



**DIOCESAN, PARISH, SCHOOL  
AND AGENCY  
EMPLOYEE SAFETY HANDBOOK**

DIOCESE OF ALLENTOWN  
SECRETARIAT FOR ADMINISTRATION

Post Office Box F  
Allentown, Pennsylvania 18105-1538  
610-871-5200 Fax 610-871-5211

The employees of the Diocese of Allentown, its parishes, schools and agencies are our most valuable asset. We are fully committed to the well-being of all of our employees and it is our belief that the best way to express concern for safety and support for all employees is through the Diocese of Allentown's Diocesan, Parish, School and Agency Employee Safety Handbook. This handbook should serve as a guide to promoting a safe workplace and environment, not only for our employees but also our volunteers and the many visitors to our premises.

There is also a training video that accompanies this handbook. Please make sure that you view this video. It's twelve minutes in length and it not only highlights specific parts of the handbook, but also includes a section on blood borne pathogen training that is extremely important to many of you in your job duties.

We are very pleased to provide this handbook to every diocesan, parish, school and agency employee. The video has been provided to the pastor, principal or administrator of your location and he/she has been instructed to show it to the location's current employees as well as any new hires. As you will see, when reviewing this handbook and video, the Diocese of Allentown will be maintaining a Safety and Health Program run through the Diocese's Self-Insurance Program. Please do not hesitate to contact the administrators of this program if you have any questions or concerns.

If we are safety conscious and correct potentially dangerous conditions, we may prevent unnecessary injuries and losses including workers' compensation and liability claims. Thank you for your help in making your workplace a safe one.

**DIOCESE OF ALLENTOWN  
Diocesan and Parish Employee  
Safety Handbook**

**EMERGENCY RESPONSE TEAM**

**Emergency Response Team Members are:**

Karen Messics, A.R.M.  
Risk/Claims Manager  
Catholic Mutual Group

Jessica Farnschlader  
Claims Representative  
Catholic Mutual Group

David Wong, PMP  
Manager of Properties and Facilities  
Diocese of Allentown

Dennis Keglovics  
Facilities Manager  
Diocese of Allentown

**TABLE OF CONTENTS**

Safety Policy Statement	Page 1
Safety and Health Program	
-Safety Concern Reporting	Page 2
-Administration and Contacts	Page 3
Safety Rules and Enforcement	
-General Overview	Page 4
-General Safety Rules	Page 4
-Office Safety Rules	Page 6
-Unsafe Conditions	Page 7
Program Elements	
-Blood Borne Pathogens	Page 8
-Chemical Use and Storage Protocols	Page 9
-Electrical Machine Guarding Protocols	Page 10
-Emergency Evacuation	Page 10
-Industrial Hygiene	Page 10
-Industrial Health Services	Page 11
-Personal Protective Equipment	Page 11
-Vehicle Use Guidelines	Page 12
Medical Emergencies and Accident Reporting	Page 13
Diocesan Emergency Response Team	Page 14
-In the Event of an Emergency	Page 14

## **SAFETY POLICY STATEMENT**

It is the policy of the Diocese of Allentown to protect the safety and health of diocesan clergy, and diocesan, parish, school and agency employees. The Diocese of Allentown recognizes that the time lost from injuries and illnesses is preventable. In order to prevent workplace injuries, we will maintain a safety and health program. To be successful, such a program must embody the proper attitudes toward injury and illness prevention on the part of both supervisory personnel and all employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and his or her fellow workers. Only through such a cooperative effort can a safety record 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 a minimum. Our goal is zero accidents and injuries.

We recognize that the responsibilities for safety and health are shared among all involved parties:

- The Diocese of Allentown accepts its responsibility for leadership of the Safety and Health Program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions in the workplace.
- Supervisory personnel 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 individuals, including themselves.
- Employees are responsible for whole-hearted, 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.

