

# **ACCIDENT & ILLNESS PREVENTION PROGRAM MANUAL**

*A Ministry Protection Initiative of  
New York Annual Conference of The United Methodist Church*

**October 2011**

## Accident and Illness Prevention Program Manual

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## **Introduction**

### **Why an Accident and Illness Prevention Program Manual?**

All major operating management efforts, such as churches, youth camps, transportation, food service, maintenance, social service, finance, etc. must have guidelines (called standards or procedures) to assure that the work being performed to accomplish these efforts is performed in a specific manner. These procedures are normally specified in writing to assure understanding, thus minimizing confusion and possibly even conflict as to exactly how work is to be completed.

### **How do we create an awareness of the Annual Conference/Church loss control goals and objectives?**

Simple – the goals and objectives are reduced to writing in the form of an Accident and Illness Prevention Program Manual.

This manual should be considered the Annual Conference/Church “game plan” to reach required loss control objectives. To be effective all personnel from pastors to the staff or volunteer must realize and accept that loss control is a vital part of the educational process. Further, it is the Annual Conference/Church ministry and philosophy that dictates loss control be incorporated as a significant part of the educational structure and is essential to the protection of the Annual Conference/Church ministry, staff, students, volunteers, guests and property.

In composing the manual, we have attempted to provide a simple yet comprehensive guide that offers the most modern and effective loss control and risk management tools. Through experience, it is evident that loss control procedures must be carried out in a consistent manner to be successful, and will not be successful unless the procedures are accomplished by working with and through all levels of the Annual Conference and Church.

These are considered to be our foundation or **minimum** safety standards. The Annual Conference, District and Church locations are free to, and encouraged to, build upon and design and implement their own safety operating procedures to better meet their own specific needs.

## CHURCH NAME HERE

**Policy Title:** Accident & Illness Prevention Philosophy Statement      **Policy No. 1**  
**Prepared By:** CHURCH NAME HERE      **Date:**  
**Applies to:** All Locations      **Page 1 of 3**

### Definition

In order to present a safe environment, the staff, volunteers and congregation must be aware that safety and loss control is of great concern to the church and the church promotes a safe environment for all.

### Mission

It is the mission of the CHURCH NAME HERE to provide and active Accident and Illness Prevention Program, to promote and endeavor to provide at all times, a safe and healthy environment for all staff, volunteers, congregation and the general public.

### Purpose

The CHURCH NAME HERE Accident and Illness Prevention Program is dedicated to the reduction of occupational injury and disease. The CHURCH NAME HERE shall take every reasonable action to promote continuous safety awareness as an appropriate mode of behavior to minimize accidents and occupational injuries at all times.

A Safety Committee shall be implemented to facilitate the ongoing achievement of these objectives. The CHURCH NAME HERE recognizes that the responsibility for occupational safety and injury prevention are shared, and affirmatively aligned with the CHURCH NAME HERE overall accountability plan. This is a joint, inclusive process which involves all groups within the CHURCH NAME HERE. The scope of the CHURCH NAME HERE. Accident and Illness Prevention Program committee(s) shall include, but not be limited to:

- Implementation of any/all safety program(s) in compliance with applicable state and federal laws and/or mandates.
- Annual Conference/Church Accident and Injury Prevention activities will involve representatives of all groups within the CHURCH NAME HERE.
- Safety Committee Members will ensure that safety inspections of churches, church buildings, play areas, maintenance sheds, grounds, schools, etc. are performed.
- Arrange for or provide a safety training program for committee members and staff.
- Review appropriate procedures and recommend changes and improvements as necessary.

1.1

## Accident and Illness Prevention Program Manual

### Policy

1. The Board of Trustees is responsible for the foundation and leadership of the Accident and Illness Prevention Program, for its effectiveness growth and development as an integral part of the CHURCH NAME HERE, and for providing the support required to ensure safe working conditions.
2. Supervisors are responsible for developing proper attitudes toward safety awareness and accident prevention in both them and in those they supervise to ensure that all work activities are performed with the utmost regard for the safety and health of all personnel involved.
- (3) Staff is responsible for dedicated cooperation with all aspects of the Safety and Accident and Illness Prevention Program compliance with all safety protocols and regulations and continuously practice safe work behaviors during the performance of their assigned duties.
- (4) Semi-annual reports will be submitted to the Board of Trustees, regarding the status of the CHURCH NAME HERE safety program.

The success of the CHURCH NAME HERE Accident and Injury Prevention Program depends on the commitment and cooperative effort of the entire organization. The CHURCH NAME HERE expects each individual staff member to actively support and personally practice accident prevention.

## **Suggested Policy Statement on Safety**

*(Printed on church stationary and placed in a highly visible location)*

**To:** Church Congregation  
**From:** The Board of Trustees  
**Date:**  
**Subject:** The Importance of Safety at CHURCH NAME HERE

It is the firm and continuing policy of this church that an effective loss control program be maintained throughout the ministry subject to reasonable any cost effective guidelines. This program should identify any control loss exposures, which can cause injury to persons or damage property and equipment.

All members of the church are responsible for adherence to our safety program as well as applicable fire and life safety codes, regulations, and methods of good practice. We are all committed to make every reasonable effort to perform our duties safely with due consideration for the impact of our performance on the congregation.

Thank you for your commitment.

**(Signed by the Board of Trustees)**

## CHURCH NAME HERE

**Policy Title:** Safety Program Responsibility Assignments  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 2**  
**Date:**  
**Page 1 of 5**

### Definition

Safety and loss control cannot be accomplished with only one individual. An effective program involves all church staff and volunteers as a safe environment and safe actions will present a strong backbone to any safety program.

### Policy

Like other management functions, safety must be effectively managed to obtain the desired results. Necessary planning, organizing, leading and controlling are required management actions. Since no one person can get the job done alone, this section outlines safety responsibilities for key church.

### Actions Required

#### **Board of Trustee's Responsibilities**

The Board of Trustees has the full authority and total responsibility for maintaining safe and healthful working conditions within their jurisdiction whether it be out in the congregation or in the office. Although personnel exposure to hazards varies widely from location to location, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions and liabilities. Therefore, the Board of Trustees will:

1. Hold the Senior Pastor or supervisor with budgetary authority fully accountable for an explanation of the preventable injuries, collisions and liabilities incurred by their staff.
2. Provide the leadership and positive direction essential in maintaining firm loss prevention policies as a prime consideration in all operations.
3. Call upon the Senior Pastor, Business Manager or Risk Manager for any assistance needed in promoting aggressive and effective loss control.
4. Demonstrate a personal concern in church losses on each staff member who has lost time from an on-the-job injury because of negligence.

## **Accident and Illness Prevention Program Manual**

### **Senior Pastor**

Each Senior Pastor will be fully responsible and accountable to the Board of Trustees for compliance with the provisions of the plan within their church.

The Senior Pastor will ensure that:

1. All staff is briefed and fully understands safe work procedures and existing policies that enforce their use.
2. All staff, new and old are trained and retrained, when necessary, in the accepted way each hazardous job must be accomplished.
3. All staff is instructed in the use and need for protective equipment for specified hazardous jobs.
4. Necessary safety equipment and protective devices for each job are available, used and used properly.
5. Monthly safety meetings are conducted to review accidents, analyze their causes and promote free discussion of hazardous work problems and possible solutions.
6. Safety suggestions and written comments from staff are encouraged.
7. All accidents are thoroughly investigated, recorded and promptly reported.
8. Prompt corrective action is taken wherever hazards are recognized or unsafe acts are observed.
9. Each Senior Pastor is held accountable for the preventable injuries, collisions and liabilities incurred by staff.
10. Proper equipment, materials and work conditions are satisfactory from an accident prevention standpoint.
11. The Business Manager/Risk Manager is consulted when assistance is needed in implementing the safety program.
12. All injured persons, regardless of how minor the injury, receive prompt medical treatment; circumstances causing injury are investigated and required accident reports are submitted and acted upon.
13. Safety committees are used for continuity of the safety program.
14. Formal safety training is scheduled for staff, required on-the-job training is administered, and job qualification requirements are in compliance when applicable.
15. On-the-job training records along with established safety training records are to be maintained.

### **Accident and Illness Prevention Program Manual Business Manager/ Risk Manager's Responsibilities**

## **Accident and Illness Prevention Program Manual**

Like any other phase of education, safety activities must have leadership and guidance. One person must be responsible for the control and coordination of the safety program.

Briefly, the Business Manager/Risk Manager's duties are to see that the following are accomplished:

1. Assists in the administration of the insurance programs.
2. Participate in the development, implementation and maintenance of a comprehensive church-wide workplace safety and loss prevention program.
3. Responsible for implementing programs and updating church safety procedures and manuals covering same.
4. Coordinates workplace safety activities.
5. Incorporates occupational health and safety considerations into the design specification, purchase, hire lease and supply of new equipment materials products and substances used in the workplace.
7. Applies knowledge of standard safety practices and risk management techniques to reduce the frequency and severity of losses to the church's insurance program.
8. Analyzes and interprets data, identifies trends and recommends corrective actions based on action needed forms, first notice of injury reports, loss runs and other associated reports along with the loss control service provider.
9. Make periodic inspections and compliance audits to identify unsafe conditions and verify adherence to church's safety programs.
10. Provides assistance in the review of related insurance plans and programs, as assigned.

### **Supervisory Personnel Responsibilities**

A supervisor is responsible for the safe actions of their staff and the safe performance of machines and equipment within their operating area. They have full authority to enforce the provisions of this plan to keep losses at an absolute minimum. Each supervisor will:

1. Assume responsibility for safe and healthful working areas for their staff.
2. Be accountable for preventable injuries, collisions and liabilities caused by their staff.
3. Ensure that all safety policies and regulations are implemented for maximum efficiency of each job.
4. Take the initiative in recommending correction of deficiencies noted in facilities, work procedures, staff job knowledge or attitudes that adversely affect loss control efforts.

## **Accident and Illness Prevention Program Manual**

5. Be firm in enforcement of work policies and procedures by being impartial in directing those who fail to conform and by being prompt to give recognition to those who perform well.
6. Ensure that each staff member is fully trained for the job they are assigned to and that they are familiar with published work rules.
7. Ensure that periodic safety training classes are conducted for all staff as needed.
8. Inspect all tools and equipment at frequent intervals and keep in a safe and serviceable condition.
9. Ensure that untrained staff is not permitted to operate any mechanical or electrical equipment involved in hazardous operations.
10. Instruct all staff on the reporting of all accidents and the necessity of receiving first aid treatment, even in the case of minor injuries.
11. Maintain a continuous program of on-the-job training and supervise all potentially hazardous activities.
12. Use safety checklists for hazardous operations.
13. Properly maintain all protective devices and safety equipment.
14. Ensure that all staff is physically qualified to perform their work along with the training of staff on the proper use of the equipment.
15. Use the "buddy" system for tasks, which involve hazardous work.
16. Use proper signage in all areas prescribed as dangerous with the type of hazard involved.
17. Ensure that only qualified persons are permitted to enter hazardous work area.

### **Staff Responsibilities**

Staff members are required, to exercise due care in the course of their work to prevent injuries to themselves and to their fellow workers and to conserve materials. Each staff member will:

1. Promptly report all unsafe conditions and acts to their supervisor.
2. Be individually responsible to keep themselves and their fellow workers and equipment free from mishaps.
3. Keep work areas clean and orderly at all times.
4. Follow prescribed procedures during an emergency.
5. Report all accidents promptly to their supervisor, and follow the church's accident reporting procedure.
6. Be certain that they understand instructions completely before starting work.
7. Learn to lift and handle materials properly.

## **Accident and Illness Prevention Program Manual**

8. Avoid engaging in any horseplay and avoid distracting others.
9. Review the safety educational material posted on bulletin boards, web site or work areas.
10. Know how and where needed medical help may be obtained.
11. Not alter, damage or destroy any warning or safety device or interfere in any way with another worker's use of them.

### **Each staff member working at hazardous jobs will:**

1. Obey all safety rules and follow published work instructions. If any doubt exists about the safety of doing a job, they will STOP and promptly get instructions from their supervisor before continuing work.
2. Operate only machine equipment that they have been trained for and authorized to operate by their supervisor.
3. Use only the prescribed equipment for the job and handle it properly.
4. Wear required protective equipment when working in hazardous operation areas. Dress safely and sensibly.

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Safety Program Responsibility Assignments</b>	<b>Policy No. 3</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 1</b>

### Definition

To be most successful, every management function – to include safety – must have established goals. The related objectives and activities must also be developed, implemented and monitored to help ensure that established goals are obtained.

### Policy

The CHURCH NAME HERE will develop annual safety and health program goals as agreed upon by the Business Manager/Risk Manager in conjunction with the various Safety Committees. These goals can either be results-oriented, activity-oriented or a combination of both. The goals should be attainable, measurable, and managed effectively.

Goals need to be effectively communicated to those who will have input into attaining them.

Results also need to be shared with all appropriate parties so that any deficiencies can be identified and corrected.

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Program Evaluation and Analysis</b>	<b>Policy No. 4</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 1</b>

### Definition

In order to have a successful program, it is imperative that the church evaluate the current program. This evaluation will ensure the church safety and loss control is effective as it stands, or requires modification.

### Policy

At least annually, the Business Manager/Risk Manager shall complete a safety and health report and an injury and illness trends analysis. These reports are distributed to the Senior Pastor, the Board of Trustees, and the Safety Committee. These reports are used to evaluate the overall effectiveness of the CHURCH NAME HERE safety and health program. Departments should use these reports to measure the effectiveness of their safety programs. The safety and health report may include the following department specific information:

- Number of injury reports, including lost time, medical treatment and report only.
- Total incurred costs for each injury that occurred in the present quarter.
- Body part, cause of injury and type of injury.
- Number of lost and restricted workdays.
- A description of each accident.
- Injury trends and recommendations for future injury prevention.

Other methods that may be used to measure the effectiveness of our safety and health program include:

- Contracted Safety Consultation Services
- Staff Safety Suggestions
- Safety Committee Review of Safety Policies and Procedures

## CHURCH NAME HERE

**Policy Title:** Pre-Operational Process Review  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 5**  
**Date:**  
**Page 1 of 1**

### Definition

The purpose of the Pre-Operational Process Review Policy is to prevent future safety and health problems before major purchases and equipment installations are completed.

### Policy

Before major equipment purchases and/or process/equipment installation, the Business Manager/Risk Manager should be consulted to identify applicable safety requirements and equipment specifications. Management should consult with the staff members who must do the job or use the equipment when making purchases or implementing change.

When new equipment or products are purchased where safety and health issues are involved, the Risk Manager should review applicable safety requirements. The Safety Committee will also analyze potential safety problems that could arise from a new process or piece of equipment.

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Safety Committees</b>	<b>Policy No. 6</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 4</b>

### Definition

Safety Committees act to bring everyone together on a regular basis in a non-adversarial, cooperative effort to study, examine or research a particular problem or problems and recommend one or more courses of action based on their findings. Committees serve as a valuable forum to gain input from all levels of employees.

### Policy

Safety Committees are a key component of our overall efforts to maintain a safe and healthy workplace. The Safety Committee will focus on identifying workplace hazards and making suggestions for change or improvement.

### Actions Required

1. Many factors can contribute to the success of the Safety Committee. Listed below are those that should be incorporated into the committee.
  - The purpose, objectives and goals of the committee should be clearly defined.
  - There should be a joint commitment management and staff to achieve accident prevention.
  - Mutual trust, support and respect needs established.
  - Establish effective communications.
  - Establish an effective problem solving system.
  - Establish a conflict resolution system, which is non-adversarial.
  - Involve all member resources in the decision making process.
2. The Safety Committee, at a minimum, should:
  - Be composed of an equal number of management and staff representatives unless each side agrees differently.
  - All committee decisions should be made by majority vote.
  - The Joint Committee should meet at least once every six months. The Sub Committees should meet once per month.
  - A written agenda should be prepared for each committee meeting.
  - Minutes should be taken, posted and maintained for each committee meeting.
  - Promote safety and health activities.
  - Monitor compliance activities.
  - Review all lost time accidents for causes and remedial steps.
  - Recognize outstanding safety and health performances.
  - Conduct periodic self-audits to determine committee effectiveness.

## **Accident and Illness Prevention Program Manual**

### **Documentation Required**

The following documentation must be maintained at each location and made available for review upon request.

- Safety Committee meeting agendas for the past year.
- Safety Committee meeting minutes of the past year.
- Copies of self-audits.
- Copies of committee inspection reports.
- Copies of correspondence between the committee and management in regard to committee suggestions for improvement.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

## **Accident and Illness Prevention Program Manual**

### **Safety Assignments**

Coordinator

Member # 1

Member # 2

Member # 3 (optional)

Member #4 (optional)

Member # 5 (optional)

## Safety Meeting Minutes

Name of Church:	CHURCH NAME HERE		
Address:			
Date of Meeting:	Called to Order:	AM/PM:	
No. of Members Present:			
Incidents Reviewed:	<i>(Use additional sheets as necessary)</i>		
Subjects Presented and Discussed:	<i>(Use additional sheets as necessary)</i>		
Additional Comments:	<i>(Use additional sheets as necessary)</i>		
Meeting Adjourned:	AM/PM	Date of Next Meeting:	
Safety Coordinator:		Title:	
Signature:		Date:	

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Safety Rules and Enforcement Procedures</b>	<b>Policy No. 7</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 3</b>

### Definition

Safety rules are issued to help standardize safe performance on the job and to alert staff to related hazards and exposures. Non-compliance with safety rules is not acceptable and will lead to progressive discipline procedures.

### Policy

1. It is the responsibility of each Pastor to require that these safety rules be communicated to staff.
2. Each staff member shall be given a copy of the general safety rules and enforcement procedures by their supervisor and be made familiar with all other policies and procedures applicable to their work situation.
3. All supervisory personnel are required to observe the rules set forth and enforce compliance with these policies and procedures by their staff.
4. Each staff member, whether elected, appointed, permanent, temporary or seasonal is required and expected to follow these safety policies and procedures.
5. Staff who violate a safety policy/procedure, or knowingly permits violation, is subject to progressive disciplinary action.
6. If there is a difference of opinion as to the interpretation or applicability of any safety policy/procedure, the supervisor will make the decision. If the department head is unable to resolve the problem, they may refer it to the Business Manager/Risk Manager and or Safety Committee for analysis.
7. Staff must use safe work methods in the handling, storing and transporting of materials, equipment and tools.
8. Staff who engage in horseplay are subject to progressive disciplinary action.
9. Staff are required to promptly report any emergency or unsafe situation to their supervisor.
10. If a staff member feels unable to safely complete their assigned work duties, the staff member must report this information to their immediate supervisor.

## **Accident and Illness Prevention Program Manual**

### **Actions Required**

#### **Clothing and Protective Equipment**

1. Staff are required to wear appropriate safe work shoes according to their departmental guidelines.
2. Staff must wear suitable clothing to avoid danger from live electrical equipment moving machinery, open flames.
3. Jewelry, neckties, long hair, loose shirtsleeves, gloves, etc. are not permitted around moving part and machinery.
4. Departments will provide personal protective equipment when appropriate to prevent staff injury. This equipment includes but is not limited to eye and face protection, head protection, hand protection, protective clothing, respiratory protection, hearing protection, personal fall protection, and signs and barriers.
5. Staff are responsible for the inspection, care and proper use of any person's protective equipment assigned to them.
6. Eye protection must be worn during any job duty that could be hazardous to the eyes such as jobs involving flying particles, splashing liquids, hazardous light and Infectious materials.
7. Eye protection must be ANSI Z87.1 approved. Prescription safety glasses must be approved and offer side protection.

#### **Smoking**

1. Staff will observe all "No Smoking" signs and facility no smoking rules.
2. Smoking is not permitted in areas where flammable/combustible materials are used or stored.
3. Designated smoking areas must be free of, and be at least 30 feet away, from flammable/combustible materials.
4. Appropriate receptacles for waste material must be provided in designated smoking areas.
5. Matches, cigarette and cigar butts and pipe ashes shall be discarded into an appropriate receptacle and not be placed in a receptacle while still burning.

#### **Housekeeping Policy**

1. A neat and orderly workplace is safer for staff. Staff must practice good housekeeping while performing work.
2. Liquid spills must be cleaned up immediately, to prevent injury of staff or visitors to one of our churches or schools.
3. Aisles, walkways, electrical panels and emergency exits must be kept free of obstructions, debris and materials that create a hazard.

## **Accident and Illness Prevention Program Manual**

### **Reporting Unsafe Conditions and Defective Equipment**

1. Staff must promptly report unsafe conditions, defective equipment or any other situation they judge to be unsafe to their supervisor.
2. The supervisor will investigate these situations and take corrective action if necessary.
3. If the supervisor cannot complete the necessary corrective action unassisted, they must go through the proper channels to complete the corrective action.
4. All staff must have access to the Health and Safety Action Needed Report. This form will be used if all other attempts of a resolution to a safety related problem have failed.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

**CHURCH NAME HERE**

<b>Policy Title:</b>	<b>Safety Suggestion Program</b>	<b>Policy No. 8</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 3</b>

**Policy**

The CHURCH NAME HERE staff has the opportunity to participate in our safety and health program through our Safety Suggestion Program.

Attachment 1 is the form that staff should complete (anonymously if preferred) and return to their supervisors. Departments must have a process in place to make these forms readily available to staff and for regular supervisory review and follow-up on the suggestions. If a decision cannot be reached on the applicability or feasibility of a safety suggestion, the Safety Department should be consulted.

Attachment 2 is the Health and Safety Action Needed Form. This form must also be made available to all staff so that unsafe conditions may be reported promptly to the Business Manager/Risk Manager and/or the Safety Committee.

CHURCH NAME HERE

**Safety & Health Suggestion Form**

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**Name:**

**Date:**

**Month**

**Day**

**Year**

**Department:**

**Location:**

**Phone (optional):**

Briefly Describe Your Suggestion and the Location:

**CHURCH NAME HERE  
HEALTH AND SAFETY ACTION NEEDED REPORT**

Originator to complete sections 1-4 and then forward this form by e-mail or interoffice mail to the Business Manager/Risk Manager, insert name, or to building maintenance at \_\_\_\_\_ . Use additional sheets if necessary and include any additional information that might help define the hazard or solution.

<b>SUBMITTED BY</b> _____	<b>PHONE NUMBER</b> _____	<b>DATE</b> _____
<b>LOCATION</b> _____	<b>DEPARTMENT</b> _____	
<b>1 – DESCRIPTION OF HAZARD</b>		
<b>2 – EFFECTS OF HAZARD</b>		
<b>3 – CAUSE OF HAZARD</b>		
<b>4 – SUGGESTED CORRECTIVE ACTION</b>		

**INVESTIGATION STATE**

<b>ASSIGNED TO</b> _____	<b>DUE DATE</b> _____	<b>REASSIGNED TO</b> _____	<b>DUE DATE</b> _____
<b>RECOMMENDATION</b>  			

**CORRECTIVE ACTION AND RECOMMENDATION STAGE**

CORRECTIVE ACTIONS NECESSARY	ASSIGNED TO	DUE DATE	STATUS

## CHURCH NAME HERE

**Policy Title:** Accident Investigation and Reporting  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 9**  
**Date:**  
**Page 1 of 5**

When a work-related accident occurs, it is CHURCH NAME HERE's policy that the business manager/risk manager or supervisor conducts an accident investigation. The main purpose of an accident investigation is to collect facts. Based on the information collected, the investigators should draw conclusions to identify the causes of accidents and provide corrective action to prevent future accidents. Attachment 1 displays an Accident Investigation Form.

### **Policy**

#### **Fact-Finding**

It cannot be stressed enough that accident investigation is the process of fact-finding and not fault-finding. Avoid general statements such as "person was careless" or "person should be more careful". These types of statements do not help prevent accidents and may be offensive and unfair to an injured person. These terms lack definition and will not give much insight on how to prevent future accidents.

#### **Reporting vs. Investigating**

There is a difference between simply reporting accidents and investigating accidents. To report an accident, one must collect information such as the injured person's name, date and time of injury, department, the person's address, social security number, and date of birth. To investigate an accident, the investigator must obtain more detailed information, including a description of the accident and its potential causes, and analyze all causes contributing to the accident. In other words, an accident investigation should answer the following questions: WHO, WHAT, WHERE, WHY AND HOW.

