

# Safety Manual

## To All Employees:

The purpose of this manual is to provide you with a safety resource that relates to your specific job activities. The source of most of this information comes directly from Kentucky and federal OSHA guidelines. (Portions of the information in Sections 21 and 22 is provided from Catholic Mutual's Safety Manual.) Within each Section, you will see many links to the OSHA website that can be accessed for additional information.

Each Section includes a reference to one or more of four general job categories: Teachers/Child Care Workers, Office/Administration, Maintenance and Cafeteria. These references are intended to assist you in quickly finding safety information that relates to your general job category. It is not an absolute separation of job functions. Each of you is expected to be familiar with the safety issues of any job you perform, whether or not your general job category is listed in a specific Section.

While the goal is to make this manual as comprehensive as possible, it is by no means an exhaustive list of all safety issues you will encounter in your daily work activities. Safety is an ongoing process and this manual will be routinely updated accordingly. To that end, we welcome any input that might help us improve on this information. If you have any comments or suggestions, please pass them on to your immediate supervisor.

To report safety issues of immediate concern, please contact your supervisor and Core Risk Services (800-887-8880).

Section #		T O M C	<b>- Teachers/Child Care Workers</b> <b>- Office/Administration</b> <b>- Maintenance</b> <b>- Cafeteria</b>
1	<b>Classroom/Office Safety</b>	T O	<p>The majority of us work in classrooms or offices during most of our day. It is no coincidence that a significant number of injuries occur in these places. You can greatly reduce the potential for these accidents by following a few simple procedures.</p> <ul style="list-style-type: none"> <li>➤ Keep your work area neat and orderly.</li> <li>➤ Do not leave desk, cabinet or file drawers open while unattended.</li> <li>➤ Keep the aisles and walking areas clear of backpacks, chairs, cords, etc. Tripping over such items has led to some fairly serious injuries in the recent past.</li> <li>➤ Do not run in the hallways or on the stairs.</li> <li>➤ Always use the handrails.</li> <li>➤ Do not throw or leave paper clips, rubber bands, staples, etc. on the floor.</li> <li>➤ Be watchful of other persons when opening and closing doors.</li> <li>➤ <b>Use ONLY ladders or step stools designed for the purpose when accessing elevated shelves. NEVER climb on chairs, desks, boxes or file cabinets.</b> See Section 5 – Ladders.</li> </ul>

# Safety Manual

<b>Section #</b>		<b>T O M C</b>	<ul style="list-style-type: none"> <li>- Teachers/Child Care Workers</li> <li>- Office/Administration</li> <li>- Maintenance</li> <li>- Cafeteria</li> </ul>
<b>2</b>	<b>Proper Lifting Techniques</b>	<b>T O M C</b>	<p><b><u>BEFORE YOU LIFT</u></b></p> <p>Lifting tasks are not limited to those job descriptions strictly involving physical activities. All of us — teachers/child care workers, administrators, cafeteria personnel as well as maintenance workers — must do lifting tasks from time to time. The biggest mistake you can make is to jump right in and start lifting. Before you reach for an object, take a moment to size up the load. Test it. If the object seems too heavy or bulky, do one of the following:</p> <ul style="list-style-type: none"> <li>➤ Ask a co-worker for help.</li> <li>➤ Break the load down into smaller, more manageable parts.</li> <li>➤ Get a dolly or other mechanical aid designed for the task at hand.</li> </ul> <p><b><u>LIFTING CORRECTLY</u></b></p> <ul style="list-style-type: none"> <li>➤ Always carry the load close to your body.</li> <li>➤ Keep the back as straight as possible.</li> <li>➤ Lift with your legs, not your arms.</li> <li>➤ Always keep a clear vision over the load.</li> </ul>
<b>3</b>	<b>Workstation Ergonomics</b>	<b>T O</b>	<p>Those of us who work in school or parish offices spend a considerable amount of time at our desks. These days, that means working on a computer. Prolonged and repetitive work can lead to soreness of muscles, discomfort, headaches, back pain, and long-term conditions like carpal tunnel syndrome. Fortunately, a few simple procedures can greatly reduce the risk of these injuries.</p> <p>This OSHA website (<a href="http://www.osha.gov/SLTC/etools/computerworkstations/index.html">http://www.osha.gov/SLTC/etools/computerworkstations/index.html</a>) will give you a quick reference on the proper posture and adjustments to your workspace for maximum comfort and efficiency. In addition, for periods of prolonged work in front of your computer, it is important that you take small breaks (about one minute every 10 or 15 minutes) and stretch the muscles in your fingers, hands, arms, shoulders and neck.</p>