## **EMERGENCY RESPONSE TEAM IN THE EVENT OF AN EMERGENCY, CONTACT 610-439-7696 IMMEDIATELY.**

This is Catholic Mutual's telephone number. It has a 24-hour answering service connected to the line. Inform the operator that you have an EMERGENCY and a message will be forwarded to the Diocese of Allentown's Emergency Response Team immediately.

**(Normal Business Hours are Monday through Friday  
from 8:30 a.m. to 4:30 p.m.)**

The Emergency Response Team should be notified when the following non-routine conditions arise:

- a. The Police are called to a diocesan location or diocesan sponsored event.
- b. The Fire Department is called to a diocesan location or diocesan sponsored event.
- c. An ambulance is required at a diocesan location or diocesan sponsored event.
- d. Emergency Municipal Services (water, electric, sewer, gas) are called to a diocesan location.
- e. The Department of Environmental Protection (DEP) is called to a diocesan location.
- f. There is a threat of violence.
- g. There is significant property damage that creates a hazardous or dangerous condition.
- h. A death occurs at a diocesan location or during a diocesan sponsored event.
- i. A school is closed due to an emergency situation (other than snow).

\*The following page lists the members of the Emergency Response Team.

## MEDICAL EMERGENCIES AND ACCIDENT REPORTING

### IN THE EVENT OF A MEDICAL EMERGENCY

#### EMPLOYEES SHOULD

#### CALL 911

#### IF IMMEDIATE MEDICAL ASSISTANCE IS REQUIRED

For accidents or injuries that occur on the job and do not require immediate care, the injured employee should seek medical care from a licensed physician or local health care facility. If a panel of health care providers is posted at the location, a member of the panel should be chosen, in accordance with the Pennsylvania Workers Compensation Act.

**If a fatal injury occurs, Catholic Mutual  
MUST BE NOTIFIED IMMEDIATELY**

**The Occupational Safety and Health Administration (OSHA) oversees work-place injuries, and has specific requirements for reporting certain types of work-related injuries.**

#### EMPLOYERS ARE REQUIRED TO:

- \*Report work-related fatalities within 8 hours**
- \*Report work-related inpatient hospitalizations of one or more employees within 24 hours**
- \*Report work-related amputations or loss of an eye within 24 hours**

The employee should report every injury, no matter how minor, to his or her immediate supervisor. If the injury results in lost time or requires medical treatment, the supervisor or location administrator must immediately complete an Employer's Report of Occupational Injury or Disease. The form should be completed and forwarded to Catholic Mutual for processing. Once an injury report is received by Catholic Mutual, a complete investigation will be conducted.

## SAFETY POLICY STATEMENT—CONTINUED

All employees shall receive safety orientation based upon the contents of this handbook and any other safety documents that may be in place at their specific location. Receipt of this handbook and any other safety information will be acknowledged by the employee's signature on a Diocesan, Parish, School and Agency Employee Safety Handbook and Training Video Acknowledgement Form. This form will then become part of the employee's personnel file.

### SAFETY AND HEALTH PROGRAM SAFETY CONCERN REPORTING

All employees are welcome to submit general safety suggestions to the Safety and Health Program administrators listed on the following page at any time. All specific safety concerns, including issues not specifically addressed in this handbook, should be reported to the employee's supervisor and/or the parish, school or office administrator. They may also be referred to any of the individuals listed on page 3 for further assistance.

Hazardous conditions, work place environment issues, unsafe equipment, or needs for additional protective devices may be addressed at the location or may be referred to any of the listed individuals, as needed.