#### **Causal Factors**

To find out why and how and why an accident may have occurred, one should consider the task being performed, the equipment used, the surrounding environment, experience of the employee, and management policies that exist. Focusing on these areas helps investigators to resist the temptation to place blame on an injured employee.

#### **Task performed at time of accident**

- Ergonomics Controls in place (or not in place)
- Safe Work Procedures in place (or not in place)
- Condition Changes
- Tools/Materials Used
- Safety Devices used (or needed)

## **Accident and Illness Prevention Program Manual**

### **Material**

- Presence of and Equipment Failure
- Machinery Design Flaws
- Hazardous Substances
- Substandard Material

### **Environment**

- Weather Conditions/Temperature
- Housekeeping
- Noise Levels
- Lighting
- Air Contaminants Present
- Personal Protective Equipment Provided/in Use

### **Human Factors**

- Level of Experience
- Level of Training
- Length of Work Shift

### **Management Policies**

- Safety Policies in place (or not in place)
- Enforcement of Safety Policies (adequate or inadequate)
- Supervision (adequate or inadequate)
- Knowledge of Hazards

Investigation reports should include photographs, sketches or other information to help clarify the circumstances of the accident. Reports should also contain statements from witnesses and detailed descriptions of how the accident occurred.

### **Plan of Action**

The final step in an accident investigation is developing a plan of action. This section should contain the investigators recommendations to management and the Safety Committee on how the accident could have been prevented. The Business Administrator/Risk Manager and or Safety Committee should be consulted when making these determinations.

Approximately 95% of accidents are preventable, so there should almost always be a written plan of action. Sometimes a corrective plan of action requires some thought by the investigator and may not be obvious. When recommending corrective action resist the temptation to generalize. Statements such as 'be more careful' are too general and not acceptable corrective plans of action. For assistance contact the Business Manager/Risk Manager and or the Safety Committee.

## **Accident and Illness Prevention Program Manual**

### **Accident Reporting Procedures**

The CHURCH NAME HERE's guidelines for reporting accidents must be followed not only to help staff receive treatment in a timely manner, but also to control insurance costs.

#### **Responsibilities**

- Report accidents to his/her supervisor promptly.
- After accident is reported
- Complete the Accident Report.

#### **Supervisors**

- If emergency medical treatment is required, arrange transportation to nearest ER.
- Make sure the staff member completes the accident report and signs the appropriate forms. Complete section 2 of the accident report, and call the appropriate posted telephone number. (must be with 24 hours) to report the occurrence.
- If the injury results in medical treatment and/or lost time the supervisor must conduct an accident investigation. (Sometimes, it may take a few days to complete an investigation.)
- If there were any witnesses, attempt to get a written statement.
- Review all accident reports for completeness and forward a copy to the insurance carrier.

### **Required Postings**

Workers' Compensation Rights and Responsibilities and the Designated Health Care Providers List should be posted in common areas for staff review.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

**Accident and Illness Prevention Program Manual**

**CHURCH NAME HERE**  
**Incident / Accident Investigation Report**

Please check all that apply:

**Nature of Injury:**

- |                                     |                                       |                                   |                                           |
|-------------------------------------|---------------------------------------|-----------------------------------|-------------------------------------------|
| <input type="checkbox"/> Abrasions  | <input type="checkbox"/> Cut          | <input type="checkbox"/> Fracture | <input type="checkbox"/> Puncture         |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Dermatitis   | <input type="checkbox"/> Ganglion | <input type="checkbox"/> Strain or Sprain |
| <input type="checkbox"/> Burns      | <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Hernia   | <input type="checkbox"/> Other            |

**Body Part:**

- |                                        |                                            |                                  |                                          |
|----------------------------------------|--------------------------------------------|----------------------------------|------------------------------------------|
| <input type="checkbox"/> Head and Neck | <input type="checkbox"/> Upper Extremities | <input type="checkbox"/> Body    | <input type="checkbox"/> Lower Extremity |
| <input type="checkbox"/> Scalp         | <input type="checkbox"/> Shoulder          | <input type="checkbox"/> Back    | <input type="checkbox"/> Hips            |
| <input type="checkbox"/> Ears          | <input type="checkbox"/> Upper Arms        | <input type="checkbox"/> Chest   | <input type="checkbox"/> Thigh           |
| <input type="checkbox"/> Eyes          | <input type="checkbox"/> Elbow             | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Legs            |
| <input type="checkbox"/> Face          | <input type="checkbox"/> Forearm           | <input type="checkbox"/> Groin   | <input type="checkbox"/> Knee            |
| <input type="checkbox"/> Neck          | <input type="checkbox"/> Wrist             | <input type="checkbox"/> Other   | <input type="checkbox"/> Ankle           |
| <input type="checkbox"/> Skull         | <input type="checkbox"/> Hand              |                                  | <input type="checkbox"/> Feet            |
| <input type="checkbox"/> Mouth         | <input type="checkbox"/> Finger            |                                  | <input type="checkbox"/> Toes            |
| <input type="checkbox"/> Other         | <input type="checkbox"/> Other             |                                  | <input type="checkbox"/> Other           |

**Type of Accident:**

- |                                                                           |                                                                             |                                                                              |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <input type="checkbox"/> Overexertion (resulting in strain, hernia, etc.) | <input type="checkbox"/> Struck against (rough or sharp object or surfaces) | <input type="checkbox"/> Struck by sliding, falling, or other moving objects |
| <input type="checkbox"/> Fall on same level                               | <input type="checkbox"/> Struck by falling object                           | <input type="checkbox"/> Inhalation, absorption, ingestion                   |
| <input type="checkbox"/> Fall to different level                          | <input type="checkbox"/> Caught in, on or between                           | <input type="checkbox"/> Contact with electric current                       |
| <input type="checkbox"/> Slip (no fall)                                   | <input type="checkbox"/> Contact with temperature extremes, burns           | <input type="checkbox"/> Others                                              |

**Unsafe Act:**

- |                                                                                                   |                                                              |                                                                                  |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> No unsafe acts                                                           | <input type="checkbox"/> Poor housekeeping                   | <input type="checkbox"/> Failure to warn or secure                               |
| <input type="checkbox"/> Unsafe lifting and carrying                                              | <input type="checkbox"/> Horseplay                           | <input type="checkbox"/> Making safety devices or guards                         |
| <input type="checkbox"/> Unsafe loading, placing or mixing                                        | <input type="checkbox"/> Machinery in motion, jams, cleaning | <input type="checkbox"/> Using defective equipment, materials, tools or vehicles |
| <input type="checkbox"/> Failure to use equipment provided (except personal protective equipment) | <input type="checkbox"/> Operating without authority         |                                                                                  |
|                                                                                                   | <input type="checkbox"/> Operating at an unsafe speed        |                                                                                  |

**Hazardous Conditions:**

- |                                                                   |                                                        |                                            |
|-------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> No unsafe conditions                     | <input type="checkbox"/> Improper illumination         | <input type="checkbox"/> Improper dress    |
| <input type="checkbox"/> Unguarded machinery                      | <input type="checkbox"/> Hazardous arrangement         | <input type="checkbox"/> Poor housekeeping |
| <input type="checkbox"/> Improperly guarded machinery             | <input type="checkbox"/> Improper ventilation          | <input type="checkbox"/> Congested area    |
| <input type="checkbox"/> Defective tools, equipment or substances | <input type="checkbox"/> Unsafe design or construction | <input type="checkbox"/> Other             |

**Contributing Factors:**

- |                                                  |                                                    |                                                             |
|--------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> No contributing factors | <input type="checkbox"/> Act of other than injured | <input type="checkbox"/> Failure to report to medical dept. |
| <input type="checkbox"/> Lack of knowledge       | <input type="checkbox"/> Disregard of instructions | <input type="checkbox"/> Bodily Defects                     |
|                                                  |                                                    | <input type="checkbox"/> Others                             |

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>General Security Guidelines</b>	<b>Policy No. 10</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 5</b>

### Definition

You normally don't think of a house of worship having to worry about security; however, security of buildings and persons is extremely important in our world today.

### Policy

The church feels it necessary to present some common guidelines for your review and consideration in the development of your security needs. Churches are often targets for acts of burglary, arson, theft and vandalism. By following the listed suggestions, the likelihood of these criminal acts can be effectively reduced.

### Premises

Lock all doors, windows and gates to prevent unauthorized access when the church is unoccupied. This includes doors leading to bell towers, basement windows, cemetery gates, etc.

Solid doors with tamper-proof hinges are considered ideal. Panic hardware should be installed on exit doors, where the occupant life safety should be considered.

Provide sufficient exterior lighting at entrances and exits, on sidewalks and in parking lots. Photocells or timers that are adjusted with changing seasonal light conditions should control exterior lighting.

Security alarms are an excellent deterrent and can summon assistance to stop a crime in progress. The alarm system should be listed by Underwriters Laboratories (UL) and connected to a central station, such as the police department.

Make arrangements with the local police department (or private security contractor) for surveillance of church property.

Establish a key control program to maintain accountability of keys issued to church staff. Re-key locks whenever theft or loss of keys may present a security risk. It may be a good practice to replace keys regularly, such as annually.

Improve natural surveillance where feasible. For example, dense shrubbery and hedges should be trimmed, and kept no higher than 3 feet; hanging tree branches should be no lower than 7 feet from the ground in areas around church buildings.

## **Accident and Illness Prevention Program Manual**

### **Contents**

Store valuables, such as ceremonial items, under lock and key in storage rooms or closets. As a minimum, make sure they are hidden from window view where they can be easily noticed.

Do not keep cash on the premises.

Appraise all valuable items such as historical books and documents, gold and silver ornaments, paintings, statuary and stained glass.

Protect leaded and stained glass windows from breakage by wired glass, screens, break resistant plastic glazing, or tempered or laminated glass.

Implement controls to protect computer and Electronic Data Processing (EDP) equipment hardware from theft. Maintain model and serial numbers in a safe, remote area and lock the equipment to the workstation where feasible.

Protect computer and EDP software from "viral" contamination through the use of appropriate anti-viral software.

Lock audiovisual equipment in cabinets, record model and serial numbers and allow access to authorized personnel only.

Lock church vehicles when not in use. Maintain keys locked in a safe or secure cabinet or by the designated driver(s).

### **Money and Securities**

Collected offerings should be handled by two unrelated people, whose relationship should be devoid of any potential conflicts of interest or incentives for collusion (e.g., husband/wife, employer/employee, business partner, members of the same family).

Investigate and check references of persons who handle money and securities.

Stamp checks "FOR DEPOSIT ONLY" the day they are received.

Deposit all collections taken from church services at the nearest bank (via night deposit where necessary) as soon as possible after the services. Never leave cash in the church or parsonage overnight.

### **Avoiding Workplace Violence**

While workplace violence was once rare and the church could be considered a safe haven, it is no longer necessarily the safe haven; it is no longer necessarily the safe place it once was. Such incidents become more prevalent every day, and we hear about them on the radio and on the evening news.

## Accident and Illness Prevention Program Manual

Recent studies have shown that workplace violence:

- Affects one out of every four full time American workers each year. (Northwestern National Life Insurance).
- Is the leading cause of occupational death for all workers. (NIOSH);
- Claims more lives each year than AIDS and drunk driving combined. (U.S. Surgeon General);
- Costs industry over \$4 billion a year. (National Safe Work place Institute);
- Is the fastest growing crime being tracked by the FBI.

Despite the prevalence of such incidents, the problem is largely preventable. While workplace violence may be the result of a changing and increasingly violent society, there are steps you can take to prevent it from happening to you.

While in the most extreme cases workplace violence may involve multiple homicides, far more common are acts such as insubordination, verbal intimidation or threats, fist fights, beating, stabbing, vandalism, arson, or hostage-taking.

Acts of workplace violence may be committed by an employee, congregation member, or by someone from outside the church. In many instances, acts that are internally generated occur after a series of unheeded warning signs. For example, a troubled employee may make overt threats, exhibit major personality or behavioral changes, show signs of severe depression, or display an unhealthy preoccupation with weapons.

The final decision to commit a violent act typically occurs after the employee experiences some traumatic event, like a bad performance review or financial crisis. In addition, the violence is usually preceded by warning signs such as attitude or behavioral changes, increased absenteeism, chemical dependency, verbal threats or threatening actions, depression, or declining performance. A church that is alert to such signs may be able to prevent violence by encouraging the troubled employee to seek help.

If ever confronted by an upset or hostile individual follow these procedures to minimize the risk to yourself and others by the potentially violent person:

If confronted by an angry or hostile person:

- Stay calm. Listen attentively.
- Maintain eye contact.
- Be courteous. Be patient.
- Keep the situation in your control.

For a person shouting, swearing and threatening:

- Signal a co-worker that you need help (Use a duress alarm or pre-arranged code words).
- Do not make any calls yourself.
- Have someone call security, or local police.

For someone threatening you with a gun, knife, or any other type of weapon:

- Stay calm. Quietly signal for help. (Use a duress alarm or code words)
- Maintain eye contact
- Stall for time
- Keep talking – but follow instructions from the person who has the weapon.

## Accident and Illness Prevention Program Manual

- Don't risk harm to yourself or others.
- Don't ever try to be a hero.
- Never try to grab a weapon.
- Watch for a safe chance to escape to a safe area.

### Security While Traveling

Some church employees may have to travel as part of their job. When you are staying in an unfamiliar city, be on guard. Use these tips when traveling for business or pleasure:

- Always hold onto your luggage and handbags and wear your purse across your body, in airports or on city streets.
- Never agree to transport luggage or a package for some you do not know.
- When you leave your hotel room, always lock the door.
- Find out where the safe and unsafe neighborhoods are located in the city you are visiting.
- When you can, travel with a trusted colleague.
- When you are in your room, keep the door locked with all locks provided and the chain on the door.
- Do not open your door unless you have called room service or are expecting visitors.
- If someone knocks on your door, verify that your caller is the person you are expecting – before you open the door.
- Even if you are expecting someone, if your door has a peephole, look through it before opening the door. If the person looks suspicious, do not open the door.
- If you like to jog or work out while you are on travel, ask the hotel/motel to recommended a safe place. Do not jog in areas that are unsafe.
- Take a taxi after dark. Do not walk alone at night and even during the day, be alert!

### Theft Prevention

Church employees and volunteers can take the following precautions to guard against theft or other security threats in the office:

- Be familiar with your church building and any crime problems in or around the area.
- Avoid working late when possible. If you do, keep doors locked, and do not open them to anyone you are not expecting. Make sure someone knows you are working late and have them keep in touch with you.
- Have your telephone close at hand in a location where it can be used immediately in times of emergency.
- Know your neighbors. Know who works at what time and who can be of help during emergencies. Extend your cooperation to your neighbors should they need your help.
- Be especially careful when leaving the church and going to your car. Garages and parking areas are prime attack and/or mugging locations. If at all possible, have yourself escorted to your car after dark.

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Fire & Property Loss Prevention Guidelines**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 11**  
**Date:**  
**Page 1 of 6**

### Definition

## **Accident and Illness Prevention Program Manual**

An effective safety and loss control program not only considers the safety of the staff, volunteers, congregation and guests, it considers church property as well. Property losses present some of the most significant costs to the church and there are some simple steps that can be taken to eliminate or at least reduce the frequency and severity of claims.

### **Policy**

Our church recognizes property losses as a major concern in our risk management program. In recognizing this problem, we have defined several areas of focus to follow in strengthening our loss control and risk management program.

### **Fire and Property Loss Prevention**

The following provide guidelines for the Board of Trustee or designee to establish its own specialized fire and property prevention program and to recognize possible hazards during inspection tours. Over half of the losses suffered by churches are from property losses. The most frequent property losses are fire (including arson), hail, wind, water damage, burglary/theft, and lightning. Focus your efforts in these areas to obtain the greatest reduction in losses.

### **Heating Equipment**

1. All heating equipment should be inspected and serviced at least annually by a qualified service contractor to ensure it is in safe operating condition.
2. All heating furnaces and/or boilers should be enclosed in a separate room with a ceiling and partition wall of at least one-hour fire resistance. Protect openings in the enclosure by an Underwriters Laboratories (UL) listed self-closing fire door of one-hour fire resistance. Provide an adequate source of combustion air.
3. Keep boiler and equipment rooms free of waste paper, trash and other combustible items.
4. Provide a well-identified remote emergency switch for oil or gas burners.
5. Clean and inspect chimneys for defects regularly.
6. Consider installing CO detectors to monitor carbon monoxide emissions.

## **Accident and Illness Prevention Program Manual**

### **Electrical System**

1. Have the entire electrical system checked by a qualified electrician annually.
2. Maintain proper fuse sizing for all circuits.
3. Identify proper fuse sizes on fuse panels.
4. Make sure that special equipment such as air conditioners and organs are properly wired and fused according to manufacturer's specifications.
5. Do not overload circuits. Use extension cords for temporary purposes only.

### **General Housekeeping**

1. Store flammable cleaning agents, floor polishes, paints, etc., in a detached building or in approved metal storage cabinets.
2. Dispose of old paints and other flammable liquids that are no longer regularly used.
3. Keep waste and trash in closed metal containers and remove them from the premises daily.
4. Keep oily rags in approved self-closing metal containers or dispose of immediately.
5. Keep space in attics, basements, and beneath stairs free from accumulation or storage of combustible materials.
6. Use only fire-retardant materials for seasonal decorations.
7. Handle trash collection and disposal in a manner to avoid hazardous accumulations at any point.

### **Kitchen Fire Safety**

Cooking appliances and related ventilation facilities are the principle hazards in the kitchen. Ventilation hoods over cooking appliances and exhaust ducts connected to such hoods collect grease, which frequently becomes ignited and results in a serious fire.

1. For busy kitchens where frying takes place, a 10 pound dry chemical fire extinguisher with a rating of ABC is recommended.
2. Cooking equipment should be installed on a noncombustible floor surface with adequate clearance to combustible materials.
3. Install a non-combustible hood above all cooking equipment with an exhaust duct to the building exterior.
4. Keep range hood, filters, and ducts free of grease accumulations.

## **Accident and Illness Prevention Program Manual**

5. All deep-fat fryers and cookers should be equipped with a separate high limit control in addition to an adjustable thermostat. It should be designed to shut down the unit if the fat temperature exceeds 475 degrees F, one inch below the surface, or if the adjustable thermostat fails.
6. For busy kitchens where frying takes place, an automatic extinguishing system should be installed to protect the kitchen hood, filters, and ducts against fires in accumulated grease.
7. Where automatic extinguishing systems are in operation, they should be inspected and date-tagged semi-annually by a reputable firm that specializes in automatic extinguishing systems.
8. The automatic extinguishing system should, upon activation, shut off the source of fuel or electricity to all cooking equipment. The interlock should be of the manual reset type.
9. For heavy cooking, the entire exhaust system over the cooking equipment should be cleaned by a reputable contractor at least every six months. A certificate attesting to such cleaning should be conspicuously posted near the hood.
10. All commercial refrigeration equipment should be serviced regularly by a reputable contractor and all motors and cooling coils kept cleaned.
11. When cooking, try and use the back burners if possible. Turn the pot handles toward the back of the stove.
12. Keep all pilot lights properly lit.
13. Wipe grease build up off stoves, broilers, ovens, etc. on a regular basis.
14. Never leave an oven door open or the cooking area unattended. Refrain from wearing loose sleeves when you cook.
15. In the event of a fire, turn off the cooking appliance, cover the pan, or close the oven. For a microwave fire do not open the door. Instead unplug the device or turn it off.

### **Protection Equipment**

1. Maintain an adequate number of fire extinguishers properly positioned and available for use in the event of a fire.
2. Fire extinguishers should be distributed at the rate of one extinguisher per 6000 square feet floor space and within reach of 75 feet of travel on the same level. The minimum rating for a fire extinguisher at this rate of distribution is 2A. The use of 5-6 pound size multi-purpose (Class ABC) fire extinguishers with a rating of at least 2A:10B:C is recommended.
3. All fire extinguishers should be serviced and date-tagged by a reputable fire extinguisher service contractor on an annual basis.

## **Accident and Illness Prevention Program Manual**

4. Where the facility is protected by an automatic sprinkler system, it should be inspected by a reputable automatic sprinkler contractor at least semi-annually.
5. The automatic sprinkler system should be provided with a water flow alarm and valve closure supervision connected to a central station or local public fire alarm facility to facilitate prompt notification of a fire situation.
6. Facilities should be equipped with an automatic fire/smoke detection system connected to the facility electrical wiring and monitored by a central station facility.  
As a backup, battery-powered smoke detectors should be strategically installed especially in such places as bedrooms or rooms occupied by children, kitchens, stairwells, corridors, etc. Battery-powered detectors should be checked on a quarterly basis and batteries replaced annually.
7. Where required by law, a manual fire alarm system with pull boxes should be provided throughout the facility. The system should sound the local alarm and send a signal to a central station alarm service for notification of a fire situation.

### **Lightning Protection**

1. A lightning protection system should be installed by a reputable experienced contractor in accordance with guidelines set forth by the National Fire Protection Association (NFPA) and Underwriters Laboratories.
2. Provide approved lightning protective devices where electric service conductors and antenna wires enter the structure.
3. The lightning protection system should be adequately maintained against corrosion and abuse.
4. Ensure surge protection devices are installed.

### **Other Perils**

1. Inspect all building surfaces regularly (at least semi-annually) for loose roofing materials, siding materials and building trim in order to minimize windstorm damage.
2. A qualified contractor should inspect all heating and air-conditioning system piping annually for defects to reduce the potential for water damage.
3. Maintain adequate building heat to prevent pipe freeze-ups.
4. Drain all water lines located in unheated areas during the winter months or protect by insulation or localized heating to prevent freeze-ups.

### **General Safety**

Churches are people-oriented institutions, often sponsoring a variety of activities such as athletic events, picnics, wedding receptions, bus trips, schools, dances, classes, senior citizen meetings, etc. Church facilities are also used frequently by outside groups. Approximately 25% of the losses for the United Methodist churches are liability losses. Most liability losses are a result of slips and falls. Focus your efforts in this area to obtain the greatest reduction in losses.

## **Accident and Illness Prevention Program Manual**

It is essential that the following precautions be taken to protect the people involved in church activities as well as to protect the church against possible liability suits arising out of alleged negligence.

1. Inspect church grounds and buildings regularly to identify and correct unsafe or hazardous conditions, such as broken and cracked sidewalks, cracked parking surfaces, loose overhead objects, broken, loose or missing handrails, or defective playground or other recreational equipment.
2. Remove leaves, snow and ice promptly from all walkways, parking lots and stairs.
3. Illuminate all parking areas, exterior walking surfaces, and stairs to reduce the potential for slips and falls.
4. Provide all interior and exterior stairs having three or more steps with suitable handrails on both sides. Install an intermediate handrail on wide stairs to provide a maximum distance of 88 inches between handrails.
5. Install railings positioned at least 26 inches above floor level at the fronts of all balcony-seating areas to reduce the potential for falls.
6. Protect the fronts of all sloping balcony aisles with railings extending the width of the aisle and at least 36 inches above floor level to reduce the potential for falls from the balcony.
7. Install railings extending the width of the aisle and at least 42 inches above floor level at the fronts of all balcony aisles to reduce the potential for falls from the balcony.
8. Identify all exits with UL-listed signs. All exit signs should be illuminated with lighting tied into the facility's emergency lighting system.
9. Provide emergency lighting in all exit access ways, stairways, and areas of assembly to allow people to exit safely.
10. Train ushers in procedures involving guidance of people to exits, patrol of balconies to ensure that no one leans over the railings, and first aid/CPR.
11. Post emergency telephone numbers, including fire, ambulance, physicians, and hospitals next to telephones and in conspicuous areas throughout the facility.
12. Provide a first aid kit in the church and any other major building.
13. Properly refrigerate all perishable foods used in kitchen operations.
14. Keep kitchen facilities, equipment and utensils clean and sanitary.

