



## CODE OF SAFE PRACTICES

### GENERAL SAFE WORK PRACTICES

- Each employee must assume responsibility for personal safety and the safety of fellow employees. When an employee considers that the work being done is in violation of provisions of the IIPP, sufficient safeguards are not in place, or that the work is not performed in a safe manner, the employee must immediately bring the matter to the attention of the manager.
- An employee who received instructions conflicting with those in this IIPP shall immediately bring the matter to the managers' attention as appropriate.
- Employees shall be alert for unsafe work methods or unsafe conditions, and shall immediately correct them or report them to their manager immediately in accordance with the IIPP.
- Employees shall report every accident injury, near miss and work related illness immediately to their manager, whether serious or not.
- Manager will take appropriate action on all reports of incidents, near miss or accidents, as outlined in the IIPP.
- Work areas must be kept clean at all times.
- Storage areas must be kept neat and orderly. Aisles and exits must be kept clear of obstructions at all times.
- Items including water, ice or paper, which have been dropped or spilled must be picked up or cleaned up immediately.
- Obey all warning tags and signs posted to alert employees to hazards.
- Utilize Lock Out - Tag out procedures when working with motors or electrical equipment.
- All electrical equipment will be equipped with a ground wire where required by code.
- Long term use of extension cords is prohibited. When used for temporary or emergency situations, all extension cords will have a suitable ground and will be in good condition.
- Ongoing inspection of all equipment is required.
- All electrical cords, plugs and switches shall be kept in good repair.
- All file cabinets will be secured to prevent them from falling over. Open only one drawer at a time and when finished, close all doors and extracting shelves.
- All storage shelves are to be secured to the wall or floor to prevent them from falling over. Always store lighter materials on the top shelves and heavier materials on the lower two shelves.



- Horseplay, practical jokes and sparring cause accidents and are prohibited.
- Drinking alcohol or taking narcotics or habit-forming drugs in any form, or being under the influence of drugs or alcohol during work hours or on company property (to include vehicles and equipment) is prohibited. Employees taking prescription and over the counter medications which may interfere with their ability to safely perform their job, must report this to their manager.
- Only authorized personnel are permitted to service or adjust machines or office equipment when electrical or mechanical defects are noted. Utilize Lock Out – Tag Out procedures.
- Employees must adjust their computer workstations to be ergonomically correct. Employees who use computers extensively will be provided with ergonomic accessories such as adjustable keyboards, adjustable chairs, no-glare screens, foot rests and wrist rests.
- Employees must practice good personal hygiene at all times and utilize “Universal Precautions” to avoid disease transmission. Employees whose job tasks involve potential exposure to communicable diseases are to utilize “Universal Precautions”, decontamination, frequent hand washing with germicidal soaps, and utilization of PPE as appropriate.

### **Fire Safety**

- Employees should be aware of the location of the fire extinguishers in or near their job location.
- All fire extinguishers shall be serviced and certified annually by an outside service, and checked on an ongoing basis to ensure that they are properly charged and mounted in the correct location. In addition fire extinguishers must be inspected monthly.
- Only trained employees may attempt to respond to fires or other emergencies. Only employees who are certified on the proper use of portable fire extinguishers should attempt to respond to a fire.
- Fire extinguishers shall be kept clear at all times and shall not be removed from their designated location.
- In the event of a fire, call to co-workers, sound the alarm and evacuate the building in an orderly manner. Employees hearing the alarm shall stop work, notify other co-workers, and evacuate the building immediately.
- Do not block fire-fighting equipment, fire doors, exits or stretchers with materials or equipment.
- Means of egress shall be kept unblocked, well lighted and unlocked during work hours.
- Employees should be alert for fire and fire hazards.



- Employees shall be familiar with the Diocese's Emergency Action Plan and evacuation routes for each building and work area in which they work in.
- Employees shall not smoke in Diocese vehicles, in buildings or around co-workers and only in designated areas.