## **SAFETY AND HEALTH PROGRAM ADMINISTRATION & CONTACTS**

The Diocese of Allentown Safety and Health Program is administered under the Secretary for Administration and Catholic Mutual Group, the Insurance Administrator. The following personnel are responsible for oversight of the program:

DIOCESE OF ALLENTOWN  
P.O. Box F  
Allentown, PA 18105

Kim Viti Fiorentino  
Secretary for Administration, Diocese of Allentown  
(610) 871-5200 ext 2205 [Kfiorentino@allentowndiocese.org](mailto:Kfiorentino@allentowndiocese.org)

David Wong, PMP  
Manager of Properties and Facilities, Diocese of Allentown  
(610) 871-5200 ext 2259 [DWong@allentowndiocese.org](mailto:DWong@allentowndiocese.org)

CATHOLIC MUTUAL GROUP  
P. O. Box F  
Allentown, PA 18105

Karen J. Messics, A.R.M.  
Risk/ Claims Manager, Catholic Mutual Group  
(610) 439- 7696 ext 2267 [Kmessics@catholicmutual.org](mailto:Kmessics@catholicmutual.org)

Jessica Farnschlader  
Claims/Risk Representative, Catholic Mutual Group  
(610) 439- 7696 ext 2271 [Jfarnschlader@catholicmutual.org](mailto:Jfarnschlader@catholicmutual.org)

## **PROGRAM ELEMENTS VEHICLE USE GUIDELINES**

Employees may use diocesan-owned vehicles for school, parish or diocesan business. All individuals driving diocesan vehicles must be over 18 years of age, and must complete a Request for Driver Information Form, which is submitted to the Safe Environment Office, located at the Martin Luther King Drive office.

All Diocesan vehicles should be adequately maintained through a preventative maintenance program. Vehicles should be maintained and serviced on a regular basis and in accordance with the manufacturer's recommendations.

Employees operating diocesan vehicles must adhere to the following guidelines:

- The driver and all passengers in Diocesan owned, leased or rented vehicles must wear seat belts at all times.
- Drivers are not permitted to give rides to hitchhikers.
- Driving under the influence of alcohol or a controlled substance will not be tolerated. Any employee who drives a vehicle on school, parish or diocesan business after the consumption of alcohol will be reprimanded, may be permanently prohibited from driving a diocesan owned vehicle, and may be terminated.

All Drivers are expected to:

1. Pay attention to your driving at all times.
2. Comply with all rules of the road.
3. Obey posted speed limits.
4. Do not use cell phones while driving.
5. Do not read newspapers, books or maps while driving.
6. Do not apply make-up while driving.
7. Do not shave or brush your teeth while driving.

## **PROGRAM ELEMENTS**

### **INDUSTRIAL HEALTH SERVICES**

Industrial Health Services are the means by which potential hazards are identified and corrective actions determined to control or prevent exposures. Resources available to identify and assist remediation of problematic conditions include, but are not limited to consultation with insurance service providers, consultation with a certified industrial hygienist, consultation with professional service providers including medical practitioners and environmental surveying/sampling.

### **PERSONAL PROTECTIVE EQUIPMENT**

Personal protective equipment should be available to all personnel as required. Personal protective equipment includes, but is not limited to facial coverings, goggles and other protective eyewear and earplugs, especially for grounds keepers and cemetery employees. Employees should wear their personal protective equipment at all times when engaged in a hazardous activity.

Eyewash facilities should be available for grounds keepers and cemetery personnel as well as those individuals working with an injurious or corrosive material.

## **SAFETY RULES AND ENFORCEMENT**

### **GENERAL OVERVIEW**

All too often, incidents occur because of unsafe actions of individuals who have not received proper instruction, or who have been instructed improperly or because their unthinking actions have not been checked. Additionally, these incidents occur because of unsafe conditions that should have been noticed, reported and eliminated.

A standard set of rules, uniformly enforced, with documented disciplinary procedures, allows the Diocese to better eliminate unsafe work practices. This section includes common workplace safety rules to be followed by employees. It may be necessary to develop additional rules, specific to the individual site.