## **Accident and Illness Prevention Program Manual**

15. Ensure that activities such as organized sports and recreation, and youth activities such as scouting, are supervised by an adequate number of competent adults.
16. Nurseries and pre-school activities should have adequate, competent adult supervision. Inspect these areas frequently with special attention given to play equipment, cribs, electrical outlets and appliances, and toys.
17. Elevators, dumbwaiters, boilers and pressure vessels should be inspected regularly by licensed inspectors. Implement corrective action procedures immediately for all recommendations generated. Post all inspection certificates as required by law.
18. Dispose of all trash and waste materials properly and according to established removal schedules. Store all trash and waste materials in containers with lids.
19. Obtain certificates of general and/or product/completed operations liability and/or workers' compensation insurance for all contracted operations including:
  - A. contractors, trades people, and other persons performing work on the premises
  - B. tenants, sub-tenants and outside groups contracting for use of church facilities.
20. Retain all Certificates of Insurance on file and establish a procedure to regularly review for effective dates and limits. Consult with legal counsel where necessary.

### **New Construction**

1. Whenever additions or renovations are planned to facilities give careful consideration to incorporating features, which will minimize the potential for future losses

Examples would be using noncombustible or fire resistive construction materials wherever possible, installing fire walls, using flooring materials to minimize slip and fall injuries, etc. The PACT Service Center or your Conference Administrator can provide consultative assistance in this area.

2. Refer to the Certificates of Insurance (Section 13) for additional information.

## CHURCH NAME HERE

**Policy Title:** Church Inventory  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 12**  
**Date:**  
**Page 1 of 11**

### Church Inventory

No one ever expects to suffer a loss from fire, burglary, vandalism, plumbing leaks, or storms and other natural disasters. It's bad enough when these disasters occur, but it's even worse when we're not prepared to determine the value of buildings and contents destroyed or stolen.

It's not possible for any single individual, or even a group, to remember all of the items in your church, school or other church related building. What is needed is a complete up-to-date inventory, including current values, in order to make certain that your church will be reimbursed by your insurance company for the missing or destroyed/damaged items.

The attached inventory forms were developed to assist our local churches in developing an inventory of furniture, fixtures and other building contents, and the cost of replacing them. By taking action now, you will be taking steps to protect your congregation from financial loss if your church is ever damaged or destroyed.

#### Step 1

Form a committee to develop your inventory, rather than leaving all the work up to one or two individuals.

#### Step 2

It would be ideal if current replacement cost values were developed for all items. The use of a current "Religious Supply Catalogue" would be most helpful in assisting you to obtain today's replacement costs, especially, if original bills or purchase orders are used in your inventory. Even if you are not able to obtain current replacements costs, insurance adjusters can update values from original purchase prices.

#### Step 3

You may wish to use the attached inventory forms as is, or you may alter them to suit your needs. These forms are general guidelines and may not list all of the items in your building(s). It's always best to list permanent or built-in items separate from general (portable) contents. The following examples are for church, education, and auditorium type buildings. You will note that we have prepared separate lists for kitchens/cafeterias, office equipment, audiovisual, and buildings and grounds/maintenance equipment. These groups of items may exist in any or all buildings, and it is easier and more efficient to develop a separate sheet for these items and attach it to the inventory of a particular building.

#### Step 4

After your inventory is completed, it should be signed and dated by the preparer(s), and kept with your other important papers in a safe deposit box, fire resistant safe or other safe place. It is recommended that several copies be made and kept in different safe places. Of course, it would be a good idea to file a copy with your program administrator.

#### Step 5

## **Accident and Illness Prevention Program Manual**

For extra protection, you might consider creating a photo inventory of your building's contents (especially recommended for valuable items), and storing it with your written inventory. Many churches today have videotaped recordings of church contents.

### **Step 6**

Review your inventory annually to check for any necessary additions or deletions. It is important to keep your inventory up-to-date.

Accident and Illness Prevention Program Manual

Inventory Check Sheets

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

	Vault(s)					
	Other					

**Church Contents / Items (General)**

	Altar Furnishings					
	Artwork (List specific on separate sheet)					
	Audio-Visual (See AV page)					
	Bibles					
	Books (Other)					
	Candles/Candle Holders					
	Carpets (Unattached)					
	Chairs-Folding					
	Chairs-Standard					
	Chalice(s)					
	Choir Music					
	Communion Sets					
	Couch(es)					
	Curtains					
	Draperies					
	Fire Extinguishers					
	Hymnals					
	Lamps					
	Musical Instruments					
	Music Stands					
	Nursery Furnishings					
	Panels/Cubicles					
	Piano(s)					
	Pictures					
	Robes					
	Safes (Not Built In)					
	Seats (Unattached)					
	Signs (Unattached)					
	Tables – Occasional					
	Tables – Work					
	Other					

**Church Vehicles**

	Buses					
	Vans					
	Automobiles					
	Other					

**Accident and Illness Prevention Program Manual**

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

<b>SCHOOL/EDUCATION BUILDING – BUILDING ITEMS</b>
---------------------------------------------------

	Air Conditioners (Central or Built-In)					
	Appliances (Built-In)					
	Athletic Equipment (Attached)					
	Bathroom Fixtures					
	Blackboards (Attached)					
	Bleachers (Attached)					
	Bookcases (Fixed)					
	Cabinets (Built-In)					
	Clocks (Attached)					
	Counters (Fixed)					
	Elevators					
	Fire Alarm System					
	Handicap Facilities					
	Inclinators					
	Mirrors (Attached)					
	Permanent Fixtures (Lighting, etc.)					
	Public Address System					
	Showcases (Built-In)					
	Sprinkler System					
	Other					
	Recreational Equipment					
	Science Equipment					
	School Supplies (Paper, etc.)					
	Tables					
	Teaching Aids					
	Other					

**Accident and Illness Prevention Program Manual**

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

<b>SCHOOL/(GENERAL) EDUCATION BUILDING – BUILDING ITEMS</b>
-------------------------------------------------------------

	Air Conditioners (Portable)					
	Air Supplies					
	Athletic Equipment					
	Beds/Cots (For Naps)					
	Bookcases (Unattached)					
	Books/Records					
	Cabinets (Unattached)					
	Chairs (Folding)					
	Chairs (Standard)					
	Chairs (Student Type)					
	Computer Equipment					
	Computer Furniture					
	Copying Equipment					
	Desks (Students)					
	Desks (Teachers)					
	Fire Extinguishers					
	Lecterns/Podiums					
	Maps/Charts/Globes					
	Musical Instruments					
	Music Stands					
	Nursery Equipment, Toys, etc.					
	Nursery Furniture					
	Panels (Standing)					
	Other					

**Accident and Illness Prevention Program Manual**

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

<b>AUDITORIUM BUILDING ITEMS</b>
----------------------------------

	Audio Visual Equipment (Not built in)					
	Benches (Portable)					
	Burglar Alarm System					
	Chairs (Folding)					
	Chairs (Standard)					
	Curtains (Window)					
	Drapes (Window)					
	Fire Alarm System					
	Fire Detection System					
	Makeup Sets					
	Movie Screen					
	Musical Instruments					
	Music Stands					
	Permanent Fixtures (Lighting, etc.)					
	Piano					
	Podium (Lectern)					
	Projection Booth					
	Protection Equipment					
	Props/Prop Material					
	Seating (Fixed)					
	Sprinkler System					
	Shop Equipment (For Prop Making)					
	Stage					
	Stage Curtains					
	Stage Lighting Equipment					
	Tables – Folding					
	Tables –Stationary					
	Other					

## Accident and Illness Prevention Program Manual

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

BUILDING ITEMS KITCHEN/CAFETERIA (BUILT-IN)						
	Cabinets (Built-In)					
	Coffee Makers (Affixed)					
	Counters (Built-In)					
	Dishwashing Equipment (Built-In)					
	Exhaust System					
	Fire Extinguishing System					
	Freezer (Walk-In)					
	Ovens (Built-In)					
	Refrigerators (Walk-In)					
	Sprinkler System					
	Other					
	Fire Alarm System					
	Handicap Facilities					
	Inclinators					
	Mirrors (Attached)					
	Permanent Fixtures (Lighting, etc.)					
	Public Address System					
	Showcases (Built-In)					
	Sprinkler System					
	Other					
	Recreational Equipment					
	Science Equipment					
	School Supplies (Paper, etc.)					
	Tables					
	Teaching Aids					
	Other					

BUILDING ITEMS KITCHEN/CAFETERIA (GENERAL ITEMS)						
	Benches					
	Chairs					
	Coffee Makers (Not affixed)					
	Cups					
	Deep Fat Fryers					
	Dishes					
	Fire Extinguishers					
	Food Stuffs					
	Freezers					
	Glassware					
	Microwave Oven					
	Mixers					
	Ovens					
	Pots and Pans					
	Refrigerator(s)					
	Serving Pieces					
	Silverware					
	Slicers					
	Stove(s)					
	Toasters					
	Trays					
	Utensils					
	Other					

## Accident and Illness Prevention Program Manual

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

<b>OFFICE CONTENTS ITEMS</b>
------------------------------

	Bookcases					
	Books and Records					
	Calculators					
	Chairs					
	Coffee Maker					
	Coffee Pot					
	Computer(s)					
	Computer Furniture					
	Computer Disc Tapes (List titles on separate sheet)					
	Computer Printer(s)					
	Copiers (Photo)					
	Copier Supplies					
	Couches					
	Desks					
	Dictation Equipment					
	Duplicating Equipment					
	Fax Machines					
	File Cabinets					
	General Office Supplies					
	Lamps					
	Reference Books (Dictionary, Thesaurus, etc.)					
	Transcribing Equipment					
	Typewriter(s)					
	Word Processing					
	Scanners					
	Backup Systems					
	Software					
	Other					

## Accident and Illness Prevention Program Manual

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

AUDIO-VISUAL EQUIPMENT						
	Amplifiers					
	Microphones					
	Movie Cameras					
	Movie Projectors					
	Movie Screen(s)					
	Overhead Projector					
	Phonograph(s)					
	Phonograph Records (List titles on separate sheet)					
	Radio(s)					
	Recording Equipment					
	Slide Projectors					
	Speakers					
	Tape Recorders					
	Tapes (List titles on separate sheet)					
	Television(s)					
	VCR					
	Videotape Player					
	Videotapes (List titles on separate sheet)					
	Other					

## Accident and Illness Prevention Program Manual

<b>Name of Church:</b>	
<b>Address:</b>	

Item #	Description of Items	No. of Items	Purchased Equipment		Replacement Cost Appraisal	
			Value	Date	Value	Date

GROUNDS KEEPING EQUIPMENT						
	Hand Tools					
	Hand Power Tools					
	Ladders					
	Hedge Trimmer (Power)					
	Floor Waxer Polisher					
	Lawn Maintenance Equipment					
	Machinery (Other)					
	Paints and Paint Supplies					
	Scaffolds					
	Snow Removal Equipment					
	Tractors					
	Tree Maintenance Equipment					
	Vacuum Cleaners					
	Other					

## CHURCH NAME HERE

**Policy Title:** Certificates of Insurance & Third Party Facility Use    **Policy No. 13**  
**Prepared By:** CHURCH NAME HERE    **Date:**  
**Applies to:** All Locations    **Page 1 of 6**

### Definition

A Certificate of Insurance is a document which is issued by an insurance company or your insurance broker on your behalf, to a third party. This document verifies the 3rd party carries insurance and what restrictions (e.g. deductibles or exclusions) apply to the policy.

### Policy

A certificate should be requested when a group/contractor contracts with the church for building use or to perform work on a building. Certificates are proof of insurance; they simply verify the party has insurance coverage at the time of contract. It is important that Certificates be requested as new contracts are developed or if a contract is up for renewal.

### Third Parties Use – Facilities or Work on Church Property

In a general statement, third parties are covered under your general liability policy if they were to have a minor incident on premise however it is strongly recommended that the church require Certificates of Insurance, where the church is named as an additional insured and also for an Indemnity and Hold Harmless Agreement to be put in place.

This procedure is to protect your church from payment of third party use claims should an incident occur on church property.

A Certificate of Insurance should be required from every contractor performing a service on your premises or any outside user of the church facilities. Settlement of a loss caused by the contract or third party user is the responsibility of that contractor's or groups insurance carrier.

### Church Liability

You may be held liable for negligent acts of a third party acting on your behalf, as they may not have insurance or they have insufficient insurance. In the event the third party does not have insurance or adequate limits, you may be called upon to pay for defenses and damages should a claim occur on church property.

### Third Party Coverage Limits

It is recommended the third party carry (at minimum) the same limits as the church and also names the church as an additional insured on their policy. There is no hard and fast rule as to limits, just remain aware the severity of an injury or damage will dictate whether your policy will become excess to the responsible party's policy if they carry inadequate limits.

If you are unsure if limits are adequate please contact the PACT Service Center or your Conference Administrator.

## **Accident and Illness Prevention Program Manual**

### **Certificates of Insurance – What To Look For**

The Certificate of Insurance should contain the following type of information:

- Type of insurance coverage
- Policy number for each line of coverage (to include policy effective and expiration dates)
- Policy Limits
- Description of the job location
- Name and address of the certificate holder – the church's name and address should be shown as an additional insured on the certificate with copies submitted for the church records
- Certificates are often issued with a 10-day cancellation policy, try to amend this to 30-60 days
- Signature of authorized representative of the third party's insurance carrier

We have attached a sample Certificate of Insurance for you to review and also a checklist to assist you in your review process.

### **Hold Harmless Agreements**

It is always an excellent precautionary to require an Indemnity and Hold Harmless Agreement in conjunction with a Certificate of Insurance as it provides additional contractual language to protect the church.

We have included a sample Indemnity and Hold Harmless Agreement for you to review.

## Certificates of Insurance Checklist

This sample is not a substitute for legal or risk management advice about contracts, limits and coverage as they apply to specific projects.

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

Prepared by: \_\_\_\_\_ Dept.: \_\_\_\_\_

Name of Contractor/Facilities User: \_\_\_\_\_

Contract or Facility Use Dates: \_\_\_\_\_

- \_\_\_\_\_ Insurance Carrier is acceptable
- \_\_\_\_\_ Insured name = name on the contract or use agreement
- \_\_\_\_\_ Liability coverage limits are adequate
- \_\_\_\_\_ Liability coverage limits = contract or use agreement
- \_\_\_\_\_ Liability coverage dates cover contract term or use agreement
- \_\_\_\_\_ Vehicle coverage limits are adequate
- \_\_\_\_\_ Vehicle coverage limits = contract or use agreement
- \_\_\_\_\_ Vehicle coverage dates cover contract term or use agreement
- \_\_\_\_\_ Excess coverage limits are adequate
- \_\_\_\_\_ Excess coverage limits = contract or use agreement
- \_\_\_\_\_ Excess coverage dates cover contract term or use agreement
- \_\_\_\_\_ Workers' Compensation coverage dates cover contract term or use agreement term
- \_\_\_\_\_ Property coverage limits are adequate
- \_\_\_\_\_ Property coverage limits = contract or use agreement
- \_\_\_\_\_ Property coverage dates cover contract term or use agreement
- \_\_\_\_\_ Employers Liability coverage is indicated
- \_\_\_\_\_ Certificate Holder name and address is correct
- \_\_\_\_\_ Additional Insured name is correct
- \_\_\_\_\_ Cancellation notice is correct
- \_\_\_\_\_ Set up dates for follow-up on expiration dates
- \_\_\_\_\_ Bonds checked (if applicable)

# Accident and Illness Prevention Program Manual

## ACORD.. CERTIFICATE OF LIABILITY INSURANCE

Help ||| Save || DATE (MM/DD/YYYY)

PRODUCER  
INSURED

### COVERAGES

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSURERS AFFORDING COVERAGE NAIC#

INSURER  
INSURER  
INSURER  
INSURER

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

..J.Ia. POLICY NUMBER POLICY EFFECTIVE POLICY EXPIRATION LIMITS

LIABILITY  
ANY AUTO  
LIVELIHOOD  
SCHEDULED AUTO  
HIRE AUTO  
NON-OWNED AUTO

CE LIABILITY

ANY AUTO  
SSA, JM BRELLA UA81UTY

---J COJR 0 CLAIMS (V) f

CE: CUC TIELE

RETENTION S

WORKERS COMPENSATION A...

EMPLOYERS' LIABILITY

ANY PROMETORIPNITNEREXEQTIVE

OFF-EXE, JJOED?

~SCitL~NSboi0fl'

CERTIFICATE HOLDER

ACORD 25 (2001108)

### CANCELLATION

WHENEVER THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL \_\_\_ DAYS WRITTEN

NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL

IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR

REPRESENTATIVES

AUTHORIZED REPRESENTATIVE

ACORD CORPORATION 1988

## Accident and Illness Prevention Program Manual

### 13.5

#### IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

#### DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.  
ACORD 25 (2001108)

**SAMPLE  
INDEMNITY AND HOLD HARMLESS AGREEMENT**

(Contractor / Third Party User) agrees to indemnify and hold harmless (Church), and their agents and employees / volunteers, from and against all claims, including those arising out of strict liability, for damages, losses and expenses, including reasonable attorney fees in case it is necessary to file an action arising out of performance of the work / use herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and 2) caused in whole or in part by (Contract / Third Party User) negligent act or omission or that of a subcontractor, or that of anyone employed by them or for whose acts contractor or subcontractor or third party may be liable. This indemnification and agreement shall apply in all instances whether (Church) is made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Signature: \_\_\_\_\_  
Contractor, Individual, Group, etc.

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

## CHURCH NAME HERE

**Policy Title:** Facility Inspections  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 14**  
**Date:**  
**Page 1 of 9**

### Definition

A facility inspection is a planned and organized process to identify and correct unsafe conditions that could lead to injuries, illnesses and/or property damage.

### Policy

Facility inspections are considered to be an integral part of our safety management program. This will be a continuing safety activity to help maintain acceptable standards of control over ever changing physical conditions.

At a minimum, facility inspections will consist of a scheduled inspection using inspection checklists. Checklists help to guide the inspection through the facility or property, to serve as a reminder of what to look for and as a record of what has been covered. A comprehensive interior/exterior inspection is provided for creation of a church specific program.

### Actions Required

1. Establish specific dates for inspections to be conducted.
2. Determine who will complete the facility inspection(s), (i.e., Business Manager/Risk Manager, Supervisor, Safety Committee). Inspectors should have the following qualifications:
  - A. Knowledge of the facilities accident experience
  - B. Familiarity with accident potentials and related safety standards
  - C. Authority to make suggestions for corrective action(s)
  - D. Diplomacy in handling persons and situations
  - E. Knowledge of facility operations
3. Review all pertinent previous inspections for outstanding items to determine where failures in hazard control may exist.
4. Consider all changes in the working environment to include new facilities, processes, materials and equipment.
5. Whenever possible, speak to the staff in the area to gain their input.
6. Correct anything under your control immediately or take temporary precautions when correction is delayed.
7. Promptly report conditions beyond your authority and suggest solutions.
8. Maintain the completed facility inspection report in file for at least five (5) years.
9. Ensure that the hazards found are reported and assigned for correction. Ensure that a timetable is established.

## **Accident and Illness Prevention Program Manual**

### **Documentation Required**

- A. Copies of internal inspection report(s)
- B. Copies of external inspection report(s)
- C. Correspondence and timeline related to hazard correction.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

## Church Self-Inspection Checklist

<b>Name of Church:</b>	
<b>Address:</b>	

<b>Instructions:</b>	Answer each item with YES, NO or N/A (not applicable). Support all "NO" items in the "COMMENTS" section, and indicate the date when corrective action has been implemented.
----------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	YES	NO	N/A	FOLLOW UP
<b>Walking/Driving Surfaces</b>				
Are parking lots/sidewalks free of slip, trip and fall hazards?				
Are stairs/ramps in good conditions and provided with handrails?				
Are snow/ice/leaf removal procedures in place?				
Are water absorbent mats used at entrances?				
Is exterior lighting adequate throughout premises?				
Are interior floor surfaces in good condition?				
Are non-slip finishes/waxes used on floors?				
Are walk areas free of appliance, lamp or phone cords?				
Are the edge of outdoor steps marked with white or bright yellow paint to increase step visibility at night?				
Do the handrails extend the full length of the stairs?				
Is abrasive paint or non-skid tape used for outside steps?				
Have all the potholes, uneven walkways or parking areas been patched to eliminate falling hazards?				
Are doormats positioned properly at all entryways?				
Is double-faced tape used on the underside of all rugs and runners to prevent mat slippage?				
Is stairway carpeting firmly attached to each step?				
Is snow removal equipment available (i.e., snow blower, shovel, ice pick, salt, de-icing solutions, etc.)?				
Are spills promptly wiped up?				
Are "Caution Wet Floor" signs used for freshly mopped areas or spills?				
Is the bottom of all bathtubs/showers provided with a non-skid tape or abrasive surface?				
Are all step and extension ladders in good condition?				
Are extension ladders tied off to prevent slipping or held at the base by someone reliable?				
Are stairways kept free of clutter?				
<b>Life Safety</b>				
Are exit doors equipped with illuminated exit signs?				
Are exit doors equipped with panic hardware?				
Are facilities equipped with emergency lighting?				
Are doorways/halls/aisles free from obstruction?				
Have emergency preparedness procedures been implemented, including staff training and drills?				
Are emergency phone numbers posted throughout?				
Are employees/volunteers trained in first aid/CPR?				
Are facilities inspected by the fire department?				

**Accident and Illness Prevention Program Manual**

	YES	NO	N/A	FOLLOW UP
<b>Homeless Shelters</b>				
Does the number of beds meet state code for placement and air space?				
Are doors/exits unblocked and easily accessible?				
Do bunk beds have guardrails and ladders?				
Do cribs meet current safety standards?				
Are sink/shower hot/cold faucets clearly marked?				
Are anti-scald procedures in place for hot water use?				
Do showers have non-skid floors and grab bars?				
<b>Youth Activities</b>				
Is a child abuse prevention policy in effect?				
Are applicable personnel adequately screened?				
Are alleged incidents properly documented?				
Are procedures in place for response to allegations?				
Are activities adequately supervised by at least two competent adults?				
Is a youth disciplinary policy in effect?				
Are appropriate day care staff/child ratios used?				
Are windows in all classroom doors?				
Are day care operations licensed by the state or local authority having jurisdiction?				
<b>Transportation Safety</b>				
Has a personal use policy been implemented for church vehicles?				
Has a business use policy for personal vehicles been implemented?				
Are Certificates of Insurance obtained from drivers?				
Are Motor Vehicle Reports obtained at least annually for all drivers?				
Are vehicles maintained as per manufacturer?				
Are pre-trip inspection procedures in place?				
Are vehicles equipped with emergency equipment (i.e., extinguisher, fuses, reflectors, first aid kit)?				
Are vehicles equipped with accident report forms?				
Is periodic driver safety training provided?				
Is a safety belt use policy in place for all passengers?				
<b>Physical Premises</b>				
Are heating boilers and pressure vessels properly inspected, maintained and safely arranged?				
Are furnaces/boilers located in separate rooms with fire resistive walls and ceilings and a self-closing fire door? Is the room free of combustible materials storage?				
Has the electrical system been inspected by a qualified electrical contractor within the past year?				
Are there adequate outlets for electrical service?				
Are extension cords limited to temporary use only?				
Is responsibility assigned for disconnection of all electrical appliances when not in use?				
Are all electrical appliances UL listed/grounded?				
Is a lightning protection system (especially for steeples, spires and towers) in place and inspected annually by a qualified contractor?				