### **Prevention of Slips and Falls**

- Field crews must wear safe, strong shoes that are in good repair and shall wear non-slip shoes when working in wet conditions.
- Employees should maintain an increased awareness of tripping hazards on general walking surfaces, should watch their step and be sure of secure footing.
- Employees should not get in an awkward position, but keep in control at all times.
- Trip hazards such as chairs, containers, cords and other material shall not be left in aisles.
- Install cables, extension cords, hoses, equipment, etc so as to prevent tripping hazards.
- If it is necessary to reach something, use a ladder or step stool. Chairs, boxes, or other furniture are not to be used as ladders. Stepladders are not to be used as straight ladders.
- Walk if at all possible. Horseplay is prohibited.

### **Handling Materials**

- Employees should plan their work to prevent moving something twice.
- Employees shall not lift objects that are beyond their physical capacity and training. Get help or use a machine-handling device such as a forklift or hand truck.
- Wear PPE such as gloves, aprons and pads when handling material which are rough, sharp, hot or cold.
- When handling hazardous material wear PPE as appropriate and review the Safety Data Sheet prior to handling the material.
- Employees should plan their route prior to moving a load. Don't change position of the load or adjust the grip while carrying it. Rest the object against something for support then make the change.
- When carrying long objects keep the leading end just above head height.
- When lifting objects use proper lifting techniques and stay within your physical capabilities.



## **Back Safety & Proper Body Mechanics**

- Each employee should be aware of proper lifting methods. Bend the knees, get a good grip on the object, keep feet apart, back straight, then pick up evenly and gradually using the leg muscles. Use PPE when appropriate.
- Maintain good body mechanics and posture at all times. If using a computer for extended periods of time, take frequent short breaks to stretch the back, neck, shoulders and legs. Use ergonomically correct workstation practices.
- Push, pull slides or roll an object on a surface rather than lifting it, if at all possible.
- When working with someone else, the actions of both persons should be in unison. Decide beforehand how the load is to be handled and check the route to be followed.

## **Safe Driving Practices**

- Employees shall maintain an appropriate CA Driver's license (Class A, B or C) for the appropriate class of vehicle and shall comply with local and state motor vehicles laws and highway rules and regulations. Failure to do so will constitute a violation of the IIPP and penalties imposed by the courts will be the responsibility of the employee.
- Employees shall wear seat belts and shoulder harnesses at all times.
- Employees shall not exceed the posted speed limit or a speed limit appropriate for driving conditions at the time.
- Employees shall practice defensive driving and shall attend defensive driving class every three years.
- Employees shall park in legal spaces and not obstruct traffic, when possible.
- Vehicles shall be locked when unattended and the keys removed.
- When refueling vehicles, engines must be turned off.
- Smoking is prohibited in vehicles and when refueling.
- Fuel vapor inhalation should be avoided.
- Conduct inspection of Diocese vehicles on an ongoing basis (daily) (tires, brakes, lights, wipers, etc.)
- When a Diocese vehicle is scheduled for maintenance, make it available for such service.



## **CODE OF SAFE PRACTICES**

### **OFFICE AND ADMINISTRATION EMPLOYEES**

#### **Ergonomics**

- Avoid overexertion.
- Avoid stooping or squatting, to the extent practicable, or for extended periods.
- Use proper lifting techniques (back injury prevention) and hand carts for heavy loads. Do not lift more weight than is specified in your Job Description.
- Use "No glare" screens for VDTs. Background and screen lighting should be adjustable.
- Provide rest periods as needed for computer operators.
- Train computer operators how to avoid musculoskeletal problems.
- Provide adjustable chairs, VDTs and keyboards for all employees.

#### **Avoiding Minor Injuries**

- Utilize electric staplers or stampers for high volume stapling and stamping jobs.
- Open only one file drawer at a time. When finished close cabinet drawers, assuring that hands and fingers are clear.
- Watch for trip/slip hazards.
- Never stand on chairs. Use only rated step stools/ladders.
- Keep work areas, aisles and hallways clear of debris, floor storage and electrical cords.

#### **Fire Safety**

- Do not store excessive combustibles in the work area and never under stairwells.
- If a fire occurs, employees must "sound" the alarm, notify other employees, leave the building and report to assigned assembly location.
- Keep firefighting equipment and exits clear and accessible.
- Only employees who have completed Live Fire Training should attempt to extinguish fires.
- Receive proper training in the use of portable fire equipment.

