiving vessels when the liquid is transferred.
- (d) Have a Material Safety Data Sheet on hand before using a chemical.
- (e) Prepare a complete list of chemicals of which you wish to dispose.
- (f) Classify each of the chemicals on the disposal list into a hazardous or non-hazardous waste chemical. (Check with the local environmental agency office for details.)

**(6) Substitutions**

- (a) Reduce risk by diluting substances instead of using concentrates.
- (b) When conducting training involving chemical handling, use handouts, films, videotapes, and other methods rather than experiments involving hazardous substances.
- (c) Undertake all substitutions with extreme caution.

# TRAINING DOCUMENTATION FOR CHEMICAL HANDLING PROCEDURES/HAZARD COMMUNICATION PROGRAM

I have received training and understand how to read the Materials Safety Data Sheets (MSDS) and container labels regarding hazardous products.

I have received general training on the hazardous chemicals in which I might be exposed.

I understand that I am required to review MSDS's for any material I am using for the first time.

I know where the MSDS's for my work area are kept and understand that they are available for my review.

I understand that I am required to follow the necessary precautions outlined in the Chemical Handling Procedures/Hazard Communication Program and MSDS's, including use of personal protective equipment and/or apparel.

I know the location of emergency phone numbers, the location and method of operating communications systems (i.e. cell phone, 2-way radio system, etc), the location of medical, fire, and other emergency supplies.

I am aware of my right to obtain copies of the Hazardous Chemical list, written Chemical Handling Procedures/Hazard Communication Program, and MSDS's at my request.

Employee or Volunteer's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## B. Personal Protective Equipment

### 1. Purpose

To provide guidelines concerning the proper use of Personal Protective Equipment and to comply with OSHA standards outlined in Title 29, Code of Federal Regulations (CFR), parts 1900-1999.

### 2. Definition

PPE includes clothing and other accessories designed to create a barrier between the user and workplace hazards. It should be used in conjunction with engineering, work practice and/or administrative controls to provide maximum employee and volunteer safety and health in the workplace.

### 3. Responsibility

All employees and volunteers should use protective equipment described by local, state, federal, and house of worship rules and regulations to control or eliminate any hazard or other exposure to illness or injury.

### 4. Training

Proper employee and volunteer training on the correct usage of PPE will help to decrease the probability of accidents and injuries from occurring. Before performing any work that requires the use of PPE, the Safety Director, Supervisor, or Activity Leader, or his/her delegate, must train employees and volunteers on the following:

- a. When and what types of PPE are necessary;
- b. How the PPE is to be used;
- c. What the PPE's limitations are; and
- d. How PPE should be handled, maintained and stored in accordance with the PPE manufacturer's recommendations.

In many cases, more than one type of PPE will provide adequate protection. In such cases, employees and volunteers should have their choice of which type of protection they would like to use.

The house of worship is required to document, in writing, that training has been performed and that employees and volunteers understand all trained materials. Written certifications should contain the names of all employees and volunteers that have received training, the date(s) of training, and the PPE requirements.

An example of Training Documentation for Personal Protective Equipment follows.

### 5. Types of Protection

- a. **Eye and Face Protection** – Safety glasses with side shields should be provided by the Safety Director, Supervisor, or Activity Leader and use of such equipment should be mandatory for all employees, volunteers, and visitors (including subcontractors and their employees) in those areas where eye injuries are likely to occur, if appropriate eye protection is not worn.

(1) All construction areas require 100% eye protection at all times. Minimum eye protection includes approved safety glasses with side shields or mono-goggles meeting the standards specified in ANSI Z87.1-1968.

(2) Additional eye and face protection should be used by employees, volunteers, and visitors when:

- (a) Welding, burning, or using cutting torches
- (b) Using grinding equipment
- (c) Operating saws, drills, cutting tools
- (d) Working with any materials subject to scaling, flaking, or chipping
- (e) Sanding or water blasting
- (f) Working with compressed air or other gases
- (g) Working with chemicals or other hazardous materials
- (h) Working near any of the above named operations

(3) Selection

There are different types of eye and face protection designed for particular hazards. In selecting protection, consider type and degree of hazard. When a choice of protection is given, worker comfort should be the deciding factor in selecting eye protection.

Employees, volunteers and visitors who use corrective eye glasses should wear face shields, goggles, or spectacles of one of the following types:

- (a) Spectacles with protective lenses providing optical correction;
- (b) Goggles or face shields worn over corrective spectacles without disturbing the adjustment of the spectacles; or
- (c) Goggles over contact lenses. (Exception: If handling chemicals and the Material Safety Data Sheet on the chemical indicates "contact lenses should not be worn when handling this chemical", employee, volunteers, and visitors should be required to follow (a) or (b) above).

#### **(4) Fit**

Skilled persons should fit all employees, volunteers, and visitors with goggles or safety spectacles. Prescription safety glasses should be fitted by qualified optical personnel.

#### **(5) Inspection and Maintenance**

Eye protection lenses should be kept clean at all times. Continuous vision through dirty lenses can cause eye strain. Daily inspection and cleaning of eye protection with hot, soapy water is also recommended. Pitted lenses should also be replaced immediately as they can be a source of reduced vision. Deeply scratched or excessively pitted lenses are also more likely to break. Employees, volunteers, and visitors are responsible for taking care of their eye protection. They are also responsible for turning in eye protection that is in poor shape to their immediate Supervisor, house of worship Safety Director or house of worship Activity Leader for the project where employees, volunteers, and/or visitors maybe working.

- b. Respiratory Protection** – Respiratory protection devices, approved by the U.S. Bureau of Mines, should be worn by employees, volunteers, and visitors exposed to hazardous concentrations of toxic or noxious dust, fumes or mists as required by OSHA. The Hazard Communications Program should include respiratory protection programs.
- c. Foot and Leg Protection** – Work shoes/boots are to be worn by all employees, volunteers and/visitors handling heavy materials which are likely to cause foot/toe injuries if dropped. Tennis shoes, sandals, docksiders, hush puppies, steel toed sneakers, and bare feet are prohibited.
- d. Glove and Hand Protection** – Gloves provided by the house of worship should be worn when handling objects or substances that could cut, tear, burn, or otherwise injure the hand. Gloves should not be used when operating machinery.
- e. Clothing** – Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn, or ragged clothing should not be worn while operating tools or equipment. Jewelry of any kind should not be worn when working around machinery or exposed electrical equipment.
- f. Other Personal Protective Equipment** – Other required equipment to be used under unusual circumstances such as high temperature work, handling corrosive liquids, etc., furnished by the house of worship and not specifically covered in this section should be reviewed by the Safety Director, Supervisor or house of worship Activity Leader involved in the project where employees, volunteers, and/or visitors maybe working.

A sample Hazard Assessment Form to assist you in determining the PPE needed by your employees, volunteers and visitors follows.

# HAZARD ASSESSMENT FORM

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Assessment Conducted By: \_\_\_\_\_

Specific Tasks Performed at this Location: \_\_\_\_\_

---

## Hazard Assessment and Selection of Personal Protective Equipment

### I. Overhead Hazards –

Hazards to consider include:

- Suspended loads that could fall
- Overhead beams or loads that could be hit against
- Energized wires or equipment that could be hit against
- Employees, volunteers, or visitors working at elevated levels who could drop objects on others below
- Sharp objects or corners at head level

Specific Hazards Identified at this location which require Head Protection: \_\_\_\_\_

---

#### Head Protection

Hard Hat Needed:  Yes  No

If yes, type:

- Type A** (impact and penetration resistance, plus low-voltage electrical insulation)
- Type B** (impact and penetration resistance, plus high-voltage electrical insulation)
- Type C** (impact and penetration resistance)

### II. Eye and Face Hazards –

Hazards to consider include:

- Chemical splashes
- Dust
- Smoke and fumes
- Welding operations
- Lasers/optical radiation
- Bioaerosols
- Projectiles

Specific Hazards at this location identified which require eye and/or face protection: \_\_\_\_\_

---

#### Eye Protection

Safety glasses or goggles needed?  Yes  No

Face shield needed?  Yes  No

### III. Hand Hazards –

Hazards to consider include:

- Chemicals
- Sharp edges, splinters, etc.
- Temperature extremes
- Biological agents

Hazards to consider include: **(Cont'd)**

- Exposed electrical wires
- Sharp tools, machine parts, etc.
- Material handling

Specific hazards identified at this location which require Hand Protection: \_\_\_\_\_

**Hand Protection**

Type of Gloves Needed?  Yes  No

- Chemical resistant
- Temperature resistant
- Abrasion resistant
- Other (Explain) \_\_\_\_\_

**IV. Foot Hazards –**

Hazards to consider include:

- Heavy materials handled by employees, volunteers or visitors
- Sharp edges or points (puncture risk)
- Exposed electrical wires
- Unusually slippery conditions
- Wet conditions
- Construction/demolition

Specific hazards identified at this location which require foot protection: \_\_\_\_\_

**Foot Protection**

Safety shoes  Yes  No

Type Needed based on Hazards Identified

- Toe protection
- Puncture resistant
- Electrical insulation
- Other (Explain) \_\_\_\_\_

**V. Other Identified Safety and/or Health Hazards:**

Hazard	Recommended Protection
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the above inspection was performed to the best of my knowledge and ability, based on the hazards present on

\_\_\_\_\_

\_\_\_\_\_  
(Signature)

# TRAINING DOCUMENTATION FOR PERSONAL PROTECTIVE EQUIPMENT

I have received training on the details of **(insert name of house of worship here followed by an 's)** Personal Protective Equipment Program.

I understand that I am required to follow all necessary precautions outlined in the Personal Protective Equipment Program.

I know the location of emergency phone numbers and communications systems, and the location of medical, fire, and other emergency supplies.

Employee, Volunteer, or Visitor Name: \_\_\_\_\_

## C. Smoking Policy

### 1. Purpose

To establish guidelines whereby the house of worship provides a smoke-free work environment for our employees, volunteers and visitors and is in compliance with all federal and state Indoor Clean Air Acts.

### 2. Scope

This policy applies to all employees, volunteers, vendors, visitors, and contractors.

### 3. Policy

- a. Smoking is **prohibited throughout the buildings**, unless clearly posted as a "Smoking Permitted" area.
- b. Employees, volunteers, and visitors will refrain from smoking in any house of worship owned vehicle.

### 4. Discipline

All employees, volunteers, and visitors share in the responsibility for adhering to and enforcing the policy. In all cases, the right of the non-smoker to protect his/her health and comfort will take precedence over an employee's, volunteer's, or visitor's desire to smoke. Employees who violate this policy will be subject to the house of worship's Disciplinary Action Program.

## D. Violence Prevention Program

### 1. Purpose

To establish guidelines to protect employees, volunteers, members, guests, and visitors against violence.

### 2. Policy

Nothing is more important to the Senior Leadership of this house of worship than the safety and well being of our employees, volunteers, members, and house of worship guests. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on company property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, engages in violent acts, or brings a weapon onto house of worship property shall be removed from the premises as quickly as safety permits and shall remain off premises pending the outcome of an investigation. The house of worship will initiate an appropriate response, including but not limited to suspension, reassignment of duties, termination of employment and/or house of worship membership, and/or criminal prosecution of the person(s) involved.

No existing policy, practice, or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring, or a life-threatening situation from developing.

All house of worship volunteers and employees are responsible for notifying their Supervisor, Safety Director or Activity Leader or the representative(s) designated below of any threats that they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior might be carried out on house of worship property or at an off premises house of worship function. Employees, volunteers, and visitors are responsible for making this report regardless of the relationship between the individual initiating the threat or threatening behavior and the person(s) receiving the threat, including domestic problems which they fear may result in violent acts against them or another individual.

All individuals who apply for or obtain a protective or restraining order which lists the house of worship locations as protected areas must provide a copy of the petition used to obtain the order, as well as a copy of the protective or restraining order which was granted to their immediate Supervisor or the designated representative(s) listed below.

The house of worship understands the sensitivity of the information requested and has developed confidentiality procedures that recognize and respect the privacy of the reporting individual(s).

The designated house of worship representative(s):

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

**THIS IS A SAMPLE ONLY. LEGAL COUNSEL SHOULD REVIEW YOUR POLICY AND ACKNOWLEDGEMENT FORM PRIOR TO DISTRIBUTION.**

## E. Lockout/Tagout

### 1. Purpose

To establish a procedure to protect and prevent personnel from injury by 1) accidental activation of any powered or damaged equipment, and 2) the uncontrolled release of electrical energy. A secondary purpose is to remain in compliance with OSHA regulations, 29 CFR 1910.147.

### 2. Responsibility

The Safety Director, Supervisor (where tools/equipment are being operated), or the Activity Leader overseeing the project where tools/equipment are used is responsible for compliance. The responsible party mentioned in the prior sentence shall train all personnel on proper lockout/tagout procedures, audit and/or oversee the application of the procedures, ensure corrective actions are taken when problems arise, and conduct an annual inspection/evaluation. The Safety Director, Supervisors, or Activity Leaders are responsible for training effected and authorized employees and volunteers on the purpose and use of these procedures. The above mentioned responsible party should periodically monitor training activities and assist, as required, to ensure compliance with OSHA regulations and company goals. All effected and authorized employees and volunteers involved in lockout/tagout procedures must receive annual training. A list of authorized, trained individuals will be maintained by the Safety Director, Supervisors and/or Activity Leader. (See the attached List of Authorized Lockout/Tagout Individuals form.)

### 3. Scope

This procedure applies to all employees and volunteers operating power tools/equipment, temporary employment service employees, subcontractors, and their employees. Lockout/tagout procedures will be enforced during installation, cleaning, servicing, maintenance, or inspection work performed on any powered equipment. This procedure does not apply to adjustment or other activities, which require the equipment be operating at the time of service. Other protective measures must be in place to protect employees, volunteers, subcontractors, and their employees during adjustment or "inching" work.

### 4. Definitions

- a. **Lockout:** *The application of a lock, chains, or other appropriate apparatus, and a danger identification tag to de-energize electrical equipment and/or process system to ensure that the equipment or system cannot be activated. **Note:** OSHA regulations require that locks be used to secure equipment whenever possible. Chains can be wrapped around valve handles and then locked in such a way that the valve cannot be operated. Tags alone can be used when it is not possible to use a lock.*
- b. **Tagout:** *The application of a danger identification tag when a physical lockout or de-energizing is not feasible or a lock has already been applied. Tags should bear the name of the individual applying the tag, the date of application, and a brief description of the work needed.*
- c. **Energy Source:** *The switch or valve through which energy is controlled to the unit (e.g. motor control center disconnect switches, circuit breaker panel switches, valves, locking pins, etc.). This energy may be: 1) electric power, 2) mechanical power, 3) hydraulic power, 4) pneumatic energy, 5) chemical system, or 6) thermal energy.*
- d. **Authorized Employee:** *A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment.*
- e. **Effected Employees and Effected Volunteers:** *An individual whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed. An effected employee becomes an authorized employee when the effected employees' duties include servicing or maintenance.*

### 5. Lockout/Tagout Procedures

- a. Each piece of equipment or system must be evaluated to identify all energy sources to be locked or tagged out. The evaluation should be done periodically by the Safety Director, a Supervisor, or an authorized employee with familiarity with the equipment/system, using the attached Energy Source Determination Checklist.
- b. If the machine is determined by OSHA that formal lockout/tagout procedures are required, this should be done by an authorized employee and logged on the attached form List of Lockout/Tagout Procedures. These procedures should then be followed. If no specific procedures are required or provided by the equipment manufacturer, complete the following tasks:
  - (1) Deactivate (turn off) and secure the equipment/system at the energy source. Relieve pressure, release stored energy from all systems, and restrain or block them. (Operators must tag the appropriate switches or controls inside the control room as part of this step.)

- (2) Attach a lock to each isolation device and a tag to the lock. Sign and date the tag, along with providing pertinent information.
- (3) Check to ensure that no personnel are exposed to the equipment/system, then attempt to activate the normal operating controls to ensure proper lockout/tagout. A voltmeter can be used to check the switch.

**CAUTION:** Always return the operating control to the “neutral” or “off” position after completing this test. The equipment/system is now locked and tagged out.

## 6. Lockout/Tagout Removal Procedures

- a. After installation, servicing, maintenance, inspection, or cleaning is complete, verify that all tools have been removed, all guards have been reinstalled, the area is clean and orderly, and the equipment is safe to operate.
- b. Ensure that employees and volunteers are not exposed to the equipment and all employees and volunteers are aware of the removal of the lock and tag.
- c. The locks and tags should be removed only by the employee who applied them, the Supervisor, or the Safety Director. Locks and tags may be removed by the Supervisor or Safety Director only after receiving approval from the employee who locked out/tagged out, and/or confirmation that the necessary repair has been completed. The tags should be signed and dated and submitted to the Safety Director or Supervisor.
- d. Activate energy source as required.

## 7. Procedures Involving More Than One Person

If more than one individual is required to lockout or tagout equipment, each shall use his/her own assigned lockout/tagout device on the energy source. When the energy source cannot accept multiple locks or tags, a multiple lockout/tagout device (hasp) should be used. A single key should be used to lockout the equipment/system, with the key being placed in a lockout box or cabinet. This cabinet or lockout box must allow multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain the lockout protection, that person will remove his/her lock from the cabinet. Proper removal procedures should be followed.

## 8. Annual Inspection/Evaluation of Lockout/Tagout Program

The Lockout/Tagout Program should be reviewed on an annual basis to determine if changes in the program are needed. These changes may be due to additions of machinery/equipment, revisions in the way specific machines are locked out or tagged out, machinery has been removed from the premises, etc. The attached Lockout/Tagout Annual Inspection/Evaluation Report form may be of assistance in completing this very important procedure.

## 9. Training Documentation

All lockout/tagout training should be properly documented. Documentation forms should be kept on file within the Safety Director or Supervisor's office. Updated training should be provided when lockout/tagout procedure changes occur. Training documentation forms should be updated following each lockout/tagout training class. The attached Training Documentation for Lockout/Tagout Program form should assist you in maintaining proper documentation of your training procedures.



# LOCKOUT/TAGOUT ANNUAL INSPECTION/EVALUATION REPORT

Date of Evaluation: \_\_\_\_\_

Evaluation was made by: \_\_\_\_\_

Policy has been reviewed:  Yes  No

Comments on policy: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following procedures have been reviewed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following procedures were modified: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following procedures were added: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A review of the OSHA log 300, associated accident reports, and OSHA Form 301 were conducted?  Yes  No

The following injuries resulted from lockout/tagout:

Injury	Procedure Number for Applicable Equipment	Process or Machinery

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# ENERGY SOURCE DETERMINATION CHECKLIST

Date: \_\_\_\_\_ House of Worship Name: \_\_\_\_\_

**Instructions:** In order to determine all energy sources for each piece of equipment, all questions must be answered. If the question does not apply, write N/A.