## Accident and Illness Prevention Program Manual

	YES	NO	N/A	FOLLOW UP
Is cooking equipment protected by an automatic extinguishing system and fuel shut-off and inspected semi-annually?				
Is refrigeration equipment adequately maintained?				
Are fire extinguishers properly located and inspected annually by a qualified contractor?				
Are sprinklers, standpipes and hoses inspected and tested at least annually by a qualified contractor?				
Have facilities been inspected for lead/asbestos?				
Have underground storage tanks been registered with the state and monitored for leakage?				
Are flammable (not latex) paints, thinners, gasoline, and other products stored in a garage or shed? If they should be stored inside the church, are they kept in metal cabinets?				
Is the building kept free of accumulations of combustible materials?				
Is solvent, stain or oil-soaked rags kept in closed metal containers and disposed of promptly?				
<b>Security</b>				
Are facilities inspected annually by the police department?				
Are facilities protected by a UL listed burglar alarm system connected to a central station?				
Is church property protected by measures for:				
- Key Control?				
- Storage in buildings during modification?				
- Protection of valuables?				
Are facilities protected with exterior lighting and natural surveillance (e.g., trimmed trees, shrubs)?				
Are non-exit doors equipped with double cylinder deadlocks?				
Are controls in place to protect computers, data processing equipment and software?				
Are church valuables photographed, documented and appraised with off-site storage of records?				
Are cash deposits handled in a timely and secure manner?				
Have arrangements been made with the police department to conduct periodic nighttime surveillance?				
<b>Kitchen Fire Safety</b>				
Are all hoods, exhaust ducts and fans clean?				
If grease filters are used in hoods, are they in place?				
Is portable fire extinguishing equipment provided and is it good order?				
Are refrigeration equipment motors and coils clean with ventilation unobstructed?				
Is all combustible material near cooking equipment and appliances properly spaced to avoid a fire hazard?				
Is collection of and disposal of rubbish safely handled in a manner avoiding hazardous accumulations at any point?				
Are the cooking equipment, exhaust hood and duct protected by an automatic dry or wet chemical extinguishing system?				

**Accident and Illness Prevention Program Manual**

	YES	NO	N/A	FOLLOW UP
Has the automatic extinguishing system been serviced within the past 6 months, as indicated by a current service tag?				
Do all deep fat fryers have a manual reset excess temperature limit switch?				
Are "Microwave in Use" warning signs provided where appropriate?				
Are all electrical appliances grounded and wiring in good condition?				
Are all work areas clean, sanitary and orderly?				
Other				
<b>Water Front</b>				
Are camp employees adequately screened and supervised?				
Are swimming areas clearly marked?				
Are state standards met for lifeguard/swimmer ratio?				
Are all lifeguard properly certified?				
Are equipment and watercraft properly maintained?				
Is the water front used only under supervision?				
Are personal flotation devices required in watercraft?				
<b>Health and Safety</b>				
Are camp medical personnel properly licensed? Are camp employees adequately screened and supervised?				
Are arrangements confirmed with local medical and emergency response authorities?				
Is the water supply tested on a regular basis?				
Is the sewage disposal system operating properly?				
<b>Quarters</b>				
Does the number of beds meet state code for placement and air space?				
Are doors/exits unblocked and easily accessible?				
Does the number of beds used for each event meet accepted counselor/camper ratio standards?				
Do bunk beds have guardrails and ladders?				
Do cribs meet current safety standards?				
Are sink/shower hot/cold faucets clearly marked?				
Are anti-scald procedures in place for hot water use?				
Do showers have non-skid floors and grab bars?				
<b>Heating Equipment</b>				
Is all heating equipment, including chimneys, flue connectors, hot air ducts and parsonage heating appliances:				
- In good serviceable condition and well maintained?				
- Properly insulated and separated from all combustible material by a safe distance?				
- Serviced by a qualified person within the past year?				
<b>Lighting and Electrical Equipment</b>				
Has the electrical system been inspected by a competent electrical contractor recently?				
Are alterations of electrical installations made only by a qualified electrician?				

## Accident and Illness Prevention Program Manual

	YES	NO	N/A	FOLLOW UP
If any fuses or circuit breakers require frequent replacement or restoration, have these circuits been checked by a competent electrician for overloading?				
Are all fixtures, outlets and extension cords in safe condition?				
Are extension cords used only for temporary situations?				
Are air conditioning units properly wired?				
<b>Appliances</b>				
Are kitchen range ventilating hoods, filters and ducts free of grease accumulation?				
Are refrigerators, freezers, stoves, microwaves, washers and dryers properly wired?				
Is manufacturer-recommended air space provided around all large appliances?				
Are appliance exhaust systems properly vented?				
<b>Protection</b>				
Are there a sufficient number of proper fire extinguishers provided?				
Have fire extinguishers been inspected or recharged within a period of one year?				
Is the date of inspection or recharge shown on a tag attached to each extinguisher?				
Is UL listed automatic fire and smoke detection devices installed and operational?				
Are smoke detector batteries checked semi-annually where warranted?				
Are spaces beneath stairs, in attics and basements free of combustible material?				
<b>Public Liability Exposures</b>				
Are all walkways and floor surfaces safe (free of holds, uneven surfaces, cracks, carpet tears, etc.)?				
Are sidewalks kept free of snow and ice?				
Are all steps in good repair and provided with handrails?				
Has the parsonage been inspected for asbestos, and proper safeguards taken?				
<b>Furnishing and Equipment</b>				
Are church-owned furnishings and equipment properly maintained and stored?				
Are mowers, snow blowers, hedge trimmers and combustibles safely stored?				
Are computer systems properly wired?				
<b>Contractual Agreements</b>				
Are Certificates of Insurance obtained from contractors and reviewed for adequate limits and effective dates?				
Are Certificates of Insurance obtained from outside users of conference facilities?				
Does the conference and/or occupant maintain adequate property and liability insurance on the conference-owned parsonage and furnishings?				
Does the conference maintain adequate property and liability insurance on all conference owned, leased or rented offices, vehicles, camps, or other facilities?				
Is there a video or written inventory of all conference owned personal property stored off site?				
Are all persons at the conference and district level with				

## Accident and Illness Prevention Program Manual

cash handling responsibilities bonded?				
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<b>Comments:</b>	<i>(Use additional sheets as necessary)</i>
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<b>Completed By:</b>		<b>Date:</b>	
<b>Reviewed By:</b>		<b>Date:</b>	

## CHURCH NAME HERE

**Policy Title:** Playground Safety      **Policy No. 15**  
**Prepared By:** CHURCH NAME HERE      **Date:**  
**Applies to:** All Locations      **Page 1 of 8**

### Definition

Each year, more than 200,000 children go to U.S. hospital emergency rooms with injuries associated with playground equipment. Most injuries occur when a child falls from the equipment or falls from one piece of equipment from another piece of equipment. Also, many deaths can be attributed to strangulation or falls.

In most strangulation cases clothing strings, loose clothing, and stringed items around the neck catch on playground equipment and strangle the child.

### Policy

Each church location with a playground area must ensure their playground areas are safe and free from hazards.

The U.S. Consumer Product Safety Commission (CPSC) has received reports of deaths when these items became caught on playground equipment, especially slides and swings. Items included strings on clothing (such as hoods and attached mittens), loose clothing (such as scarves and ponchos) and other items (such as jump ropes) placed around the neck. These items are normally caught on protrusions, open-ended hooks, gaps, and other parts of playground equipment.

Clothing strings, loose clothing, and stringed items placed around the neck can strangle a child. Never permit a child in loose or stringed clothing on playground equipment.

### Identifying & Control of Lead Paint on Playground Equipment

Testing by the CPSC and some state and local jurisdictions has shown that many school, park, and community playgrounds across the United States have metal and wooden playground equipment that presents a potential lead paint-poisoning hazard primarily for children six years old and younger.

CPSC testing revealed that some equipment was painted with lead paint, and over time, the paint has deteriorated into chips and dust containing lead. The lead paint chips and lead dust may be ingested by children six years old and younger who puts their hands on the equipment while playing, and then put their hand in their mouths. Older children and adults are less likely to be at risk because they generally do not exhibit this same behavior.

Ingestion of lead paint is a major source of lead poisoning for children six year old and younger. Deteriorating lead paint in homes is the leading cause of lead poisoning in children. The health effects of lead ingestion are cumulative. In children, behavioral problems, learning disabilities, hearing problems and growth retardation have been associated with sustained blood lead levels as low as 10 micrograms per deciliter ( $\mu\text{g}/\text{dl}$ ).

To reduce the risk of childhood poisoning, the CPSC staff recommends the following strategy for identifying and controlling the lead paint hazards associated with older painted metal and wood playground equipment.

## Accident and Illness Prevention Program Manual

### Lead Hazard Assessment

A lead hazard assessment for playground equipment may include a visual inspection, examination of records, paint testing, characterization of the hazard, identification of potential control measures, and a plan for setting priorities for the implementation of control measures.

- Conduct a visual inspection of the playground equipment
- Look for areas of paint that are cracking or peeling. Special attention should be paid to equipment that was installed prior to 1978 when the CPSC's ban on lead paint went into effect. Evaluate the results of the visual inspection
- If the paint is intact and in overall good condition, authorities can either continue to monitor the condition of the paint, or have it tested to determine if it contains lead. Lead paint that is intact and in good condition is not believed to be a hazard until it begins to deteriorate.
- If the paint is deteriorating, paint samples should be collected from several locations on the equipment, giving priority to equipment painted or repainted before 1978.

**Note:** Laboratory analysis is the most accurate and reliable way to determine the presence and amount of lead in a paint sample. Studies conducted by the CPSC, EPA and HUD indicate that lead test kits do not accurately and reliably discriminate between paint with lead and paint without lead.

- Evaluate the results of the laboratory tests.
  - The appropriate control measure should be determined on a case-by-case basis, considering the factors mentioned above under "CPSC Recommendations".
  - If paint is chipping, peeling or otherwise deteriorating and lead levels are equal to or exceed 0.5 percent by weight; priority should be given to controlling this hazard.
  - If lead levels are between 0.06 percent and 0.5 percent, owners/managers or playgrounds may consider control measures.
- Controlling the Lead Hazard
  - Priority should be given to controlling deteriorating lead paint on playground equipment containing lead in amounts equal to or exceeding 0.5 percent by weight. Because playground equipment is used by children, permanent control measures are recommended. Permanent measures include replacement of the equipment painted with lead paint, or removal of the lead paint from the equipment. Continued monitoring (visual inspection) may be an appropriate control measure for intact paint even if that paint contains lead.
  - Interim control measures may be appropriate if the playground is slated for repair or the equipment is expected to be replaced within a few years. Interim measures include covering the paint with non-lead paint or an encapsulant.

**Tips for Church Playground Safety**

The U.S. Consumer Product Safety Commission (CPSC) offers consumers these playground safety tips from its "Handbook for Public Playground Safety."

- **Protective Surfacing** – Since almost 60% of all injuries are caused by falls to the ground, protective surfacing under and around all playground equipment is the most critical safety factor on playgrounds.
  - Asphalt and concrete are unacceptable. They do not have any shock absorbing properties. Similarly, grass and turf should not be used. Their ability to absorb shock during a fall can be reduced considerably through wear and environmental conditions.
  - Certain loose-fill surfacing materials are acceptable, such as the types and depths shown in the table

<b>Fall Height In Feet From Which A Life Threatening Head Injury Would Not Be Expected</b>			
<b>Type of Material</b>	<b>6" Depth</b>	<b>9" Depth</b>	<b>12" Depth</b>
Double Shredded Bark Mulch	6	10	11
Wood Chips	6	7	12
Fine Sand	5	5	9
Fine Gravel	6	7	10

- Certain manufactured synthetic surfaces also are acceptable; however, test data on shock absorbing performance should be requested from the manufacturer.
- **Fall Zones** – A fall zone, covered with a protective surfacing material, is essential under and around equipment where a child might fall. This area should be free of other equipment and obstacles onto which a child might fall.
  - Stationary climbing equipment and slides should have a fall zone extending a minimum of 6' in all directions from the perimeter of the equipment.
  - Swings should have a fall zone extending a minimum of 6' from the outer edge of the support structure on each side. The fall zone in front and back of the swing should extend out a minimum distance of twice the height of the swing as measured from the ground to the top of the swing support structure.
- **Swing Spacing** – Help prevent injuries from impact with moving swings, swings should not be too close together or too close to support structures. Use the following guide:
  - No more than two swing seats suspended in the same section or bay of the support structure. Use the following clearances for conventional to-fro swings:
    - Horizontal distance between adjacent swing seats – at least 24".
    - Horizontal distance between swing seat and adjacent structural component – at least 30".
  - No more than one tire swing suspended in same section or bay of support structure. Distance between the outer-most edge of a tire swing and the adjacent upright of the support structure - at least 30" when the tire is swung to a position closest to the support structure.
  - No swings attached to multi-activity equipment.
  - No heavy animal swings with rigid metal framework.

## Accident and Illness Prevention Program Manual

- **Elevated Surfaces** – Platforms more than 30" above the ground should have guardrails to prevent falls.
- **Potential Head Entrapment Hazards** – In general, openings that are closed on all sides, should be less than 3-1/2" or greater than 9". Openings that are between 3-1/2" and 9" present a head entrapment hazard because they are large enough to permit a child's body to go through, but are too small to permit the head to go through. When children enter such openings, feet first, they may become entrapped by the head and strangle.
- **Potential Entanglement Hazards** – Open hooks, especially on swings, and any protrusions or equipment components/hardware which may act as hooks or catch-points can catch children's clothing and cause strangulation incidents. Close "S" hooks as tightly as possible and eliminate protrusions or catch points on playground equipment.
- **Pinch or Crush Points** – There should be no exposed moving parts, which may present a pinching or crushing hazard.
- **Playground Maintenance** – Playgrounds should be inspected on a regular basis. If any of the following conditions are noted, they should be removed, corrected or repaired immediately to prevent injuries:
  - Hardware that is loose or worn, or that has protrusions or projections.
  - Exposed equipment footings.
  - Scattered debris, litter, rocks, or tree roots.
  - Rust and chipped paint on metal components.
  - Splinters, large cracks, and decayed wood components.
  - Deterioration and corrosion on structural components, which connect to the ground.
  - Missing or damaged equipment components, such as handholds, guardrails, swing seats.

### Baseball Safety

The CPSC reported that softer-than standard baseballs, safety bases and batting helmets with face guards could significantly reduce the amount and severity of 58,000 (or almost 36 percent of) baseball-related injuries to children each year.

Baseball, softball, and tee ball are among the most popular sports in the United States with an estimated 6 million children ages 5 to 14 participating in organized leagues and 13 million children participating in non-league play. In 1995, hospital emergency rooms treated an estimated 162,100 children for baseball-related injuries.

CPSC collected and analyzed data on baseball, softball and tee ball-related injuries to children to determine specifically how these children were injured and what safety equipment could prevent such injuries. CPSC found that baseball protective equipment currently on the market might prevent, reduce, or lessen the severity of more than 58,000 injuries occurring to children each year.

Safety release bases that leave no holes in the ground or parts of the base sticking up from the ground when the base is released may prevent, reduce, or lessen the severity of the 6,600 base- contact sliding injuries occurring in organized play.

### Soft Core Ball

Softer-than-standard balls may prevent, reduce, or lessen the severity of the 47,900 ball impact injuries to the head and neck.

## **Accident and Illness Prevention Program Manual**

### **Helmet with Face Guard**

Batting helmets with face guards may prevent, reduce, or lessen the severity of about 3,900 facial injuries occurring to batters in organized play.

Make sure surfaces around playground equipment have at least 2 inches wood chips, mulch, sand, or pea gravel, or are mats made of safety-tested rubber or rubber-like materials.

Check that protective surfacing extends at least 6 feet in all directions from play equipment. For swings, be sure surfacing extends, in back and front, twice the height of the suspending bar.

Make sure play structures more than 30 inches high are spaced at least 9 feet apart.

Check for dangerous hardware, like open "8" hooks or protruding bolt ends

Make sure spaces that could trap children, such as openings in guardrails between ladder rungs, measure less than 3.5 inches or more than 9 inches.

Check for sharp points or edges in equipment.

Look out for tripping hazards, like exposed concrete footings, tree stumps, and rocks.

Make sure elevated surfaces, like platforms and ramps, have guardrails to prevent falls.

Check playgrounds regularly to see that equipment and surfacing are in good condition.

Carefully supervise children on playgrounds to make sure they're safe.

## General Playground Maintenance Checklist

<b>Name of Church:</b>	
<b>Address:</b>	
<b>Playground Site:</b>	
<b>Completed By:</b>	

<b>Note:</b>	Checklist may be used to determine the condition of playground. Place a check mark next to each of the following items.
--------------	-------------------------------------------------------------------------------------------------------------------------

	YES	NO	N/A
<b>Surfacing</b>			
The equipment has adequate protective surfacing under and around it and the surfacing materials have not deteriorated.			
Loose fill surfacing materials have no foreign objects or debris.			
Loose fill surfacing materials are not compacted and do not have reduced depth in heavy use areas such as swings or at slide exits.			
<b>General Hazards</b>			
There are no sharp points, corners or edges on the equipment.			
Loose-fill surfacing materials have no foreign objects or debris.			
Playground's decks are no higher than:			
- 30 inches for toddlers			
- 42 inches for preschoolers			
- 60 inches for school age children			
Are there any elevated spaces 3 ½" to 7" where toddlers and preschoolers could get entrapped?			
Are there any elevated spaces 3 ½" to 9" for school age children to become entrapped?			
Do elevated surfaces such as decks have protective barriers?			
Do slides or other flat metal surfaces face away from the sun to prevent heat build up?			
Do tire swings have cavities that could trap feet or hold water?			
Is the horizontal distance between adjacent swing seats at least 24 inches?			
Is the horizontal distance between a swing seat and adjacent structural component at least 30 inches?			
<b>Deterioration of the Equipment</b>			
The equipment has no rust, rot, cracks or splinters, especially where it comes in contact with the ground.			
There are no broken or missing components on the equipment (e.g., handrails, protective barriers, steps, benches, or signs on the playground equipment).			
All equipment is securely anchored.			
<b>Security of Hardware</b>			
There are no loose fastening devices or worn connections, such as S-hooks.			
Moving components, such as swing hangers or merry-go-round bearings, are not worn.			
<b>Drainage</b>			
The entire play area has satisfactory drainage, especially in heavy use areas such as under swings and at slide exits.			

**Accident and Illness Prevention Program Manual**

	YES	NO	N/A
<b>Leaded Paint</b>			
The leaded paint used on the playground equipment has not deteriorated as noted by peeling, cracking, chipping or chalking.			
There are no areas of visible leaded paint chips or accumulation of lead dust.			
<b>General Upkeep of Playground</b>			
The entire playground is free from miscellaneous debris or litter such as tree branches, soda cans, bottles, glass, etc.			
There are no missing trash receptacles.			
Trash receptacles are not full.			
Are sandboxes covered when not in use and cleaned daily if animal fecal matter is present?			
Is playground free from trip hazards, such as anchoring devices, roots, rocks, etc.?			
Is there a minimum 6-ft. safety zone around all playing components? Structures more than 30" high should be spaced at least 9 feet apart.			

<b>Comments:</b>	<i>(Use additional sheets as necessary)</i>		
<b>Completed By:</b>		<b>Date:</b>	
<b>Reviewed By:</b>		<b>Date:</b>	

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Child Sexual Abuse**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 17**  
**Date:**  
**Page 1 of 4**

### Definition

Reducing child sexual abuse is a priority within the CHURCH NAME HERE. Child sexual abuse includes children and youth within our church.

### Policy

Effectively communicating the need for child sexual abuse prevention is an important component of our ministry protection program. The church pastors, staff and volunteers, while aware of the need for appropriate preventive measures, will reduce exposures through the implementation this child sexual abuse policy.

The policy is comprised of four major components:

1. Staff selection
2. Staff supervision
3. Incident reporting, investigation and analysis
4. Response to allegations

Each of these components is summarized below:

### Staff Selection

The staff selection process should be used for all employees/volunteers personnel, including non-appointed clergy, administrators, and other full and part time staff.

The selection process consists of screening procedures, including:

- An employment application.
- A screening form.
- A personal interview.
- Reference checks.

### Staff Supervision

The staff supervision component of the child sexual abuse ministry protection policy and procedure consists of the implementation of the following functions:

1. Use a team approach, such as a two-adult rule.

The two-adult rule, where each child-oriented activity is supervised by at least two properly screened adults, reduces the risk of sexual molestation and the chance of false accusation of sexual molestation. Beyond the minimum of two, adult supervisors should be provided in a ratio of one for every four to six children, and one for every six to eight youth.

Understaffing can lead to major problems. It is recommended that adequate supervisory staff is available for the entire activity or event.

2. Obtain parental permission.

## **Accident and Illness Prevention Program Manual**

Where situations warrant the presence of one adult with one child, the policy should mandate that documented parental permission be obtained as an appropriate safeguard against molestation accusations.

3. Discuss suspicious behavior immediately.

Alleged suspicious behavior or misconduct on the part of any employees/volunteers should be confronted and investigated immediately, with appropriate documentation.

4. Discuss potential criminal sanctions with employees/volunteers, especially those involved in youth activities.

All employees/volunteers personnel should be made aware that sexual relationships with minors could lead to a felony conviction and imprisonment.

5. Provide for easy viewing of classrooms or other areas where youth activities occur.

Where feasible, doors to rooms occupied by minors should be equipped with shatterproof glass windows. As an alternative, doors should be left open when rooms are occupied.

6. Use a nursery identification procedure.

Procedures should be implemented that match parent with child in a documented format. Children should be released only to a pre-authorized adult.

7. Adopt a children/youth staff policy statement.

A specific statement of child sexual abuse policy should be developed and communicated in a manner similar to the policy statement on safety discussed earlier in this program.

### **Incident Recordkeeping, Reporting and Analysis**

Specific procedures using a designated reporting format should be developed for reporting incidents of child sexual abuse. These procedures should provide a clear rationale explaining the need for an obligation of reporting, the basis for making the report, a description of possible symptoms and indicators, and a procedure to follow when suspicions of child sexual abuse exist.

Laws exist in every state governing the reporting of child sexual abuse incidents, including what constitutes child abuse, those legally responsible for reporting child abuse incidents, the time parameters for reporting an incident, the details and content of the incident report the social agencies to be contacted, the criminal penalties for failing to report an incident, and the protection afforded by the state for reporting in good faith.

You may obtain a copy of your state's requirements from the local child protective agency. Incident record keeping, reporting and analysis should be an ongoing part of the staff training process to help ensure that the risk of child sexual abuse allegations is appropriately addressed.

### **Response to Allegations**

The best method of implementing this important function of the child abuse Ministry Protection policy is to prepare in advance. The response plan should be reviewed with your local church's legal counsel and your insurance agent.

As a response plan is developed the following points should be addressed:

## Accident and Illness Prevention Program Manual

- All allegations should be taken seriously.
- Situations should be handled forthrightly with due respect for confidentiality and the privacy of all persons.
- The insurance carrier should be contacted immediately.
- Full cooperation should be afforded to civil authorities under the guidance of legal counsel.
- Adequate care should be shown for the well-being of victims.

As with all ministry protection programs, the child sexual abuse ministry protection policy should be reviewed regularly by church leaders and an audit conducted at least annually to help ensure that program components are being properly addressed.

### **Safe Sanctuaries – Reducing the Risk of Child Abuse in the Church**

Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The social principles of The United Methodist Church state that “children must be protected from economic, physical and sexual exploitation and abuse”.

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse occur in churches, large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing.

Virtually every congregation has among its member's, adult survivors of early sexual trauma. Such incidents are devastating to all who are involved:

- The child.
- The family.
- The local church.
- Church leaders.

Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse. God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. In response to this church wide challenge, the following steps should be taken to reduce the risk of child sexual abuse:

The Churches will:

1. Develop and implement an ongoing education plan for the congregation and its leaders on the reality of child abuse, risk factors leading to child abuse, and strategies for prevention;
2. Adopt screening procedures (use of application forms, interviews, reference checks, background clearance, and so forth) for Employees and volunteers (paid and unpaid) directly or indirectly involved in the care of children and youth;
3. Develop and implement safety procedures for church activities such as having two or more non-related adults present in classroom or activity; leaving doors open and installing half-doors or windows in doors or halls; providing hall monitors; instituting sign-in and sign-out procedures for children ages ten or younger; and so forth;
4. Advise children and young persons of an agency or person outside as well as within the local church whom they can contact for advice and help if they have suffered abuse;

## **Accident and Illness Prevention Program Manual**

5. Carry liability insurance that includes sexual abuse coverage;
6. Assist the development of awareness and self-protection skills for children and youth through special curriculum and activities; and
7. Be familiar with annual conference and other church policies regarding clergy sexual misconduct.