### **GENERAL SAFETY RULES**

1. Each employee shall use care in the performance of his/her duties and act in a manner that will assure maximum safety for themselves, fellow employees and the public.
2. Unsafe conditions, accidents, and injuries shall be reported immediately to a supervisor.
3. The supervisor must respond to all reports of unsafe conditions. Employees failing to receive timely response from a supervisor should follow-up with the next higher level of supervision.
4. Employees shall not work under the influence of alcohol or illegal drugs. Prescription and "over the counter" drugs are allowed provided the employee can safely perform assigned duties without impairment of skills, function and judgment.
5. On-the-job illness, fatigue and any other impairments shall be reported to the supervisor so that possible accident situations can be avoided.
6. Work areas, vehicles, and the inside and outside access ways of buildings shall be kept clean.
7. Proper lighting shall be maintained for the clearest visibility when undertaking any work-related task.
8. Horseplay, practical jokes, or fighting is not permitted.

## **SAFETY RULES AND ENFORCEMENT**

### **GENERAL SAFETY RULES (CONT'D)**

9. Tampering with any machinery or equipment is not allowed.
10. Carrying firearms, explosives, or weapons is prohibited. This may be grounds for disciplinary action up to and including termination.
11. Sabotage, theft, or willful destruction of diocesan property is grounds for immediate termination and prosecution.
12. All tools/equipment shall be kept in good working order. Defective tools/equipment shall not be used. Report all defective tools to a supervisor.
13. Employees shall not operate any machine unless they are trained and authorized to use the equipment and all guards and safety devices are in place and in operating condition.
14. All ladders shall be inspected by the employee prior to use. No defective ladders shall be used. Straight ladders shall be placed on secure footing at a 4 to 1 pitch (75 degree angle), with at least 3 feet extending above the work surface. The ladder shall also be tied off at the top. Folding ladders shall be used only in the open and locked position and the last step prior to the top shall never be used.
15. Unless double insulated, all electric power tools and equipment shall be grounded and connected to grounded power cords and receptacles. Power extension cords shall be protected from crushing, cuts and other damage. Ground fault circuit interrupter protection should be used in all wet or damp areas.
16. Employees shall wear approved safety goggles, respirators, gloves and other personal protective equipment required for particular jobs as required by safe work procedures.
17. Employees shall smoke in designated areas only.
18. Sexual and other unlawful harassment will not be tolerated. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

## **PROGRAM ELEMENTS**

### **ELECTRICAL MACHINE GUARDING PROTOCOLS**

All machines or operations that expose individuals to rotating parts, pinch points, flying chips, particles, or sparks must be adequately guarded. In addition, mechanical power transmission belts and pinch points must be guarded as well. An emergency stop button must be available on the machinery. The equipment should be securely placed and anchored to prevent tipping or other movement that could result in injury.

**\*\*This applies to Hobart or other kitchen meat slicers as well as bench and pedestal grinders.\*\***

### **EMERGENCY EVACUATION**

Every location in the Diocese of Allentown must develop an emergency evacuation plan, which includes posting of emergency evacuation routes. The plan must be reviewed with all employees of the location. All employees are responsible for knowing and following the posted emergency evacuation plans.

### **INDUSTRIAL HYGIENE**

Industrial hygiene is the study of the effect the workplace environment has on the worker. Should an employee suspect he/she is being exposed to or is experiencing symptoms from suspected exposure to potentially harmful chemicals, physical or environmental conditions he or she is expected to report the cause for concern and/or symptoms to his/her supervisor. The supervisor is to document and preliminarily evaluate the employee's concerns. Hopefully, the cause for concern is readily identifiable and easily rectified. Should this approach be impractical, prove to be ineffective or conditions/symptoms are considered severe, the Safety and Health Program administrators listed on page 3 should be notified. Appropriate Industrial Health Services will be provided.



**PROGRAM ELEMENTS**  
**BLOOD BORNE PATHOGENS (CONT'D)**

5. Clean blood and body fluid spills promptly with a solution of ten percent bleach and water or an approved germ-killing agent. This includes fluids on the floor or on any fixtures or equipment.
6. Broken glass which has any chance of being contaminated will be cleaned up with a dust pan and broom or tongs. It will not be picked up by hand. The glass will then be disposed of in a container that is puncture proof.
7. Maintenance and custodial personnel shall wear gloves whenever there is a chance of coming into contact with blood and bodily fluids. This would specifically include any time they are working in restrooms. All restrooms, toilets, urinals etc. will be cleaned with a ten percent bleach solution or disinfectant daily.