Location: \_\_\_\_\_ Work Center: \_\_\_\_\_

Equipment Name: \_\_\_\_\_ Equipment #: \_\_\_\_\_

Serial: \_\_\_\_\_ Lockout/Tagout Procedure #: \_\_\_\_\_

1. Does this equipment have:

a. **Electric power** (including battery)?  Yes  No  N/A

If yes, Motor Control Center (MCC) or power panel and breaker number: \_\_\_\_\_

\_\_\_\_\_

Does it have a lockout device?  Yes  No  N/A

Battery location: \_\_\_\_\_

Battery disconnect location: \_\_\_\_\_

b. **Mechanical power**?  Yes  No  N/A

Mark each type of energy source that applies:

(1) Engine driven?  Yes  No  N/A

If yes, switch or key location: \_\_\_\_\_

\_\_\_\_\_

Is lockout device installed?  Yes  No  N/A

If no, method of preventing operation: \_\_\_\_\_

\_\_\_\_\_

(2) Spring loaded?  Yes  No  N/A

If yes, is there a method of preventing spring activation?  Yes  No

If no, how can spring tension be safely released or secured? \_\_\_\_\_

\_\_\_\_\_

(3) Counter weight(s)?  Yes  No  N/A

If yes, is there a method of preventing movement?  Yes  No

If yes, can it be locked?  Yes  No

If no, how can it be safely secured? \_\_\_\_\_

\_\_\_\_\_

(4) Flywheel?  Yes  No  N/A

If yes, is there a method of preventing movement?  Yes  No

If yes, can it be locked?  Yes  No

If no, how can it be safely secured? \_\_\_\_\_

\_\_\_\_\_

# ENERGY SOURCE DETERMINATION CHECKLIST (Page 2)

1. Does this equipment have: (continued)

c. **Hydraulic Power?**  Yes  No  N/A

If yes, location of main control/shut-off valve: \_\_\_\_\_

Can control/shut-off valve be locked in the "OFF" position?  Yes  No

If no, location of closest manual shut-off valve: \_\_\_\_\_

Does manual shut-off valve have a lockout device?  Yes  No

If no, what is needed to lock valve closed? \_\_\_\_\_

Is there a bleed or drain valve to reduce pressure to zero?  Yes  No

If no, what will be required to bleed off pressure? \_\_\_\_\_

d. **Pneumatic Energy?**  Yes  No  N/A

If yes, location of main control/shut-off valve: \_\_\_\_\_

Can control/shut-off valve be locked in the "OFF" position?  Yes  No

If no, location of closest manual shut-off valve: \_\_\_\_\_

Does manual shut-off valve have a lockout device?  Yes  No

If no, what is needed to lock valve closed? \_\_\_\_\_

Is there a bleed or drain valve to reduce pressure to zero?  Yes  No

If no, what will be required to bleed off pressure? \_\_\_\_\_

e. **Chemical System?**  Yes  No  N/A

If yes, location of main control/shut-off valve: \_\_\_\_\_

Can control/shut-off valve be locked in the "OFF" or closed position?  Yes  No

If no, location of closest manual shut-off valve: \_\_\_\_\_

Is there a bleed or drain valve to safely reduce system pressure and drain system of chemicals?  Yes  No

If no, how can the system be drained and neutralized? \_\_\_\_\_

What personal protective clothing or equipment is needed for this equipment? \_\_\_\_\_

## ENERGY SOURCE DETERMINATION CHECKLIST (Page 3)

f. **Thermal Energy?**  Yes  No  N/A

If yes, location of main control/shut-off valve: \_\_\_\_\_

Can control/shut-off valve be locked in the "OFF" or closed position?  Yes  No

If no, location of closest manual shut-off valve: \_\_\_\_\_

Does manual shut-off valve have a lock valve?  Yes  No

Is there a bleed or drain valve to safely reduce system pressure and temperature and drain system chemicals?  
 Yes  No

If no, how can the system be drained and neutralized? \_\_\_\_\_

What personal protective clothing or equipment is needed for this equipment? \_\_\_\_\_

Special precautions not noted above (i.e. fire hazards, chemical reactions, required cool down periods, etc.): \_\_\_\_\_

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Recommendations or Comments: \_\_\_\_\_

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Completed by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_



# TRAINING DOCUMENTATION FOR LOCKOUT/TAGOUT PROGRAM

I have received training and understand all rules and regulations regarding the lockout/tagout program.

I understand that I am required to follow the necessary precautions outlined in the lockout/tagout program.

I know the location of emergency phone numbers and communications systems, and the location of medical, fire, and other emergency supplies.

Employee or Volunteer Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department \_\_\_\_\_

## F. Transportation & Passenger Van Policies

### 1. Vehicle Safety

The following Vehicle Safety Rules/Regulations may not all apply to your house of worship. Please add any formal or informal vehicle rules/regulations your house of worship may have in place to this list and delete those that do not apply to your house of worship. Developing a Vehicle Safety Program unique to your house of worship's operation should be much more effective in helping you to control frequent/severe vehicle losses.

All employees, volunteers, and house of worship members who drive a vehicle owned or leased by the house of worship must abide by the following safety rules:

- a. The Driver of the vehicle is required to inspect the vehicle (before taking it on the road) to ensure that it is in safe working condition. This includes properly working brakes, horns, and back-up alarms. Note the sample *Vehicle Inspection Report* in the Appendix.
- b. Any defects in the vehicle should be reported promptly to **(insert name of individual or group that is responsible for overseeing House of Worship vehicle safety)**.
- c. **All DRIVERS** are required to obey all state, local, and house of worship traffic regulations.
- d. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the house of worship owned/leased vehicles.
- e. Employees, volunteers, and house of worship members are not permitted to use personal cars or motorcycles for house of worship business, unless specifically authorized by **(insert name of individual or group overseeing safety associated with motor vehicle operations)**. If personal vehicles are driven on house of worship business, proof of personal auto coverage (i.e. copy of personal auto Declarations Page or copy of the Insurance Card from the vehicle) will be requested on an annual unannounced basis from all individuals that operate their own vehicles on house of worship business.
- f. Passengers that are not house of worship employees, volunteers, members or individuals that have received prior approval from appropriate house of worship personnel to be transported, should not be transported in a house of worship owned, leased, or member vehicle at any time.
- g. All drivers of house of worship owned, leased, employee/member, or volunteer owned vehicle should be driven in a safety manner and all drivers of such vehicles should practice defensive driving techniques at all times.
- h. Seat belts and shoulder harnesses are to be worn at all times.
- i. Vehicles must be locked when unattended to avoid criminal misconduct.
- j. Vehicles must be parked in legal spaces and must not obstruct traffic.
- k. Employees, volunteers, and members should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.
- l. Employees, volunteers, and house of worship members transporting other members, visitors, or others on business for the house of worship should keep their headlights on at all times.
- m. A vehicle, when loaded with any material extending 4 feet or more beyond its rear, shall have a red flag or cloth 12 inches square attached by day or a red light visible for 300 feet by night on the extreme end of the load.
- n. Articles, tools, equipment, etc. placed in cars or vans are to be placed and secured in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle.
- o. When you cannot see behind your vehicle (van), the driver should walk behind the van prior to backing.
- p. Personal use of house of worship owned or leased vehicles is not permitted without written approval from **(insert the name of the individual or House of Worship group that is permitted to make decisions on issues such as this for your House of Worship)**. Family members of house of worship employees that are provided with a house of worship owned or leased house of worship vehicle are prohibited from driving said vehicle at any time unless prior written approval has been obtained from **(insert the name of the individual or group listed above that is permitted to make decisions such as this on behalf of the House of Worship organization)**. (Exception: in case of an emergency, where the employee is not able to operate the house of worship vehicle, no prior written approval is required). Violation of this policy may result in disciplinary action which may include termination of employment.

- q. Every accident should be reported to **(insert title of individual or group within the House of Worship that monitors motor vehicle accidents such as the Safety Director, House of Worship Council, House of Worship Board, etc.)**. The **INDIVIDUAL LISTED IN PRIOR SENTENCE** should investigate all accidents and review them with the employee or house of worship volunteer driving the house of worship owned or leased vehicle at the time of the accident. Note the sample *Supervisors Motor Vehicle Accident Investigation Report* in the Appendix.
- r. When operating vehicles within the house of worship parking lot or at an off-premise function parking lot, speeds must not exceed 5 mph.
- s. Drivers should not, at any time, operate a house of worship owned, leased, or privately owned vehicle (transporting house of worship members, volunteers, or visitors) if fatigued, if alcohol has been consumed, or if legal or illegal substances have been consumed. These conditions can dramatically affect the driver's reaction time in the event of an emergency or impair the driver's judgment and thus increase the probability of a motor vehicle accident.

## 2. Considerations When Operating Vans

- a. All passengers and cargo transported in vans should be placed, if at all possible, **IN FRONT OF THE REAR AXLE OF THE VAN. This practice will help to decrease the probability of van rollover.**
- b. All drivers of vans should require, without exception, passengers fill each row of seats beginning in the front of the vehicle prior to sitting in the rows towards the middle or rear of the vehicle. **This should help to decrease the probability of van rollover accidents.**
- c. All passenger van drivers should require, without exception, that each passenger within the van wear the seat and shoulder belt supplied with the vehicle prior to trip departure. Failure to wear the seat/shoulder belts should be grounds for removing the passenger from the vehicle. Approximately 80% of passengers that die in passenger van rollovers were not wearing seat belts and were ejected from the vehicle.
- d. Within passenger vans, always place passengers 12 years of age or younger in rear seats (after the front seats are filled by adults or older children). This is extremely important if the vehicle is equipped with front or side air bags.
- e. Passenger vans should not be used at any time to tow trailers or other vehicles.
- f. Passenger vans should not be used at any time to transport cargo on the roof of the vehicle. This practice will increase the probability of the vehicle, with an already high center of gravity, being involved in a rollover accident.
- g. On long trips, a minimum of two experienced drivers of passenger vans should travel in each vehicle. This will allow for changing of drivers prior to one becoming fatigued and operating a motor vehicle in an unsafe condition.
- h. In addition to evaluating a prospective driver's motor vehicle record (MVR), each prospective driver of a passenger van should be required to complete a road test monitored by **(insert name of the individual or individuals responsible for evaluating motor vehicle safety at your House of Worship)**. Those individuals that do not successfully complete a road test should not be permitted to operate a motor vehicle for your organization. A re-evaluation of the driver's skill level should not be permitted until the driver has successfully completed a defensive driving course or has obtained a minimum of one year additional experience operating the vehicle for which he/she was being evaluated to operate.
- i. Although not required within vans transporting less than 15 passengers and 1 driver, it is recommended that all drivers of vans with 10 or more passengers, including the driver, be required to have a Commercial Drivers License (CDL) or have passed a defensive driving course.
- j. All drivers of vans with 10 or more passengers should be required to have a minimum of 1 year experience driving equipment similar to the type for which they were hired by the house of worship.
- k. Drivers of passenger vans with 10 or more passengers should be limited to those screened and hired for such purposes. Volunteers not meeting the above listed requirements should not be permitted, at any time, to operate vans transporting passengers.
- l. All drivers of vans with 10 or more passengers should be informed of the potential for vehicle rollover and preventive measures to avoid vehicle rollovers.
- m. Vehicles should not be used for livery, taxiing, or transportation of persons for pay or donations.

- n. Vehicles should not be provided to other organizations or individuals for non-house of worship functions.
- o. All 15-passenger vans must have a dual rear wheel system, after market Roadmaster Active Suspension (RAS) system or one of the following factory installed ESC (Electron Stability Control) systems:
  - (1) StabiliTrak
  - (2) Advance Trac
  - (3) Vehicle Dynamics Control
  - (4) Precision Control System
- p. All drivers of vans with 10 or more passengers should be required to sign a van safety acknowledgement form. Note the sample *15-Passenger Van Safety Acknowledgement* form in the Appendix.
- q. The National Highway Traffic Safety Administrations 15-Pasenger Van Safety Alert, designed to be hung from rearview mirrors within these vans, should be present in all such vehicles to remind drivers of methods to prevent vehicle rollover.
- r. All vans with 10 or more passengers should be loaded from the front of the vehicle to the back. Passengers, luggage, and cargo should NOT be present behind the rear axle of the van, unless all seats in front of the rear axle are filled.
- s. All vehicles should be equipped with a seatbelt for each passenger. Those vehicles not meeting these requirements should be retrofitted to add seatbelts for the rated capacity of the vehicles OR those seats without a seat belt for each passenger should be removed from the vehicle.
- t. Van drivers should have a cell phone and a list of emergency numbers. The cell phone should be used for emergencies only, and is to be used only when the van is safely parked.
- u. All van passengers should be requested to sign a passenger agreement before being allowed to ride in the van on trips. Note the sample *Passenger Van Agreement* in the Appendix.

### 3. Accident Reporting

#### a. Driver Conduct at the Scene of the Accident

- (1) Take immediate action to prevent further damage or injury.
  - (a) Pull onto the shoulder or side of the road.
  - (b) Activate hazard lights (flashers) and place warning signs promptly.
  - (c) Assist any injured person, but don't move them unless they are in danger of further injury.
- (2) Call the Police
  - (a) If someone is injured, request medical assistance.
- (3) The vehicle should not be left unattended, except in an extreme emergency.
- (4) Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**
- (5) Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene, if no one witnessed the accident.
- (6) Call the house of worship immediately and report the accident to the Safety Director or Supervisor.

#### b. Complete the Vehicle Accident Report Form

- (1) Complete the Vehicle Accident Report Form. A copy can be obtained from the **(insert title of person or group responsible for fleet safety within your House of Worship here, such as Safety Director, Supervisor, House of Worship Council, House of Worship Board, etc.)** and provide it to the **(insert title of person listed that should receive completed Accident Report Form here)**. Write legibly. Answer all questions completely or mark "not known". Use additional sheets of paper as needed to provide pertinent information. Note the sample *Vehicle Accident Summary Report and Supervisors Motor Vehicle Accident Investigation Report* in the Appendix.

#### 4. Inspection Records & Preventative Maintenance

All drivers of house of worship owned or leased vehicles must regularly inspect and confirm that vehicles remain in good repair, and receive appropriate preventative maintenance in a timely manner. All vehicle parts and accessories must be in a safe and proper working order at all times. Note the *Preventative Maintenance Report* in the Appendix. The following apply:

- a. Drivers of passenger vans should check tire pressure prior to each trip. The tires should not be OVER INFLATED OR UNDER INFLATED. The tire pressure should be equal to that recommended on the sidewall by the tire manufacturer or vehicle owner's manual. Tire blowouts are one of the leading causes of van drivers losing control of vehicles and van rollovers occurring.
- b. Prior to the start of each trip, a vehicle walk around inspection should be conducted by the driver. Any defective condition should be noted and corrective actions implemented prior to the start of the trip. Special attention should be given to leaking fluids, poor tire tread, frayed or damaged engine belts, headlight/taillight with defective bulbs, etc.
- c. All van drivers must complete a vehicle inspection report at the beginning of each day the van is issued. Note the sample *Vehicle Inspection Report* in the Appendix.
- d. Drivers of all passenger vans should complete a vehicle preventative maintenance report form on a monthly basis. Notify the **(insert title of individual that monitors fleet maintenance program here)** of any unsafe conditions or defective parts immediately. Before the vehicle is driven again, any safety defects must be repaired. Note the sample *Preventative Maintenance Report* in the Appendix.
- e. A copy of the last vehicle inspection report must be kept in the vehicle for at least 3 months.
- f. Quarterly preventative maintenance must be conducted on each vehicle.
- g. Maintenance and inspection records must be kept in the house of worship office with other important documents for 1 year or for 6 months after the vehicle is sold or the lease on the vehicle expires.
- h. All vehicles are subject to a search at any time.

#### 5. Other Information Sources

Note in the Appendix a list of helpful resources on 15-passenger vans.

# VEHICLE INSPECTION REPORT

(Use your safety belt)

Date: \_\_\_\_\_

House of Worship Name \_\_\_\_\_ Vehicle Number \_\_\_\_\_

Location (City, State) \_\_\_\_\_

Driver Name \_\_\_\_\_ Driver Signature \_\_\_\_\_

**Instructions:** Drivers will perform necessary inspections. A (✓) indicates satisfactory condition. An (X) indicates unsafe or improper conditions. An (O) indicates condition does not apply. Corrected deficiencies should be circled by **(insert title of house of worship member(s) responsible for monitoring motor vehicle safety at the house of worship)**.

## INSIDE

- Parking brake (apply)
- Apply brake

## START ENGINE

- Oil pressure (light or gauge)
- Instrument panel (telltale lights, buzzer, gauges)
- Horn
- Windshield wiper and washer
- Heater-defroster
- Mirrors
- Steering wheel (excess play)
- Turn on all lights including 4-way flasher
- Starts properly

## EMERGENCY EQUIPMENT

- Fire extinguishers
- Flags, standards, warning lights
- First-aid kit

## FRONT

- Headlights
- Identification lights
- Turn signals and 4-way flasher

## OTHER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SIDE

(Left) (Right)

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel tank and cap                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Side marker lights                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Reflectors                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires and wheels-lugs and serviceability |
| <input type="checkbox"/> | <input type="checkbox"/> | Cargo tie-downs or doors                 |

## REAR

- Tail lights
- Stop light
- Turn signals and 4-way flasher
- Identification lights
- Reflectors
- Rear end protection (bumper)
- Cargo tie-downs/doors

## MECHANICAL OPERATION

- Engine knocks, misses, overheats, etc.
- Transmission noisy, hard shifting, jumps out of gear, other: \_\_\_\_\_
- Steering loose, shimmy, hard, other: \_\_\_\_\_
- Air, oil, water, leaks
- Springs broken, other: \_\_\_\_\_
- Brakes noisy, pulls soft, other: \_\_\_\_\_
- Speedometer, tachometer

Start time: \_\_\_\_\_ Mileage: \_\_\_\_\_ End time: \_\_\_\_\_ Mileage: \_\_\_\_\_

## Remarks/Other Defects:

Defects corrected (initial) \_\_\_\_\_ Defect correction unnecessary (initial) \_\_\_\_\_

- Yes  No

Certified by: \_\_\_\_\_ Date \_\_\_\_\_

# PREVENTATIVE MAINTENANCE REPORT

Date/Time: \_\_\_\_\_ House of Worship: \_\_\_\_\_ Location: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Employee I.D. Number: \_\_\_\_\_

Vehicle License: \_\_\_\_\_ Vehicle Number: \_\_\_\_\_

	Satisfactory	Needs Attention
<b>Brakes:</b>		
Brake adjustment: <input type="checkbox"/> Left <input type="checkbox"/> Right		
Brake hoses		
Brake drums		
Brake shoes		
Parking brake		
Brake pedal travel		
<b>Steering</b>		
Steering suspension		
Change in steering action		
Steering components		
<b>Tires</b>		
Wear/Defect		
Overloading		
Groove depth 2/32" minimum		
<b>Wheels</b>		
Cracks		
Loose Nuts		
Rims		
<b>Windows</b>		
Windows and Windshields		
Wipers and Washers		
<b>Lights</b>		
Headlights		
Taillights		
Turn signals		
Reflectors		
<b>Mirrors</b>		
<b>Horn</b>		
<b>Instruments/Gauges</b>		
<b>Seat belts</b>		
<b>Battery</b>		
<b>Radiator and Hoses</b>		
<b>Exhaust system</b>		
<b>Suspension</b>		
<b>Fuel system</b>		
<b>Oil/Water leaks</b>		
<b>Oil level</b>		
<b>Water level</b>		
<b>Transmission</b>		
<b>Engine performance</b>		
<b>General condition of body and interior</b>		

**Comments:**

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# SUPERVISOR'S MOTOR VEHICLE ACCIDENT INVESTIGATION REPORT

DRIVER	VEHICLE	DATE OF ACCIDENT										
LOCATION OF ACCIDENT		TIME OF ACCIDENT										
DESCRIPTION OF ACCIDENT: (What happened?)												
SEAT BELT WORN?												
CAUSES OF ACCIDENT: (Why did it happen?)												
RECOMMENDATIONS FOR PREVENTION OF A RECURRENCE: (What should be done?)												
FOLLOW UP: (What actions were taken? Were they effective?)												
<ul style="list-style-type: none"> <li>- INDICATE WITH DIAGRAM WHAT HAPPENED</li> <li>- SHOW POSITION OF VEHICLES</li> <li>- INDICATE DIRECTION (NORTH, SOUTH, EAST, WEST) WITH ARROWS</li> </ul>	<p style="text-align: center;"><b>CLASSIFICATION OF ACCIDENT REVIEW</b></p> <p style="text-align: center;"><input type="checkbox"/> PREVENTABLE      <input type="checkbox"/> NON-PREVENTABLE</p> <hr/> <p style="text-align: center;"><b>ACCIDENTS USUALLY PREVENTABLE</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Intersection</td> <td style="width: 50%;">Cut In or Out</td> </tr> <tr> <td>Backing</td> <td>Pulled from Curb</td> </tr> <tr> <td>Hit Other in Rear</td> <td>Hit Stationary Object</td> </tr> <tr> <td>Skidded</td> <td>Hit Pedestrian</td> </tr> </table> <hr/> <p style="text-align: center;"><b>ACCIDENTS USUALLY NON-PREVENTABLE</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Hit in Rear</td> <td style="width: 50%;">Hit When Properly Parked</td> </tr> </table>		Intersection	Cut In or Out	Backing	Pulled from Curb	Hit Other in Rear	Hit Stationary Object	Skidded	Hit Pedestrian	Hit in Rear	Hit When Properly Parked
Intersection	Cut In or Out											
Backing	Pulled from Curb											
Hit Other in Rear	Hit Stationary Object											
Skidded	Hit Pedestrian											
Hit in Rear	Hit When Properly Parked											

\_\_\_\_\_  
Investigating House of Worship Employee's Signature

\_\_\_\_\_  
Signature or member of (insert title of Senior House of Worship Leadership group such as House of Worship Council, House of Worship Trustee, etc.)