For more information refer to the book by Joy Thornburg Melton on:

***“SAFE SANCTUARIES” – Reducing the Risk of Child Abuse in the Church***

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## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Background Screening**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 18**  
**Date:**  
**Page 1 of 1**

### **Definition**

In reviewing the Book of Discipline (BOD), there are numerous chapters which reference requirements for completing background screens. Please review the BOD in order to review the specifics of background screens.

### **Policy**

The church will adopt a background screening program for all current staff and volunteers and any incoming candidates. Rechecks of background screens will be completed every 3 years.

Background screens will include a comprehensive criminal background check, a national sexual predator screen, a social trace, and if the staff member or volunteer drives for the church, a motor vehicle record check will be completed.

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Childcare Centers &amp; Childcare Safety</b>	<b>Policy No. 19</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 13</b>

### Definition

Childcare centers and programs are a large portion of The United Methodist community and the safety of these facilities is of great concern to our church. Childcare may be provided during church services, summer day camp, vacation bible school, special events, parent's day out, full day kindergarten or preschool, and before and after school programs. Where childcare is provided the safety of the child will be first priority and responsibility.

### Policy

The church will provide the physical, social, emotional and intellectual activities that enable each child to have a positive experience. Age appropriate activities and an anti-bias program will be followed. Staff professionalism is priority. Loyalty to children, families and our church will be conveyed at all times.

The following written policies should be reviewed and issued to each staff member/volunteer involved in childcare related work.

### Personnel Requirements

- A. All state statutes regarding childcare and childcare facilities will be followed.
- B. Background screening requirements shall include, but are not limited to contacting previous employers, character references, social traces, comprehensive criminal background screens, sexual predator screens, and motor vehicle record checks of the staff member or volunteer transport children and youth. In the event there are additional screens required, such as professional license checks, credit checks, etc, will be completed.
- C. The two-adult rule will be followed at all times.
- D. Volunteers will be under direct and constant supervision of paid employees.
- E. Volunteers shall be 16 years of age or older to be counted in the child to staff ratio.
- F. No individual under 18 years of age shall be in charge of a class or group of children.
- G. Any individual 16 to 18 years of age working with a class, camp, or group of children under direct supervision are counted in the child to staff ratio.
- H. All staff and volunteers will be trained in CPR, first-aid and bloodborne pathogens.

In the event a facility has AED's on premise, the staff member or volunteer will receive training in use of this equipment.

### Staff / Participant Ratios

A. The following staff ratio is based on primary responsibility for the direct supervision of children and applies at all times to the children in our care; unless a state statute dictates otherwise. Direct supervision means watching and directing children's activities within close proximity within the same room inside or within a designated outdoor play area.

- 1) In mixed age groups, child/staff ratio shall be determined by the youngest age child.
- 2) When children with disabilities are in attendance an adjustment in the child staff ratio shall be made to ensure adequate care of all children.
- 3) Additional staff members are required for swimming activities. A certified lifeguard is required on all water trips, but is not included in the staff/participant ratio.
- 4) Children must be supervised at all times, inclusive of bathroom, nap room, and playground.

## Accident and Illness Prevention Program Manual

B. Listed below are the minimum child/staff ratios:

### Age of Children Ratio

Infants 1 / 4

Toddlers 1 yr. of age 1 / 5

2 yrs. of age 1 / 8

3 yrs. of age 1 / 10

4 yrs. of age 1 / 20

5 yrs. of age 1 / 20

**NO child is to be left alone!**

### Program Discipline Guidelines

A. All staff and volunteers will maintain a discipline goal which helps all children become self-directed and self-disciplined enabling them to become good citizens. Staff members and volunteers need to be confident in following through with classroom and program rules using time out, redirection and natural consequences as methods of disciplining. Always accentuate the positive. Use a firm voice (do not yell) when disciplining and always go directly to the child involved. Remember to always show respect for all children.

- 1) A child may be disciplined by sitting out of the activity for a short period of time. (Guideline: 1 minute in time out per age of child). Redirection of child is always preferable.
- 2) A child shall not be subjected to severe, humiliating, or frightening discipline.
- 3) Discipline shall not be associated with food, rest or toileting.
- 4) A discipline record shall be kept on file in the office for any major or constantly recurring problem.
- 5) If necessary, the problem shall be discussed with the parents.
- 6) Any form of physical punishment is prohibited.
- 7) If a child becomes a problem to the point of considering dismissing the child from a program, the following procedures shall be implemented:
  - a. Meeting with the parent(s) and discuss the reason for considering dismissal.
  - b. Explore all avenues for positive corrective action.
  - c. Allow a probation period for corrective action.
  - d. Dismissal action should be taken only as a last resort.
  - e. Parent(s) shall be given a written notification of the reason(s) for dismissal.
- 8) Weapons.
  - a. Under no time is it appropriate for any child to possess or bring any weapon of any kind into a program facility.
  - b. Possession of a weapon shall be defined as knowingly, intentionally, deliberately, or inadvertently (without meaning to do it) bringing a weapon onto church property, program facilities, or any program sponsored activity.
  - c. Parents are to be immediately notified if this occurs and the child placed under constant supervision from the site supervisor, or designee.
  - d. Disciplinary action up to and including expulsion from any church run child care programs may be taken.

### Operations

A. Accident / Unusual Incident – Any and all accidents will be reported to the person in charge and the appropriate documentation done immediately.

- 1) Contact Fire-Rescue, Police or DCFS.
- 2) Contact parent or guardian.
- 3) Have all pertinent information ready for emergency personnel.
- 4) Contact Child Care Superintendent and Licensed Operator.

## Accident and Illness Prevention Program Manual

5) Any suspicion of child abuse/neglect should be reported immediately to the Department of Children and Family Services. A report should be made describing the nature of incident and filed for future reference.

### B. Release of Children

1) A child is to be discharged only to the child's parent(s), guardian, or to a person designated in writing by the parent with proper identification. A record should be maintained of children released to someone other than the parent/guardian.

2) In the event of separation or divorce it will not be assumed that authorized release has been granted to both parties. Always check child's file for court orders.

### C. Medications and Illness

1) Medication will not be self administered or administered to children in our care at any time by staff or volunteers without management approval.

2) Supervisor / Licensed Operator shall be responsible for records of any child self administering medication or given medication by staff or volunteers.

3) Children who will be self administering medication or who are having medication administered have documentation signed by the parent or guardian on file.

4) The medication must be in the original bottle with the labeled instructions. If the child is self administering medication, the parent or guardian is responsible that the directives on this form are completely followed and understood by his/her child.

5) In the event a contagious illness arises among children or staff, management staff must be notified immediately and they will determine when to notify parents.

6) Protective gloves will be accessible and used whenever blood or bodily fluid exposure is possible.

7) Records should be kept on each child, including emergency phone numbers, current medical exam, immunizations, allergies, etc.

### D. Snacks / Lunches

1) Food supplied by the church will be properly stored in an air tight container or refrigerated.

2) Kitchen facilities will be clean and garbage will be properly disposed.

3) Protective food handling gloves will be used when handling or preparing food.

4) Water must be available at all times. Water fountains are to be inspected daily and are to be kept in proper working condition.

5) Each child will participate at snack/lunch time by passing out napkins, plates, cups and utensils. Mealtime conversation between staff and children is always encouraged.

6) Where available a commercial dishwasher should be used to sanitize dishes.

7) Children should be served nutritionally balanced meals and snacks.

8) Records should be kept and staff informed of all children with food allergies.

### E. Playground Inspection

1) Playground is to be inspected prior to each use and a final sweep of the playground will be made after each use.

2) An updated log will be kept for each time the playground is inspected.

3) The name of staff member/volunteer, time of inspection, and any issues will be documented and reported.

### F. Health/Safety

1) Staff should be properly trained in the church Emergency Action Policies. Preferably monthly, documented fire drills should be conducted. A posted evacuation plan should be provided in each day care area. Smoke detectors should be checked quarterly for proper operation.

2) Each infant should have its own crib and bedding. All bedding should be washed at least weekly or as needed. All toys should be kept clean. Infant/toddler toys should be sanitized daily and preschool toys weekly. The health department recommends a 1:10 bleach/water solution. All animals should be certified by a veterinarian and be physically separated from children except during specific program activity.

## **Accident and Illness Prevention Program Manual**

3) The day care area should be free from all asbestos building materials and/or lead based paint. No smoking should be allowed in any childcare area.

4) The staff members should be required to wash their hands before and after each child's diaper is changed. Rubber gloves should be worn during diapering. Diapers should be immediately placed in a plastic bag for disposal. Blood stained clothing and/or diapers should be immediately bagged and sealed. (See our "Exposure Control Plan" for additional elements to reduce exposure to bloodborne pathogens such as HBV or HIV). All bathroom activities for kindergarten or younger children should be easily supervised. Open stalls provide some protection against child abuse charges.

### **G. Sick/Injured Children**

Any child who becomes ill should be immediately isolated from the group and removed from the center ASAP. The child's parent should be immediately notified of any sickness or injury. Rubber gloves should be worn to treat cuts, bloody noses, etc. Staff should report any exposure to blood directly to the center director. All medication should be stored in a safe and secure area.

## Childcare Risk Management Checklist

<b>Name of Church:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Date:</b>	
<b>Completed By:</b>	

	YES	NO	N/A	FOLLOW UP
<b>Administration</b>				
Is the childcare program licensed?				
When was it last inspected by licensing personnel?				
Do parents receive information about the childcare program prior to enrollment?				
Are all policies and procedures given to parents?				
Are parents permitted to visit the facility without prior notice during the hours their children are in care?				
Are written personnel policies available to staff at all times?				
Is the facility accessible to people with disabilities?				
Does the center accept all children without regard to race, religion, or physical capabilities?				
<b>Staff</b>				
Has a Child Abuse and Neglect Training System check been done on each staff member?				
Is this check on file and available?				
Does each staff member have a current (within 2 years) physical examination on file?				
Are references checked on staff and volunteers before they begin working with the children?				
Is the staff trained in first aid and infant/child CPR?				
Does the center have at least one staff member trained in first-aid on duty at all times?				
Are all employees bonded?				
Are volunteers and student workers supervised at all times?				
Are staff members alone with children (one-on-one)? At least 2 members should be with the children.				
Is suspicion of child abuse/neglect reported immediately to Department of Children and Family Services or other proper authority?				
Are there any possible conflicts of interest on the part of board members?				
<b>Policies</b>				
Is a child discharged only to the child's parent(s), or guardian, or to a person designated in writing by the parent(s) or guardian with proper identification?				
Are parents required to check out with staff before removing a child from care?				
Are records maintained if children are released to someone other than parent/guardian?				
Are permission slips required for field trips off the premises?				

**Accident and Illness Prevention Program Manual**

	YES	NO	N/A	FOLLOW UP
Who authorizes the release of children's records?				
Are records kept on each child including emergency phone numbers, current medical exam, immunization, and allergies?				
Are children subjected to corporal punishment, verbal abuse or deprived of food?				
Are each child's personal care and hygiene needs met?				
Is each child recognized as an individual?				
Is hand washing diligently practiced by staff and children?				
Are auto insurance records kept for all staff members and updated yearly (for emergency and routine transportation of children)?				
Are records kept on file on any "Incident" including minor injury?				
If the center has or uses a swimming pool, is there a lifeguard on duty at all times?				
Do large amounts of cash remain on the premises?				
Are checks for tuition marked "For Deposit Only"?				
Who has access to funds kept at the center?				
Are duplicate copies kept of accounts receivable, especially state or federal funding?				
Is there a contingency plan in the event the center needs to close for renovation/repair?				
Does a staff member stay with the child if parents are late picking up?				
<b>Programs</b>				
Are a variety of activities offered to the Children?				
Are the states staff/child-licensing ratios maintained at all times?				
Is there a written planning program for children with special needs?				
Is there consistent communication with parents?				
- Verbal				
- Written				
- Conference				
Is parent input welcomed and encouraged?				
<b>Kitchen/Meals</b>				
Is food prepared?				
- Onsite				
- Catered				
- If catered, is Certificate of Insurance on file?				
- If catered, what is the name of the organization?				
Are kitchen facilities clean, food properly stored, garbage disposed of promptly?				
Is a commercial dishwasher used to sanitize dishes?				
Are children served nutritionally balanced meals and snacks?				
- Who serves food to the children?				
Are rubber gloves worn during food service?				
Are records kept and staff informed of children food allergies?				
Where are the records kept?				

**Accident and Illness Prevention Program Manual**

	YES	NO	N/A	FOLLOW UP
<b>Health and Safety</b>				
When was the center last inspected by the fire marshal?				
Are fire drill conducted regularly?				
Is there a posted evacuation plan that staff has been trained with?				
Are smoke detectors in working order?				
Does each infant have its own crib and bedding?				
Are cribs with wheels available for emergency evacuation?				
Are the center, equipment, and preschool toys kept clean at all times?				
- Are Infant/ Toddles toys cleaned daily?				
- If no, how often?				
- Are preschool toys clean weekly?				
- If no, how often?				
- How are they sanitized (Health department recommends 1:10 bleach/water solution)				
Are all children's personal belongings labeled (bottles, blankets, etc.)?				
Are all poisonous or harmful substances and medication out of reach of children?				
Are all heaters, electrical cords, etc. inaccessible to children?				
Are throw rugs present in center?				
Are all animals certified by a veterinarian to be inoculated and free from disease?				
Has the facility been tested for asbestos and/or lead paint?				
Is staff permitted to smoke in the center (lounge)?				
Are hands washed before and after each child's diaper is changed?				
Are rubber gloves worn during diapering?				
Is bloodstained clothing and/or diapers bagged and sealed?				
Do bathroom stalls have doors? (Open stalls provide some protection against child abuse charges).				
Are bathroom activities easily supervised?				
Are all animals physically separated from children except during specific program activity?				
What measures are taken to protect staff from illness/injury?				
Is there exposure to risk from adjacent occupancies (other building tenants)?				
<b>Sick/Injured Children</b>				
Are rubber gloves worn to treat cuts, bloody noses, etc.?				
Is any child who becomes ill immediately isolated from the group and removed from the facility as soon as possible?				
Do teachers immediately report any exposure to blood to the director?				
What are the guidelines to determine if a child is ill?				
Is there an area where a child can be isolated until he/she is taken home?				

## Accident and Illness Prevention Program Manual

	YES	NO	N/A	FOLLOW UP
Is each classroom equipped with disposable mouth shields for administering mouth-to-mouth resuscitation?				
Do teachers carry CPR mouth shields for field trips and outdoor play?				
Do parents sign a release form for the administration of medication?				
Where is medication stored?				
Who dispenses medication to children?				
If a child is injured, what is the procedure for care?				
<b>Field Trips</b>				
Do children wear identification tags with center's name and telephone number? (Tag should not include child's name)				
Does staff transport children on field trips?				
Is a certificate of insurance obtained from Transportation Company?				
Are permission slips obtained with hold harmless clause for each outing?				
<b>Documents to Review</b>				
Current license				
Most recent fire marshal inspection				
Most recent financial report				
Local municipality business license if applicable				

## Emergency Phone Numbers

<b>Police</b>	
<b>Fire</b>	
<b>Ambulance</b>	
<b>Sheriff</b>	
<b>Crisis Intervention Service</b>	
<b>Poison Control Center</b>	

## Child's Emergency Phone Numbers and Information

<b>Parent's Name</b>	
<b>Parent's Phone Number</b>	
<b>Guardian/Emergency Contact Name</b>	
<b>Guardian/Emergency Contact Number</b>	
<b>Food Allergies</b>	
<b>Environmental Allergies</b>	
<b>Medication Allergies</b>	

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Field Trips**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 20**  
**Date:**  
**Page 1 of 6**

### Definition

Field trips are encouraged within the church and help to expand a child/youth's knowledge by providing a learning experience. With this being said, field trips present hazards the church must address to ensure the safety of our ministry.

### Policy

Field trips should be coordinated to ensure the safest route of travel reasonably possible. When traveling on field trips, at least one adult chaperon on each bus should have access to a cellular phone at all times in the event of a crisis situation. If a church bus is used for a field trip, the driver should be required to hold the proper state and/or federal licensing and meet the church's driver qualification standards.

Before a church bus leaves with any students and/or parishioners on a field trip, a list of riders including faculty and chaperons should be developed and left at the church. The list should contain special medical considerations for all riders. A copy of this list should be taken on the field trip by a faculty member or chaperon. A map of the routes to and from the field trip destination should also be left at the church.

Small children (kindergarten or younger) should wear identification tags with the church name and chaperons cellular phone number. The tags should not include the child's name. An adequate number of chaperons should be on each bus (1:33 ratio preferred).

Before each field trip is made a signed permission slip must be on file, and the riders are aware of bus rider responsibilities and rules. If a charter bus company is used for the field trip a certificate of insurance needs to be obtained from the transportation company.

Once all riders are on board, a head count should be performed before departing for the field trip, when reloading the bus after each stop, and upon return of the bus to the church. The vehicle should not be allowed to depart until all riders have been accounted for and are on the bus. Standees should not be permitted under any circumstances. Riders should be seated at all times.

Drivers and/or chaperons should maintain order as a safety practice and stress the following points and procedures prior to each trip:

- Minimize interior noise,
- Control passenger movement,
- Require an orderly entrance and exit,
- Eliminate movement or potential movement of objects,
- Require silence at all rail road crossings,
- Prohibit transportation of unauthorized materials,
- Drivers should handle minor infractions through seat assignments or discussions with problem passengers.

Rider behavior is important. The distraction of the driver can contribute to accidents.

## Field Trip Statement of Permission

*(Required to be completed on all riders under 18 years of age)*

<b>Name of Church:</b>							
<b>Address:</b>							
<b>Field Trip Name:</b>							
<b>Field Trip Destination:</b>		<b>City:</b>		<b>State:</b>			
<b>Departure Time:</b>			<b>AM/PM?</b>	<b>Expected Return Time:</b>			<b>AM/PM?</b>
<b>Field Trip Participant's Name?</b>							
<b>Participant's Address and Phone Number (If child is under 18 years of age)</b>							
<b>Parent's Signature of Child:</b>							
<b>Date:</b>							
<b>Special Instructions: (Any special medical considerations for child)</b>							

## Accident and Illness Prevention Program Manual

### Emergency Evacuation Bus Drills

Since field trips can be infrequent, it is important to ensure all participants in the program who are being transported via bus, understand how to properly exit a bus in the event of an emergency.

There is an urgent need, due to the number of passenger being transported and the ever increasing number of accidents on the highways, to instruct riders on how to properly vacate a church bus in case of an emergency. It is possible for riders to block the emergency door if all are trying to get out at the same time. There is also a possibility of danger when riders jump from the rear emergency door exit. To avoid these situations, churches should organize and conduct documented emergency exit drills for all who ride the church bus.

### Actual Emergency Evacuations

Reasons for actual emergency evacuations:

- **Fire or danger of fire.** Being near an existing fire and unable to move the bus, or being near the presence of gasoline or other combustible material is considered a danger of fire and riders should be evacuated. The bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Riders should be moved to a safe place 100 feet or more from the bus and be instructed to remain there until the driver has determined the danger has passed.
- **Unsafe position.** When the bus is stopped because of an accident, mechanical failure, road conditions, or human failure, the driver should determine immediately whether it is safer for riders to remain on or evacuate the bus.
- **Mandatory evacuations.** The driver should evacuate the bus when:
  - The final stopping point is in the path of a train or adjacent to railroad tracks.
  - The stopped position of the bus may change and increase the danger (e.g., a bus comes to rest near a body of water or at a precipice where it could still move and go into the water or over a cliff). The driver should be certain that the evacuation is carried out in a manner, which affords maximum safety for the riders.
  - The stopped position of the bus is such that there is danger of collisions.
- **Sight distance.** In normal traffic conditions, the bus should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

### Evacuations Drills

Important factors pertaining to a church bus evacuation drill:

- Safety of riders is of the utmost importance and should be first considered.
- All drills should be supervised by the driver or by persons assigned to act in a supervisory capacity.
- The bus driver is responsible for the safety of the riders. When the driver is incapacitated and unable to direct the evacuation, appointed riders or adult chaperones should be authorized to direct these drills. It is important to have regular substitutes available.

Riders appointed to direct evacuation drills should be mature and responsible. Appointed riders should know how to:

- Turn off ignition switch.
- Set emergency brake.
- Summon help when and where needed.
- Use fire axe or kick-out windows.
- Set flags, flares or reflectors.
- Open and close doors, and account for all riders.

## **Accident and Illness Prevention Program Manual**

- Help small riders off bus.
- Perform other assignments.

Drills should be scheduled in a manner similar to fire drills held regularly in schools.

Drills should be restricted to church property and conducted under the supervision of church officials.

Types of drills should be varied.

Driver should stay in bus during evacuation drill. He/she should set the parking brake, turn the ignition off and place the transmission in gear.

Riders should not be permitted to take lunch boxes, books, backpacks, etc. with them when they leave the bus. The objectives are to get riders off safety in the shortest time possible and in an orderly fashion.

Riders should travel a distance of at least 100 feet from the bus in an emergency drill and remain there until given further directions.

All riders should participate in the drill.

Each rider should be instructed in proper safety precautions.

Riders should be instructed in how and where to obtain assistance in emergencies. Written instructions and emergency telephone numbers should be posted in the bus.

There are several different drills:

- Everyone exits through the front entrance door(s).
- Everyone exits through the rear-most emergency door(s).
- Front half exits through the front door and rear half exits through the rear-most door.

### **Bus Rider Responsibilities/Rules**

The following bus rider responsibilities/rules should be reviewed with children under 18 years of age. The following procedures will ensure child safety, and help maintain order on the church bus:

- Riders should be aware that they are responsible for their own actions and behavior.
- Riders should display proper respect for the rights and comfort of others.
- Riders should realize future church bus transportation or field trips can be denied if they do not conduct themselves properly.
- Riders should be aware that any driver distraction is potentially hazardous to their safety.
- Riders should minimize interior noise and be silent at all railroad crossings stops.
- Riders should stay seated except when the bus is stopped during loading and unloading.

Standeers should not be permitted.

- Riders will follow verbal emergency evacuation procedures from the bus driver or chaperon.
- Riders should refrain from extending head, arm or objects out of the bus windows.
- All bus exits and aisles should be kept clear.
- Riders should not carry hazardous materials, nuisance items or animals onto the bus.
- Riders should refrain from the use of profane language, tobacco, alcohol, drugs or other controlled substances on the bus.
- Riders should refrain from throwing or passing objects, on, from, or into the bus.

**Accident and Illness Prevention Program Manual**

*I acknowledge receipt of the Bus Rider Responsibilities/Rules and agree to abide by all policies and procedures.*

Child's Name

Date

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

Transportation Safety  
**CHURCH NAME HERE**  
All Locations

**Policy No. 21**  
**Date:**  
**Page 1 of 72**

### Definition

This transportation safety program has been implemented to allow our churches to take a leadership position relative to the safe operation of its vehicles. The primary objective of this program is to assist in controlling economic loss and injuries resulting from the improper operation and use of our church vehicle. The success of this program will depend upon the consistent efforts of all our staff, volunteers, and those responsible for implementing this policy.

While the most important benefits of a formal vehicle safety program is saving lives and reducing injuries, it can also contribute to a direct positive effect on church financial stability. A study done by the National Safety Council, determined that Fortune 100 companies without a formal vehicle safety program average over three times the accidents per vehicle annually compared to companies with a formal program.

### Policy

The following standards serve as a guideline for our staff assigned to oversee staff/volunteers using a vehicle on church business. These guidelines will ensure consistency within our church and allow for better staff/volunteer accountability.

This policy covers vehicles owned by the church, vehicles rented for official functions of the church, and private vehicles used to transport persons under 18 years of age on official church functions.

### Driver Requirements

- Approved driver list for vehicles:
  - Before driving a church vehicle, an individual must be placed on the approved driver's list. Driver's application forms are available from the church. An MVR will be run and the applicant must meet the church requirements.
  
- If the vehicle is a 15-passenger van, the driver must receive additional and ongoing training in the safe operation of such a vehicle.
  
- Approved driver list for buses:
  - Before driving a church bus, an individual must be placed on the approved driver's list for buses. Driver's application forms are available from the church. An MVR will be run and the applicant must meet the church requirements.
  