# Safety Manual

<b>Section #</b>		<b>T O M C</b>	<ul style="list-style-type: none"> <li>- Teachers/Child Care Workers</li> <li>- Office/Administration</li> <li>- Maintenance</li> <li>- Cafeteria</li> </ul>
<b>4</b>	<b>Walking/Working Surfaces</b>	<b>T O M C</b>	<p>There are many situations that may cause slips, trips and falls, such as ice, wet spots, grease, polished floors, loose flooring or carpeting, uneven walking surfaces, clutter, electrical cords, open desk drawers and filing cabinets, and damaged ladder steps. The controls needed to prevent these hazards are usually obvious, but too often ignored.</p> <ul style="list-style-type: none"> <li>➤ Keep walkways and stairs clean and clear of scrap and debris.</li> <li>➤ Always coil extension cords and computer cables.</li> <li>➤ Choose footwear that is appropriate for the conditions in which you are working. For example, lug sole or other nonslip soles should be worn in icy weather. Cafeteria personnel should always wear rubber-soled shoes.</li> <li>➤ Keep parking lots, stairs and walkways clear in snowy/icy weather. Use salt/sand as needed.</li> <li>➤ If a slippery walking surface cannot be avoided, practice safe walking. Take short, controlled steps and use handrails to the extent possible.</li> </ul>
<b>5</b>	<b>Ladders</b>	<b>T O M C</b>	<p>Working on and around ladders is hazardous. Ladders are a major source of injuries and fatalities among construction workers, for example, and many of the injuries are serious enough to require time off the job. OSHA rules apply to all stairways and ladders. OSHA has specific rules on the use of ladders, which all employees are required to obey. Anyone using a ladder must be familiar with these, and they can be found at this OSHA web page:</p> <p><a href="http://www.osha.gov/Publications/ladders/osha3124.html">http://www.osha.gov/Publications/ladders/osha3124.html</a></p>
<b>6</b>	<b>Means of Egress (Emergency Action Plan)</b>	<b>T O M C</b>	<p>Each school and support building within the Archdiocese has a site-specific Emergency Management Plan in place. Each employee should be familiar with the plan for his or her facility. Your supervisor or principal can provide you with access to your plan.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10114">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10114</a></p> <p><a href="http://www.archlou.org/article113355.htm">http://www.archlou.org/article113355.htm</a> Click on "<a href="#">Emergency Management and Recovery</a>"</p>

# Safety Manual

Section #		T O M C	<ul style="list-style-type: none"> <li>- Teachers/Child Care Workers</li> <li>- Office/Administration</li> <li>- Maintenance</li> <li>- Cafeteria</li> </ul>
7	<b>Powered Platforms, Man lifts</b>	<b>M</b>	<p>Before using any type of mechanical equipment such as a scissor or hydraulic lift, including rental equipment, the employee must be familiar with its operating and safety procedures. Review the owner's manual and/or seek help from a supervisor before using.</p> <p>If the equipment is a rental, you must make sure the rental company provides the information and instruction necessary for its safe operation before using the equipment.</p> <p>The OSHA guidelines for powered platforms are listed at the link below.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9727">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9727</a></p>
8	<b>Hearing Protection (Occupational Health and Environmental Control)</b>	<b>M</b>	<p>Employees using power equipment (such as lawn mowers, weed eaters, leaf blowers, power washers, etc.) for prolonged use (more than 15 minutes at a time) must use ear protection.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9735">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9735</a></p> <p>Table G-16 shows the maximum permissible levels with no protection. It is likely that most of the equipment mentioned above exceeds these levels.</p>
9	<b>Chemical Safety/Hazardous Material Communications</b>	<b>M</b>	<p>Material Safety Data Sheets (MSDS) are available for any hazardous chemical, including cleaning supplies, which you may be required to use. Check with your supervisor or the Director of Facilities if you are having trouble locating a particular MSDS.</p>
10	<b>Personal Protective Equipment (PPE)</b>	<b>M</b>	<p>Protective equipment, including personal protective equipment for eyes, face, head and extremities; protective clothing; respiratory devices; and protective shields and barriers must be used wherever it is necessary. This includes, but is not limited to, eye and ear protection (see Section 8) while mowing lawns and eye protection while using grinding wheels or power tools of any kind.</p> <p>For additional details on when PPE is required, click on this link:</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9777">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9777</a></p>