\_\_\_\_\_  
Date Of Report

\_\_\_\_\_  
Reviewed by (insert name of individual selected to oversee motor vehicle safety for the House of Worship)

\_\_\_\_\_  
Reviewed By Manager

\_\_\_\_\_  
Date

# PASSENGER VAN AGREEMENT

The following safety rules are designed for use prior to each trip; regardless if it is taken in a house of worship owned or leased vehicle or a private vehicle. The driver for the trip will ensure all participants read and understand the following "rules for the road".

1. Seat belts must be worn at ALL times.
2. No hazardous, disruptive activity or noise will be permitted while the vehicle is moving. All passengers must follow the driver's requests.
3. Keep all objects inside the vehicle.
4. All windows must be kept clear of objects that may disrupt the driver's view.
5. In cases of a crash or emergency, stop and do not exit the vehicle unless instructed by the driver or a designee. Use caution and whenever possible, exit on the sidewalk or shoulder side of the vehicle, never on the traffic side.
6. Equipment and luggage should be properly secured.
7. Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.
8. The safety of others and myself is a priority on this trip.

I have read, understand and will comply with these rules during the entire trip.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# 15-PASSENGER VAN SAFETY ACKNOWLEDGEMENT

Anyone who may, for any reason, need to drive a house of worship owned, rented or leased vehicle for the purpose of transporting 10-15 passengers must complete the 15-Passenger Van Safety Training program and initial/sign this form.

Acknowledgement of the possible risk associated with operating a 15 passenger van.

1. 15-passenger vans have a rollover risk similar to other light trucks and vans.
2. The risk of rollover increases dramatically as the number of occupants is increased from fewer than five to more than ten. Vans should be loaded according to manufacturer's recommendations.
3. The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
4. The shift in the center of gravity will also increase the potential for loss of control in panic maneuvers.
5. The weight of the van when fully occupied requires additional stopping distance.
6. The width of the van allows for less lane room.
7. The length of the van increases distance needed for making turns, changing lanes, and backing.

I have read and understand the possible risk involved while operating a 15-passenger van.

\_\_\_\_\_ (initials)

I am aware that the handling characteristics of a 15-passenger van may change dramatically, especially when fully loaded. Extra caution is required when operating this vehicle.

\_\_\_\_\_ (initials)

The wearing of seat belts by the operator and passengers are mandatory at all times.

\_\_\_\_\_ (initials)

I have completed the required 15-passenger van defensive driver training and road test.

\_\_\_\_\_ (initials)

Operator's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Operator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OTHER INFORMATIONAL SOURCES

### 15-Passenger Van Information

**National Highway Traffic Safety Administration**  
[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

**Insurance Institute of Highway Safety**  
[www.iihs.org](http://www.iihs.org)

**National Transportation Safety Board**  
[www.nts.gov](http://www.nts.gov)

**United Educators**  
[www.ue.org](http://www.ue.org)

**NCAA**  
[www.ncaa.org](http://www.ncaa.org)

**National Safety Council**  
[www.nsc.org](http://www.nsc.org)

## **G. Pastoral Counseling**

Pastoral Counseling, by general definition, includes all forms and types of counseling.

For the purposes of this booklet, Pastoral Counseling means both:

- Spiritual counseling or counseling of a religious nature; and
- Non-spiritual counseling or counseling of a non-religious nature.

Spiritual counseling or counseling of a religious nature includes counseling to achieve a greater understanding of, a higher commitment to, a deeper passion for, one's faith.

Non-spiritual counseling or counseling of a non-religious nature includes counseling for such diverse psychological or family problems as anger management, stress management, depression, suicide prevention, substance abuse, marriage, divorce, children, abusive relationship, etc.

Non-spiritual counseling or counseling of a non-religious nature does not include giving advice or assistance in regard to a matter such as, but not limited to, charitable contributions, finance, insurance, investment, law, real estate, or tax.

Spiritual counseling or non-spiritual counseling should be done only by clergy qualified house of worship officials, or qualified and/or certified psychologists. Any house of worship member doing non-spiritual counseling or counseling of a non-religious nature must be closely supervised by clergy, qualified house of worship officials, or qualified and/or certified psychologists. Ideally, however, house of worship members will not be allowed to do non-spiritual counseling or counseling of a non-religious nature, even when they would be closely supervised.

Persons qualified to do both types of pastoral counseling include:

- clergy;
- qualified house of worship officials, meaning those house of worship officials whose educational background includes advanced course-work in counseling related to psychological problems as well as spiritual problems;
- qualified psychologists, meaning having at least a Master's Degree, ideally a PhD; and
- certified physiologists, meaning being a member of and certified by a recognized counseling association, such as the American Association of Pastoral Counselors, the Association for Pastoral Counseling and Supervision, the American Association for Marriage and Family Therapy, the American Psychological Association, etc.

NOTE: Pastoral Counselors are able to work with a state license in most states. A qualified and/or certified psychologist should be licensed by their state. Licenses and states include:

LPC – Licensed Professional Counselor (IL, MO, NE, ND, OH, SD, WI)

LCPC – Licensed Clinical Professional Counselor (IL)

LMHC – Licensed Mental Health Counselor (IN, IA)

LMFT – Licensed Marriage and Family Therapist (IL, IN, IA, MN, MO, NE, SD, WI)

## **H. Sexual Misconduct and Molestation**

For the purposes of this booklet, sexual misconduct and molestation means any contact or interaction between anyone and clergy, house of worship officials, employees and volunteers, members, or visitors, in which the sexually molested person is being used for sexual stimulation.

Clergy, officials, employees and volunteers, members, and house of worship visitors also includes family members and other persons in positions of trust – such as teachers, day care workers, volunteers and pastoral counselors.

A house of worship must have formal written programs in place to address sexual misconduct and molestation. These programs should include selective hiring, supervisory guidelines, and educational program.

Recommended are the 1 year rule, which requires an individual be a house of worship member for at least 1 year before being allowed to work with children/youth and the two-adult rule.

The Two (2) Adult Rule should be used.

The Two Adult Rule: Two (2) or more unrelated adults should always be present in a room with a child.

## I. Registered Sex Offenders (FOR INFORMATION ONLY)

For the purposes of this booklet, a registered sex offender means a person who has been convicted of a sexual crime, has served the sentence for that sexual crime, has been returned back into society, and who is required to register in the state's sex offender registry.

Some registered sex offenders, wishing to lead a law-abiding life, may turn to faith and wish to attend house of worship ceremonies and seek to become house of worship members.

These registered sex offenders may or may not advise the house of worship of their past sexual crimes.

Those who do not initially advise the house of worship of their past sexual crimes still may be found out. With the proliferation of public access to state sex offender registries, another house of worship member may make the discovery and alert the house of worship leadership.

But, regardless of how the house of worship leadership and membership becomes aware of the registered sex offender in their midst, how to respond is a new and major house of worship issue.

One house of worship's response may be to deny the registered sex offender house of worship membership and any access to the house of worship. The registered sex offender filing suit against the house of worship, alleging the house of worship sponsored or this action may result in condoned discrimination.

Another house of worship response may be to accept the registered sex offender into the house of worship, if the registered sex offender agrees to follow a strict risk-management program. The Quaker's "Circles of Support" and Canada's "Circles of Support and Accountability" are examples of strict risk management programs.

Essentially, a "circles" program involves the registered sex offender agreeing to a small group of trusted and discreet house of worship members providing emotional support and guidance. This is in combination with a written agreement about practical matters of conduct, such as always being chaperoned when on house of worship property and never being allowed in the nursery or day care, even with a chaperone. This agreement has to be reviewed regularly and any breaches addressed promptly.

### CONCLUSION:

This booklet takes no position regarding registered sex offenders.

If your house of worship does not allow registered sex offenders to attend house of worship ceremonies and to seek membership, you should work with your legal counsel to establish official guidelines for such.

If a house of worship does allow registered sex offenders to attend house of worship ceremonies and to seek membership, you should develop appropriate guidelines.

## J. Sanctuary and Acts of Sanctuary (FOR INFORMATION ONLY)

**BACKGROUND:** Providing sanctuary is a new and possibly illegal house of worship-related activity which has the goal of protecting illegal immigrant workers and families from deportation. A house of worship may declare itself a sanctuary either formally (by a vote or consensus) or informally (by actions).

**NEW SANCTUARY MOVEMENT:** Founded in January, 2007, The New Sanctuary Movement currently consists of 12 religious traditions and 7 denominational and interdenominational organizations – including Roman Catholic, United Methodist, United House of Worship of Christ, Presbyterian, Evangelical Christian, Muslim, and Sikh.

The New Sanctuary Movement seeks to keep parents (illegal immigrants) and children (possibly US citizens) from being separated by deportation until there is immigration reform.

**THE LAW:** Immigration and Nationality Act 274(a)(1)(1)(iii), 8 U.S.C.1324(a)(1)(A)(iii)(1988), a person is guilty of a felony who with knowing or in reckless disregard of the fact that an alien has come to, entered or remains in the U.S. in violation of the law conceals, harbors, or shields from detection or attempts to conceal, harbor or shield from detection, such alien in any place, including any building or means of transportation.

However, Senate Bill 2611, Comprehensive Immigration Reform Act of 2006, provides a specific exemption from liability for individuals or organizations who encourage a person to reside in the United States or harbors an illegal alien from detention with knowing or reckless disregard of their illegal status. The exemption applies to individuals or organizations, not previously convicted of a violation of this section, who provide an alien who is present in the United States with humanitarian assistance, including medical care, housing, counseling, victim services and food, or to transport the alien to a location where such assistance can be rendered.

**THE SITUATION:**

Sanctuary is controversial. It has generated protests and counter-protests. House of worship properties have been damaged. Bodily injury and property damage have occurred, on both sides.

The police are being called upon to restore order. The police incur expenses while restoring order. Governmental entities are holding the house of worship responsible, and are beginning to charge-back the police expenses to the house of worship. As a result, the house of worship may receive a bill for several thousands of dollars.

**CONCLUSION:**

This document takes no position regarding sanctuary or acts of sanctuary.

**RESERVED FOR FUTURE USE**

## Section VIII – Inspections

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Periodic inspections will be conducted to identify hazardous conditions and unsafe behavior. The **(insert title and name of person or group responsible for house of worship inspections within your organization)** will conduct inspections and may request employees to participate. The inspector should look for unsafe practices and conditions that can cause an accident and take corrective action immediately. Other individuals, not employed by our organization, such as OSHA representatives, insurance companies, local fire department representative, etc. may decide to make an inspection of our facility. All employees, volunteers, and house of worship members are asked to treat these onsite visitors with the same courtesy, cooperation, and respect as you would any visitor to our house of worship.

Every month, a facility inspection should be completed and provided to the **(insert name of individual or group within the house of worship that is held responsible for monitoring building safety)**. The **(title of person mentioned in previous sentence should be inserted here)** will review the report, take any corrective action needed, and maintain a file of inspections.

Examples of the Self-Inspection Checklist can be found in Appendix C.

**RESERVED FOR FUTURE USE**

## SECTION IX – OSHA (Occupational Safety and Health Administration)

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### A. OSHA Records Requirements

Copies of required accident investigations and certification of employee safety training shall be maintained by the **(insert the title of individual or group that oversees safety within your organization here)**. A written report will be maintained on each accident, injury, or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to instructions provided in the web site shown below. Supplemental records of each injury are maintained on OSHA Form 301. Every year, a summary of all reported injuries or illnesses is posted no later than February 1, for two months, until April 1, on OSHA Form 300A. These records are maintained for five years from the date of preparation.

A copy of the OSHA 300 Log, the OSHA 300A Summary Form, and the OSHA 301 Injury and Illness Report Forms, and instructions on how to complete these forms can be obtained by double clicking on:

<http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf>

### B. OSHA Inspection: What you can expect during an OSHA inspection

#### 1. Arrival of the Compliance Officer (OSHA Inspector)

- a. Request to see credentials.
- b. Record his name, identification number, the name of his/her supervisor, and office location.
- c. Notify the **(insert name of Senior House of Worship Leadership group here)**. If unable to reach someone within the above listed house of worship group, ask the OSHA Compliance Officer to wait until a member of this group can be reached. If he/she cannot wait, the lead person at the house of worship property should accompany the Compliance Officer on his/her inspection.
- d. Do not volunteer any information, only answer questions.

#### 2. Opening Conference

- a. The scope of the inspection will be discussed.
- b. The Officer will explain the reason for the inspection (i.e. employee complaint, scheduled inspection, etc.).
- c. If the reason for the inspection is an employee complaint, request a copy of the complaint.
- d. Take comprehensive notes and request to record the meeting and walk-around.

#### 3. The Walk-Around (inspection)

- a. A house of worship representative should accompany the Compliance Officer throughout the inspection.
- b. The Officer may ask to interview employees. Employees should cooperate. The house of worship representative, accompanying the compliance officer on the inspection, should attempt to participate in the interview.
- c. The house of worship representative should be prepared to show the officer: 1) Safety Manual, 2) Hazard Communication Program, 3) OSHA poster, 4) OSHA 300A Log.
- d. If at all possible, correct any violations immediately as the compliance officer points them out.
- e. Take photographs of the same items or areas that are photographed by the compliance officer.
- f. Take notes. Write down every possible violation, standards cited, corrective action needed, and a deadline date.

#### 4. Closing Conference

- a. The compliance officer will review any violations discovered during the inspection. Compare these to the notes you took during the inspection. Point out any discrepancies and areas already corrected.
- b. Be polite. Do not argue or get defensive with the compliance officer.
- c. If you are not clear on something, ask questions.
- d. This is a good opportunity to produce records of compliance efforts and other safety practices.

## 5. Citations and Penalties

- a. Our goal is to provide a safe and healthy work environment. If the house of worship is cited for OSHA violations, corrective action will be completed before the deadline provided by OSHA and as quickly as possible. It will be the **(insert the name of the individual or Senior House of Worship Leadership group that would make this decision here)** to appeal any citations.

# OSHA Forms for Recording Work-Related Injuries and Illnesses

## Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records for 2004. These new forms have changed in several important ways from the 2003 recordkeeping forms.

In the December 17, 2002 Federal Register (67 FR 77165-77170), OSHA announced its decision to add an occupational hearing loss column to OSHA's Form 300, Log of Work-Related Injuries and Illnesses. This forms package contains modified Forms 300 and 300A which incorporate the additional column M(5) Hearing Loss. Employers required to complete the injury and illness forms must begin to use these forms on January 1, 2004.

In response to public suggestions, OSHA also has made several changes to the forms package to make the recordkeeping materials clearer and easier to use:

- On Form 300, we've switched the positions of the day count columns. The days "away from work" column now comes before the days "on job transfer or restriction."
- We've clarified the formulas for calculating incidence rates.
- We've added new recording criteria for occupational hearing loss to the "Overview" section.
- On Form 300, we've made the column heading "Classify the Case" more prominent to make it clear that employers should mark only one selection among the four columns offered.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

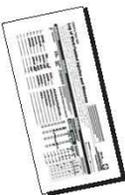
*Occupational Safety and Health Administration  
U.S. Department of Labor*

## What's Inside...

In this package, you'll find everything you need to complete OSHA's *Log* and the *Summary of Work-Related Injuries and Illnesses* for the next several years. On the following pages, you'll find:

- ▼ **An Overview: Recording Work-Related Injuries and Illnesses** — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.
- ▼ **How to Fill Out the Log** — An example to guide you in filling out the *Log* properly.
- ▼ **Log of Work-Related Injuries and Illnesses** — Several pages of the *Log* (but you may make as many copies of the *Log* as you need.) Notice that the *Log* is separate from the *Summary*.
- ▼ **Summary of Work-Related Injuries and Illnesses** — Removable *Summary* pages for easy posting at the end of the year. Note that you post the *Summary* only, not the *Log*.
- ▼ **Worksheet to Help You Fill Out the Summary** — A worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.
- ▼ **OSHA's 301: Injury and Illness Incident Report** — A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form.

Take a few minutes to review this package. If you have any questions, **visit us online at [www.osha.gov](http://www.osha.gov) OR call your local OSHA office.** We'll be happy to help you.



**U.S. Department of Labor**  
Occupational Safety and Health Administration



# An Overview: Recording Work-Related Injuries and Illnesses

The Occupational Safety and Health (OSHA) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases on the Log. OSHA's recordkeeping regulation (see 29 CFR Part 1904) provides more information about the definitions below.

The *Log of Work-Related Injuries and Illnesses* (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened. The *Summary* — a separate form (Form 300A) — shows the totals for the year in each category. At the end of the year, post the *Summary* in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a *Log* for each establishment or site. If you have more than one establishment, you must keep a separate *Log* and *Summary* for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see 29 Code of Federal Regulations Part 1904.35, *Employee Involvement*.

Cases listed on the *Log of Work-Related Injuries and Illnesses* are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the *Log* does not mean that the employer or worker was at fault or that an OSHA standard was violated.

## When is an injury or illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment caused, or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is

presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29 CFR Part 1904.5(b)(1).

## Which work-related injuries and illnesses should you record?

Record those work-related injuries and illnesses that result in:

- ▼ death,
  - ▼ loss of consciousness,
  - ▼ days away from work,
  - ▼ restricted work activity or job transfer, or
  - ▼ medical treatment beyond first aid.
- You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.
- You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. See 29 CFR 1904.7.

## What are the additional criteria?

You must record the following conditions when they are work-related:

- ▼ any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
  - ▼ any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
  - ▼ tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis;
  - ▼ an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.
- What is medical treatment?**
- Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:
- ▼ visits to a doctor or health care professional solely for observation or counseling;

## What do you need to do?

1. Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.
  - You may use *OSHA's 301: Injury and Illness Incident Report* or an equivalent form. Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

## How to work with the Log

1. Identify the employee involved unless it is a privacy concern case as described below.
2. Identify when and where the case occurred.
3. Describe the case, as specifically as you can.
4. Classify the seriousness of the case by recording the **most serious outcome** associated with the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.



- ▼ diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- ▼ any procedure that can be labeled first aid. (See below for more information about first aid.)

**What is first aid?**

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves only:

- ▼ using non-prescription medications at non-prescription strength;
- ▼ administering tetanus immunizations;
- ▼ cleaning, flushing, or soaking wounds on the skin surface;
- ▼ using wound coverings such as bandages, BandAids™, gauze pads, etc.; or using SteriStrips™ or butterfly bandages.
- ▼ using hot or cold therapy;
- ▼ using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- ▼ using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards).
- ▼ drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- ▼ using eye patches;
- ▼ using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- ▼ using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;

- ▼ using finger guards;
- ▼ using massages;
- ▼ drinking fluids to relieve heat stress

**How do you decide if the case involved restricted work?**

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

**How do you count the number of days of restricted work activity or the number of days away from work?**

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day after the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

**Under what circumstances should you NOT enter the employee's name on the OSHA Form 300?**

You must consider the following types of injuries or illnesses to be privacy concern cases:
 

- ▼ an injury or illness to an intimate body part or to the reproductive system,
- ▼ an injury or illness resulting from a sexual assault,
- ▼ a mental illness,
- ▼ a case of HIV infection, hepatitis, or tuberculosis,
- ▼ a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29 CFR Part 1904.8 for definition), and
- ▼ other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

 You must not enter the employee's name on the OSHA 300 Log for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of

the injury or illness, but you do not need to include details of an intimate or private nature.

**What if the outcome changes after you record the case?**

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

**Classifying injuries**

An injury is any wound or damage to the body resulting from an event in the work environment.

*Examples:* Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.



## Classifying illnesses

### Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

**Examples:** Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters; chrome ulcers; inflammation of the skin.

### Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

**Examples:** Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconioses.

### Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

**Examples:** Poisoning by lead, mercury,

cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

### Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000 and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

### All other illnesses

All other occupational illnesses.

**Examples:** Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

## When must you post the Summary?

You must post the *Summary* only — not the *Log* — by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

## How long must you keep the Log and Summary on file?

You must keep the *Log* and *Summary* for 5 years following the year to which they pertain.