- For private vehicles on official church functions:
  - Before being allowed to drive a private vehicle transporting children under the age of 18 on an official church function, an MVR will be run and reviewed by the church to determine if the driver meets the approved criteria.
  
- License:
  - Drivers must have a valid driver's license within the state the church they are driving for is located.
  - A copy of the staff member / volunteer's driver's license and insurance card will be

## Accident and Illness Prevention Program Manual

maintained in their personnel folder.

- Age

- Drivers who are staff of the church must be between 21 and 70 years of age.
- Drivers who are volunteers of the church must be between 25 and 70 years of age.

- Medical statement

- Anyone over the age of 70 who desires to be on the approved list must annually provide a statement of good health from a medical doctor.

- Driving record

- Persons must have and maintain an acceptable driving record to be on the approved drivers list. No person with a DUI conviction within the last five years is eligible for the approved driver's list.
- A person with a vehicular felony conviction is ineligible for the approved driver's list.
- A person with two moving violations in a twelve-month period is ineligible for one year following the most recent violation.
- If an approved driver is arrested, or receives a ticket for DUI, they will be removed from the approved driver list. Such a driver can only be reinstated as an approved driver by action of the Board of Trustees.

## Driver Application Form

This form is to be completed by the applicant and approved prior to placing the applicant on the approved driver list. Only persons on the approved driver list can drive vehicles on official church functions.

### Applicant information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ SS #: \_\_\_\_\_

Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To be placed on the approved driver list, an applicant must meet the following requirements:

- Valid driver's license (valid commercial license for the 15 passenger bus).
- Between 21 and 70 years of age for church employees or 25 and 70 for volunteers.
- Have at the minimum automobile insurance required by the state. You must provide the church with a copy of your current driver's license and insurance card.
- No more than one moving traffic violation and/or accident recorded against the applicant's driver's license by any licensing agency during the previous year.
- No DUI conviction during the previous five years.

A person with a final felony conviction is ineligible for the approved driver list. A person is not eligible for the approved driver list while under court-ordered supervision for a felony offense.

As part of the approval process, we will conduct a Motor Vehicle Records check and/or a criminal and sexual predator background check. These checks will be repeated on an annual basis. Your signature below is needed to authorize the church to conduct these checks.

I authorize the church to conduct a Motor Vehicle Records Check and/or a criminal and sexual predator background check. This authorization remains in effect until revoked in writing.

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

I certify the above information is correct. I understand that my acceptance to, and maintenance on, the church approved driver list depends on meeting the requirements on this form and a favorable Motor Vehicle Record check. I understand the church can remove me from the approved drivers list if, in their judgement, such action is needed. I agree to immediately inform the church of any change in my driving record, driver's license or other information that could affect my qualification to be on the approved driver list.

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

**Accident and Illness Prevention Program Manual**

**THIS SECTION FOR CHURCH USE ONLY**

Application form signed and returned (provide copy to applicant)	Yes (attach form)		No	
Background check completed (MVR, Criminal and Sexual)	Yes (attach form)		No	
Driver's license and insurance card copy	Yes (attach form)		No	
Application approved	Yes		No	
If not approved, reason				
Applicant informed	Yes		No	

\_\_\_\_\_  
Church Administrator

\_\_\_\_\_  
Date

## Accident and Illness Prevention Program Manual

### Procedures for Review of Motor Vehicle Record (MVR)

Motor Vehicle Records (or MVR's) are a valuable tool for the church. MVR's will not indicate a safe driver, but can indicate a bad driver. This is only one tool and should not be relied upon as the only indication of a person's driving ability. In addition, some of the information on the MVR may be inaccurate or not present/current on the information received.

Motor vehicle records are subject to the unique legal peculiarities and law enforcement techniques of each jurisdiction. For example, a violation in one state may not be in another. In spite of this, the MVR is still the best indicator available. On average, 73% of all convictions and 72% of all accidents involving property damage, and bodily injury or both are indicated on the MVR.

In evaluating MVR's you should consider that there are going to be 3-4 total violations for every 10 drivers. A typical driver has one moving violation every three years. Frequency of violations should be a greater concern than severity. Generally, the more recent the history, the more useful it is. For example, if a driver had a major violation 5 years ago, but nothing recently, he or she may be a better risk than one who has had 3 minor violations in the last 12 months. Exposure is also important; a person driving 50,000 miles a year has a greater probability of getting a violation than one driving 10,000 miles.

Remember, MVR's can possibly indicate a poor driver but it cannot indicate a good driver. Blank MVR's might only indicate someone who hasn't been caught or has a good attorney.

- Criminal record
  - No person with a final felony conviction is eligible for the approved driver's list.
  - No person is eligible for the approved driver's list while under court-ordered supervision for any felony offense.
- Removal and reinstatement of drivers
  - In addition to the causes explicitly stated in this policy for removal, the church has the authority to remove a driver from the approved drivers list at their discretion, based upon observation or other input they deem credible.
  - Where the reinstatement period is not specified in this policy, the church has the authority to determine if/when reinstatement is warranted.

### Driver Orientation

#### Introduction

All new drivers for church should receive formal driver orientation. This orientation will serve two purposes.

First, the new driver should be educated in the safety expectations of the church, and secondly, will obtain necessary information regarding operations, claims prevention, accident scene handling and reporting, injury prevention, defensive driving and other general topics.

The safety coordinator should be responsible for this initial training. Driver orientation should consist of the following topics:

- Church vehicle policies, procedures and paperwork
- DOT requirements for church buses

## **Accident and Illness Prevention Program Manual**

- Accident scene procedures and reporting requirements
- Drug and alcohol restrictions
- Vehicle theft avoidance

New drivers, assigned or involved in regular use of a church vehicle, should undergo defensive driving training. National Safety Council (NSC) studies indicate graduates of formal defensive driving training programs have both an appreciable reduction in accidents and traffic violations. The above training should be documented using the attached *Driver Trainee Evaluation Report*.

## New Driver Safety Training Checklist

<b>Name of Church:</b>			
<b>Address:</b>			
<b>Driver Name:</b>		<b>Employment Date:</b>	
<b>Trainer:</b>		<b>Date:</b>	

**Orientation:** Should discuss the following on the first week of job

<b>General</b>
Churches' commitment to safety The driver's safety responsibilities Report any unsafe vehicle conditions or injuries Bus evacuation procedures DOT Requirements Other: _____

<b>Specific</b>
Discipline and termination policy Personal use restrictions Church vehicle rules, policies and procedures Accident reporting program Vehicle theft avoidance Seat belt policy Vehicle inspection/maintenance Equipment familiarization Drug/alcohol restrictions (Issue Drug/Alcohol Handbook) Defensive driving & vehicle safety Other: _____

<b>Video Viewing</b>
Defensive driving Written test: _____ Other: _____

## Driver Trainee Evaluation Report

<b>Name of Church:</b>			
<b>Address:</b>			
<b>Name:</b>		<b>Location:</b>	
<b>License Expiration Date:</b>		<b>Physical Card Expiration Date:</b>	

**Instructions:** To be completed by examiner as part of qualification program and periodic invehicle check rides.

The examiner should check items that driver performs satisfactorily, use (X) where performance is unsatisfactory, and leave (blank) an item not evaluated.

<b>Length of Trip:</b>		<b>Miles:</b>		<b>Weather Conditions:</b>	
<b>Hour of the Day:</b>		<b>A.M. to</b>	<b>P.M.</b>	<b>Unit No.:</b>	

**1. Pre-trip inspection:**

[ ]	Check general condition approaching vehicle
[ ]	Check tires, wheels, lights, doors and body damage
[ ]	Clean windshield, windows, mirrors, lights (if needed)
[ ]	Check fuel, oil and water levels
[ ]	Adjust mirrors
[ ]	Check emergency safety equipment
[ ]	Test service brakes, steering, parking

**2. Placing vehicle in motion:**

[ ]	Place transmission in "park"/"neutral"
[ ]	Start engine without difficulty
[ ]	Do not race engine
[ ]	Test parking brake before moving
[ ]	Start truck moving smoothly
[ ]	Test service brakes
[ ]	Use seat belt

## Accident and Illness Prevention Program Manual

3. Vehicle operation:	
<input type="checkbox"/>	Makes smooth stops
<input type="checkbox"/>	Follows at safe distance
<input type="checkbox"/>	Uses turn signals well in advance of turns/lane change
<input type="checkbox"/>	Makes turn from/into proper lanes
<input type="checkbox"/>	Allows sufficient passing room
<input type="checkbox"/>	Makes turns properly
<input type="checkbox"/>	Operates smoothly in proper lane
<input type="checkbox"/>	Parallel parks properly
<input type="checkbox"/>	Backs unit properly, using mirrors
<input type="checkbox"/>	Parks vehicle, in "Park"; parking brake applied, squarely within space
<input type="checkbox"/>	Closes windows; locks truck before leaving
<input type="checkbox"/>	Loads and unload correctly
<input type="checkbox"/>	Checks mirrors frequently
<input type="checkbox"/>	Proper entry into and out of the bus

This driver possess sufficient driving ability to operate a church vehicle		__ Yes __ No	
The following areas need attention			
<b>Completed By:</b>		<b>Date:</b>	
<b>Reviewed By:</b>		<b>Date:</b>	

## Defensive Driving & Vehicle Safety Procedures Handout

Defensive driving techniques involve three elements to avoid accidents: hazard recognition, setting up a defense and acting in a timely manner.

### Hazard Recognition

Scan forward on each city block in slow traffic, two blocks in faster traffic, and to the end of the line of sight on open highways, looking for:

- Narrow lanes (width)
- Road hazards (holes, barricades, construction work signs, ice, etc.)
- Movement of other vehicles
- Parked cars that may begin to move
- Action of pedestrians
- Curves or turns
- Intersecting streets
- Check rear view mirrors every five seconds, looking for:
  - ❖ Vehicles overtaking or passing
  - ❖ Pedestrians (particularly children)
  - ❖ Emergency vehicles
  - ❖ Bicyclists
  - ❖ Scan left and right when approaching intersections
  - ❖ Confirm proper speed through frequent speedometer check.

### Setting up a Defense

1. As each scan is completed, update options for the three possible defensive actions:

- Brake (stop or slow down)
- Steer (right or left)
- Communications by:
  - ❖ Sounding the horn
  - ❖ Seeing and being seen
  - ❖ Use of headlights, flashers, turn signals, and tapping brakes

2. Anticipate what mistakes other individuals might make and assume that they will make them.

3. Maintain adequate following distance (See 2 second rule).

4. Keep both hands on the steering wheel with a firm grip.

5. Keep radio low so as to be able to hear outside sounds.

## Accident and Illness Prevention Program Manual

### Acting in Time

Set a base speed taking into account:

- Posted speed limits
- Highway (on off-road surface) conditions
- Weather
- Visibility
- Adjust speed immediately when these conditions change.
- Complete speed adjustment maneuver before encountering the hazard (that is, before the vehicle is into the curve or onto a patch of ice or snow).
- Avoid being “sandwiched” between vehicles front and rear. Slow down to increase stopping distance in the event of “tailgating” by the following vehicle.
- Change lanes far in advance of intersections, while passing moving or stationary hazards, or under bridge clearances.
- Give extra space around pedestrian hazards, such as parked cars, boxes or leaves, child at play.
- Use turn signals at least one half block (5 seconds) before turning or changing lanes.

### Two-Second Rule

Use of the Two Second Rule will provide adequate vehicle following distance for normal operations.

- Pick a landmark.
- When the vehicle ahead passes the landmark, immediately count “One thousand one, one thousand two”.
- If the following distance is correct your vehicle will pass the landmark as you count “Two”.
- Increase the interval to four or more seconds for:
  - ❖ Slippery conditions
  - ❖ Lack of visibility (fog, mist, dust)
  - ❖ Soft or rough road surface (such as a construction site)

### Intersection Safety

On approaching an intersection, move the right foot over the brake pedal to reduce the time required for a quick stop.

Repeatedly check the intersecting street:

- At two-way intersections, check left first, then right, then left again.
  - IMPORTANT:** Take one last look in the direction of the most immediate danger.
- At a one-way intersection, check first the direction from which the traffic is coming.
- Slow down gradually when approaching a red signal.
- Adjust speed when signal is green to permit stopping within “line of sight” at a close distance.
- Approaching a changing traffic signal, anticipate that other drivers will run the signal on the cross street. Always stop on a yellow signal.
- Stop so that crosswalks are in plain view. Never stop on or over a pedestrian crossing line.
- Be aware of pedestrians entering “blind spots”. **DO NOT MOVE UNTIL YOU ARE SURE THE AREA IS CLEAR. SOUND HORN IF NECESSARY.**

## Accident and Illness Prevention Program Manual

### Operating On A Two-Lane Road

- Stay to the center of the right hand lane.
- Beware of low shoulders or drainage ditches, which may cause the vehicle to become unstable.
- Beware of projections from parked vehicles or objects at the side of the lane, which may restrict the full lane width.
- When passing:
  - ❖ Avoid passing on a two-lane road if at all possible.
  - ❖ Signal the change of lanes well in advance of the maneuver.
  - ❖ Begin the passing maneuver from the proper following distance for the speed being traveled.
  - ❖ Quickly accelerate to passing speed, not exceeding the speed limit or safe operation of vehicle, whichever is less.
  - ❖ Assure that an adequate clear roadway is ahead to complete the passing maneuver. Caution! Passing may take longer than you think. The distance required to pass a 35 ft. truck at 40 miles per hour, accelerating to 50 miles per hour, is almost 1,500 ft. An oncoming vehicle in the opposite lane would require a safe distance of over 3,000 ft. at this speed.

When being passed, slow down so that the overtaking vehicle may safely pass against oncoming traffic.

### Winter Driving

- Before beginning to drive, ensure that all headlights, taillights, windows are free and clear of ice and snow and that wipers are free and clean.
- Remove all snow from the vehicle hood and rear window.
- Frequently use windshield washers to keep the exterior of windows clean, and the defroster to keep the interior of the window clean.
- Frequently stop during the working day to clean windows, headlights and taillights, using your windshield washer solvent.
- During conditions of fog, sleet or snow, keep headlights on low beam.
- Maintain a light touch on the accelerator to avoid spinning wheel.
- When beginning to move, keep the steering wheel straight and ease forward gently.
- Allow additional following distance, and give extra time for signaling intentions.
- Use 4-way flashers to warn the drivers behind of impending stops.

### Driving In Wet Conditions

Driving in rain and/or pavement wet with moisture from fog or dew requires similar techniques as on icy roads. Although conditions are not as severe, special caution is needed when it first begins to rain, as accumulated oils on the road surface can be as slippery as ice. Some tips are:

- See and be seen. Use your lights.
- Increase following distance. Braking efficiency decreases.
- Reduce speed. Steering ability decreases, especially on curves. Look for standing water, especially in grooves and ruts worn in traffic lanes near intersections.

## Accident and Illness Prevention Program Manual

### General Safety Rules

The following specific rules apply to the operation of all vehicles owned and leased by the church.

- All drivers should have a valid Illinois license and follow the rules established by the state in which they are operating.
- Employees should drive in a courteous manner and employ defensive driving techniques.
- Posted speed limits should be followed.
- Vehicles should not be operated while under the influence of alcohol or drugs. Violation should be just cause for dismissal.
- In the event of an accident involving bodily injury or property damage the driver should:
  - ❖ Stop immediately
  - ❖ Radio home base (nearest restaurant)
  - ❖ Render reasonable assistance to injured persons
  - ❖ Call the local authorities and ambulance, if required
  - ❖ Provide your name and address, the name and address of the church, the vehicle tag number and if requested exhibit your operators license
  - ❖ Get the names and addresses of other involved in the accident, including the investigating officers, investigating department, and there accident report number. As soon as possible report all details of the accident to the manager on duty.
  - ❖ Fill out the accident report form and turn in to the manager on duty the day of the accident
- If involved in an accident with an unattended vehicle and the owner cannot be located, the operator should:
  - ❖ Leave in or on vehicle: his name and name and address of the church
  - ❖ Obtain names and addresses of any witnesses
  - ❖ Notify the manager on duty and file the accident report form as soon as possible
- Delivery units with a restricted view to the rear should be equipped with a back up alarm or the vehicle operator should use an observer to indicate when it is safe to back up.
- All vehicles should be inspected for oil level and tire pressure and wear, cleanliness of cab and truck bed. All vehicles should be inspected weekly for brakes, all lights, turn signals and steering mechanism. All serious problems should be reported immediately to the maintenance department.
- All employees driving church owned or leased vehicles should wear the safety belts provided in their vehicles at all times.

### Driver Safety Meetings

#### Introduction

On at least an annual basis the safety coordinator is encouraged to hold a presentation covering vehicle safety related information with the driving staff. Attendance should be mandatory. The purpose of these meetings should be three fold:

1. The dissemination of safety related information to keep the driving staff aware of new DOT regulations, and church procedures.
2. The reinforcement of church safety expectations, and to provide an avenue for driver input into safety program direction.
3. Formal discussion of defensive driving procedures to keep the drivers from becoming "rusty".

## **Accident and Illness Prevention Program Manual**

These meetings do not necessarily have to be a great length, and outside presentations may be used to supplement Employees and volunteers programs.

A record of each safety meeting would be maintained by the safety coordinator along with a listing of attendance. (Driver Safety Training)

## Driver Safety Training

<b>Name of Church:</b>					
<b>Address:</b>					
<b>Date:</b>		<b>Time:</b>	<b>AM</b>	<b>PM</b>	
<b>Conducted by:</b>				<b>Title:</b>	

<b>Subject Discussed:</b>

<b>Signature of Participants:</b>		

<b>Approved by:</b>		<b>Date:</b>	
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<b>Instructions:</b> Use an object or demonstration to focus the attention of the employees. Let them participate. Ask for their input and suggestions. Provide handouts.
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## **Accident and Illness Prevention Program Manual**

### **Driver Supervision**

#### **Introduction**

It is the policy of church to run periodic Motor Vehicle (MVR) checks on its drivers to verify the maintenance of a valid driver's license and to review the quality of the driver's driving record. Driver MVR reviews should be conducted at the time of each driver's annual performance review and after any major preventable vehicle accident. Drivers subject to probation due to prior accident/violation experience should be required to undergo semi-annual MVR checks. High-risk drivers may be subject to disqualification in regard to church vehicle operation.

The safety coordinator should be responsible for establishing a tracking system to monitor the expiration dates of each assigned driver's license, annual DOT review, and physical exam. Bus drivers should be notified at least 30 days before the expiration of their physical or driver's license to allow sufficient time to renew their medical or license.

At least one time a year the safety coordinator should conduct a documented check ride Bus Driver Trainee Evaluation Report, with each bus driver. This will allow a means to directly view the driver's handling of the vehicle allowing a means to detect driving faults and rule violations. Any bad habits should be reviewed with the driver prior to their next trip. The evaluation should not establish a passing or failing grade, but should indicate the driver's competent areas and any weak points, which need attention.

## Accident and Illness Prevention Program Manual

- **Vehicle reservation and use**

- Scheduling use of church-owned vehicles must be done through the church office.

- **Traffic laws.** All local traffic laws are to be followed at all times. Regardless of posted speed limits, the maximum allowable speed for any church-owned vehicle is 55 MPH.

- **Applicability.** All vehicles, including personal vehicles and rentals used for church events are to follow the same restrictions as church-owned vehicles with respect to capacity, speed and other aspects of operation.

- **Trip categories**

- Local

- Definition. A trip that is completed within one calendar day is considered a local trip.

- Procedure. Prior to a local trip, a vehicle must be reserved and a local trip form completed. Forms are to be turned into the church office and approved before a trip is considered approved.

- Long-distance

- Definition. Any trip that extends across two or more calendar days is a long distance trip. Long distance trips require a minimum of three approved drivers for each two vehicles. Two approved drivers per vehicle is recommended.

- Use of church vehicles for long-distance trips. The church allows the use of church buses, rental vehicles or personal vehicles for long distance trips. Procedure. Prior to a long-distance trip, a vehicle must be reserved and a trip itinerary completed

- Pre-trip check.

- Prior to starting a trip, a pre-trip checklist is to be completed for all church owned, privately owned and rented vehicles utilized for church business.

- On-trip requirements.

- Engine oil is to be checked each time the vehicle is fueled. Tire pressure and fluid levels (engine coolant, windshield washer fluid, brake fluid) are to be checked daily. Safety equipment (lights, brakes, windshield wipers) is to be checked daily. Visibility through all windows is to be maintained.

- Post-trip check.

- A post-trip checklist is to be completed after each trip, and returned to the church along with the vehicle's keys. All personal items, trash, etc. are to be removed from church vehicles prior to check-in. Church vehicles are to be returned with a full tank of gas.

## Ministry Protection Program Vehicle Pre-Trip Checklist

<b>Name of Church:</b>			
<b>Address:</b>			
<b>Vehicle #:</b>		<b>Driver:</b>	
<b>Vehicle Data:</b>		<b>Year:</b>	
<b>Make:</b>		<b>Model:</b>	
<b>Church Owned Vehicle:</b>		<b>Non-Owned Vehicle:</b>	
<b>Purpose of Trip:</b>		<b>Destination:</b>	

**Instructions:** Check SATISFACTORY (S) or UNSATISFACTORY (U) for each item listed below. Support any unsatisfactory items in "DRIVER COMMENTS" section.

**Note:** Items marked with an asterisk (\*) are critical to the safe operation of the vehicle. If they are not functioning correctly, or you think something is wrong ***DO NOT OPERATE THE VEHICLE.***

Repair/Operational Condition	Satisfactory	Unsatisfactory
Brakes*		
Emergency Brakes*		
Horn		
Steering Wheel (Condition/Play)		
Mirrors (Inside/Outside, Properly Adjusted)		
Turn Signals		
Headlights (Low and High Beams)		
Running Lights		
Brake Lights		
Emergency Signal Lights		
Instrument Panel (Lights, Gauges Working Properly)		
Windshield Wiper/Washer		
Heater/Defroster/Air Conditioner		
Safety Belts (Properly Adjusted)*		
First Aid/Bloodborne Pathogens Kit		
Flares/Reflective Triangles		

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<b>Tires/Wheels*</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Air Pressure (As Per Manufacturer)		
Tread		
Sidewall Condition		
<b>Adequately Supply</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
Oil/Engine Fluids		
Anti-Freeze/Coolant		
Fuel		
<b>Contributing Factors</b>	<i>(Use additional sheets as necessary)</i>	

## Automobile Inspection Report

<b>Name of Church:</b>							
<b>Address:</b>							
Operators of church owned vehicles are responsible for maintaining the car in good condition. Within the first two weeks of April and October, the driver should be required to inspect his/her company vehicle.							
Operator			Location			Date	
Make of Car	Model	Year	Car No.	Plate No.	State	Mileage Reading	
Check sticker on door for mileage and date of last service							
Mileage last service:		Oil			Transmission		
Date last service:							
<b>EQUIPMENT</b>					<b>DESCRIBE AND INDICATE ACTION TO BE TAKEN</b>		
BRAKES		Condition. Service or foot and parking or hand					
LIGHTS		Condition. Headlights, including proper focus. Rear lights and directional signals.					
TIRES		General condition. Cuts, bruises, excessive wear, improper balance or alignments. Cause? No. of tires: Reg: Snow:					
BODY		Extent and location of all exterior damage. Describe cause.					
INTERIOR		Cleanliness? Cluttered condition? Damage (How caused)?					
ENGINE		Condition					
HEATER OR AIR CONDITIONER		Condition					
WINDSHIELD WIPERS		Condition					
REARVIEW MIRROR		Condition					
<b>REMARKS:</b>							

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Signature of Operator

## Local Post Trip Vehicle Checklist

Vehicle license number \_\_\_\_\_

Vehicle checked out to \_\_\_\_\_

Check-in performed by \_\_\_\_\_ Date \_\_\_\_\_

Window exteriors clean and free from obstruction

All trash, dirt, debris and personal articles removed from vehicle

Window interiors clean and free from obstruction

Vehicle returned with full tank of gas

Please note any maintenance or repair needs here

Return completed form to church administrator after trip.