# Safety Manual

<b>Section #</b>		<b>T O M C</b>	<ul style="list-style-type: none"> <li>- Teachers/Child Care Workers</li> <li>- Office/Administration</li> <li>- Maintenance</li> <li>- Cafeteria</li> </ul>
<b>11</b>	<b>Confined Spaces</b>	<b>M</b>	<p>When working in confined spaces, the following rules must be followed:</p> <ul style="list-style-type: none"> <li>➤ A supervisor or co-worker must be present as a monitor</li> <li>➤ There must be adequate lighting, either fixed or portable</li> <li>➤ If there is the possibility of the presence of toxic gasses (such as within a heating system), there must be adequate ventilation and/or a respirator must be used.</li> <li>➤ If a supervisor's area of responsibility includes one or more confined spaces, they must be familiar with OSHA rules governing such work. The applicable link is below:</li> </ul> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9800">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9800</a></p>
<b>12</b>	<b>Medical and First Aid</b>	<b>T O M C</b>	<p>In the event of a serious injury, call 911 immediately. If the injury is non-life threatening, direct the injured employee to the nearest infirmary or clinic, or, if no infirmary or clinic is available, the nearest hospital emergency room. If you do not know the location of the nearest clinic contact the KESA Claim Department at (502) 894-8484 or (800) 367-5372.</p>
<b>13</b>	<b>Fire Prevention/ Fire Extinguishers</b>	<b>T O M C</b>	<p>In the event of a fire, only those employees trained in the use of fire extinguishers are permitted to use them. Should a fire alarm sound, all employees must evacuate the premises immediately.</p>
<b>14</b>	<b>Fire Prevention/ Fixed Systems</b>	<b>C M</b>	<p>All supervisors whose areas of responsibility includes fixed fire protection, such as cooking stations, must be reasonably familiar with OSHA rules governing these systems, which are outlined in the link below.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9814">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9814</a></p> <p>Your outside sprinkler contractor and/or KESA (Core Risk Services 800-887-8880 can direct you to the appropriate person at KESA) can assist you with any questions or concerns regarding safety issues.</p>
<b>15</b>	<b>Compressed Gas and Compressed Air Equipment</b>	<b>M</b>	<p>See Section 10 - Personal Protective Equipment, and Section 18 – Portable Powered Tools</p> <p>OSHA Guidelines for compressed air equipment:</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9823">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9823</a></p>