Maintenance personnel who are going to make repairs to a bathroom fixture will wear gloves and wash the fixture with a ten percent bleach solution before beginning work.

**CHEMICAL USE AND STORAGE PROTOCOLS**

Each location should maintain an inventory of all chemical substances. This inventory should be available to all employees. Safety data sheets (SDS) should be obtained on all chemicals on site. All chemicals should be properly labeled, dated and stored.

**SAFETY RULES AND ENFORCEMENT**  
**OFFICE SAFETY RULES**

1. Drawers of desks and file cabinets shall be kept closed when unattended.
2. Caution shall be exercised when walking around blind corners.
3. Only one drawer on a file cabinet shall be pulled out at a time in order to avoid tipping.
4. The floor shall be kept free of tripping hazards such as telephone cords, extension cords, loose papers, cartons, etc.
5. Materials shall be stored on shelves in a manner to prevent falling. Heavy objects shall be placed on middle shelves.
6. Unsafe electrical cords, faulty electrical equipment, and any other hazard shall be reported to the supervisor immediately.
7. Broken glass and sharp objects shall not be placed in waste paper containers.
8. Portable heaters are not to be used unless authorized by supervisor.
9. Office equipment and computers shall be maintained in the correct ergonomic positions.
10. Never use a chair or desk as a ladder. Always use the correct equipment and tools for the job.

Any questions about specific details and safety requirements should be referred to a supervisor.

## **SAFETY RULES AND ENFORCEMENT**

### **UNSAFE CONDITIONS**

Unsafe conditions lead to accidents and injuries. When identified, employees shall report unsafe conditions to a supervisor in a timely manner. If the condition is of an emergency nature, it shall be immediately reported to a supervisor and corrective action should be taken at once.

Unsafe conditions include, but are not limited, to the following:

- a. Wet floors.
- b. Holes or defects in the floors or floor coverings.
- c. Poorly lit areas, stairways, and halls.
- d. Inoperative Emergency Lighting, including emergency exit lights.
- e. Extension cords or loose wires across floors.
- f. Failure to post warning signs in hazardous area.
- g. Improper storage of flammable liquids or highly flammable materials.
- h. Fire Exits blocked or improperly locked.
- i. Material obstructing lobbies, corridors and stairways presenting a tripping hazard or impeding emergency evacuation.

## **PROGRAM ELEMENTS**

### **BLOOD BORNE PATHOGENS**

Employees should consider all human blood and other bodily fluids to be potentially infectious. As such, employees will adhere to the following procedures to address exposure to blood or other bodily fluids:

1. Emergency kits should be maintained at all locations. The kit should be in a plastic bag and should contain:
  - one or more pair of rubber gloves
  - one or more compression bandages
  - a plastic bag to put the gloves and bandages in after they are used
  - a plastic bottle with a germ-killing solution
  - paper towels
2. Employees **MUST** wear disposable (single use) gloves such as surgical or examination gloves whenever administering first aid, particularly if it is likely that there will be contact with any individual's body fluids, mucous membranes, or non-intact skin, or any item or surface contaminated with body fluids.

Gloves must not be reused and should be properly disposed of immediately after use, in a plastic bag.
3. Immediately wash hands and other skin surfaces with a ten percent bleach solution or other antiseptic soap.
4. Any employee who has cuts, sores, or any other breaks in the skin of their hands and arms should not contact blood or other bodily fluids unless it is an emergency and there is no one else available to help, even if wearing gloves. In the event that any employee is exposed to blood or bodily fluids that come into contact with any breaks in their skin or gets into their mouth, eyes or nose, he or she should immediately notify the pastor, principal or administrator of the location.