Completed form received

Vehicle in acceptable condition Yes No

If no, was responsible person notified of issue? Yes No

## Long Distance On and Post Trip Vehicle Checklist

Vehicle license number \_\_\_\_\_

Vehicle checked out to \_\_\_\_\_

During long distance trips, oil level and tire pressure are to be checked on a **daily** basis. See the vehicle information card for proper oil properties and tire pressure.

Date	Oil level checked	Tire Pressure			
		L	RF	LR	RR

Record information for additional days on the back side of this form

Comments on vehicle operation during the trip

### Accident Reporting Procedures

“Who, What, When, Where and Why”, the purpose of accident investigation is twofold:

- The gathering of factual information as soon as possible after the occurrence that will provide direction throughout the administration of the claim.
- Factual insight into the causative factors that lead to the loss, which will lead to preventive or corrective action from a personnel or operational standpoint.

All accidents should be reported immediately to the local law enforcement agency. An accident report form, located in each vehicle, should be completed. The church the insurance company should be notified as soon as possible following an accident.

In the case of a vehicle breakdown, occupant safety is of primary concern. If possible, vehicles should be moved away from traffic. All occupants should be removed from any dangerous situation. All repair receipts should be retained for reimbursement.

## Accident and Illness Prevention Program Manual

### Reporting Procedures

1. Driver Responsibility:
  - A. For bodily injury to a staff member/volunteer, or third party, protect the scene, render emergency aid, call the authorities, and then notify the Board of Trustees immediately.
  - B. For property damage when no personal injuries are involved, limit the damage and then notify the Board of Trustees of the accident, as soon as possible. For cargo damage, limit the damage and notify the Board of Trustees as soon as possible.
2. Church Responsibility:
  1. Complete a First Report Telephone Check Sheet. For bodily injury to a staff member/volunteer, passenger or third party, obtain accurate information regarding the person(s) injured, location of accident, nature and extent of injuries, and insure that appropriate medical attention has been provided.

Accident and Illness Prevention Program Manual

First Report Telephone Check Sheet

Name of Church:	
Address:	
Driver Name:	

<b>ACCIDENT DATA</b>			
Date		Time	<input type="checkbox"/> AM <input type="checkbox"/> PM
Place	(TOWN, CITY, STATE)		
Roadway	(RT#, STREET, INTERSECTING HIGHWAYS)		
Landmark	(NEAR BRIDGE, MILEPOST, ETC.)		

<b>DEATH AND INJURY</b>	
Persons Killed:	
Persons Injured:	
Was anyone taken away from scene for medical treatment?	Yes No
Who and Where Taken?	

<b>INVESTIGATION</b>	
Did Police Investigate Accident?	Yes No
Department:	Badge#:
Officer Name;	
Citation Issued?	
List persons cited or arrested and charges:	

<b>YOUR VEHICLE</b>	
Were any mechanical defects apparent at the time of the accident?	Yes No
Explain:	



## Accident and Illness Prevention Program Manual

### Vehicle Accident Investigation Procedures

#### Introduction

Drivers should be made aware that all accidents need to be immediately reported and fully investigated. Within 7 working days of each incident, the accident should be reviewed by the church to determine cause, "*preventability*" and to help avoid reoccurrence.

A "preventable accident" is one in which the driver failed to exercise every reasonable precaution to prevent the accident. The accident review process should involve the utilization of the church "Guide for Determining Preventability" [Click Here](#).

The investigation of each accident should take into consideration the specific act causing an accident, as well as conditions responsible. The investigation should include areas such as:

- Checking the driver's record for similar occurrences, length of service, and indications of poor attitude or lack skill.
- Questioning whether a proper job of selection was done, if training was adequate, and if
- the driver was properly supervised.
- Determining if there were previous indications, which should have warned of an impending accident.
- Ascertaining if there was any indication of improper vehicle maintenance procedures or if an equipment deficiency was involved.

A letter should be drafted to the driver within five (5) working days after determining preventability. Cases deemed preventable should highlight in the letter any disciplinary or corrective action recommended (i.e., suspension or probation, mandatory defensive driving course participation, placing individual in non-driving position, etc.).

To aid in making a determination on preventability, it will be important to obtain a copy of the driver's accident report card, photographs, police report and any other supporting documentation. The person(s) performing the investigation should complete the form for Supervisor's Vehicle Accident Investigation Report. A copy of this form should be placed in the driver's personnel file thus giving management a complete synopsis of the person's driving history.

To assist in collecting evidence at the scene of an accident for use in church legal defense, an insurance company supplied Accident Report Kit and disposable camera should be maintained in each church vehicle. To assure proper use of the cameras, each vehicle should be equipped with a copy of "Making Photographs at the Scene of an Accident" handout.

## **A Guide for Determining Preventability of Accidents**

### **Introduction**

(All vehicle accidents should be reviewed using the following guidelines). A preventable accident is any reportable accident (regardless of extent of injury or damage) in which the driver in question failed to take every possible precaution to prevent the accident. Responsibility for preventing accidents goes beyond careful observance of traffic rules and regulations. Drivers should drive in a manner to prevent accidents, regardless of the other driver's poor driving or non-observance of traffic regulations.

**Unless thorough investigation shows extenuating circumstances which are beyond the control of the driver, the following types of accidents should be regarded as preventable:**

1. **Grade Crossing Collision** – Collisions with trains at grade crossings, regardless of circumstances. Trains always have right of way.
2. **Backing Accidents** – The care with which a vehicle is backed depends entirely on the driver. The driver is in no way relieved of responsibility to operate a vehicle safely when someone guides him or her. The guide has not control over the vehicle and can neither start nor stop it.
3. **Collision with the Vehicle Ahead** – Having the vehicle ahead stop suddenly is a common highway hazard. Collision with such vehicles is considered preventable, since drivers are required to follow at a safe distance.
4. **Your Vehicle Struck in Rear by Another** – Should be considered preventable when the:
  - A. Vehicle ahead was improperly parked.
  - B. Vehicle rolled back in preparation for starting ahead.
  - C. Vehicle lights were inoperative or not clearly visible.

### **5. Accidents at Intersections**

- A. Driving Straight Through Intersection
  - a. Collisions with vehicle coming from either the left or the right regardless of the presence, or absence, of stop signs or traffic lights, or whether the light was green, or changing.
- B. Driving Straight Through Intersection
  - a. Collisions with approaching vehicles making left turn.
- C. Starting Through Intersection When Light Changes
  - b. Collision with cross traffic, which has not cleared the intersection.
- D. Making Right or Left Turn

## Accident and Illness Prevention Program Manual

- a. Collision with approaching or cross traffic. Collision with adjacent traffic even when the other vehicle is illegally passing at the intersection. Also, collision with a vehicle-leaving curb.

### E. Making U Turn

6. **Accidents While Passing or Being Passed** – Unless circumstances clearly prove that the driver had taken every possible precaution, drivers are required to overtake and pass safely, and not speed up, when being passed. Drivers should anticipate the possibility of being forced off of the road or into another lane.
7. **Weaving Right or Left** – Failure to keep in line in multiple lane traffic. Some accidents may seem unavoidable if it appears that the other vehicle tried to pass through a space too narrow, when actually the space was made too narrow by the weaving of our driver.
8. **Squeeze Plays and Shutouts** – Usually due to leading driver forcing other driver to the left of the center line--into viaduct columns, parked vehicles, adjacent traffic, or off the roadway. Drivers should not avoid getting into a position where they may be forced into trouble, nor should they swerve so as to force others into trouble.
9. **Accidents in Pulling Away from the Curb and Other Parking Place or When Entering the Traffic from a Driveway, Alley, or Side Street** – These accidents may be prevented by anticipating the other driver's move.
10. **Accidents When Other Driver Enters the Main Road from Driveway, Alley, or Side Street** – These accidents may be prevented by anticipating the other driver's move.
11. **Collisions with Vehicles from Opposite Direction** – Includes both head-on and sideswipe collisions.
12. **Collision with Animals** – Includes striking domestic and farm animals but not wildlife (birds, rabbits, etc.)
13. **Pedestrian Accidents** – All types of pedestrian accidents, including collisions with children and with persons coming from between parked cars, unless it conclusively can be shown that the injured person deliberately and willfully tried to get hurt.
14. **Non Collision and Collision with Fixed Objects** – Includes overturning in roadway, running off the roadway, and collision with culvert, traffic signal, parked vehicle, or other subject.
15. **Skidding Accidents** – Regardless of cause.
16. **Accident Due to Poor Visibility** – Darkness, fog, rain, snow, sleet, glare, defective vision, etc. The burden of responsibility is placed on the driver to operate a vehicle within the limits of the ability to see ahead.
17. **Accidents Due to Faulty Brakes** – It is the driver's responsibility to report faulty brakes. It is also the driver's responsibility to drive within the limits of the mechanical condition of the vehicle. This classification includes accidents caused by trucks rolling way from a parked position, due to failure to block the vehicles, to set hand brake properly, air leak, etc.

## Accident and Illness Prevention Program Manual

- 18. Mechanical Failure** – When the investigation of a “mechanical failure” accident shows that the mechanical failure causing the accident was due to rough and abusive handling on the part of the driver, the resulting accident should be charged against the driver. (Does not include accidents resulting from sudden mechanical failure that could not have been anticipated).
- 19. Tire Blowout Accidents** – Regardless of condition of tire or cause. By having complete control of the vehicle, drivers can prevent accidents resulting from tire blowouts.
- 20. Yard Accidents** – The same rules apply regardless of where the vehicle is being operated. When operating on private property, the driver is in no way relieved of this responsibility to operate safely.
- 21. Parked Vehicles** – Accidents to parked vehicles are not automatically classified as non-preventable accidents. Where it is found that the vehicle was illegally parked, such as too close to intersection, too far from curb, in front of driveway, etc., it should be classified as a preventable accident.

### *Important Note:*

**NOTE:** It is recognized that the above list does not include all possible types of accidents. Each case should be reviewed carefully to determine if the driver could have prevented the accident. The accident should be classified as non-preventable only in those cases where the driver did not, in any degree, contribute to its occurrence.

## Vehicle Accident Investigation Report

<b>Name of Church:</b>
<b>Address:</b>


<b>ORGANIZATION NAME</b>	<b>DATE OF ACCIDENT</b>	<b>TIME</b> AM      PM	<b>DATE ACCIDENT REPORTED</b>
<b>NAME OF DRIVER</b>	<b>AGE</b>	<b>YEARS OF DRIVING EXPERIENCE</b>	<b>LENGTH OF SERVICE</b>

**OTHER ACCIDENTS WITHIN THE PAST 3 YEARS**

**LOCATION OF ACCIDENT (EXACT)**

<b>CITY OR DISTANCE FROM NEAREST</b>	<b>STREET OR INTERSECTION</b>
--------------------------------------	-------------------------------

**Show direction of vehicles involved in the accident-point of collision-path of vehicle after collision-stop signs and traffic signals-use blank space if necessary-include names of streets, roads, etc.**

 <b>Indicate North</b>	
------------------------------------------------------------------------------------------------------------	--

<b>CONDITIONS</b>	
WEATHER CONDITIONS (fair, raining, fog, etc.)	ROAD CONDITIONS (dry, snowy, wet, icy, etc.)
LIGHT CONDITIONS (daylight, lightened highway, dusk, etc.)	ROAD SURFACE (smooth concrete, loose gravel, etc.)

**DESCRIPTION OF ACCIDENT**

DESCRIBE UNSAFE ACTS, VEHICLE DEFECTS OR DRIVER DISABILITY (sleep, drugs, etc.) CONTRIBUTING TO OR CAUSING ACCIDENT

**CORRECTIVE ACTION SUGGESTED OR TAKEN**

PERSON DOING THE INVESTIGATION	REVIEWED BY
DATE	DATE

## **Accident and Illness Prevention Program Manual**

### **Making Photographs at the Scene of an Accident**

#### *Take All Photographs Before Vehicles Are Moved*

1. Take 4 photos of the general area by turning in each direction. Take these from normal standing position.
2. Take 2 photos of the vehicle or other object collided with. If it is an auto, take the photos from opposite corners of the vehicle so that all sides may be seen. All other objects should show the damage from 2 angles. Stand 10 feet from the auto or object to get a Better view/image.
3. Take 4 photos of your vehicle that collided with the other object. Make these from the opposite corners so you can see all sides of the vehicle.
4. If uninjured take photos of the other people involved in the accident. Take photos of the license tags of autos belonging to persons who claim to be witnesses but won't identify themselves.
5. Take photos of any skid marks or gouge marks left on the pavement or dirt areas. Step off the length of these marks and photograph them from both directions.
6. Take all remaining photos of items you feel will help show how or why this accident occurred. Be sure to take a picture of traffic controls if any are present.

**Take all the photos if you can or request someone at the scene take them for you if you cannot. Remember, a picture is worth a thousand words.**

## Accident and Illness Prevention Program Manual

### Accident Recordkeeping

#### Introduction

All vehicle accidents should be recorded, in chronological order, in a Vehicle Accident Register. This provides the church with an overall summary of our loss history. The accident register should include at least the following information:

- Date of Accident
- Name of Driver
- Vehicle Identification Number(s)
- Location of Accident
- Number of Fatalities
- Number of Injuries
- Amount of Property Damage or Estimate
- Preventability
- Type of Incident (i.e., backup, rear-end, etc.)
- Hazardous Material Release

The accident register should be analyzed on at least a semi-annual basis for any adverse trends and/or problem areas.

A detailed investigation will help to indicate areas in which either specific or general corrective action should be taken. The information derived from the accident analysis should be used constructively to educate drivers or change procedures in an effort to prevent future accident occurrences.



## Accident and Illness Prevention Program Manual

### Disciplinary Action and Accident Review Board

#### Introduction

Following the receipt of any accident report, whether received from any driver, or claimant, it should be the responsibility of the Board of Trustees to review the report.

The review should focus upon the following:

Determine what steps can be taken to prevent a similar incident from occurring in the future. These steps may include meetings with others for education and discussion.

Performing an investigation as to whether or not the accident was preventable on the part of the driver. If the accident is found to be non-preventable or contains circumstances beyond the control of the driver, no further action will be taken.

If after the review it appears that the accident was preventable, the vehicle coordinator should issue a warning letter as appropriate within the confines of the progressive discipline system.

The review board should consist of the Board of Trustees, Administrator and Safety Coordinator. The driver in question may be in attendance at this meeting, but not during the balloting. The committee chairperson should present all facts and circumstances relative to the accident. If the majority of those on the board find the accident to be non-preventable, the file should be closed. If the accident is found to be preventable, a record should be made in the driver's personnel file, and appropriate action should be taken according to the churches' disciplinary action program. (Refer to the "Guide for Determining the Preventability of Accidents" [Click Here](#) for additional details).

The Board of Trustees should report to the driver in writing within five (5) working days the results of their review.

Where the collision was preventable by the driver, the driver should be counseled, given additional training, disciplined in other ways, or employment terminated according to the findings of the "Board of Trustees". The committee's results should be recorded in the board's formal meeting minutes (Accident Review Board) providing a permanent record of the board's findings. Any recommended disciplinary action should be documented (Driver Disciplinary Record and Driver Safety Warning, along with all requested driver retraining activities Request for Remedial Training).

Disciplinary action should be handled privately between the safety coordinator and the individual involved.

- Matters pertaining to sub-standard performance should be discussed with the driver in a manner that should attempt to correct and teach proper procedures. At all times the driver should be given an opportunity to present their relevant ideas.
- Warning notices should be issued to all drivers for failure to follow established Vehicle Rules and Regulations of the Church. The Board of Trustees should be required to discuss with the driver violations of these Rules and Regulations. Upon the completion of the investigation, appropriate disciplinary action should be taken.
- Specific acts, which are so serious that no warning need be given, may result in the driver's discharge.

## Accident and Illness Prevention Program Manual

### Policy on Discipline for Chargeable Vehicle Accidents

A chargeable accident is a preventable accident in which the total losses sustained by any or all parties involved is \$250.00 or more.

If, after evaluation by the Board of Trustees, and accident is determined to have been preventable, the following disciplinary action should apply:

1. One chargeable accident - No penalty; except that in any case where investigation reveals that gross negligence on the part of the driver was a significant contributing factor to the resulting accident, the driver should be immediately discharged.
2. Two chargeable accidents accumulated within a twelve-month period – Disqualification from operating a Church vehicle.
3. Three chargeable accidents accumulated within a twenty-four months period - Disqualification from operating a church vehicle.

#### *Important Note:*

A driver may be discharged without previous suspension if the individual has had three preventable accidents within a twenty-four month period, and the first and second accidents occurred more than twelve months apart.

Any accident determined to have been preventable which results in a loss of less than \$250.00 to any or all parties should be classified as a “chargeable/minor” accident.

4. Two “chargeable/minor” accidents should be considered equivalent to one chargeable accident.
5. Four “chargeable/minor” accidents (equivalent to two chargeable accidents) within a twelve-month period should carry the same penalty as two chargeable accidents.
6. Each additional “chargeable/minor” accident within a twenty-four month period should be considered equal to and should carry the same penalty as a chargeable accident.

**Accident and Illness Prevention Program Manual**

**Accident Review Board Minutes**

Name of Church:
Address:

Date		Company Name	
Member Attending:			
Conducting Meeting:			
Topics Discussed and Assignments Made:			
Minutes Taken By:			







## Accident and Illness Prevention Program Manual

### Emergencies

In the case of an emergency, a non-approved driver may drive a vehicle on an official church function. Emergencies include incapacitation of the approved driver through injury or illness, or the need to transport a trip participant to medical care when an approved driver is not available.

Failure of an approved driver to show up for an official function-related trip does not constitute an emergency. Non-approved drivers should only drive vehicles for the minimally-required amount. The non-approved driver should be the person who meets/most nearly meets the requirements for an approved driver.

### Department of Transportation (DOT) Vehicles – Buses

#### Motor Vehicle Record Protocol

A Motor Vehicle Violation Record (MVR) should be obtained on every individual allowed access to a vehicle.

If operating a church bus the MVR should be compared to the information given by the applicant on the application form in the moving violation/accident section for falsification of information.

The MVR should be crosschecked against any violation or accidents mentioned in the driver qualification criteria. Any notation of these serious violations and/or suspensions should cause the qualification process to stop and removal of the driver from consideration for church vehicle operation.

For DOT regulated vehicles, the MVR should also be reviewed in connection with the Certification of Violation Record and the subsequent annual review of driving record performed by the church every year as required. Any difference between the Certification of Violations and the MVR should be investigated and any discrepancies should call for discipline as outlined in the progressive section of this manual.

#### Procedures for Qualification of a New Hire Driver Operating DOT Vehicles – Buses

The vehicle coordinator should have the driver complete the new hire DOT qualification packet. All forms and blanks should be completed.

Once the driver has passed the road test substance abuse screen, and DOT medical exam he or she will be considered qualified as a bus driver.

#### Procedure to Assist Applicant in Obtaining Commercial Driver's License (CDL) Prior to Hire

All drivers operating a church bus with 16 or more seats should have a CDL per church hiring criteria.

The bus driver should contact the local agency responsible for the issuance of driver's licenses in the state where they reside and follow the procedures outlined by that agency.

The CDL process consists of several written tests on regulation and driving skills and techniques, along with an off road and on road driving test. Study guides for the written portion of the tests are available from the license agency.

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### Driver Qualification File Check-Off Sheet for DOT Vehicles

The following documents should be completed and placed in each bus driver's qualification file prior to initial vehicle operation:

- Driver Application for Employment (391.21) – *(Click Here)*
- Verification of Previous Employment (391.23) – *(Click Here)*
- Medical Exam – Long Form and Certificate (391.31)  – *(Click Here)*
- Certificate and Record of Road Test (391.31) – *(Click Here)*
- Annual Driver's Certification of Violations (391.27) – *(Click Here)*
- Motor Vehicle Driving Record (391.23) ("Inquiry to State Agency for Driver's Record" Click Here)
- Certificate of Receipt Substance Abuse Policy
- Results of Substance Abuse Screen (Alcohol & Drug) (391.103)
- Copy of Driver's License
- Employer's Annual Review of Driver's Record (391.25) – *(Click Here)*
- Request/Consent for Information from Previous Employer(s) for Alcohol & Drug Test Records – *(Click Here)*

\*SHOULD BE MAINTAINED IN A SEPARATE FILE

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**DOT Driver Application for Employment**

Name of Church			
Address			
Name		Phone	
List all addresses for the previous 3 years (if more space is needed, attach sheet).			
Current Address			
Previous Address			
<b>EMPLOYMENT RECORD</b> (Provide information for the previous 3 years; 10 years for operators of a "commercial motor vehicle." If more space is needed, attach sheet.)			
<b>PRESENT OR LAST EMPLOYER</b>			
Name			
Address			
Position Held		From/To	
Reason for Leaving			
<b>SECOND LAST EMPLOYER</b>			
Name			
Address			
Position Held		From/To	
Reason for Leaving			
<b>THIRD LAST EMPLOYER</b>			
Name			
Address			
Position Held		From/To	
Reason for Leaving			
<b>EDUCATION</b>			
Circle highest grade completed: 1 2 3 4 5 6 7 8			
High School 1 2 3 4		College 1 2 3 4	
List Special Training Related to Transportation			
<b>DRIVER LICENSES (list all licenses held in past 3 years)</b>			
State	License Number	Class	Expiration
Do you currently hold more than one driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been denied, or had revoked or suspended, any license, permit or privilege to operate a motor vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered YES to the above question, attach a statement giving details			

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DRIVING EXPERIENCE			
Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates From To	Approximate Number of Total Miles
Straight Truck			
Tractor and Semi-Trailer			
Twin-Trailers			
Bus			
Other (Specify)			
Safe driving awards you hold and from whom			
Traffic convictions and forfeitures for past 3 years (other than parking)			
Location (City/State)	Date	Charge	Penalty
Accident record for past 3 years (if more space is needed, attach sheet)			
GENERAL			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been refused bond? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered YES to the above questions, attach a statement giving details			
If you answered YES to either question, attach a statement giving details			
Do you currently have a valid "Medical Examiner's Certificate?" <input type="checkbox"/> Yes <input type="checkbox"/> No			
To be read and signed by applicant			
This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal. I authorize this company to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol misuse test.			
Date:		Applicant's Signature:	

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**DOT Inquiry to Past Employers**

Applicant's Name			
Social Security No.			
Name of Previous Employer			
Address			
EMPLOYMENT DATES	FROM		TO
TYPE OF WORK DONE			
IF EMPLOYED AS DRIVERS, TYPE OF EQUIPMENT DRIVEN			
<input type="checkbox"/> Straight Truck	<input type="checkbox"/> Tractor and Semi-Trailer	<input type="checkbox"/> Twin Trailers	
<input type="checkbox"/> Bus	<input type="checkbox"/> Other (Specify:		
NUMBER OF ACCIDENTS			
NUMBER CONSIDERED PREVENTABLE			
ABLE TO GET ALONG WITH SUPERVISORS, EMPLOYEES AND CUSTOMERS? <input type="checkbox"/> Yes <input type="checkbox"/> No			
WHY DID THIS EMPLOYEE LEAVE YOUR COMPANY?			
<input type="checkbox"/> Resigned	<input type="checkbox"/> Discharged	<input type="checkbox"/> Laid Off	
WOULD YOU RE-EMPLOY THIS PERSON? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If "NO," why?			
Date of Inquiry			
By:			

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**DOT Examination to Determine Physical Condition of Drivers**

Driver's Name:				New Certification <input type="checkbox"/>	
Address:				Recertification <input type="checkbox"/>	
Social Security:					
Date of Birth:				Age	
<b>HEALTH HISTORY</b>					
YES	NO		YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Head or spinal injuries	<input type="checkbox"/>	<input type="checkbox"/>	Nervous stomach
<input type="checkbox"/>	<input type="checkbox"/>	Seizures, fits, convulsions or fainting	<input type="checkbox"/>	<input type="checkbox"/>	Rheumatic fever
<input type="checkbox"/>	<input type="checkbox"/>	Cardiovascular disease	<input type="checkbox"/>	<input type="checkbox"/>	Asthma
<input type="checkbox"/>	<input type="checkbox"/>	Tuberculosis	<input type="checkbox"/>	<input type="checkbox"/>	Kidney disease
<input type="checkbox"/>	<input type="checkbox"/>	Syphilis	<input type="checkbox"/>	<input type="checkbox"/>	Muscular disease
<input type="checkbox"/>	<input type="checkbox"/>	Gonorrhoea	<input type="checkbox"/>	<input type="checkbox"/>	Suffering from any other disease
<input type="checkbox"/>	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Permanent defect from illness, disease or injury
<input type="checkbox"/>	<input type="checkbox"/>	Gastrointestinal ulcer	<input type="checkbox"/>	<input type="checkbox"/>	Psychiatric disorder
<input type="checkbox"/>	<input type="checkbox"/>	Any other nervous disorder	<input type="checkbox"/>	<input type="checkbox"/>	
If answer to any of the above is yes, explain:					
<b>PHYSICAL EXAMINATION</b>					
General Appearance and Development:		<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
VISION	For distance:	Right 20/	Left 20/		
<input type="checkbox"/> Without corrective lenses		<input type="checkbox"/> With corrective lenses, if worn			
Evidence of disease or injury:		Right 20/	Left 20/		
Color test:					
Horizontal field of vision		Right	Left		
HEARING	Right ear:	Left ear:	Disease or injury:		
Audiometric Test (complete only if audiometer is used to test hearing)					
Decibel loss at 500 Hz		At 1,000 Hz	At 2,000 Hz		
THROAT					
THORAX		Heart			
If organic disease is present, is it fully compensated?					
Blood pressure:		Systolic	Diastolic		
Pulse		Before exercise	Immediately after exercise		
Lungs?					
THROAT					
Scars		Abnormal masses	Tenderness		
Hernia: <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, where?	Is truss worn?		
GASTROINTESTINAL					
Ulceration or other disease:		<input type="checkbox"/> Yes <input type="checkbox"/> No			
GENITO-URINARY		Scars	Urethral Discharge		
REFLEXES		Romberg			
Pupillary		Light: Right	Left		
Knee jerks:		Normal	Increased	Absent	
Right					
Left					
Remarks:					
EXTREMITIES					
Upper		Lower	Spine		

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LABORATORY AND OTHER SPECIAL FINDINGS	
Urine:	Specific gravity      Albumin      Sugar
Other laboratory data (Serology, etc.)	
Radiology data	Electrocardiograph
CONTROLLED SUBSTANCE TESTING	
<input type="checkbox"/> Controlled Substances test performed	
<input type="checkbox"/> In accordance with subpart H	
<input type="checkbox"/> Not in accordance with subpart H	
<input type="checkbox"/> Controlled substances test NOT performed	
GENERAL COMMENTS:	
NAME, TITLE AND LICENSE OR CERTIFICATION # OF MEDICAL EXAMINER (PRINT)	
DATE OF EXAMINATION	
ADDRESS OF MEDICAL EXAMINER	SIGNATURE OF MEDICAL EXAMINER
NOTE: The following section is to be completed only when the visual test is conducted by a licensed ophthalmologist or optometrist	
NAME OF OPHTHALMOLOGIST/OPTOMETRIST (PRINT)	DATE OF EXAMINATION
ADDRESS OF OPHTHALMOLOGIST/OPTOMETRIST	SIGNATURE OF OPHTHALMOLOGIST/OPTOMETRIST
A MEDICAL EXAMINER'S CERTIFICATE SHOULD BE COMPLETED IF THE DRIVER IS QUALIFIED AND SUBJECT TO THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS.	