#### **Miscellaneous**

- Report all unsafe conditions to your manager.
- Report any injury, illness or near miss to manager.
- Consumption, possession or use of illegal substances; or use of alcoholic beverages, and other intoxicants prior to or during work is prohibited.



## CODE OF SAFE PRACTICES

### JANITORIAL/FACILITIES MAINTENANCE

#### **Job/Tasks with Potential for Exposure**

- Operations requiring control of hazardous energy
- General maintenance & inspection
- Climbing ladders and on equipment
- Use of specialized tools, electrical apparatus, vehicles, heavy equipment, and other equipment
- Refueling
- Working in hot environments
- Use of bobcats/skid steer equipment
- Use of hand held tools
- Driving and parking
- Exposure to environmental elements
- Exposure to poisonous plants, and biting & stinging animals
- Lifting and carrying

#### **Potential Occupational Safety/Health Exposures**

- Existence of unsafe conditions of which management is not aware
- Exposure to chemical vapors and flammable liquids
- Injuries from uncontrolled traffic
- Exposure to high heat levels
- Hearing loss due to noise
- Falls causing injuries
- Potential confined space hazards
- Shock and electrocution
- Pinch points
- Crushing injuries from working around equipment
- Getting caught in gears, chains and power take-off shafts



- Heavy equipment rollovers
- Movement of unmanned vehicles
- Fire and explosions from refueling
- Vehicle accidents resulting in personal injuries
- Chemical overexposure
- Exposure to harmful animals/insects
- Back and extremity strains and sprains from improper lifting

### **Control Measures for Occupational Safety/Health Exposures**

#### **General Safety**

- Adhere to the Personal Protective Equipment Program
- Report all unsafe conditions to manager
- Report any injury, illness or near miss to manager
- Consumption, possession or use of illegal substances; or use of alcoholic beverages, and other intoxicants prior to or during work is prohibited
- Wear long pants and long sleeve shirt when working around hot materials and chemicals
- When participating in elevated work, make sure that you are properly tied in and anchored following the Diocese's fall prevention program
- Ensure that the hopper and the door is secured with a safety prop when open/elevated
- Follow the Diocese's safety procedure on Heat Illness Prevention

#### **Electrical Safety**

- Electrical/stored energy must be tagged & locked out at the power source before performing maintenance
- Only qualified employees may work on energized circuits and must follow proper procedures
- Use GFCI on electrical equipment
- Use only grounded or double insulated equipment
- Keep equipment at least 20 feet from power lines



### **Equipment**

- Training is required in the use of tools and power equipment and safe operations
- Only trained and qualified employees who have been adequately trained may use power equipment
- Use only when machine guards are in place.
- Train in the proper operation of Bobcats and sweepers

### **Ergonomics**

- Avoid overexertion.
- Avoid stooping or squatting to the extent possible for extended periods
- Use proper lifting techniques (back injury prevention), and do not lift more weight than is specified in your Job Description - team lift whenever possible
- Use lift assist tools for removing manhole covers

### **Fire Safety**

- Receive training in the use of portable firefighting equipment
- Use only safety cans for flammable materials
- Bond and ground all flammable liquid containers





## **Ladders**

- Check the locks to be sure they are seated over the rungs
- Do not climb above the 3<sup>rd</sup> rung from the top of straight ladders and the 2<sup>nd</sup> step on stepladders
- Use fall protection when required
- Do not step on the top step of any ladder
- Ladders should not be erected on boxes or other items
- Do not use metal ladders for work involving electricity. Only use OSHA approved fiberglass ladders
- Position ladders away from overhead wires when possible – be careful to avoid accidental contact
- Ladders should be climbed as instructed by only one worker at a time
- Ladders should extend three feet above a roof or other location
- Ladders should have safety feet in place with secure footing, not on boxes or other supports
- Ladders should not be placed in front of doors or against windows
- Ladders with broken rungs or steps, or spliced ladders should not be used
- Securely tie ladder to a fixed object, whenever possible
- Use the proper ladder for the job
- Choose the correct angle when climbing straight ladders. (75.5 degrees)