# Safety Manual

Section #		T O M C	<p>- Teachers/Child Care Workers</p> <p>- Office/Administration</p> <p>- Maintenance</p> <p>- Cafeteria</p>
16	<b>Material Handling and Storage</b>	M	<p><b>Use of mechanical equipment.</b> Where mechanical handling equipment is used, sufficient safe clearances must be allowed for aisles, through doorways and wherever turns or passage must be made. Aisles and passageways must be kept clear and in good repair, with no obstruction across or in aisles that could create a hazard. Permanent aisles and passageways shall be appropriately marked.</p> <p><b>Secure storage.</b> Storage of material must not create a hazard. Bags, containers, bundles, etc., stored in tiers must be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse.</p> <p><b>Housekeeping.</b> Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. Vegetation control will be exercised when necessary.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9824">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9824</a></p>
17	<b>Machinery and Machine Guarding</b>	M	<p>Under no circumstances is any employee permitted to remove guards from any equipment, nor, is anyone permitted to use equipment where such guards have been removed. This includes lawn care and mowing equipment.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9836">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9836</a></p>
18	<b>Hand and Portable Powered Tools and Other Hand-Held Equipment</b>	M	<p>All supervisors are required to make sure portable powered hand tools are in good working order before they are put to use by any employee. This includes not only tools furnished <b>to</b> the employee, but tools furnished <b>by</b> the employee.</p> <p>Any employee using a portable powered hand tool is required to be familiar with the safe operation of such tool. Safety instructions can be found in the manual provided with the tool. OSHA regulations governing the safe operation of powered hand tools can be found at the following link:</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9849">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9849</a></p> <p>Personal Protective Equipment is required for almost any type of powered hand tool. See Section 8 – Hearing Protection, and Section 10 – Personal Protective Equipment.</p>
19	<b>Welding, Cutting and Brazing</b>	M	<p>No welding operations may be conducted without clearance from your supervisor. Anyone using welding equipment must be familiar with OSHA regulations regarding such use. Otherwise, a qualified outside contractor should be engaged to perform such services.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10133">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=10133</a></p>

# Safety Manual

<b>Section #</b>		<b>T O M C</b>	<ul style="list-style-type: none"> <li>- Teachers/Child Care Workers</li> <li>- Office/Administration</li> <li>- Maintenance</li> <li>- Cafeteria</li> </ul>
<b>20</b>	<b>Electrical Hazards</b>	<b>M</b>	<p>A qualified electrician should perform most electrical work. Before beginning any such work, the employee must have the permission of his or her supervisor and must be aware of the OSHA safety standards for such work.</p> <p><a href="http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9878">http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&amp;p_id=9878</a></p>
<b>21</b>	<b>Grinders</b>	<b>M</b>	<p>Bench or pedestal grinders are located in almost every maintenance shop. They are commonly used to shape or sharpen the edge of cutting tools such as lawn mower blades. Serious injury can result from the improper handling, installation or use of abrasive wheels.</p> <p>Both branch and pedestal grinders need to be secured to the floor or workbench to prevent movement during usage. Grinding wheels should be visually inspected for warping, cracks or other damage before installation. Grinding wheels should be discarded once they are approximately 2/3 worn.</p> <p>Proper guarding of these grinders is extremely important. The following items should be checked prior to using the grinder:</p> <ul style="list-style-type: none"> <li>➤ The wheel guard enclosure should cover most of the wheel, the spindle and the wheel mounting hardware. The maximum access space between the horizontal work rest and the top of the wheel guard opening should be no more than 65 degrees of the wheel.</li> <li>➤ The horizontal work rest should be adjusted to within 1/8-inch of the wheel to reduce the risk of an item being jammed between the wheel and the work rest.</li> <li>➤ The tongue guard is an adjustable safety plate that is attached at the top of the wheel guard enclosure. The tongue guards must be constructed so they can adjust to the wheel as it wears down. The distance between the wheel and the tongue guard must not exceed ¼-inch in order to reduce exposure to flying fragments.</li> <li>➤ A transparent, hinge-mounted face guard should be attached over the exposed wheel surface area to provide protection from materials being thrown off the spinning disk.</li> <li>➤ Personal protective equipment (i.e. safety goggles/glasses or a face shield) must be worn. (See Section 10 - Personal Protective Equipment)</li> </ul> <p style="font-size: small; margin-top: 10px;">Reprinted from Catholic Mutual Safety Manual</p>