## Do you have to send these forms to OSHA at the end of the year?

No. You do not have to send the completed forms to OSHA unless specifically asked to do so.

## How can we help you?

If you have a question about how to fill out the *Log*:

- visit us online at [www.osha.gov](http://www.osha.gov) or
- call your local OSHA office.

## Optional

# Calculating Injury and Illness Incidence Rates

### What is an Incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

### How do you calculate an Incidence Rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, and for both rates the instructions in paragraph (c).

(a) To find out the total number of recordable injuries and illnesses that occurred during the year, count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (G), (H), (I), and (J).

(b) To find out the number of injuries and illnesses that involved days away from work, count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column

(H) on the OSHA Form 300A.

(c) The number of hours all employees actually worked during the year. Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses  $\times$  200,000  $\div$  Number of hours worked by all employees = Total recordable case rate

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of entries in column H + Number of entries in column I)  $\times$  200,000  $\div$  Number of hours worked by all employees = DART incidence rate

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column I) on Form 300A, cases involving skin disorders (column M-2) on Form 300A, etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

### What can I compare my Incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by

various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at [www.bls.gov/iif](http://www.bls.gov/iif) or by calling a BLS Regional Office.

### Worksheet

Total number of injuries and illnesses

$\times$  200,000

$\div$

Number of hours worked by all employees

=

Total recordable case rate

Number of entries in Column H + Column I

$\times$  200,000

$\div$

Number of hours worked by all employees

=

DART incidence rate



U.S. Department of Labor  
Occupational Safety and Health Administration



# Log of Work-Related Injuries and Illnesses

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12. Feel free to use two lines for a single case if you need to. You must complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

### Identify the person

(A) Case no. (B) Employee's name (C) Job title (e.g., *Welder*)

### Describe the case

(D) Date of injury or onset (e.g., *Loading dock north end*) (E) Where the event occurred

### Classify the case

(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., *Second degree burns on right forearm from acetone tank*)

### Classify the case

CHECK ONLY ONE box for each case based on the most serious outcome for that case:

### Enter the number of days the injured or ill worker was:

(G) Death (H) Days away from work or restriction (I) Job transfer or restriction (J) Other recordable cases (K) Away from work (L) On job transfer or restriction

### Check the "Injury" column or choose one type of illness:

(M) Injury (1) Skin disorder (2) Respiratory condition (3) Poisoning (4) Hearing loss (5) All other illnesses (6)

(A) Case no.	(B) Employee's name	(C) Job title (e.g., <i>Welder</i> )	(D) Date of injury or onset (e.g., <i>Loading dock north end</i> )	(E) Where the event occurred	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., <i>Second degree burns on right forearm from acetone tank</i> )	(G) Death	(H) Days away from work or restriction	(I) Job transfer or restriction	(J) Other recordable cases	(K) Away from work	(L) On job transfer or restriction	(M) Injury
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			month/day /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>
			month/day /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>
			month/day /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>
			month/day /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>
			month/day /			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ days	_____ days	<input type="checkbox"/>
			month/day /									

# Summary of Work-Related Injuries and Illnesses

Year 20 \_\_\_\_\_

U.S. Department of Labor  
Occupational Safety and Health Administration  
Form approved OMB no. 1218-0075



All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary. Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0". Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

### Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
------------------------	--	--	--

(G) \_\_\_\_\_ (H) \_\_\_\_\_ (I) \_\_\_\_\_ (J) \_\_\_\_\_

### Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
-------------------------------------	---

(K) \_\_\_\_\_ (L) \_\_\_\_\_

### Injury and Illness Types

Total number of . . .	(M)	(4) Poisonings	_____
(1) Injuries	_____	(5) Hearing loss	_____
(2) Skin disorders	_____	(6) All other illnesses	_____
(3) Respiratory conditions	_____		

### Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to provide information unless it displays a currently valid OMB control number. If you have any comment about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

### Establishment Information

Your establishment name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Industry description (e.g., *Manufacture of motor truck trailers*) \_\_\_\_\_

Standard Industrial Classification (SIC), if known (e.g., 3715) \_\_\_\_\_

OR \_\_\_\_\_

North American Industrial Classification (NAICS), if known (e.g., 336212) \_\_\_\_\_

**Employment Information** (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees \_\_\_\_\_

Total hours worked by all employees last year \_\_\_\_\_

### Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive \_\_\_\_\_ Title \_\_\_\_\_  
Date \_\_\_\_\_ / /

## Optional

# Worksheet to Help You Fill Out the Summary

At the end of the year, OSHA requires you to enter the average number of employees and the total hours worked by your employees on the summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Summary page at the end of the year.

### How to figure the average number of employees who worked for your establishment during the year:

- 1 Add the total number of employees your establishment paid in all pay periods during the year. Include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.  
The number of employees paid in all pay periods = 1
- 2 Count the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees.  
The number of pay periods during the year = 2
- 3 Divide the number of employees by the number of pay periods.  
 $\frac{1}{2} = 0.5$
- 4 Round the answer to the next highest whole number. Write the rounded number in the blank marked *Annual average number of employees*.

The number rounded = 1

For example, Acme Construction figured its average employment this way:

For pay period...	Acme paid this number of employees...		
1	10	Number of employees paid = 830	1
2	0		
3	15	Number of pay periods = 26	2
4	30	830 = 31.92	3
5	40	26	4
▼	▼		
24	20	31.92 rounds to 32	5
25	15		
26	+10	32 is the annual average number of employees	
	830		

### How to figure the total hours worked by all employees:

Include hours worked by salaried, hourly, part-time and seasonal workers, as well as hours worked by other workers subject to day to day supervision by your establishment (e.g., temporary help services workers).  
Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.  
If this number isn't available, you can use this optional worksheet to estimate it.

### Optional Worksheet

- F** Find the number of full-time employees in your establishment for the year.  
\_\_\_\_\_
- M** Multiply by the number of work hours for a full-time employee in a year.  
\_\_\_\_\_
- This is the number of full-time hours worked.
- A** Add the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal).  
\_\_\_\_\_
- R** Round the answer to the next highest whole number. Write the rounded number in the blank marked *Total hours worked by all employees last year*.  
\_\_\_\_\_

# OSHA's Form 301 Injury and Illness Incident Report

**Attention:** This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.



Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary*, these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy and use as many as you need.

Completed by \_\_\_\_\_  
 Title \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_-\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Information about the employee

- 1) Full name \_\_\_\_\_
- 2) Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 3) Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_
- 4) Date hired \_\_\_\_/\_\_\_\_/\_\_\_\_
- 5)  Male  
 Female

### Information about the physician or other health care professional

- 6) Name of physician or other health care professional \_\_\_\_\_
- 7) If treatment was given away from the worksite, where was it given?  
Facility \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 8) Was employee treated in an emergency room?  
 Yes  
 No
- 9) Was employee hospitalized overnight as an in-patient?  
 Yes  
 No

### Information about the case

- 10) Case number from the *Log* \_\_\_\_\_ (Transfer the case number from the *Log* after you record the case.)
- 11) Date of injury or illness \_\_\_\_/\_\_\_\_/\_\_\_\_
- 12) Time employee began work \_\_\_\_ AM / PM
- 13) Time of event \_\_\_\_ AM / PM  Check if time cannot be determined
- 14) **What was the employee doing just before the incident occurred?** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. Examples: "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."
- 15) **What happened?** Tell us how the injury occurred. Examples: "When ladder slipped on wet floor, worker fell 30 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."
- 16) **What was the injury or illness?** Tell us the part of the body that was affected and how it was affected, be more specific than "hurt," "pain," or "sore." Examples: "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."
- 17) **What object or substance directly harmed the employee?** Examples: "concrete floor"; "chlorine"; "radial arm saw." If this question does not apply to the incident, leave it blank.
- 18) **If the employee died, when did death occur?** Date of death \_\_\_\_/\_\_\_\_/\_\_\_\_

Public reporting burden for this collection of information is estimated to average 22 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including suggestions for reducing this burden, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N5-3664, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed form to this office.

# If You Need Help...

If you need help deciding whether a case is recordable, or if you have questions about the information in this package, feel free to contact us. We'll gladly answer any questions you have.

## ▼ Visit us online at [www.osha.gov](http://www.osha.gov)

## ▼ Call your OSHA Regional office and ask for the recordkeeping coordinator

or

## ▼ Call your State Plan office

### Federal Jurisdiction

Region 1 - 617 / 565-9860  
 Connecticut; Massachusetts; Maine; New Hampshire; Rhode Island

Region 2 - 212 / 337-2378  
 New York; New Jersey

Region 3 - 215 / 861-4900  
 DC; Delaware; Pennsylvania; West Virginia

Region 4 - 404 / 563-2300  
 Alabama; Florida; Georgia; Mississippi

Region 5 - 312 / 353-2220  
 Illinois; Ohio; Wisconsin

Region 6 - 214 / 767-4731  
 Arkansas; Louisiana; Oklahoma; Texas

Region 7 - 816 / 426-5861  
 Kansas; Missouri; Nebraska

Region 8 - 303 / 844-1600  
 Colorado; Montana; North Dakota; South Dakota

Region 9 - 415 / 975-4310

Region 10 - 206 / 553-5930  
 Idaho

### State Plan States

Alaska - 907 / 269-4957

Arizona - 602 / 542-5795

California - 415 / 703-5100

\*Connecticut - 860 / 566-4380

Hawaii - 808 / 586-9100

Indiana - 317 / 232-2688

Iowa - 515 / 281-3661

Kentucky - 502 / 564-3070

Maryland - 410 / 527-4465

Michigan - 517 / 322-1848

Minnesota - 651 / 284-5050

Nevada - 702 / 486-9020

\*New Jersey - 609 / 984-1389

New Mexico - 505 / 827-4230

\*New York - 518 / 457-2574

North Carolina - 919 / 807-2875

Oregon - 503 / 378-3272

Puerto Rico - 787 / 754-2172

South Carolina - 803 / 734-9669

Tennessee - 615 / 741-2793

Utah - 801 / 530-6901

Vermont - 802 / 828-2765

Virginia - 804 / 786-6613

Virgin Islands - 340 / 772-1315

Washington - 360 / 902-5554

Wyoming - 307 / 777-7786

\*Public Sector only





### ***Have questions?***

If you need help in filling out the *Log* or *Summary*, or if you have questions about whether a case is recordable, contact us. We'll be happy to help you. You can:

- ▼ Visit us online at: [www.osha.gov](http://www.osha.gov)
- ▼ Call your regional or state plan office. You'll find the phone number listed inside this cover.

## Section X – Acknowledgment Form

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The rules, programs, and procedures stated within the house of worship's Safety Program are not intended to cover all the possible situations you will be faced with as an employee, volunteer, or house of worship member. The house of worship encourages you to act in a safe and responsible manner at all times, both on and off house of worship property.

The following applies to house of worship Employees only:

I have read the house of worship's Safety Program, understand it, and agree to abide by it. I understand that violation of these rules may lead to termination of my employment with this organization.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**RESERVED FOR FUTURE USE**

## APPENDIX A – Sample Safety Policy Statements

\*\*\*\*\*  
“The Occupational Safety and Health Act of 1970 clearly states our common goal of safe and healthful working conditions. The safety and health of our employees continues to be the first consideration in the operation of this business.”

\*\*\*\*\*  
“Safety and health in our house of worship must be a part of every operation. Without question it is every employee's, volunteer's and house of worship member's responsibility at all levels.”

\*\*\*\*\*  
“It is the intent of this house of worship to comply with all laws. To do this we must constantly be aware of conditions in all areas of our facility that can produce injuries. No employee or volunteer is required to work at a job he or she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them is a condition of your employment. Inform **(insert name or title of appropriate person or group here)** immediately of any situation beyond your ability or authority to correct.”

\*\*\*\*\*  
“We will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of all house of worship employees, volunteers, and members. It also requires cooperation in all safety and health matters, not only between supervisor and employee, but also between each employee, volunteer and house of worship member. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.”

\*\*\*\*\*  
“Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.”

\*\*\*\*\*  
“Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
- Training all employees and volunteers in good safety and health practices.
- Providing necessary personal protective equipment and instructions for its use and care.
- Developing and enforcing safety and health rules and requiring that employees and volunteers cooperate with these rules at all times.
- Investigating, promptly and thoroughly, every accident to find out what caused it and to correct the problem so that it won't happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.”

\*\*\*\*\*  
“We recognize that the responsibilities for safety and health are shared:

- The **(insert name of group that oversees the house of worship operations. Example may be: House of Worship Board, House of Worship Elders, Trustees, etc.)** accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees and volunteers are responsible for “wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing their duties”.

\*\*\*\*\*

“It is the policy of this house of worship that every employee, volunteer and house of worship member is entitled to a safe and healthful place in which to work, congregate for social events and worship. To this end, every reasonable effort will be made in the interest of accident prevention, fire protection, and health preservation.”

\*\*\*\*\*

“The safety of our employees, volunteers and house of worship members is a major consideration in the operation of our organization. House of worship leaders and supervisory personnel will be accountable for the safety of the employees or volunteers working under their supervision and will be expected to conduct operations in a safe manner at all times. **(insert name of the house of worship leadership group)** will also be responsible for establishing safe working conditions and promoting the health and safety of employees.”

\*\*\*\*\*

“It is the desire of **(insert the house of worship name)** to comply with state and federal laws and to provide a safe working environment for its employees and volunteers. The house of worship, however, recognizes that the responsibilities for safety and health are shared:

- The house of worship leadership accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing the proper attitude toward safety and health in themselves and in those they supervise. They are also responsible for ensuring that all operations are performed with the utmost regard for safety and health of all personnel involved, including themselves. When safety practices are necessary, the Supervisor shall communicate them to the employee or volunteer on his/her first day of employment. If safety procedures are not being followed, disciplinary action will be taken. This action might include, but is not limited to, reprimand, suspension, or dismissal of the employee or volunteer from the house of worship project. Periodic review of this policy with employees and volunteers will be done by the Supervisor.
- Employees and volunteers are responsible for wholehearted cooperation in all aspects of the safety and health program including compliance with all rules and regulations – and for continuously practicing safety while performing their job functions.”

\*\*\*\*\*

### STATEMENT OF SAFETY POLICY

It is the policy of \_\_\_\_\_ to strive for the highest safety standards for its employees and volunteers. Safety does not occur by chance. It is the result of careful attention to our work by all those involved. House of worship leadership, Supervisors, employees, volunteers, and house of worship members share the responsibility of maintaining a safe workplace.

This safety program has been developed to assure compliance with all State and Federal OSHA regulations. Regard for the safety of all employees, the general public, and subcontractors in our facilities is of great importance to (Insert house of worship name here). Accidents can be prevented and the safety of all is the goal we want to achieve.

Providing a safe place to work and worship, the proper protective equipment and a work environment conducive to safe work practices and policies is a primary and a major concern for the leadership of this house of worship.

\_\_\_\_\_  
Senior House of Worship Leader

## Appendix B – Sample Checklist – Planning for Emergencies

---

1. Has a contingency analysis been conducted to determine what emergencies might arise?
2. Have emergency plans and procedures been developed for potentially catastrophic events such as:
  - a. Fires
  - b. Explosions
  - c. Leaks and spills
  - d. Severe weather
  - e. Floods
  - f. Earthquakes
  - g. Bomb threats
  - h. Employee Violence
  - i. Theft/Robbery Attempts
  - j. Other
3. Do these plans provide for procedures for extinguishing different types of fires which might occur?
4. Do these plans have adequate evacuation and recovery procedures for each type of emergency?
5. Have responsibilities been assigned in the plan to specific personnel to direct operations and to respond to emergencies? Are these persons aware of their responsibilities? Are they qualified to lead in the necessary actions which might be required?
6. Are emergency crews qualified, designated and on site?
7. Are different communications channels assigned to support emergency operations?
8. Are there plans to evacuate employees, volunteers, house of worship members, and visitors from all areas of the facility in the event of emergencies?
9. Are evacuation route and warning signals information posted in each area of the building? Are the evacuation routes and exits marked?
10. Can egress routes from work areas be followed by personnel in the dark or in smoke?
11. Are the emergency plans and procedures posted in prominent areas?
12. Have personnel received training in emergency procedures?
  - a. House of worship leadership
  - b. House of worship members
  - c. Volunteers
  - d. House of worship employees
  - e. Visitors
  - f. Supervisory personnel
  - g. Firefighters
  - h. Medical personnel
  - i. Communications personnel
13. Are there drills on simulated emergencies being conducted periodically for personnel?
14. Is there a procedure to ensure that all personnel have been alerted to the emergency and those who will not combat it have been evacuated?
15. Are the egress provisions adequate (i.e., doors, stairways, elevators) for the evacuation in the event of an emergency?
16. Do all doors open in the proper direction to facilitate egress of all building occupants in emergencies?
17. Are there procedures to preclude obstructions to personnel or equipment in critical evacuation or emergency equipment access routes or areas?
18. Is the emergency equipment called for in the emergency procedures available at the facility, and is it operational? Can the equipment be reached easily if an emergency occurs?
19. Are warning systems installed (sirens, loudspeakers, etc.) and are they tested periodically? Are all employees, volunteers, senior leadership members, house of worship members, and visitors familiar with the meanings of warning signals and required action to be taken?

- 20.** Is there a fire detection system at each facility? Are fire extinguishers sized, located, and of the types required by standards, and are they suitable for the types of fires which might occur?
- 21.** Is there fire-fighting equipment located near flammables or hazardous areas?
- 22.** Are emergency telephone numbers posted for the fire department, ambulance, hospital emergency room, law enforcement, and others?

## Appendix C – Self-Inspection Checklist

---

The most widely accepted way to identify hazards is to conduct safety and health inspections. The only way you can be certain of the actual situation is for you to look at it from time to time.

### Make a Self-Inspection of Your House of Worship and Surrounding Facility

Begin a program of self-inspection in your own place of worship. Self-inspection is a must if you are to know where probable hazards exist and whether they are under control.

Later in this Section, you will find checklists designed to assist you in this fact-finding. They will give you some indication of where you should begin action to make your facility safer and more healthful for all of your employees, house of worship volunteers, members and house of worship visitors.

**These checklists are by no means all inclusive.** You may wish to add to them or delete portions that do not apply to your house of worship. Consider carefully each item as you come to it and then make your decision.

**Don't spend time with items that obviously have no application to your organization.** Make sure each item is seen by you or your designee, and leave nothing to memory or chance. Write down what you see, or don't see, and what you think you should do about it.

When you have completed the checklists, add this material to your injury information, your employee information, and your process and equipment information. You will now possess many facts that will help you determine what problems exist. Then, if you use the OSHA standards in your problem-solving process, it will be much easier for you to determine the action needed to solve these problems.

Once the hazards have been identified, you can institute control procedures.

Technical assistance in self-inspection may be available to you as a worship facility through your insurance carrier, the local safety council, and many local, state, and federal agencies, including the state consultation programs and OSHA Area Offices. Additional checklists are available from the National Safety Council, trade associations, insurance companies and other similar service organizations. Note portions of the following self-inspection checklists were taken from various sources including OSHA's publication entitled *OSHA Handbook for Small Businesses*.

### Self-Inspection Scope

The scope of your self-inspections should include the following:

- **Building and Grounds Conditions** — floors, walls, ceilings, exits, stairs, walkways, ramps, platforms, driveways, aisles.
- **Housekeeping Program** — waste disposal, tools, objects, materials, leakage and spillage, cleaning methods, schedules, work areas, remote areas, storage areas.
- **Electricity** — equipment, switches, breakers, fuses, switch-boxes, junctions, special fixtures, circuits, insulation, extensions, tools, motors, grounding, NEC compliance.
- **Lighting** — type, intensity, controls, conditions, diffusion, location, glare and shadow control.
- **Heating and Ventilation** — type, effectiveness, temperature, humidity, controls, natural and artificial ventilation and exhausting.