## **Hazardous Substances, Plants & Animals**

- Obtain Hepatitis A & B immunizations if offered
- Employees shall not enter an area until the pesticide, herbicide, or insecticide has dried, settled or is in compliance with the posted re-entry interval
- Watch for dangerous animals both wild and domestic
- Only certified and supervised personnel may use pesticides, herbicides, and insecticides - per label instructions
- Clean up spilled fluids and oils, using a “drying” material
- Train in the identification of & precautions to take when around poisonous plants or dangerous animals
- Read and follow chemical SDS' and container labels



### **Personal Protective Equipment**

- Use latex, vinyl or other protective gloves to protect against blood borne contaminants
- Use respirators and other assigned protective gear when necessary
- Use sunscreen for extended exposure to the sun
- Use protective equipment when working with cement
- Use head protection when required
- Wear ear and eye protection when operating equipment or exposed to eye hazards

### **Vehicle Safety**

- Always park vehicles in legal spaces, not obstructing traffic
- Avoid inhaling vapors when refueling
- Do not exceed the basic speed law considering street, traffic and weather conditions
- Do not smoke when refueling vehicles or other equipment
- Make sure that equipment is clear before starting up
- No riders except for instruction or to assist operator, and only in safe location
- Practice defensive driving techniques
- Block tires when necessary to prevent accidental movement
- Turn the vehicle or equipment off when refueling
- Do not use cell phone or other distracting devices when operating a vehicle.
- Wear seatbelts and shoulder restraints whenever available



## CODE OF SAFE PRACTICES

### CEMETERY AND GROUNDS MAINTENANCE

#### **Job/Tasks with Potential for Exposure**

- Sun and other elements
- Loud noise
- Using chain saws
- Mowing and landscape related task
- Working with powered landscape tools and chippers
- Using hand tools
- Contact with sick & ill public and infectious diseases
- Climbing ladders
- Working near roadways
- Driving & parking
- Applying landscape chemicals and products
- Entry to area after pesticide, herbicide and insecticide application
- Grounds work
- Refueling
- Lifting and carrying
- String trimmers
- Landscape tools and equipment
- Exposure to poisonous plants, biting & stinging animals
- General work area exposures



### **Potential Occupational Safety/Health Exposures**

- Existence of unsafe conditions of which management may not be aware
- Exposure to hot environments
- Hearing loss due to loud noise
- Contact with bodily fluids, including blood borne pathogens and other contaminated materials
- Exposure to infectious diseases and blood borne pathogens
- Exposures to falls from ladders
- Movement of unmanned vehicle
- Hazards associated with mowing, string trimming and other power tools
- Vehicle accidents resulting in personal injuries
- Maintaining equipment/tools
- Pesticide, herbicide and insecticide over exposure
- Eye and other injuries due to flying parts, tools or objects
- Physical attacks from individuals or crowds
- Fire and explosion while refueling equipment
- Musculoskeletal injuries, including back strains and sprains from improper lifting
- Animal, snakebite and insect stings
- Exposure to poisonous plants
- Slip, trip and fall hazards



## **Control Measures for Occupational Safety/Health Exposures**

### **General Safety**

- Report all unsafe conditions to supervision
- Reporting any injuries, illnesses or near misses to supervision
- Consumption, possession or use of illegal substances; or use of alcoholic beverages and other intoxicants prior to or during work is prohibited
- Receive proper training in the use of portable fire equipment
- Adhere to the Personal Protective Equipment Program
- Adhere to the Hearing Conservation Program
- Adhere to the Eye Protection Program
- Adhere to the Respiratory Protection Program
- Read and follow all equipment manuals and hazard labels

### **Personal Protective Equipment**

- Use sunscreen for extended exposure to sun.
- Wear ear protection when operating loud equipment, or around loud noises
- Operation of weed whips, sweepers, blowers, tractors and small vehicles will only be performed when used with eye protection, hearing protection and leg protection

### **Hazardous Substance Protection**

- Have current CPR Certificate and proper protective equipment when administering CPR
- Use vinyl or latex gloves to reduce the incidence of chemical and biologic contamination
- Personal protective equipment (gloves, respirator, etc) must be worn, as required
- Use the correct PPE for the chemicals/products to be used
- When around infectious agents do not rub eyes with hands
- Wash hands and arms with germicidal soap after contact with any infectious agent and or chemicals