# Safety Manual

<b>Section #</b>		<b>T O M C</b>	<ul style="list-style-type: none"> <li>- Teachers/Child Care Workers</li> <li>- Office/Administration</li> <li>- Maintenance</li> <li>- Cafeteria</li> </ul>
<b>22</b>	<b>Lawn Mowing</b>	<b>M</b>	<ul style="list-style-type: none"> <li>➤ Persons under the age of 18 should not be allowed to operate tractors, any type of mowers or any outdoor power equipment.</li> <li>➤ Anyone operating outdoor equipment should be properly trained before using the equipment.</li> <li>➤ No persons, other than the operator, should ride on tractors or lawn mowers.</li> <li>➤ All fuel should be stored in properly labeled and approved containers. Type II safety cans are recommended. Quantity of fuel should be limited to 5 gallons or less.</li> <li>➤ Safety glasses and hearing protection should be worn at all times.</li> <li>➤ Manufacturer’s maintenance and safety guidelines for all equipment should be followed. Frequent inspection of equipment is essential.</li> <li>➤ Persons under the age of 16 should be given tasks appropriate to their age and skill level. Tasks such as raking or bagging would be acceptable. Heavy lifting should not be allowed.</li> </ul> <p>See Section 8 – Hearing Protection, and Section 10 - Personal Protective Equipment</p> <p><small>Reprinted from Catholic Mutual Safety Manual</small></p>
<b>23</b>	<b>Motor Vehicle Operations</b>	<b>T O M</b>	<p>Observe the following when using a motor vehicle on archdiocesan business.</p> <ul style="list-style-type: none"> <li>➤ <b>Always</b> use seat belts, and make sure all passengers are buckled up as well.</li> <li>➤ Avoid using cell phones while driving. Should you need to make or receive a call – pull over!</li> <li>➤ Text messaging or the use of a Blackberry or similar device while driving is prohibited.</li> <li>➤ While in traffic, always maintain a safe distance between you and the vehicle in front of you.</li> <li>➤ Obey all traffic signs and keep your speed within the posted limits at all time.</li> <li>➤ Drive defensively. Keep your eyes on the road ahead for signs of trouble, and be ready to react!</li> </ul>
<b>24</b>	<b>Snow and Ice</b>	<b>O M</b>	<p>All facilities must have a snow and ice removal plan in place. If your facility does not have a plan in place, see the following three pages for a template for a snow and ice removal plan and posters. Core Risk Services, (800-887-8880), can assist with the details if necessary.</p>



# Safety Manual

## **Pre-Season (Early November)**

- Check equipment and supplies. Review contacts list from Snow Team. Identify any members who have left and seek new members as needed.
- Ensure contracts with outside vendors are current (know where you are on the contractor's list of customers as far as priorities), valid COI, etc.
- Review safe snow shoveling procedures with Snow Team members in order to avoid injuries.

## **Snow Season**

Monitor the weather on a daily basis.

When snow is predicted:

- Email or hand out **SNOW & ICE REMOVAL POLICY**.
- Make announcement to remind all employees of the policy and their responsibilities.
- Contact "Snow Team" members to confirm their participation.
- Ensure equipment and supplies are ready.

Make sure wet floor signs are up near the entrances inside buildings and that the ice melt is in designated locations.

Periodically throughout the day monitor the priority areas and all walking areas to address concerns such as areas of melting and refreezing, especially about ½ hour before dismissal.

Review afterwards to determine any possible changes or improvements that may be necessary.

## **SNOW SHOVELING SAFETY PROCEDURES**

- If you are inactive and have a history of heart trouble, talk to your doctor before you take on the task of shoveling snow.
- Avoid caffeine or nicotine before beginning. These are stimulants that may increase your heart rate and cause your blood vessels to constrict. This places extra stress on the heart.
- Drink plenty of water. Dehydration is just as big an issue in cold winter months as it is in the summer.
- Dress in several layers so you can remove a layer as needed.
- Before shoveling, warm up your muscles by walking for a few minutes or marching in place. Stretch the muscles in your arms and legs, because warm muscles will work more efficiently and be less likely to be injured.
- Pick the right shovel for you. A smaller blade will require you to lift less snow, putting less strain on your body.
- Begin shoveling slowly to avoid placing a sudden demand on your heart. Pace yourself and take breaks as needed.
- Protect your back from injury by lifting correctly.
- Stand with your feet about hip width for balance and keep the shovel close to your body. Bend from the knees (not the back) and tighten your stomach muscles as you lift the snow. Avoid twisting movements. If you need to move the snow to one side reposition your feet to face the direction the snow will be going.
- Most importantly — listen to your body. Stop if you feel pain!

# NOTICE



**Snow & Ice Alert**  
**Follow Policy Plan**