- **Personnel** — training, experience, methods of checking machines before use, type clothing, personal protective equipment, use of guards, tool storage, work practices, method of cleaning, oiling, or adjusting machinery.
- **Kitchen Equipment (if present)** — purchasing standards, inspection, storage, repair, types, maintenance, grounding, use and handling.
- **Chemicals** — storage, handling, transportation, spills, disposals, amounts used, toxicity or other harmful effects, warning signs, supervision, training, protective clothing and equipment.
- **Fire Prevention** — extinguishers, alarms, sprinklers, smoking rules, exits, personnel assigned, separation of flammable materials and dangerous operations, waste disposal.
- **Maintenance** — regularity, effectiveness, training of personnel, materials and equipment used, records maintained, method of locking out machinery, general methods.
- **Personal Protective Equipment** — type, size, maintenance, repair, storage, assignment of responsibility, purchasing methods, standards observed, training in care and use, rules of use, method of assignment.

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# SELF-INSPECTION CHECKLISTS

These check lists are by no means all-inclusive. You should add to them or delete portions or items that do not apply to your operations: however, carefully consider each item as you come to it and then make your decision. You also will need to refer to OSHA standards for complete and specific standards that may apply to your work situation.

## EMPLOYER POSTING

- Is the required OSHA workplace poster displayed in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily found in case of emergency?
- Where employees, volunteers, house of worship members or visitors may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning access to medical and exposure records and "Material Safety Data Sheets" been posted or otherwise made readily available to affected individuals?
- Are signs concerning "Exiting from buildings," room capacities, floor loading, biohazards, exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?
- Is the OSHA 300A Summary of Occupational Illnesses and Injuries posted no later than February 1<sup>st</sup> until April 1<sup>st</sup>?

## RECORDKEEPING

- Are all occupational injury or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA 300 log?
- Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents up-to-date and in compliance with current OSHA standards?
- Are employee training records kept and accessible for review by employees, when required by OSHA standards?
- Have arrangements been made to maintain required records for the legal period of time for each specific type record? (Some records must be maintained for at least 40 years.)
- Are operating permits and records up-to-date for such items as elevators, air pressure tanks, liquefied petroleum gas tanks, etc.?

## SAFETY AND HEALTH PROGRAM

- Do you have an active safety and health program in operation that deals with general safety and health program elements as well as the management of hazards specific to your worksite?
- Is one person clearly responsible for the overall activities of the safety and health program?
- Do you have a safety committee or group made up of Senior House of Worship Leaders, supervisors, employees, volunteers and house of worship members that meet regularly and report in writing on its activities?
- Do you have a working procedure for handling in-house employee, volunteer or house of worship member complaints regarding safety and health?
- Are you keeping your employees, volunteers and house of worship members advised of the successful effort and accomplishments you and/or your safety committee have made in assuring they will have a workplace and worship facility that is safe and healthful?

## MEDICAL SERVICES AND FIRST-AID

- Is there a hospital, clinic, or infirmary for medical care in proximity of your facility?
- If medical and first-aid facilities are not in proximity of your facility, is at least one employee on each shift currently qualified to render first aid?
- Have all employees who are expected to respond to medical emergencies as part of their work\*
  - (1) received first-aid training; (2) had hepatitis B vaccination made available to them; (3) had appropriate training on procedures to protect them from blood-borne pathogens, including universal precautions; and (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases?
- Where employees have had an exposure incident involving bloodborne pathogens, did you provide an immediate post-exposure medical evaluation and follow-up?
- Are medical personnel readily available for advice and consultation on matters of employees' health?
- Are emergency phone numbers posted?
- Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- Have first-aid kit supplies been approved by a physician, indicating that they are adequate for a particular area or operation?
- Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?

\*Pursuant to an OSHA memorandum July 1, 1992, employees who render first aid only as a collateral duty do not have to be offered preexposure hepatitis B vaccine only if the employer puts the following requirements into his/her exposure control plan and implements them: (1) the employer must record all first-aid incidents involving the presence of blood or other potentially infectious materials before the end of the work shift during which the first-aid incident occurred; (2) the employer must comply with post-exposure evaluation, prophylaxis, and follow-up requirements of the standard with respect to "exposure incidents," as defined by the standard; (3) the employer must train designated first-aid providers about the reporting procedure; (4) the employer must offer to initiate the hepatitis B vaccination series within 24 hours to all unvaccinated first-aid providers who have rendered assistance in any situation involving the presence of blood or other potentially infectious materials.

### **GROUND'S AROUND THE BUILDING**

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- Parking areas free of potholes, litter and major cracks
- Parking areas lit adequately and free of hidden areas
- Sidewalks clear and in good condition
- Ice and snow are removed and area is kept sanded and salted

### **PLAYGROUNDS**

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- Fenced and gated
- Playground surfaces well maintained
- Equipment clean, maintained and secured
- Regulations conspicuously posted

### **DINING ROOM AND ENTRY**

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- Fire exits visible, well-marked, unobstructed and unlocked
- Tables arranged so none block emergency exits
- Aisles are kept clear
- Exit doors are equipped with panic hardware
- Signs are used to warn customers of wet floors
- Floors, mats, and carpets are in good repair
- Workers are trained in first aid procedures
- First aid kit is available, maintained, and placed in conspicuous area
- CPR/choke charts are posted
- Emergency telephone numbers are posted
- Areas well lighted

- Chairs and tables well maintained
- Smoking regulations posted
- Emergency lighting equipment functional

### **KITCHEN**

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- Cooking equipment protected by a fixed extinguishing system
- Extinguishing system inspected and tagged semi-annually
- Fire control manual release visible
- Hoods, vents and fans maintained free of grease and serviced regularly
- Sprinkler system in working order and periodically inspected and tested
- No storage within 18 inches of sprinkler heads
- Fire alarm and smoke detector equipment in working order
- Temperature limit controls in place
- Listed grease filters and other grease removal devices of approved type
- Fire extinguishers visible, mounted properly, of proper type, tagged, inspected annually
- Workers wear slip-resistant footwear
- Flooring near sinks protected by non-slip surfaces
- Flooring free of grease, puddles and debris
- Powered cutting machines equipped with guards
- Mixing machines provided with guards
- Air compressors equipped with guards
- Machines are disconnected before removing food and before cleaning
- Plunger is used to feed foods into chopper and grinder
- Broken glass is removed safely and promptly
- Workers are trained to use equipment and chemicals safely
- Knives are properly maintained, used, and stored

### **FOOD STORAGE**

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- Walk-in refrigerators well maintain and equipped with devices
- For opening the door from the inside
- Food stored on pallets or shelves
- Ice storage is covered
- Cold storage floor surfaces free of ice
- Equipment is properly grounded

- Emergency interior door latch is in good repair
- Detergents, sanitizers, and drying agents are separated from other chemicals and stored away from food and dishes
- Material safety data sheets are readily available for employees' use
- Pest control certificates available

## **FIRE PROTECTION**

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- Is your local fire department well acquainted with your facilities, its location and specific hazards?
- If you have a fire alarm system, is it certified as required?
- If you have a fire alarm system, is it tested at least annually?
- If you have interior stand pipes and valves, are they inspected regularly?
- If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
- Are fire doors and shutters in good operating condition?
- Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- Are fire door and shutter fusible links in place?
- Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
- Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
- Are sprinkler heads protected by metal guards, when exposed to physical damage?
- Is proper clearance maintained below sprinkler heads?
- Are portable fire extinguishers provided in adequate number and type?
- Are fire extinguishers mounted in readily accessible locations?
- Are fire extinguishers recharged regularly and noted on the inspection tag?
- Are employees periodically instructed in the use of extinguishers and fire protection procedures?

## **PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING**

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- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
- Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures, required to wear *only* approved safety glasses, protective goggles, or use other medically approved precautionary procedures.
- Are protective gloves, aprons, shields, or other means provided and required where employees could be cut or where there is reasonably anticipated exposure to corrosive liquids, chemicals, blood, or other potentially infectious materials. See OSHA 29 CFR 1910.1030(b) for the definition of "other potentially infectious materials."
- Is appropriate foot protection required where there is the risk of foot injuries from hot, corrosive, poisonous substances, falling objects, crushing or penetrating actions?
- Are approved respirators provided for regular or emergency use where needed?
- Is all protective equipment maintained in a sanitary condition and ready for use?
- Do you have eye wash facilities and a quick Drench Shower within the work area where employees are exposed to injurious corrosive materials?
- Where special equipment is needed for electrical workers, is it available?
- Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials.
- Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard?
- Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?
- Are there appropriate procedures in place for disposing of or decontaminating personal protective equipment contaminated with, or reasonably anticipated to be contaminated with, blood or other potentially infectious materials?

## **GENERAL WORK ENVIRONMENT**

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- Are all areas inside and outside the facility clean, sanitary, and orderly?
- Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures?
- Is combustible scrap, debris and waste stored safely and removed from the worksite promptly?
- Is all regulated waste, as defined in the OSHA blood-borne pathogens standard (29 CFR 1910.1030), discarded according to federal, state, and local regulations?
- Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?
- Are covered metal waste cans used for oily and paint-soaked waste?
- Are all oil and gas fired devices equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working?
- Are all toilets and washing facilities clean and sanitary?
- Are all work areas adequately illuminated?

## **WALKWAYS**

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- Are aisles and passageways kept clear?
- Are aisles and walkways marked as appropriate?
- Are wet surfaces covered with nonslip materials?
- Are holes in the floor, sidewalk, or other walking surface repaired properly, covered or otherwise made safe?
- Are materials or equipment stored in such a way that sharp projectives will not interfere with the walkway?
- Are spilled materials cleaned up immediately?
- Are changes of direction or elevations readily identifiable?

## **FLOOR AND WALL OPENINGS**

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- Are skylight screens of such construction and mounting that they will withstand a load of at least 200 pounds?
- Is the glass in the windows, doors, glass walls, etc., which are subject to human impact, of sufficient thickness and type for the condition of use?
- Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing?

## **STAIRS AND STAIRWAYS**

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- Are standard stair rails or handrails on all stairways having four or more risers?
- Are all stairways at least 22 inches wide?
- Do stairs have landing platforms not less than 30 inches in the direction of travel and extend 22 inches in width at every 12 feet or less of vertical rise?
- Do stairs angle no more than 50 and no less than 30 degrees?
- Are stairs of hollow-pan type treads and landings filled to the top edge of the pan with solid material?
- Are step risers on stairs uniform from top to bottom?
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- Are stairway handrails located between 30 and 34 inches above the leading edge of stair treads?
- Do stairway handrails have at least 3 inches of clearance between the handrails and the wall or surface they are mounted on?
- Where doors or gates open directly on a stairway, is there a platform provided so the swing of the door does not reduce the width of the platform to less than 21 inches?
- Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction?
- Where stairs or stairways exit directly into any area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees stepping into the path of traffic?
- Do stairway landings have a dimension measured in the direction of travel, at least equal to the width of the stairway?
- Is the vertical distance between stairway landings limited to 12 feet or less?

## **ELEVATED SURFACES**

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- Are signs posted, when appropriate, showing the elevated surface load capacity?
- Are surfaces elevated more than 30 inches above the floor or ground provided with standard guardrails?
- Are all elevated surfaces (beneath which people or machinery could be exposed to falling objects) provided with standard 4-inch toeboards?
- Is a permanent means of access and egress provided to elevated storage and work surfaces?
- Is required headroom provided where necessary?

- Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tripping, falling, collapsing, rolling or spreading?
- Are dock boards or bridge plates used when transferring materials between docks and trucks or rail cars?

## **EXITING OR EGRESS**

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- Are the directions to exits, when not immediately apparent, marked with visible signs?
- Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT," "TO BASEMENT," "STOREROOM," etc.?
- Are exit signs provided with the word "EXIT," in lettering at least 5 inches high and the stroke of the lettering at least ½-inch wide?
- Are all exits kept free of obstructions?
- Are there sufficient exits to permit prompt escape in case of emergency?
- Are special precautions taken to protect employees, volunteer, house of worship members and visitors during construction and repair operations?
- Is the number of exits from each floor of a building and the number of exits from the building itself, appropriate for the building occupancy load?
- Are exit stairways which are required to be separated from other parts of a building, enclosed by at least 2-hour fire-resistive construction in buildings more than four stories in height, and not less than 1-hour fire-resistive constructive elsewhere?
- Where ramps are used as part of required exiting from a building, is the ramp slope limited to 1 ft. vertical and 12 ft. horizontal?
- Where exiting will be through frameless glass doors, glass exit doors, storm doors, etc., are the doors fully tempered and meet the safety requirements for human impact?

## **EXIT DOORS**

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- Are doors which are required to serve as exits designed and constructed so that the way of exit travel is obvious and direct?
- Are windows which could be mistaken for exit doors, made inaccessible by means of barriers or railings?
- Are exit doors operable from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?
- Is a revolving, sliding or overhead door prohibited from serving as a required exit door?
- Where panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic?

- Are doors on cold storage rooms provided with an inside release mechanism which will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- Where exit doors open directly onto any street, alley or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees, volunteers, house of worship members and visitors from stepping into the path of traffic?
- Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door?

## **PORTABLE LADDERS**

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- Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play?
- Are non-slip safety feet provided on each ladder?
- Are non-slip safety feet provided on each metal or rung ladder?
- Are ladder rungs and steps free of grease and oil?
- Is it prohibited to place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded?
- Is it prohibited to place ladders on boxes, barrels, or other unstable bases to obtain additional height?
- Are employees and volunteers instructed to face the ladder when ascending or descending?
- Are employees and volunteers prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- Are employees and volunteers instructed not to use the top step of ordinary stepladders as a step?
- When portable rung ladders are used to gain access to elevated platforms, roofs, etc., does the ladder always extend at least 3 feet above the elevated surface?
- Is it required that when portable rung or cleat type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?
- Are portable metal ladders legibly marked with signs reading "CAUTION" – Do Not Use Around Electrical Equipment" or equivalent wording?
- Are employees and volunteers instructed to only adjust extension ladders while standing at a base (not while standing on the ladder or from a position above the ladder)?
- Are metal ladders inspected for damage?
- Are the rungs of ladders uniformly spaced at 12 inches, center to center?

## **HAND TOOLS AND EQUIPMENT**

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- Are all tools and equipment (house of worship - owned, employee-owned or volunteer-owned) used by employees and volunteers in good condition?
- Are employees and volunteers made aware of the hazards caused by faulty or improperly used hand tools?
- Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?
- Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- Are tools stored in dry, secure location where they won't be tampered with?

## **PORTABLE (POWER OPERATED) TOOLS AND EQUIPMENT**

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- Are rotating or moving parts of equipment guarded to prevent physical contact?
- Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?
- Are effective guards in place over belts, pulleys, chains, sprockets, on equipment?
- Are portable fans provided with full guards or screens having openings ½ inch or less?
- Are ground-fault circuit interrupters provided on all temporary electrical 15 and 20 ampere circuits, used during periods of construction and remodeling?

## **MACHINE GUARDING**

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- Is there a training program to instruct employees and volunteers on safe methods of machine operation?
- Is there adequate supervision to ensure that employees and volunteers are following safe machine operating procedures?
- Is there a regular program of safety inspection of machinery and equipment?
- Is all machinery and equipment kept clean and properly maintained?
- Can electric power to each machine be locked out for maintenance, repair, or security?
- Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?
- Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?
- Are all emergency stop buttons colored red?
- Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?

- Are machinery guards secure and so arranged that they do not offer a hazard in their use?
- Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?
- If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards utilized to protect operators and other workers from eye and body injury?
- Are fan blades protected with a guard having openings no larger than ½ inch, when operating within 7 feet of the floor?

## **LOCKOUT TAGOUT PROCEDURES**

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- Is all machinery or equipment capable of movement, required to be de-energized or disengaged and tagged or locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
- Where the power disconnecting means for equipment does not also disconnect the electrical control circuit:  
Are the appropriate electrical enclosures identified?  
Is means provided to assure the control circuit can also be disconnected and locked-out?
- Is the locking-out of control circuits in lieu of locking-out main power disconnects prohibited?
- Are all equipment control valve handles provided with a means for locking-out?
- Does the lock-out procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked-out for repairs?
- Are appropriate employees provided with individually keyed personal safety locks?
- Are employees required to keep personal control of their key(s) while they have safety locks in use?
- Is it required that only the employee exposed to the hazard, place or remove the safety lock?
- Is it required that employees check the safety of the lockout by attempting a start up after making sure no one is exposed?
- Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?
- Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?
- Are a sufficient number of accident preventive signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?
- In the event that equipment or lines cannot be shut down, locked-out and tagged, is a safe job procedure established and rigidly followed?

## **ENVIRONMENTAL CONTROLS**

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- Are all work areas properly illuminated?
- Are employees instructed in proper first-aid and other emergency procedures?
- Are hazardous substances, blood, and other potentially infectious materials identified, which may cause harm by inhalation, ingestion, or skin absorption or contact?
- Are employees and volunteers aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics, etc.?
- Is employee and volunteer exposure to chemicals in the workplace kept within acceptable levels?
- Can a less harmful method or product be used?
- Is the work area's ventilation system appropriate for the work being performed?
- Are caution labels and signs used to warn of hazardous substances (e.g., asbestos) and biohazards (e.g., bloodborne pathogens)?
- Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?
- Are all local exhaust ventilation systems designed and operating properly such as air flow and volume necessary for the application, ducts not plugged or belts slipping?
- Is personal protective equipment provided, used and maintained wherever required?
- Are there written standard operating procedures for the selection and use of respirators where needed?
- Are restrooms and washrooms kept clean and sanitary?
- Is all water provided for drinking, washing, and cooking potable?
- Are all outlets for water not suitable for drinking clearly identified?
- Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- Are employees and volunteers instructed in the proper manner of lifting heavy objects?
- Where heat is a problem, have all fixed work areas been provided with spot cooling or air conditioning?
- Are employees and volunteers screened before assignment to areas of high heat to determine if their health condition might make them more susceptible to having an adverse reaction?
- Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within a building or other enclosed area?

- Are universal precautions observed where occupational exposure to blood or other potentially infectious materials can occur and in all instances where differentiation of types of body fluids or potentially infectious materials is difficult or impossible?

## **FLAMMABLE AND COMBUSTIBLE MATERIALS**

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- Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?
- Is proper storage practiced to minimize the risk of fire including spontaneous combustion?
- Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Is liquefied petroleum gas stored, handled, and used in accordance with safe practices and standards?
- Are no smoking signs posted on liquefied petroleum gas tanks?
- Are liquefied petroleum storage stands guarded to prevent damage from vehicles?
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
  - Class A Ordinary combustible material fires.
  - Class B Flammable liquid, gas or grease fires.
  - Class C Energized-electrical equipment fires.
- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?
- Are extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical switch boards and equipment?
- Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- Are safety cans used for dispensing flammable or combustible liquids at a point of use?
- Are all spills of flammable or combustible liquids cleaned up promptly?
- Are "NO SMOKING" rules enforced in areas involving storage and use of hazardous materials?

## **HAZARDOUS CHEMICAL EXPOSURE**

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- Are employees and volunteers trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?
- Are employees and volunteers aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?
- Is employee and volunteer exposure to chemicals kept within acceptable levels?
- Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- Are all employees and volunteers required to use personal protective clothing and equipment when handling chemicals (gloves, eye protection, respirators, etc.)?
- Are flammable or toxic chemicals kept in closed containers when not in use?
- Have standard operating procedures been established and are they being followed when cleaning up chemical spills?
- Where needed for emergency use, are respirators stored in a convenient, clean, and sanitary location?
- Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- Are employees and volunteers prohibited from eating in areas where hazardous chemicals are present?
- Is personal protective equipment provided, used and maintained whenever necessary?
- Do employees or volunteers complain about dizziness, headaches, nausea, irritation, or other factors of discomfort when they use solvents or other chemicals?
- Is there a dermatitis problem? Do employees or volunteers complain about dryness, irritation, or sensitization of the skin?
- If internal combustion engines are used, is carbon monoxide kept within acceptable levels?
- Is vacuuming used, rather than blowing or sweeping dusts whenever possible for clean-up?

## **HAZARDOUS SUBSTANCES COMMUNICATION**

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- Is there a list of hazardous substances used in your workplace?
- Is there a current written exposure control plan for occupational exposure to bloodborne pathogens and other potentially infectious materials, where applicable?
- Is there a written hazard communication program dealing with Material Safety Data Sheets (MSDS), labeling, and employee training?

- Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?
- Is there a Material Safety Data Sheet readily available for each hazardous substance used?
- Is there an employee and volunteer training program for hazardous substances?
- Does this program include:
  - (1) An explanation of what an MSDS is and how to use and obtain one.
  - (2) MSDS contents for each hazardous substance or class of substances.
  - (3) Explanation of "Right to Know."
  - (4) Identification of where an employee or volunteer can see the employer's written hazard communication program and where hazardous substances are present in their work areas.
  - (5) The physical and health hazards of substances in the work area, and specific protective measures to be used.
  - (6) Details of the hazard communication program, including how to use the labeling system and MSDS's.

- Does the employee and volunteer training program on the bloodborne pathogens standard contain the following elements:

(1) an accessible copy of the standard and an explanation of its contents; (2) a general explanation of the epidemiology and symptoms of bloodborne diseases; (3) an explanation of the modes of transmission of bloodborne pathogens; (4) an explanation of the employer's exposure control plan and the means by which employees can obtain a copy of the written plan; (5) an explanation of the appropriate methods for recognizing tasks and the other activities that may involve exposure to blood and other potentially infectious materials; (6) an explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment; (7) information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment; (8) an explanation of the basis for selection of personal protective equipment; (9) information on the hepatitis B vaccine; (10) information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials; (11) an explanation of the procedure to follow if an exposure incident occurs, including the methods of reporting the incident and the medical follow-up that will be made available; and (12) information on post-exposure evaluations and follow-up; (13) an explanation of signs, labels, and color coding?

- Are employees and volunteers trained in the following:
  - How to recognize tasks that might result in occupational exposure?
  - How to use work practice and engineering controls and personal protective equipment and to know their limitations?
  - How to obtain information on the types, selection, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
  - Who to contact and what to do in an emergency?

## **ELECTRICAL**

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- Do you specify compliance with OSHA for all contract electrical work?
- Are all employees and volunteers required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- Are employees and volunteers instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?
- When electrical equipment or lines are to be serviced, maintained or adjusted, are necessary switches opened, locked out and tagged whenever possible?
- Are portable electrical tools and equipment grounded or of the double insulated type?
- Are electrical appliances such as vacuum cleaners, polishers, vending machines, etc., grounded?
- Do extension cords being used have a grounding conductor?
- Are multiple plug adapters prohibited?
- Is exposed wiring and cords with frayed or deteriorated insulation repaired or replaced promptly?
- Are flexible cords and cables free of splices or taps?
- Are clamps or other securing means provided on flexible cords or cables at plugs, receptacles, tools, equipment, etc., and is the cord jacket securely held in place?
- Are all cord, cable and raceway connections intact and secure?
- In wet or damp locations, are electrical tools and equipment appropriate for the use or location or otherwise protected?
- Is the location of electrical power lines and cables (overhead, underground, underfloor, other side of walls, etc.) determined before digging, drilling or similar work is begun?
- Is the use of metal ladders prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors?
- Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
- Are disconnecting means always opened before fuses are replaced?
- Do all interior wiring systems include provisions for grounding metal parts of electrical raceways, equipment and enclosures?
- Are all electrical raceways and enclosures securely fastened in place?
- Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosures?
- Is sufficient access and working space provided and maintained about all electrical equipment to permit ready and safe operations and maintenance?
- Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs or plates?
- Are electrical enclosures such as switches, receptacles, junction boxes, etc., provided with tight-fitting covers or plates?
- Are disconnecting switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating.)?
- Is low voltage protection provided in the control device of motors driving machines or equipment which could cause probable injury from inadvertent starting?
- Is each motor disconnecting switch or circuit breaker located within sight of the motor control device?
- Is each motor located within sight of its controller or the controller disconnecting means capable of being locked in the open position or is a separate disconnecting means installed in the circuit within sight of the motor?
- Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- Are employees who regularly work on or around energized electrical equipment or lines instructed in the cardio-pulmonary resuscitation (CPR) methods?

## **FUELING**

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- Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?
- Are fueling operations done in such a manner that likelihood of spillage will be minimal?

- When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?
- Are fuel tank caps replaced and secured before starting the engine?
- In fueling operations, is there always metal contact between the container and the fuel tank?
- Are fueling hoses of a type designed to handle the specific type of fuel?
- Is it prohibited to handle or transfer gasoline in open containers?
- Are open lights, open flames, or sparking, or arcing equipment prohibited near fueling or transfer of fuel operations?
- Is smoking prohibited in the vicinity of fueling operations?
- Are fueling operations prohibited in building or other enclosed areas that are not specifically ventilated for this purpose?
- Where fueling or transfer of fuel is done through a gravity flow system, are the nozzles of the self-closing type?

## **MATERIAL HANDLING**

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- Is there safe clearance for equipment through aisles and doorways?
- Are aisleways designated, permanently marked, and kept clear to allow unhindered passage?
- Are motorized vehicles and mechanized equipment inspected daily or prior to use?
- Are vehicles shut off and brakes set prior to loading or unloading?
- Are containers of combustibles or flammables, when stacked while being moved, always separated by dunnage sufficient to provide stability?
- Are hand trucks maintained in safe operating condition?

## **TRANSPORTING EMPLOYEES AND MATERIALS**

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- Do employees and volunteers who operate vehicles on public thoroughfares have valid operator's licenses?
- When seven or more employees, volunteers or house of worship members are regularly transported in a van, bus or truck, is the operator's license appropriate for the class of vehicle being driven?
- Is each van, bus or truck used regularly to transport employees, volunteers or house of worship members equipped with an adequate number of seats?

- Are vehicles used to transport employees, volunteers or house of worship members equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?
- Is a full charged fire extinguisher, in good condition, with at least 4 B:C rating maintained in each house of worship owned or leased vehicle?

## **CONTROL OF HARMFUL SUBSTANCES BY VENTILATION**

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- Is the volume and velocity of air in each exhaust system sufficient to gather the dusts, fumes, mists, vapors or gases to be controlled, and to convey them to a suitable point of disposal?
- Are exhaust inlets, ducts and plenums designed, constructed, and supported to prevent collapse or failure of any part of the system?
- Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- Is adequate makeup air provided to areas where exhaust systems are operating?
- Is the source point for makeup air located so that only clean, fresh air, which is free of contaminants, will enter the work environment?
- Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?

## **SANITIZING EQUIPMENT AND CLOTHING**

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- Is personal protective clothing or equipment that employees are required to wear or use, of a type capable of being cleaned easily and disinfected?
- Are employees prohibited from interchanging personal protective clothing or equipment, unless it has been properly cleaned?
- Are machines and equipment, which process, handle or apply materials that could be injurious to employees or volunteers, cleaned and/or decontaminated before being overhauled or placed in storage?
- Are employees and volunteers prohibited from smoking or eating in any area where contaminants that could be injurious if ingested are present?

**RESERVED FOR FUTURE USE**

## **Appendix D – Food Preparation and Serving Safety Talks**

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The following pages contain Pre-written Safety Talks, which can be useful as Supervisors within our organization provide training to new or existing employees or volunteers. The Safety Talks are written such that Supervisors or their subordinates can conduct a safety meeting using these Safety Talks. Improving safety education throughout all areas of your organization should help reduce employee injuries, volunteer injuries, house of worship member injuries, property losses due to fire, etc.

**RESERVED FOR FUTURE USE**

## KITCHEN HAZARDS

The major area in food handling operations where injuries occur is of course within the kitchen.

Perhaps the greatest offenders causing both major and minor injuries are knives, cleavers, peelers and graters. It goes without saying that caution should be taken at all times. It's also a good idea to warn co-workers when you put anything sharp in wash water. "Knife in the water" is a common warning in many kitchen areas. Those four words can help prevent serious cuts and puncture wounds.

Spills and liquids on the floor cannot always be avoided, but there is no excuse for not wiping up spills or putting down an anti-slip rug to lessen the danger of falls. When floors are being mopped, put a warning sign or barrier nearby. Slips and falls have caused many permanent injuries.

Food grinders are also hazardous. Never feed anything into them with your hands – use a pusher. Garbage disposals can present the same hazard. Don't reach into the disposal if it is stalled, without taking steps to prevent it from being turned on.

Meat and cheese slicers are particularly dangerous, and the temptation to hand feed, especially at the end of a piece of food, must be avoided.

Modern kitchen equipment is typically electrically operated. Be sure the equipment is properly grounded or double insulated especially in kitchens, where water and moisture are plentiful. An electric shock can be serious or even fatal.

Meat band saws can be guarded up to a point. Use what guarding is provided and exercise extreme care and alertness when approaching the blade.

Kitchens would be of little use without heat, and heat is provided by stove burners, ovens, steam-jacketed kettles and pressure cookers. All, of course, are capable of causing severe and painful burns and scalds. Caution must be used around these heat sources.

However, when using pressure and steam, you must be doubly cautious. You're exposed not only to heat but also escaping steam and the possibility of explosion from built-up pressure. Injuries may even involve internal damage – inhaling live steam for example. When operating pressure cookers or steam-jacketed equipment, follow the manufacturer's instructions.

When carrying hot liquids, be alert for slips and falls, and warn others of your approach. Yell "hot stuff" or "heads up." It may prevent a lot of pain.

Some doors swing one way, while others swing both ways. In either case, the door should be approached with caution.

An ever-present problem in kitchens is broken glass and the sharp edges of opened tin cans. Never attempt to pick up broken glass with your bare hands – always sweep it up and use a dustpan or clean up slivers with a wet paper towel.

Observe rules established in kitchens, especially those applying to rush period traffic patterns. It makes good sense. Play it safe – that's food for thought.



## HANDLE MATERIALS SAFELY WITHIN A KITCHEN OR FOOD PREP AREA

More workers are injured on the job from the manual handling of materials than for any other reason. One out of every four work injuries, and one out of seven fatalities, results from the manual handling of some article or material. The trained, skilled and experienced employee or house of worship volunteer can do much to further his/her own safety and that of others by adhering to the following simple practices:

1. **STOP, LOOK AND LISTEN** before starting a job. Identify the hazards involved and plan for their elimination or control.
2. Substitute mechanical handling or get someone to help you when materials are too heavy, bulky, or require prolonged or repeated lifting.
3. Wear gloves when handling rough, hot or sharp materials and equipment.
4. Wear shoes with slip resistant soles within the kitchen area.
5. Clean up, wipe up and pick up. Eliminate fall hazards.
6. Store materials so they do not project in aisles. Protect sharp edges.
7. Wear prescribed protective clothing and use proper containers when handling cleaning chemicals and materials.
8. When exposed to eye hazards, wear safety glasses.
9. When LIFTING, stoop and bend your knees. Keep your feet close to the load. Lift with your legs. Keep your back straight.
10. Wash thoroughly and carefully after handling dusty, dirty or skin irritating materials or cleaning compounds.



## ELECTRICAL SHOCK PREVENTION AT THE HOUSE OF WORSHIP FACILITIES

Electrical shock kills and injures thousands of individuals each year. Most of these accidents happen because people don't look, don't think or just don't understand the shocking power of electricity.

Voltage, current and resistance are the basic terms used when talking about electricity. Voltage is the force that causes the current to flow. Current (amperage) refers to the amount of electricity that is flowing. Resistance denotes the restrictions that try to slow down or stop the flow.

Electrical shock can only occur when a part of the body completes a circuit between a conductor and another conductor or a grounding source.

Death or injury is not caused by the voltage; the damage is done by the amount of current that flows through the body when the contact is made. Of course, the higher the voltage the greater the amount of current. Some people have survived shocks of several thousand volts, while others have been killed by voltages as low as 12.

The dry outer skin of the human body offers extremely high resistance to electrical flow. However, this resistance is reduced to almost zero when the skin is wet, especially if the skin is wet because of perspiration.

Electricity and proper grounding work together for safety. A ground is a conducting connection between an electrical circuit or equipment and the earth, or to some conducting body that serves in place of the earth.

If your body is sweaty or damp, an oversensitive ground within it is created, which easily causes electrical shock. One way to keep the body's resistance high is to keep it dry, particularly the hands and feet, which might make the contacts and be instrumental in completing the circuit. This can be accomplished by wearing rubber gloves, boots, drying your hands after washing hands or preparing foods within the kitchen.

Effects of electrical shock depend mainly on the total amount of current flow and the path of the current through the victim's body. To prevent electrical shock, which can cause several types of injuries, make sure that your body cannot become part of the electrical flow and the path of the current.

An important phase of electrical safety is knowing how to help an electrical shock victim. First, stop the current flowing from the circuit through the victim's body, if it hasn't already been done. Often, particularly in cases of low-voltage shock, victims are unable to pull away from the source of current. If the victim is still in contact with the current, disconnect or de-energize the circuit (i.e. at the Fuse Box or Circuit Breaker Box), if possible. If this cannot be accomplished, obtain a non-conductive item, such as dry clothing, dry rope or a dry stick, and remove the victim from the source of the current.

Then call or send for help. Next, check to see if the victim's heart or breathing has stopped. Give the required first aid until professional help arrives.

We can reduce the risk of accidents in our workplace by keeping in mind these guidelines:

1. Never use water to put out an electrical fire; water can cause a fatal shock. Use a Class C-rated fire extinguisher for electrical fires; shut off the source of power as quickly as possible.
2. Inspect the area you're working in for electrical hazards.
3. Don't overload circuits.
4. Keep electrical equipment away from water and dampness.
5. Check electrical cords before, during and after each use for fraying and other signs of wear and defects.
6. Extension cords are designed for short term use only. If necessary to use an extension cord for a microwave, a kitchen appliance, etc. permanent wiring and an approved receptacle should be installed in the area by a licensed electrician.
7. Be sure to tagout/lockout power sources when working on equipment.
8. Do not plug in an appliance, portable tools, etc. into an electrical receptacle within an unfinished basement, damp location, within 6 feet of a sink or water faucet unless the electrical receptacle is a GFCI (i.e. Ground Fault Circuit Interrupter) receptacle. This type of receptacle will help to reduce potential electric shock.



## FIRE EXTINGUISHERS WITHIN OCCUPANCIES WHERE COMMERCIAL COOKING OCCURS

Each year we observe National Fire Prevention Week as a reminder to all of us that we need to practice fire prevention and fire safety. If prevention fails and a fire starts, we need to know how to put it out. So let's take a few minutes to learn about fire extinguishers and how to use them effectively.

Do you know where the fire extinguisher is in your work area? If not, find out today! Within a dining room or reception area an extinguisher rated not less than 2A is required every 3000 square feet, however, the travel distance to reach this extinguisher must never be more than 100 feet. In multi-story buildings, at least one such extinguisher on each floor must be located adjacent to stairways. Take a moment to look around your workplace to find the location of the nearest fire extinguisher.

There are three common categories of fires:

1. Class A – ordinary combustibles, like paper, wood, and trash
2. Class B – flammable liquids, greases, or gases
3. Class C – energized electrical equipment

The three above classes of fire extinguishers are the traditional types of fire extinguishers which were built to extinguish one or more classes of fires.

A fourth type of extinguisher can be found within most commercial kitchens today. This fourth type is a Class K Wet Chemical fire extinguisher. This type is recommended for use on grease fires within commercial kitchens. This extinguisher is the type recommended for use within kitchens where a UL 300 Wet Chemical Automatic extinguishing system may be present within the hood over commercial cooking equipment in house of worship kitchens. The use of a Class A fire extinguisher or the use of water within a kitchen near a grease fire will tend to splatter the grease and increase the probability of spreading the fire rather than extinguishing it. The Class BC fire extinguisher (the type frequently found within commercial kitchens in the past prior to the development of the UL 300 Automatic Extinguishing system) is a dry chemical fire extinguisher and the use of a dry chemical fire extinguisher within a kitchen may counteract the effectiveness of the UL 300 wet chemical automatic extinguishing system. Within kitchens near grease producing appliances only use the Class K wet chemical portable fire extinguisher.

If a Class K Wet Chemical portable fire extinguisher is present within the building, point out the differences between this extinguisher and the other extinguishers which you may have within other sections of the building outside the kitchen. This should help the employees and volunteers to remember to use only the Class K wet chemical extinguisher within the kitchen area near the commercial cooking equipment.

Never attempt to fight even a small fire until the fire department has been called and everyone has been evacuated. Do not fight the fire if you are unsure about the type of extinguisher, unsure how to use it, or if the fire is spreading or blocking your escape. If you can no longer safely fight the fire, leave the area immediately!

When using an extinguisher think of the acronym PASS — P.A.S.S. The “P” stands for **P**ull the pin, the “A” stands for **A**im the extinguisher nozzle at the base of the flames, the “S” stands for **S**queeze the trigger while holding the extinguisher upright, and the second “S” stands for **S**weep from side to side, covering the base of the fire with the extinguishing agent. Let's review this one more time. Remember to PASS: **P**ull, **A**im, **S**queeze, and **S**weep!

Even though we try to prevent fires, occasionally one may start and we must be prepared. If noticed quickly, and a fire extinguisher is available, the fire can be extinguished and property damage can be minimized. Make sure fire extinguishers are inspected on an annual basis by a fire extinguishing service contractor and confirm that the automatic extinguishing system within the hood over the cooking equipment is serviced by a fire extinguishing service contractor on a semi annual basis in accordance with National Fire Protection Association Standards.



## FOOD SERVICE OPERATIONS

The food service industry is not without its share of hazards that could injure or disable workers. And those hazards are no less serious than those found in manufacturing, construction and other types of businesses – they are merely different.

Recent figures from the Division of Safety and Hygiene showed that more than 4,200 food service workers were injured during the year. The largest number of injuries was classified as same-level falls caused by work surfaces.

Preventing these injuries involves housekeeping methods and proper clothing. Working and walking surfaces in Kitchens and dining areas can become slippery, particularly in areas where the food is prepared. If you work in these areas, wear shoes with low heels and soles made of rubber or other slip-resistant material.

A good rule to remember is “Pick up the things you drop and wipe up anything you spill.” Grease is especially hazardous on floors, so wipe up the spill immediately and sprinkle some salt over the area. Salt provides extra traction until the floor can be cleaned more thoroughly.

Also, once the floors are mopped, place a “wet floor” sign in plain sight. Floors that have been soaked with warm; soapy water should be dry mopped to remove the excess water.

Falls can also occur on dimly lighted or congested stairways. If the stairs are used for storage, notify your supervisor or activity leader so the situation can be remedied. When bulbs are burned out or are too dim to provide adequate light, either change the bulb yourself or check with your supervisor.

If these hazards are ignored, they can result in sprains, strains, fractures, contusions and other injuries.

Fire is an ever-constant threat to your health and your job. Grease buildup under range hoods and on stovetops could result in a costly fire. Frequent cleaning will not only help prevent fires but also insure a clean, safe work environment.

Faulty ovens and pilot lights are also fire hazards. Check them regularly and thoroughly. Although most of the new kitchen equipment has systems that automatically control fires with dry chemicals, some of you may remember using baking soda to put out range-top fires. This practice was extremely hazardous because baking powder was often confused with baking soda, with disastrous consequences – baking powder will explode when sprinkled over a flame.

Electrical wiring should also be inspected periodically for wear, as another fire prevention measure.

But if a small fire does occur, you should know what steps to take.

### **NOTE TO DISCUSSION LEADER:**

**Demonstrate the type of fire extinguisher used in your work area. List the kinds of fires it can extinguish. Also point out where the escape routes are located and explain how to report a fire. Employees and volunteers should be able to give fire officials the correct street address, the type of fire, the nearest cross street or other physical or topographical reference, and any other information that may help the firefighters.**

Although direct flames are responsible for only a small percentage of burn injuries, other heat sources account for a larger number of these injuries. Nearly 70 percent of the burns sustained in the food service industry in recent years were caused by hot grease or hot water and steam.

But this kind of injury can be prevented. For example, before stirring the contents of a covered boiling pot, lift the lid so that the steam escapes toward the back of the pot. Steam-cleaning equipment should be treated with the same respect. Wear the correct personal protective equipment when steam cleaning, including gloves and rubber boots.

Handling pots and pans can also be hazardous. Be sure that the handles do not extend over the edge of the stove. Use only dry potholders; wet potholders and towels conduct heat more rapidly. Do not use aprons as potholders, especially if you're working near open flames.

Other serious injuries in the food service business are cuts and punctures. It is important that you use the right knife for the job you're doing. For instance, don't use a boning knife for slicing foods. Never use a knife as a meat cleaver – it could break apart and send flying metal toward your eyes.

Make sure your knives are sharp. A dull knife is more likely to slip because of the extra force being exerted to use it effectively.

Knives should remain in the open while you're using them. Those hidden under towels or potholders could result in a serious cut. In addition, a knife extended over the edge of a sink or stove could also cause a cut or puncture. Avoid horseplay with knives, such as using them for swords in a mock duel.

Broken glass may also be a problem in the kitchen and dishwashing areas. Never pick up broken glass with your bare hands; sweep it up and put it in a separate trash container. Glass slivers can be picked up with several thicknesses of wet paper towels.

Cutting and slicing machines should be used properly.

**NOTE TO DISCUSSION LEADER:**

You may want to demonstrate proper operation of this type of machine, pointing out some of the associated hazards.

Never force food through a grinder or chopper with your hands – use a plunger or other approved tool. Machines should be turned off before cleaning or performing maintenance. Also disconnect the electrical cord. Before plugging the machine into the socket, make sure the switches are off.

When cleaning the blades of these machines, wipe with a stroking motion away from the blade edges. If you're using a mixer, make sure the attachments are locked into place. Do not remove guards or shields while using these kitchen machines.

Finally, you may be wearing some hazards. For example, your clothing should be tight fitting and all buttons should be fastened. Because of the possibility of catching on machine parts, jewelry should not be worn.

These are some of the hazards to watch for. If you are aware of any others, notify your supervisor. Let's all work together to provide a safer, more healthful working environment.

**NOTE**

**Use this space to list specific points or problems you wish to discuss during the safety meeting.**

DISCUSSION LEADER \_\_\_\_\_ DATE \_\_\_\_\_

THE UNDERSIGNED CERTIFY THAT THEY HAVE ATTENDED THIS SAFETY MEETING AND UNDERSTAND THE HAZARDS AND INSTRUCTIONS IT COVERED.

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## Appendix E – Safety And Health Audio Visuals

### FARM/AGRI-BUSINESS SAFETY

**#119 Farm Safety Means Farm Safely (20 min)** – Features segments with actual farmers, emergency personnel and experts talking with their experiences and safety lessons learned.

**#120 Agricultural Equipment Operator Safety Series** – 7 short segments on one DVD designed as a training resource for farm machinery operator safety. Suggested audience: youth engaged in agricultural machinery operations and other farm questions.

1. **Starting & Stopping Tractors** (8:09 min)
2. **Tractor Safety on the Farm** (8:49 min)
3. **Tractor Hitches, PTO's & Hydraulics** (10:25 min)
4. **Tractor Safety on the Road** (8:43 min)
5. **Why Farm Machinery Accidents Occur** (9:50 min)
6. **Farm Machinery Accident Situations** (8:22 min)
7. **Farmstead Safety** (9:39 min)

**#207 A Tractor Accident Can Happen to Anyone (8 min)** – This DVD stresses the importance of installing Rollover Protective Structures (ROPS), as well as wearing seat-belts and exercising caution when operating a tractor.

**#209 Dispensing Propane Safely** – Dispensing Propane Safely is an employee training program funded by the Propane Education & Research Council that details the many tasks associated with the safe and effective dispensing of propane into several types of propane cylinders and tanks, including those found at retail locations, bulk plant and forklift operations. Propane autogas dispensing operations, as well as emerging propane technologies such as refillable one pound propane cylinders are also highlighted.

**#210 Anhydrous Ammonia (33 min)** – Anhydrous Ammonia DVD is a safety training video about the hazards of Anhydrous Ammonia and safe responses to incidents involving this dangerous gas.

**#240 NH<sub>3</sub> Farmer Safety (12 min)** – The DVD focuses on elements that farmers need to remember when they are working with ammonia and ammonia equipment. We chose to concentrate on practices that will lessen the chances of an accident or ammonia release while in transport or during application in the field.

**#244 Reducing Grain Bin Entry Risks (22 min)** – Entering grain bins is a common occurrence at grain elevators and farms. While there are many dangers to grain bin entry, it can be accomplished safely. This video produced by the Grain Handling Safety Coalition will walk the viewer through the steps necessary to reduce the risks of entering a grain bin. Topics covered include: identifying risks and hazards, reducing the spoilage and proper grain storage techniques, safety standards, how to enter a bin safely, alternatives of bin entry, and best practices for overall grain handling safety.

### DRIVING SAFETY

**#129 Rules of the Road (105 min)** – Get Street Smart! Rules of the Road introduces teens to safe, smart and skillful driving. Know what to do in case of auto accident with the “In Case of Emergency” bonus features. Interactive quizzes and tests. Topics cover driving basics, city and residential driving, highway driving, the driver’s exam, safety tips, tips for hazardous conditions, drug and alcohol awareness.

**#204 Driving Distractions “Are You Playing With a Full Deck” (27 min)** – Eating, drinking, operating a cell phone, PDA or navigation devices. These are all potentially dangerous activities. The explosion of vehicle electronics and “eat while you drive” fast food now makes concentrating on your driving more difficult than ever. Every driver needs to be prepared for the things that may happen when our driving focus becomes blurred by our new technology or other distractions. Driving Distraction Are you Playing with a Full Deck makes your drivers more aware of driving distractions.

**#206 Young Drivers The High Risk Years (16 min)** – This video listens to 16 year-olds tell why they want their driver’s licenses and what driving means to them. Parents of teenagers who died in crashes tell how they tragedies happened and how their families have been affected. The DVD includes summaries of state laws on learner’s periods, night driving restrictions, and passenger restrictions.

**#208 Defensive Driving 15 Passenger Vans (11 min)** – This valuable program will provide your drivers with important safety tips to help them operate the large vans safely, protect the passengers and avoid possible accidents. The DVD covers loading and handling, common causes of rollovers, safety guidelines, and buckling up.

**#222 Distracted Driving (18 min)** – *Distracted Driving provides the information employees need to drive cars, vans and small trucks safely, both on and off the job. Topics covered are: the cost of distracted driving, “multi-tasking”, technology and distraction, eliminating distractions before you drive, cell phones, and fighting distraction on the road.*

**#223 Driving Defensively (18 min)** – *Whether they are speeding, tailgating, or just not paying attention to what they’re doing, other drivers can put you at risk. Driving Defensively provides the information employees need to drive cars, vans and small trucks defensively, both on and off the job. The DVD cover a range of topics: the fundamentals of driving defensively, dealing with distracted drivers, coping with aggressive drivers, using your headlights, driving safely in bad weather, handling a blowout, and sharing the road with trucks and buses.*

**#224 Driving Safety (20 min)** – *Driving Safety provides the information employees need to drive cars, vans, and small trucks safely, both on and off the job. It covers inspecting the vehicle (adjusting seats, mirrors, and other equipment), mental preparation and concentration, passing another vehicle, sharing the road with trucks and buses, school bus encounters, driving at night, adverse weather conditions, skidding, and hydroplaning, distracted driving, road rage, and what to do in case of an accident.*

**#241 Drive Safe, Save Lives (15 min)** – *The DVD has 3 short clips:*

1. **Stay Focused: Don’t Drive Distracted**
2. **Dangers of Impaired Driving and Speeding**
3. **Stay Safe with Seat Belts and Safety Seats**

## EMPLOYEE SAFETY

**#200 Safe Lifting (17 min)** – *Our latest release on the topic Safe Lifting emphasizes to your employees the importance of overall back care, both at work and at home. It also provides them with other information on how to protect their back from injury including exercises and weight control. Topics included are: how the back works, common types and causes of back injuries, effects of back injuries, injury prevention and safety practices, and proper lifting techniques.*

**#201 Electrical Safety for Qualified Workers (13 min)** – *This program explains the safety precautions qualified electrical workers must always take to avoid needless tragedies while performing any type of electrical work. The DVD includes definition of a qualified worker, approach boundaries, the shock hazard of electricity, voltage-rated gloves and PPE, the arc flash boundary, creating and verifying an electrically safe work condition, and exceptions when energized work is allowed.*

**#202 Electrical Safety for Everyone (11 min)** – *This video provides viewers with a general understanding of how electricity works while showing them the actions they can take to prevent becoming a part of an energized electrical conduit. Topics include: why electricity is dangerous, resistance and Ohm’s law, two electrical safety concepts, avoiding electrical contact and grounding, safe work practices, use of double-insulated tools and GFCIs, and response to a shock event.*

**#203 Winter Walking Staying on Your Feet (10 min)** – *Winter walking is a seasonal safety issue which is usually limited to several months. But during those several months thousands of serious injuries happen. This informative video helps the viewer understand the need to adjust our walking behavior and techniques when the snow begins to fall. The DVD covers why we need to adjust our walking techniques in winter, winter hazards to be alert for, walking techniques for winter conditions, procedures for winter conditions, procedures for staying on your feet, and techniques to minimize the effects of a fall.*

**#205 Common Sense Construction Safety (26 min)** – *This is the video you need to prevent accidents and save you money, time and energy. The DVD covers what is OSHA, fall protection, electrical, ladders, scaffolds, mobile equipment, personal protective equipment, housekeeping, and additional OSHA standards.*

**#211 To the Point About: Lock-Out/Tag-Out (13 min) English & Spanish combo** – *This program trains your employees in the proper methods to control hazardous energy to prevent injuries and save lives. The DVD quickly gets to the point about the important topic of Lock-Out/Tag-Out and explains OSHA’s required training points to your employees. Covered in the DVD are energy control program, why LOTO is required, affected employees, authorized employees, other workers, and Lock-Out/Tag-Out devices.*

**#212 To the Point About: Confined Space Entry (12 min) English & Spanish Combo** – *Controlling access to confined spaces and the hazards they contain can prevent injuries and save lives. The DVD includes topics such as: the confined space entry permit, atmospheric hazards, atmospheric testing and monitoring, other confined space hazards and how they are controlled, and the duties of the entry supervisor, the attendant and the entrant.*

**#217 Hazard Communication in Construction Environments (18 min)** – This video introduces employees to the Hazard Communication regulations and provides training on the various groups of chemicals found in the construction environment. It covers many topics: background of the regulation; GHS Safety Data Sheets and container labels, toxins, corrosives and irritants; flammables, combustibles and gases; exposure situations; personal protective equipment; and chemical storage, spills and clean-up.

**#218 Construction Fall Protection: We All Win (20 min)** – This program covers the information that construction workers need to protect themselves from falls. The video is a 5-part modular video presentation that can be used to educate both new and experienced workers. The modules cover introduction to fall protection, fall prevention systems, personal fall arrest systems, using personal fall arrest systems, and rescue.

**#219 Hand and Power Tool Safety-Basic Training (21 min) English & Spanish version** – This Basic Training program reviews various types of hand and power tools and how to handle them in a safe manner. It trains your employees to understand that tools are extremely useful but they can also be dangerous if not used correctly. Included in the DVD are why safeguards should never be bypassed, the importance of manufacturer's safety instructions, and the employee's responsibility to use tools safely.

**#230 Fall Protection (12 min)** – Fall Protection provides the information employees need to work safely when they are "off the ground", and assist in satisfying the major training requirements in the OSHA Standard on Fall Protection. Covers: the seriousness of fall hazards, types of environments where fall may occur, the "Fall Protection Plan", concentrating and keeping a clear head, the importance of housekeeping in preventing falls, measure that can be taken to protect against falls, and protective equipment.

**#232 Ladder Safety (13 min)** – Many employees take ladders for granted, and don't take the appropriate precautions when using ladders. The dvd covers ladder selection, inspection before use, setting up and moving ladders, climbing on ladders, and ladder accidents.

**#233 Ladder Safety in Construction Environments (13 min)** – Many employees take ladders for granted, and don't take the appropriate precautions when using ladders. The DVD covers ladder selection, inspection before use, setting up and moving ladders, climbing on ladders, and ladder accidents.

**#234 Supported Scaffolding (20 min)** – Helps employees understand the dangers of working with scaffolds, and how these risks can be minimized by knowing the correct ways to erect, maintain and use scaffolding equipment. Topics included in this dvd are: responsibilities of a "scaffold expert", creating a level and stable foundation, platforms and planking, the danger of power lines, ramps and walkways, platform hazards, personal fall arrest systems, and guarding against falling objects.

**#235 Supporting Scaffolding in Construction Environments (20 min)** – Helps employees understand the dangers of working with scaffolds, and how these risks can be minimized by knowing the correct ways to erect, maintain and use scaffolding equipment. Topics included in this dvd are: responsibilities of a "scaffold expert", creating a level and stable foundation, platforms and planking, the danger of power lines, ramps and walkways, platform hazards, personal fall arrest systems, and guarding against falling objects.

**#236 Slips Trips and Falls (17 min)** – Shows employees the situations that can lead to slips, trips and falls, and what they can do to avoid or prevent these accidents. It covers why slips, trips, and falls occur, common causes of accidents, potential health effects of resulting injuries, techniques used to avoid injury, the importance of safety shoes, and how to fall safely.

**#237 Slips Trips and Falls in Construction Environments (17 min)** – Shows employees the types of situations on construction sites that can lead to slips, trips and falls, and what they can do to avoid or prevent these accidents. Topics covered are: center of gravity and balance, trips and slips, walking surfaces, housekeeping and maintenance, footwear, how to fall properly, and personal protective equipment.

**#238 Safe Lifting in Construction Environments (17 min)** – Safe Lifting in Construction Environments provides the information employees need to protect their backs when they are lifting and carrying. Included are the back's structure and function, preparing for a lift, the mechanics of safe lifting, and planning a "carry".

**#239 Personal Protective Equipment in Construction Environments (17 min)** – Created to assist construction workers in selecting proper Personal Protective Equipment. Topics include general workplace injury information, PPE for head hazards, PPE for eye and face hazards, PPE for respiratory hazards, PPE for hand and finger hazards, PPE for foot hazards, and PPE for electrical hazards.

## GENERAL SAFETY

**#213 Garage and Repair Shop Safety (12min)** – A garage or repair shop has virtually every hazard you can imagine due to the wide variety of work that is performed there. This comprehensive program trains your employees about what hazards may exist and what they must each day to prevent injury. The topics covered include PPE, electrical safety, chemical safety, and back injury prevention.

- #214 Injury Prevention in Restaurants and Food Service (16 min)** – This video examines some of the more common hazards in Food Service and discusses choices workers can make to protect themselves and co-workers. Strains, sprains, bruises and fractures; cuts, lacerations and punctures; burns and scalds; and safety tips for kitchen staff, servers, bus people, bar staff, and dishwashers are all included as topics.
- #215 Convenience Store Safety (10 min)** – This training program is designed to train employees on the proper actions they must take to prevent robberies, as well as how to act during and after a robbery or robbery attempt. It also discusses other important training points for employees to be aware of such as proper housekeeping and safe lifting procedures.
- #216 Office Safety (19 min)** – This program on Office Safety trains employees what hazards exist in office environments, and how important it is to use good safety practices as they go about their work. Topics covered include: avoiding falls, putting yourself at risk, setting up your workstation, preventing computer eyestrain, using powered equipment, handling office supplies, and fire safety.
- #220 Accident Investigation (13 min)** – The Accident Investigation training video provides employees with the information they need to understand the goals of an accident investigation, the process itself, and how they can participate in the process to help make their workplace safer. It covers accidents and near misses, investigations and root cause analysis, the role of tools and equipment in accidents, the importance of training, the role procedures play in preventing accidents, and learning from accidents.
- #221 Compressed Gas Cylinders (12 min)** – Compressed Gas Cylinder training video provides the information employees need to handle and transport these potentially volatile storage containers. Included on the DVD are associated hazards, moving and transporting cylinders safely, positioning cylinders properly, proper “hook-up” procedures, safe storage practices, and storage “incompatibilities.”
- #225 Safety Audits (15 min)** – Provides employees with an understanding of the goals and procedures that are involved in a safety audit, show them how they can help in the audit processes and describe specific safe work practices. Includes performing a “workplace analysis”, “systems of control”, evaluating your work area, performing a “personal” safety audit, and dealing with accidents.
- #226 Electrocutation Hazards Part 11...Employer Requirements (15 min)** – Discusses the major types of electrocution hazards, and how employees can protect themselves from electrical hazards and electrocution in construction environments, as well as employer’s responsibilities in these areas. Covers electrical hazards and electrocution, power lines and isolation, tools and equipment, assured equipment grounding conductor programs, lock-out/tag-out/ and employee training.
- #227 Electrocutation Hazards Part 1...Types of Hazards and How You Can Protect Yourself (22 min)** – Discusses the major types of electrocution hazards and how employees can protect themselves from electrical hazards and electrocution in construction environments. Included are: electrical hazards and electrocution, major types of electrocution hazards, power lines and GFCIs, power tools and extension cords, and lock-out/tag-out.
- #228 Welding Safety (14 min)** – Reminds employees that there are indeed a number of hazards associated with welding and provides the information they need to work safely when involved with welding operations. Topics included are: getting “authorization” for welding operations, sparking and the risk of fire, guards and protective barriers, hazardous fumes and ventilation, the use of respirators and other personal protective equipment, eye protection (welding helmets, filters, glasses and goggles), inspecting welding equipment, and proper welding safety procedures.
- #229 DOT Hazmat Safety Training (18 min)** – DOT Hazmat Safety Training focuses on employees who handle hazardous materials. The DVD makes employees aware of the hazards associated with the materials and shows them how to work with the materials safely. Covers hazardous materials labels, shipping papers and the safety data sheet, packaging and loading HAZMATS, shipping and receiving HAZMATS, emergency response information, the emergency response guidebook, emergency actions, and first aid procedures.
- #231 Forklift/Powered Industrial Truck Safety (28 min)** – This DVD was specifically created to assist facilities in complying with OSHA’s Powered Industrial Truck Standard. Included topics are: OSHA’s certification process, the seven classes of industrial trucks, equipment checkout and maintenance, a forklift’s stability triangle, safe operating procedures, lifting and lowering loads, and trucks and loading docks.
- #242 U.S. Chemical Safety Board Safety** – Informs the industry, workers, and the public about the causes of chemical accidents and recommended practices to prevent them. Contains 3 separate discs.
- #243 Hazard Communication and the Global Harmonizing System (22 min)** – As mandated by OSHA chemical safety data must be conveyed through the use of the standard communication elements found in the Global Harmonized System for the Labeling and Classification of Chemicals. This dvd explains each of these communication elements in detail so your employees will understand how chemical hazards are communicated and how to use this information to ensure their safety when storing, handing, and using hazardous substances.

**#245 Reducing the Risk (70 min)** – Created by noted legal expert Richard Hammer, *Reducing the Risk* is a turn-key training program featuring an interactive DVD. Within a few hours, your ministry workers learn how to screen and select workers, implement solid supervision policies, and respond to allegations, keeping your church safe for children of all ages.



**If you would like to use any of the audio visuals, please contact:**

Corporate Loss Control  
Grinnell Mutual Reinsurance Company  
4215 Highway 146  
PO Box 790  
Grinnell, IA 50112-0790  
Phone: (800) 362-2041

Audiovisuals are available on a free loan basis.

Please be sure to indicate the desired audiovisual by title and/or number. The audiovisual should be reserved at least two weeks in advance to assure availability. Please return promptly when finished. If returning more than one video, please add an additional \$100 in UPS insurance for each video.

**RESERVED FOR FUTURE USE**

# Resources Applicable to All States

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

**Safety & Secure TV Channel, LLC**

1616 Severn Drive  
Annapolis, MD 21409  
(443) 949-0456

# ILLINOIS

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **Iowa/Illinois Safety Council**

8013 Douglas Avenue  
Urbandale, IA 50322-4724  
(515) 276-4724  
[www.iisc.org](http://www.iisc.org)

### **Construction Safety Council of Illinois**

4100 Madison St.  
Hillside, IL 60162  
(708) 544-2082  
[www.buildsafe.org](http://www.buildsafe.org)

### **Professor & Extension Safety Specialist**

Dr. Robert Aherin  
University of Illinois Chicago  
Agricultural Engineering Sciences Building  
360R AESB, MC-644  
1304 W. Pennsylvania Avenue  
Urbana, IL 61801  
Ph: (217) 333-9417  
Fax: (217) 244-0323  
[http://abe.illinois.edu/faculty/R\\_Aherin](http://abe.illinois.edu/faculty/R_Aherin)

### **Illinois Dept. of Commerce & Economic Opportunity**

Industrial Services Division  
100 West Randolph St. – Suite 3-400  
Chicago, IL 60601  
(312) 814-2337  
**(Provides free OSHA safety & health consultation)**  
[www.illinoisosha.com](http://www.illinoisosha.com)  
**(Click on “Resources”)**

### **Illinois Manufacturers’ Association Headquarters**

1301 W 22<sup>nd</sup> St, Suite 610  
Oak Brook, IL 60523  
(630) 368-5300  
(800) 482-0462  
(Regulatory & Compliance Information)  
[www.ima-net.org](http://www.ima-net.org)

### **Illinois Network for Agriculture Safety & Health**

Chip Petrea  
University of Illinois  
Agr & Bio Engineering  
1304 W Pennsylvania Ave.  
Urbana, IL 61801  
(217) 333-5035  
<http://web.extension.uiuc.edu/agsafety/inash/>

### **Illinois Occupational & Environmental Health & Safety Education & Research Center**

The University of Illinois at Chicago  
2121 W. Taylor  
Chicago, IL 60612  
(312) 996-7887  
[www.uic.edu/sph/glakes/ce](http://www.uic.edu/sph/glakes/ce)

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **Safety & Health Policy Center**

National Safety Council  
1025 Connecticut Ave., NW, Suite 1200  
Washington, DC 20036  
(202) 293-2270  
[www.nsc.org](http://www.nsc.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

230 Dearborn Street  
Room 3244  
Chicago, IL 60604  
(312) 353-2220

### **State Offices**

#### **OSHA – Calumet City Area Office**

1600 167<sup>th</sup> Street – Suite 12  
Calumet, IL 60409  
(708) 891-3800

#### **OSHA – Chicago Area Office**

701 Lee Street – Suite 950  
Des Plaines, IL 60016  
(847) 803-4800

#### **OSHA – North Aurora Area Office**

365 SMOKE TREE PLAZA  
North Aurora, IL 60542  
(630) 896-8700

#### **OSHA – Peoria Area Office**

2918 West Willow Knolls Rd.  
Peoria, IL 61614-1223  
(309) 671-7033

# INDIANA

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **Agricultural Safety and Health Program**

Purdue University  
Department of Agricultural & Biological Engineering  
225 South University Street  
West Lafayette, IN 47907-2093  
Phone: (765) 494-1191  
Fax: (765) 496-1356  
<http://pasture.ecn.purdue.edu/~agsafety/ASH/index.html>

### **Indiana Division of Labor**

Bureau of Safety, Education, and Training (INSafe)  
402 West Washington  
Room W195  
Indianapolis, IN 46204-2287  
(317) 232-2688  
**(Provides free OSHA safety & health consultation)**  
<http://www.in.gov/dol/insafe.htm>

### **Indiana Rural Safety & Health Council**

Purdue University  
Agricultural Engineering Department  
1146 ABE Building  
W. Lafayette, IN 47907-1146  
(765) 494-1191  
[www.farmsafety.org](http://www.farmsafety.org)  
(Go to [safetylinks.html](http://safetylinks.html))

### **Extension Safety Specialist**

William E. Field, Professor  
Purdue University  
Department of Agricultural & Biological Engineering  
225 South University Street  
West Lafayette, IN 47907-2093  
Phone: (765) 494-1191  
Fax: (765) 496-1356  
<http://pasture.ecn.purdue.edu/~agsafety/ASH/staff.html>

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

230 South Dearborn Street  
Room 3244  
Chicago, IL 60604  
(312) 353-2220

### **State Office**

#### **Indianapolis Area Office**

46 East Ohio Street, Room 423  
Indianapolis, Indiana 46204  
(317) 226-7290

### **Central/Southern IN Served by National Safety Council, KY Office**

3176 Richmond Rd, Suite 236  
Lexington, KY 40509  
(859) 294-4242  
[www.nsc.org](http://www.nsc.org)

### **Northwestern IN Served by National Safety Council, Chicago Chapter**

1121 Spring Lake Dr. Suite 100  
Itasca, IL 60143-3201  
(800) 621-2855  
(630) 775-2213  
[www.chicago.nsc.org](http://www.chicago.nsc.org)

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

# IOWA

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **Iowa State University**

College of Agriculture & Life Sciences  
138 Curtiss Hall  
Ames, IA 50011-1051  
(515) 294-2518  
[www.cals.iastate.edu](http://www.cals.iastate.edu)

### **I-CASH**

100 Oakdale Campus,  
124 IREH  
Iowa City, IA 52242-5000  
Phone: 319-335-4438  
[www.public-health.uiowa.edu/ICASH/index.html](http://www.public-health.uiowa.edu/ICASH/index.html)

### **Iowa AgrAbility**

92 LeBaron Hall  
Iowa State University  
Ames, IA 50014  
515-294-8520  
[www.extension.iastate.edu/agrability/](http://www.extension.iastate.edu/agrability/)

### **Extension Safety Specialist**

Charles Schwab, Ph.D.  
Associate Professor  
Iowa State University  
214 D Davidson Hall  
Ames, IA 50014-3080  
(515) 294-4131  
[www.extension.iastate.edu/news](http://www.extension.iastate.edu/news)  
<http://www-archive.abe.iastate.edu/safety.html>

### **EPA**

[https://www.epa.gov/sites/production/files/2017-01/documents/comparison\\_chart\\_wps\\_011117\\_cwpb.pdf](https://www.epa.gov/sites/production/files/2017-01/documents/comparison_chart_wps_011117_cwpb.pdf)

### **Iowa Workforce Development**

Steve Slater, Program Manager  
Bureau of Consultation and Education  
100 E. Grand Avenue  
Des Moines, IA 50319  
(515) 281-7629  
**(Provides free OSHA safety & health consultation)**  
[www.iowaworkforce.org/labor/iosh/consultation](http://www.iowaworkforce.org/labor/iosh/consultation)

### **Iowa-Illinois Safety Council**

8013 Douglas Avenue  
Urbandale, Iowa 50322-2453  
Phone: (515) 276-4724  
[www.iisc.org](http://www.iisc.org)

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

City Center Square  
1100 Main Street, Suite 800  
Kansas City, MO 64105  
(816) 426-5861

### **State Office**

**Des Moines Area Office**  
210 Walnut Street, Room 815  
Des Moines, IA 50309  
(515) 284-4794

# MINNESOTA

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **MNOSHA AREA OFFICES**

#### **St Paul Area Office**

443 Lafayette Road North  
St. Paul, MN 55155-4307  
(651) 284-5050  
(877) 470-6742

#### **Duluth Area Office**

5 North 3rd Ave. West, Suite 402  
Duluth, MN 55802-1611  
(218) 733-7830

#### **Mankato Area Office**

Nichols Office Center, Suite 520  
410 Jackson Street  
Mankato, MN 56001  
(507) 389-6507

### **Minnesota Department of Labor and Industry**

Occupational Safety & Health Division  
443 Lafayette Road North  
St. Paul, MN 55155-4307  
(651) 284-5005  
(800) 657-3776  
[www.dli.mn.gov](http://www.dli.mn.gov)

### **Minnesota Safety Council, Inc.**

474 Concordia Avenue  
St. Paul, MN 55103-2430  
(651) 291-9150  
(800) 444-9150  
[www.mnsafetycouncil.org](http://www.mnsafetycouncil.org)

### **Minnesota Department of Labor and Industry**

James Collins, Program Director  
Consultation Division  
443 Lafayette Road North  
St. Paul, MN 55155  
(651) 284-5060  
**(Provides free OSHA safety & health consultation)**  
[www.dli.mn.gov](http://www.dli.mn.gov)

### **University of Minnesota Duluth**

Environmental Health & Safety Office  
31-32 Durland Admin. Building  
1049 University Drive  
Duluth, MN 55812  
(218) 726-7273 or (218) 726-7139  
<http://www.d.umn.edu/ehso/>

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

230 South Dearborn Street, Room 3244  
Chicago, IL 60604  
(312) 353-2220

### **State Offices**

#### **Eau Claire Area Office**

1310 W. Clairemont Avenue  
Eau Claire, WI 54701  
(715) 832-9019

### **Extension Safety Specialist**

John Shutske  
University of Minnesota  
1390 Eckles Avenue  
St. Paul, MN 55108  
(612) 626-1250

### **Minnesota Department of Agriculture**

<https://www.mda.state.mn.us/protecting/farmsafety.aspx#mda>

# MISSOURI

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **Extension Rural Safety & Health Specialist**

Karen Fankenbusch  
University of Missouri  
232 Ag Engy Bldg.  
Columbia, Missouri 65211  
(573) 884-1268  
[www.extension.missouri.edu/main/displaycategory.aspx?c=49](http://www.extension.missouri.edu/main/displaycategory.aspx?c=49)

### **Missouri Department of Labor & Industrial Relations**

3315 W. Truman Boulevard, Room 213  
Jefferson City, Missouri 65102  
(573) 751-4091  
[www.labor.mo.gov/](http://www.labor.mo.gov/)

### **Missouri On Site Consultation Program**

Robert Simmons, Program Mgr. –  
Department of Labor & Standards  
P.O. Box 449  
Jefferson City, MO 65102  
(573) 751-3403  
**(Provides free OSHA safety & health consultation)**  
[http://labor.mo.gov/DLS/WorkplaceSafety/free\\_onsite\\_sharp.asp](http://labor.mo.gov/DLS/WorkplaceSafety/free_onsite_sharp.asp)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

1100 Main St, Suite 800  
Kansas City, MO 64105  
(816) 426-5861

### **State Offices**

#### **Kansas City Area Office**

6200 Connecticut Ave., Suite 100  
Kansas City, Missouri 64106  
(816) 483-9531  
Toll Free {Missouri Residents Only}:  
(800) 892-2674

#### **St. Louis Area Office**

911 Washington Ave, Room 420  
St. Louis, MO 63101  
(314) 425-4249  
Toll Free {Missouri Residents Only}:  
(800) 392-7743

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **Safety & Health Council of Western Missouri & Kansas**

5829 Troost Ave.  
Kansas City, MO 64110  
(816) 842-5223  
[www.safetycouncilmoks.com](http://www.safetycouncilmoks.com)

### **Safety Council of the Ozarks**

1111 South Glenstone  
Springfield, MO 65804  
(417) 869-2121  
(800) 334-1349  
[WWW.NSCOZARKS.ORG](http://WWW.NSCOZARKS.ORG)

### **St. Joseph Safety Council**

118 S. 5<sup>th</sup>, Lower Level  
St. Joseph, MO 64501  
(816) 233-3330

### **Safety Council of Greater St. Louis**

1015 Locust Street, Suite 902  
St. Louis, MO 63101  
(314) 621-9200  
[www.stlsafety.org](http://www.stlsafety.org)

### **University of Missouri Extension**

<https://extension.missouri.edu/main/DisplayCategory.aspx?C=49>

# NEBRASKA

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **University of Nebraska – Lincoln**

Environmental Health & Safety  
Lincoln, NE 68588  
(402) 472-7211  
<http://ehs.unl.edu>

### **OSHA 21(d) Consultation Program**

Eldon Diedrichs, Program Mgr.  
550 S 16<sup>th</sup> St.

Lincoln, NE 68509  
(402) 471-4717  
[www.dol.nebraska.gov](http://www.dol.nebraska.gov)

North Platte  
(308) 535-8165

**(Provides free OSHA safety & health consultation)**

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **Nebraska Safety Council, Inc**

4600 Valley Road – Suite 300  
Lincoln, NE 68501  
(402) 483-2581  
[www.nesafetycouncil.org](http://www.nesafetycouncil.org)

### **National Safety Council, Greater Omaha Chapter**

11620 M Circle  
Omaha, NE 68137-2231  
(402) 896-0454  
(800) 592-9004  
[www.safenebraska.org](http://www.safenebraska.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

1100 Main St., Suite 800  
Kansas City, MO 64105  
(816) 426-5861

### **State Office**

#### **Omaha Area Office**

Overland-Wolf Building  
6910 Pacific Street, Room 100  
Omaha, Nebraska 68106  
(402) 221-3182

Toll Free {Nebraska Residents Only}:  
(800) 642-8963

### **Extension Safety Specialist**

William Campbell  
Biological Systems Engineering  
204 L.W. Chase Hall  
Lincoln, NE 68583  
(402) 472-6714

### **Nebraska Dairy Extension**

<https://dairy.unl.edu/farm-safety-making-it-daily-habit>

# NORTH DAKOTA

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **Safety & Environmental Health**

University of North Dakota  
3851 Campus Road  
Auxiliary Services Bldg  
Grand Forks, ND 58202  
(701) 777-3341

### **Workforce Safety & Insurance**

1600 E. Century Avenue, Suite 1  
Bismarck, ND 58506  
(701) 328-3800  
(800) 777-5033  
[www.workforcesafety.com/workers](http://www.workforcesafety.com/workers)

### **North Dakota Department of Health**

Injury Prevention & Control  
2<sup>nd</sup> Floor – Judicial Wing  
600 E. Blvd. Avenue, Dept 301  
Bismarck, ND 58505-02200  
(701) 328-4536

### **North Dakota Safety Council**

1640 Burnt Boat Drive  
Bismarck, ND 58503  
(701) 223-6372  
(800) 932-8890  
<http://www.ndsc.org>

### **North Dakota Occupational Safety & Health**

Albert Koch  
Consultation – Bismarck State College  
Corporate & Continuing Education  
1815 Shater St.  
Bismarck, ND 58501  
(701) 224-5778  
**(Provides free OSHA safety & health consultation)**  
<http://www.bismarckstate.edu/ceti/ndosh/contact/>

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

1999 Broadway, Suite 1690  
PO Box 46550  
Denver, CO 80201-6550  
(720) 264-6550

### **State Office**

**Bismarck Area Office**  
Federal Office Building  
1640 East Capitol Avenue  
Bismarck, ND 58501  
(701) 250-4521

# OHIO

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### Ohio State University

Dr. Tom Bean, Director  
Great Lakes Center for Agricultural Safety & Health  
590 Woody Hayes Drive  
(614) 292-9455  
<http://www.ag.ohio-state.edu/~agsafety/glc>

### Ohio State University Extension Center at Lima

1219 West Main Cross Street  
Findlay, OH 45840  
Phone: (419) 422-6106  
[www.limacenter.osu.edu](http://www.limacenter.osu.edu)

### Ohio State University Extension Center at Piketon

1864 Shyville Road  
Piketon, OH 45661-9749  
Phone: (740) 289-2071  
Columbus Number: (614) 292-4900  
[www.southcenters.osu.edu](http://www.southcenters.osu.edu)

### Ohio State University Extension Center at Wooster

1680 Madison Ave.  
Wooster, OH 44691-4096  
Phone: (330) 263-3799  
Voice Mail: (330) 202-3555  
[www.woostercenter.osu.edu](http://www.woostercenter.osu.edu)

### Public Employment Risk Reduction Program (PEERRP) OSHA On-Site Consultation Program

Ohio BWC Division of Safety & Hygiene  
The customer contact center is open from  
7:30 a.m. to 5:30 p.m. EST.  
Toll-free: 1-800-OHIOBWC (1-800-644-62920)  
TTY: 1-800-BWC-4-TDD (1-800-292-4833)  
Fax: 1-877-520-OHIO (6446)  
Mailing address: BWC 30 W. Spring St.  
Columbus, OH 43215-2256  
<http://www.ohiobwc.com/employer/programs/safety/SandHOSHAandPERRP.asp>

### Extension Safety Specialist

Dr. Tom Bean  
Food, Ag & Biological Engineering Department  
590 Woody Hayes Dr.  
Columbus, OH 43210  
(614) 292-9455

### National Safety Council

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### National Safety Council, Central OH Chapter

919 Old Henderson Rd.  
Columbus, OH 43220  
(614) 324-5934  
[www.nsc-centralohio.org](http://www.nsc-centralohio.org)

### National Safety Council, Northern OH Chapter

Ohio One Building – Room 338  
25 East Boardman St.  
Youngstown, OH 44503  
(330) 747-8657  
(800) 715-0358  
[www.nscnohio.org](http://www.nscnohio.org)

### OSHA

[www.osha.gov](http://www.osha.gov)

### Regional Office

230 Dearborn Street, Room 3244  
Chicago, IL 60604  
(312) 353-2220

### State Offices

#### Cincinnati Area Office

36 Triangle Park Drive  
Cincinnati, Ohio 45246  
(513) 841-4132

#### Cleveland Area Office

Federal Office Building  
1240 East 9th Street, Room 899  
Cleveland, Ohio 44199  
(216) 522-3818

#### Columbus Area Office

Federal Office Building  
200 North High Street, Room 620  
Columbus, Ohio 43215 (614) 469-5582

#### Toledo Area Office

Ohio Building  
420 Madison Avenue, Suite 600  
Toledo, Ohio 43604  
(419) 259-7542

# SOUTH DAKOTA

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **South Dakota Safety Council**

1108 NW Avenue  
Sioux Falls, SD 57104  
605-361-7785 or 1-800-952-5539  
[www.southdakotasafetycouncil.org](http://www.southdakotasafetycouncil.org)

### **South Dakota Division of Labor & Management**

Kneip Building  
700 Governors Drive  
Pierre, SD 57501-2291  
(605) 773-3681

### **South Dakota State University**

Engineering Extension  
James Manning, Department Head  
West Hull 118, Box 510  
907 Harvey Dunn St.  
Brookings, SD 57007  
(605) 688-4101  
**(Provides free OSHA safety & health consultation)**

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

1999 Broadway, Suite 1690  
PO Box 46550  
Denver, CO 80201-6550  
(720) 264-6550

### **NO Area office in South Dakota**

Contact Regional Office

# WISCONSIN

## RESOURCES FOR SAFETY AND HEALTH INFORMATION

### **University of Wisconsin**

Center for Agricultural Safety & Health  
Dept. of Biological Systems Engineering  
Cheryl Sdjolaas  
Sr. Outreach Specialist  
460 Henry Mall  
Madison, WI 53706  
(608) 262-6330  
<http://fyi.uwex.edu/agsafety/>

### **Wisconsin Council of Safety**

501 E. Washington Avenue  
Madison, WI 53703-2944  
(608) 258-3400  
(800) 236-3400  
<http://www.wmc.org/programs/wisconsin-safety-council/>

### **Wisconsin OSHA Consultation Program (Health)**

University of WI State Laboratory of Hygiene  
Environmental Health Division  
2601 Agricultural Drive  
Madison, WI 53707  
(608) 226-5240  
**(Provides free OSHA safety & health consultation)**  
[www.slh.wisc.edu](http://www.slh.wisc.edu)

### **Wisconsin Department of Commerce (Safety)**

Division of Marketing, Advocacy & Tech Development  
144 NW Barstow Street  
Waukesha, WI 53188  
(262) 512-5198 or (800) 947-0553  
**(Provides free OSHA safety & health consultation)**  
[www.commerce.state.wi.us](http://www.commerce.state.wi.us)

### **Extension Safety Specialist**

Cheryl Skjolaas  
University of Wisconsin  
460 Henry Mall  
Madison, WI 53706  
(608) 265-0568

### **Wisconsin Department of Health Services**

Farm Worker Health and Safety  
<https://www.dhs.wisconsin.gov/occupational-health/farm-health.htm>

### **National Safety Council**

1121 Spring Lake Drive  
Itasca, IL 60143-3201  
(630) 285-1121  
(800) 621-7619  
[www.nsc.org](http://www.nsc.org)

### **OSHA**

[www.osha.gov](http://www.osha.gov)

### **Regional Office**

City Center Square  
1100 Main Street, Suite 800  
Kansas City, Missouri 64105  
(816) 426-5861

### **State Offices**

#### **Appleton Area Office**

1648 Tri Park Way  
Appleton, WI 54914  
(920) 734-4521

#### **Eau Claire Area Office**

1310 W. Clairemont Avenue  
Eau Claire, WI 54701  
(715) 832-9019

#### **Madison Area Office**

4802 E. Broadway  
Madison, WI 53716  
(608) 441-5388

#### **Milwaukee Area Office**

Henry S. Reuss Building, Suite 1180  
310 West Wisconsin Avenue  
Milwaukee, WI 53203  
(414) 297-3315





For more information, contact:

**P** 800-362-2041

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