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U.S. Department of Transportation Motor Carrier Safety Program Inquiry To State Agency  
For Driver's Record 391.23 (DOT)

\_\_\_\_\_  
(Driver's Name)

\_\_\_\_\_  
(Driver's Operators Lic. No.)

\_\_\_\_\_  
(Driver's Social Sec. No.)

Dear ,

The above listed individual has made application with us for employment as a driver. Applicant has indicated that the above numbered operator's license or permit has been issued by your State to applicant and that it is in good standing.

In accordance with Section 391.23(a)(1) and (b) of the Federal Motor Carrier Safety Regulations, we are required to make inquiry into the driving record during the preceding 3 years of every State in which an applicant-driver has held a motor vehicle operator's license or permit during those 3 years.

Therefore, please certify to us what the individual's driving record is for the preceding 3 years, or certify that no record exists if that be the case.

In the event that this inquiry does not satisfy your requirements for making such inquiries, please send us such forms of yours as are necessary for us to complete our inquiry into the driving record of this individual.

Respectfully yours,

\_\_\_\_\_  
Signature of Individual making inquiry

\_\_\_\_\_  
(printed) Name of person making inquiry

\_\_\_\_\_  
Title of person making inquiry

\_\_\_\_\_  
Motor Carrier Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



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**DOT Release of Alcohol & Controlled Substances Test Information by  
Previous Employers**

COMPANY	
ADDRESS	
DRIVER'S NAME	

Safety regulations require that a driver's prospective employer obtain and review the Information listed below from any employer that a driver performed safety-sensitive functions for in the previous two years. The information obtained should include:

- Information on the driver's alcohol test in which a breath alcohol concentration of 0.04 or greater was indicated.
- Information on the driver's controlled substances test in which a positive results was indicated.
- Any refusal to submit to a required alcohol or controlled substance test.

**TO BE READ AND SIGNED BY APPLICANT**

I hereby authorized this company to obtain information from my employers concerning my participation in any controlled substances and alcohol-testing program for the previous two years.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Accident and Illness Prevention Program Manual

### DOT Vehicle Maintenance Program

In keeping with church safety philosophy, and adherence to the Federal Motor Carrier Safety Regulations regarding vehicle inspection and maintenance, the following program should be utilized to insure that our equipment operated upon the roadway is in safe mechanical condition.

### DOT Annual Inspections

All DOT regulated bus vehicles should be inspected annually and proof of inspection maintained with each vehicle. The annual inspection should be performed by inspectors, which meet federal qualifications. A copy of the inspection results are required to be maintained for 14 months from the date the inspection was performed.

### Driver Pre-Post and Post-Trip Inspection Requirements

Every DOT regulated vehicle should require its drivers to complete a vehicle inspection report at the end of each day. Before the vehicle is driven again, all safety defects listed should be repaired and signed by the mechanic. A copy of the last vehicle inspection report should be kept on the vehicle, with the original report kept for at least three (3) months.

### DOT Roadside Inspections and Procedures

These should be used in determining shop and driver performance

The driver should forward roadside inspections on any DOT regulated bus to the safety coordinator within 24 hours of receipt.

Any roadside inspection which results in the driver or vehicle being placed out-of-service cannot be operated further until the mechanical violations have been corrected or the driver has brought their paperwork into compliance as indicated during the inspection.

The company and/or mechanic performing the repairs at the scene of the inspection should sign any repairs done to a vehicle placed out-of-service.

The church requires the safety coordinator to respond in writing to the DOT within 15 days regarding the disposition of any defect (both driver and vehicle) noted on a roadside inspection.

Accurate and timely information is critical to compliance with DOT regulations.

### Maintenance File Record Keeping Requirements

Maintenance files on each bus subject church control for over 90 days should be kept on file at the church office. The records should be kept where the vehicle is either housed or maintained for a period of 1 year and for 6 months after the vehicle leaves the church's control.

- The file should include the following information required in section 396.3 of the FMCSR's for DOT regulated vehicles:
- An identification of the vehicle including church number (if so marked), make, serial number, year, and tire size.

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- A way to show the type and due date of the various inspection and maintenance operations to be performed.
- A record of inspection, repairs, and maintenance showing the date and type.
- A lubrication record.

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**Ministry Protection Program Vehicle Pre-Trip Checklist**

Name of Church:			
Address:			
Vehicle #:		Driver:	
Vehicle Data:		Year:	
Make:		Non-Owned Vehicle	<input type="checkbox"/>
Church Owned Vehicle	<input type="checkbox"/>	Destination	
Instructions:	Check SATISFACTORY (S) or UNSATISFACTORY (U) for each item listed below. Support any unsatisfactory items in "DRIVER COMMENTS" section.		
Note:	Items marked with an asterisk (*) are critical to the safe operation of the vehicle. If they are not functioning correctly, or you think something is wrong <i>DO NOT OPERATE THE VEHICLE</i>		
Repair/Operational Condition	Satisfactory	Unsatisfactory	
Brakes*			
Emergency Brakes*			
Horn			
Steering Wheel (Condition/Play)			
Mirrors (Inside/Outside, Properly Adjusted)			
Turn Signals			
Headlights (Low and High Beams)			
Running Lights			
Brake Lights			
Emergency Signal Lights			
Instrument Panel (Lights, Gauges Working Properly)			
Windshield Wiper/Washer			
Heater/Defroster/Air Conditioner			
Safety Belts (Properly Adjusted)*			
First Aid/Bloodborne Pathogens Kit			
Flares/Reflective Triangles			
Tires/Wheels*			
Air Pressure (As Per Manufacturer)			
Tread			
Sidewall Condition			
Adequately Supply			
Oil/Engine Fluids			
Anti-Freeze Coolant			
Fuel			

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Contributing Factors:	<i>(Use additional sheets as necessary)</i>

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**Automobile Inspection Report**

Name of Church:						
Address:						
Operators of church owned vehicles are responsible for maintaining the car in good condition. Within the first two weeks of April and October, the driver should be required to inspect his/her company vehicle.						
Operator			Location			Date
Make of Car	Model	Year	Car No.	Plate No.	State	Mileage Reading
Check sticker on door for mileage and date of last service						
Mileage last service:		Oil		Transmission		
Date last service:						
<b>EQUIPMENT</b>					<b>DESCRIBE AND INDICATE ACTION TO BE TAKEN</b>	
BRAKES		Condition. Service or foot and parking or hand				
LIGHTS		Condition. Headlights, including proper focus. Rear lights and directional signals.				
TIRES		General condition. Cuts, bruises, excessive wear, improper balance or alignments. Cause? No. of tires: Reg: Snow:				
BODY		Extent and location of all exterior damage. Describe cause.				
INTERIOR		Cleanliness? Cluttered condition? Damage (How caused)?				
ENGINE		Condition				
HEATER OR AIR CONDITIONER		Condition				
WINDSHIELD WIPERS		Condition				
REARVIEW MIRROR		Condition				
REMARKS:						

---

Signature of Operator

## Accident and Illness Prevention Program Manual

### DOT Alcohol & Controlled Substance Policy

#### Introduction

Per DOT requirements all churches that operate vehicles designed to carry 16 or more passengers including the driver, should have a written "Drug Testing Program".

This policy was prepared to comply with Federal Motor Carrier Safety Regulations Part 382, Subpart F, 382.601, obligating employers to promulgate a policy on the misuse of alcohol and use of controlled substances. It contains information on the effects of alcohol and controlled substances use on an individual's health, work, and personal life, signs and symptoms of alcohol and controlled substances problems, and available methods of intervening when a problem is suspected.

#### Purpose of the Policy

This alcohol and controlled substances policy, herein referred to as "the policy", has been established by churches, herein referred to as "the church", to address the adverse impact of employee substance abuse on the health, productivity and the safe environment of the work place, to include our nation's public highways. The policy is applicable to every person who operates a commercial motor vehicle in interstate or intrastate commerce under the church's authority, and who is subject to the commercial driver license requirements of the Federal Motor Carrier Safety Regulations. The policy is designed to assist in the protection of the health and well being of the driver, the general public, and the church's property and assets, as well as the property and assets of our clients and customers.

All drivers are hereby notified that compliance with this policy and Federal Motor Carrier Safety Regulations, Part 382, are among conditions required for continued employment, or to continue as an independent contractor, with the church.

This policy or any of its terms is not intended to create a contract of employment or to contain the terms of any contract of employment. The church retains the sole right to change, amend or modify any term or provision of this policy without notice.

All drivers will receive, read and understand the contents of our Drug and Alcohol Policy. The training provided should be documented and retained on file for future reference. ("Drug & Alcohol Training Certificate" [Click Here](#))

This policy is effective January 1, 2000, and supersedes all prior policies relating to alcohol and controlled substances.

#### Alcohol and Drug Testing Program Administrator FMCSR 382.601(B)(1)

The person designated to monitor, facilitate and answer questions pertaining to this policy for the church is the safety coordinator.

#### Federal Motor Carrier Safety Regulations (FMCSR)

Every driver employed by or contracted to the church has been issued a copy of the Federal Motor Carrier Safety Regulations, herein referred to as FMCSR. Many times, the policy will refer to FMCSR and specific references will be made to actual regulations (i.e. FMCSR 382.601 (b)(1) as used on page 1.) These references are made to assist you in locating the actual regulation and to keep the length of this policy reasonable. If you have any problems

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locating a particular regulation, or do not understand it, do not hesitate to ask the designated church spokesperson named above for assistance.

### Definitions

For the purpose of this policy the term "Church Premises" includes:

- All premises and locations owned by, leased by, or under the control of the church, including all parking lots, lockers, and storage areas;
- All premises and locations at which work is performed by the church or any of its employees or which are assigned to the church for its use or any of its employees by any client or customer including all parking lots, lockers, and storage areas.
- All automobiles, aircraft, trucks and other vehicles owned by, leased by, used by, or otherwise under the control of the church or any of the church's clients or customers.

For definitions of the following terms, refer to FMCSR 382.107

- Alcohol
- Alcohol concentration (or content)
- Alcohol use Commerce
- Commercial Motor Vehicle
- Confirmation Test Consortium
- DOT Agency
- Driver
- Employer
- Performing (a safety-sensitive function)
- Refuse to submit
- Safety-sensitive function
- Screening test (also known as initial test)
- Substance abuse professional
- Violation rate

### Drivers Subject To Testing FMCSR 382.103

As discussed earlier, this policy and FMCSR Part 382 applies to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the commercial driver's license requirements of FMCSR Part 383.

Drivers will be subject to alcohol testing only while he/she is performing a safety-sensitive function as defined in FMCSR 382.107 and any of those on-duty functions set forth in FMCSR 395.2 – On-Duty time, paragraphs I through 7. Drivers may be directed by the employer to only undergo reasonable suspicion testing for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

### Prohibited Conduct

**Prescription medications:** In addition to the prohibitions on controlled substances use and alcohol misuse, discussed in more detail below, drivers taking medications prescribed by a licensed health care professional familiar with the driver's work related responsibilities should report such use to their supervisor, department manager, or the alcohol and drug testing program administrator. The church reserves the right to require drivers taking prescription medications to provide written documentation from the prescribing physician

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indicating that he/she is aware of the driver's work related responsibilities and that the medication will not interfere with the driver's ability to perform safety-sensitive functions. The church also reserves the right to seek additional opinions from qualified medical personnel concerning the potential effects of the prescribed medication on a driver's ability to perform safety-sensitive functions. The church reserves the right to prohibit a driver from performing safety-sensitive functions while he/she is taking prescription medications. Any such prohibition should be without prejudice and the driver should be allowed to return to duty upon ceasing to use the medication or when sufficient information, provided by qualified medical personnel, leaves no doubt that the driver's ability to perform his/her safety-sensitive duties will not be adversely affected.

**Alcohol concentrations:** FMCSR 382.201 prohibits a driver from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

**Alcohol possession:** FMCSR 382.204 prohibits drivers from being on duty or operating a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

**On-duty use of alcohol:** FMCSR 382.205 prohibits a driver from using alcohol while performing safety-sensitive functions.

**Pre-duty use of alcohol:** FMCSR 382.207 prohibits a driver from performing safety-sensitive functions within four hours after using alcohol.

**Use of alcohol following an accident:** FMCSR 382.209 prohibits a driver required to take a post-accident alcohol test under FMCSR 382.303 from using alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

**Refusal to submit to a required alcohol or controlled substances test:** FMCSR 382.11 prohibits a driver from refusing to submit to a post-accident alcohol or controlled substances test required under FMCSR 382.303, a random alcohol or controlled substances test required under FMCSR 382.305, a reasonable suspicion alcohol or controlled substances test required under 382.307, or a follow-up alcohol or controlled substances test required under FMCSR 382.311.

**Controlled substances use:** FMCSR 382.215 prohibits a driver from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.

FMCSR 382.213(c) ALLOWS AN EMPLOYER TO REQUIRE A DRIVER TO INFORM THE EMPLOYER OF ANY THERAPEUTIC DRUG USE. The church exercises this option in our previous policy statement on Prescription medication.

Controlled substances testing. FMCSR 382.215 prohibits a driver from reporting for duty, remaining on duty, or performing any safety-sensitive function, if the driver tests positive for controlled substances.

It should also be noted that each of the regulations cited as prohibiting a driver from certain acts, equally prohibits the employer from permitting the driver to perform or continue to

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perform safety sensitive functions if the employer has actual knowledge that the driver has violated that prohibition.

### **Other Prohibitions**

**Contraband:** While not specifically prohibited by FMCSR 382, the possession, concealment, transportation, promotion, purchase and/or sale of the following items is strictly prohibited on all church premises:

- Firearms, weapons, explosives and ammunition.
- Drug paraphernalia.
- Stolen Property.
- Radar Detectors.

### **TESTS REQUIRED**

#### **Pre-Employment Testing FMCSR 382.301**

Prior to the first time a driver performs a safety-sensitive function for an employer, the driver should undergo testing for controlled substances. No employer should allow a driver to perform safety-sensitive functions until the driver has received a controlled substances test result from the medical review officer indicating a verified negative test result.

Although the 382.301 (b) & (c) do allow for an exception on pre-employment controlled substances testing under certain circumstances, it is the policy of the church to have all drivers tested under our program. The church should not accept a drug test result obtained from a previous employer or other source in lieu of a pre-employment test administered within our program

#### **Post-Accident Testing FMCSR 382.303**

As soon as practicable following an accident involving a commercial motor vehicle, each employer should test for alcohol and controlled substances each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life or who receives a citation under State or local law for a moving traffic violation arising from the accident.

If a driver is involved in an accident that results in the loss of human life he/she should submit to alcohol and controlled substance testing regardless of the circumstances of the accident. Otherwise if the accident results in one of the vehicles involved being towed from the scene, or someone being transported for immediate medical attention, the driver should be tested for alcohol and controlled substances only if he/she were issued a citation for a moving violation in conjunction with the accident. In other words, if there is no fatality and the driver was not issued a citation for a moving violation arising from the accident, the driver does not have to be tested.

**IT IS CRITICAL THAT THE DRIVER NOTIFY THE CHURCH AS SOON AS POSSIBLE AFTER AN ACCIDENT SO THE NEEDED STEPS CAN BE TAKEN TO COMPLY WITH FEDERAL LAWS AS OUTLINED IN FMCSR 382.303.**

**Alcohol tests:** If a test is required, the employer should make an attempt to have the driver tested within two hours following the accident. If the driver-knows he/she should be tested,

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he/she should request the law enforcement officers on the scene perform an alcohol test. The results of tests administered by law enforcement officers should be accepted and no further alcohol testing should be required. If the test is not completed within two hours, the church should continue to attempt to have the driver tested for up to eight hours after the accident. If the driver has not been tested for alcohol within eight hours of the accident, the church should cease to attempt to administer the test. Remember, that the driver is prohibited from using alcohol for eight hours following an accident, or until he/she undergoes a post-accident alcohol test.

**Controlled substances tests:** If a test is required, it should be administered within 32 hours following the accident. Although the time allowed to administer the controlled substances test seems generous when compared with the alcohol testing requirements, it is critical that the driver communicate the details of the accident to the church as quickly and completely as possible so the church can determine if a test is needed and make the arrangements needed to facilitate a test if one is needed.

***FMCSR 382.303 (c) states “a driver who is subject to post-accident testing should remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. Nothing in this section should be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care. “***

**Remember, a refusal to submit to testing is prohibited.**

All drivers should be provided with the policies of the church regarding procedures and instructions for accident reporting and post-accident requirements, including the requirements of FMCSR 382.303, prior to operating a bus for the church.

### **Random Testing FMCSR 382.305**

The selection of drivers for random alcohol and controlled substances testing should be made by a scientifically valid method as described in FMCSR 382.305 (e). Drivers should be selected at a rate that insures compliance with FMCSR 82.305(f). All random tests for alcohol and controlled substances should be unannounced and the drivers, when notified of their selection, should proceed to the appropriate test location immediately. Random alcohol tests should be administered when the driver is performing a safety-sensitive function, just before the driver is to perform a safety-sensitive function, or just after the driver has performed a safety-sensitive function. The church should insure that the random tests for alcohol and controlled substances are spread out evenly through the year and that each driver should have an equal chance of being tested each time selections are made.

### **Reasonable Suspicion Testing FMCSR 382.307**

**Alcohol tests:** The church should require a driver to submit to alcohol testing when a reasonable suspicion exists that the driver has violated the prohibitions of FMCSR Subpart B concerning alcohol, except for 382.204. A driver may be subjected to reasonable suspicion alcohol testing only if the observations required by FMCSR 382.307 (a) are made while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased to perform safety-sensitive functions. Alcohol tests based on reasonable suspicion cannot be administered by the person who made the determination that reasonable suspicion exists. An alcohol test required by FMCSR 382.207 should be administered within two hours, but if not, the church

## Accident and Illness Prevention Program Manual

should continue to attempt to test the driver for eight hours after the determination that reasonable suspicion exists. Once the determination has been made that reasonable suspicion exists, the driver should not be permitted to perform or continue to perform any safety-sensitive function until an alcohol test is administered and the driver's alcohol concentration measures less than 0.02 or twenty-four hours have elapsed following the determination. In the unlikely event that an alcohol test cannot be completed within eight hours of the determination that reasonable suspicion exist, the driver should be relieved from the performance of all safety-sensitive functions for a period of at least twenty-four hours and although there will be no confirmation of prohibited conduct, the driver may still be subject to disciplinary action based on compelling evidence that prohibited conduct did occur. Any disciplinary action based on less than a confirmed alcohol test result of 0.02, regardless of how compelling the evidence may be, should be based on the church's authority independent of the FMCSR Part 382.

**Controlled substances tests:** An employer should require a driver to submit to a controlled substances test when the employer has reasonable suspicion to believe that the driver has violated the prohibitions of FMCSR Subpart B concerning controlled substances. Once the determination that reasonable suspicion exists is made, the driver should be relieved from the performance of all safety-sensitive functions, administered a controlled substances test in accordance with applicable Federal requirements immediately, and should not be allowed to return to the performance of safety-sensitive functions until such time that the church receives a verified negative test result from the medical review officer. A written record of the observations leading to a controlled substances reasonable suspicion test should be made and signed by the supervisor or church official who made the observations within 24 hours of the observed behavior or before the results of the controlled substances test are released, whichever is earlier. In the unlikely event that a controlled substances test cannot be administered within 32 hours following the determination that reasonable suspicion exists, the driver may still be subject to disciplinary action based on compelling evidence that prohibited conduct did occur. Any disciplinary action based on less than a confirmed positive controlled substances test, regardless of how compelling the evidence may be, should be based on the church's authority independent of the FMCSR Part 382.

**Supervisor training:** The person who makes the determination that reasonable suspicion exists should be trained to recognize the indicators of probable alcohol misuse and use of controlled substances in accordance with FMCSR 382.603. The determination that reasonable suspicion exists to require a driver to undergo alcohol or controlled substances testing should be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. In the case of controlled substances determinations, these observations may include indications of the chronic and withdrawal effects of controlled substances. FMCSR 382.603 requires each employer to ensure that persons designated to determine whether reasonable suspicion exists to require a driver to undergo testing under FMCSR 382.307 receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training should cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. *The church has gone to great lengths to train those supervisory personnel and church officials who will be authorized to make reasonable suspicion determinations. Those personnel that are trained have the authority to relieve a driver from the performance of safety-sensitive functions and begin the process of requiring a driver to undergo reasonable suspicion testing for alcohol, controlled substances, or both. However, it should be noted that the church will not tolerate abuses of that authority and any person found to have abused that authority will be subject to swift and severe disciplinary action.*

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### Return-To-Duty Testing FMCSR 382.309

**Alcohol tests:** Each employer should ensure that before a driver returns to duty requiring the performance of safety-sensitive functions after engaging in conduct prohibited by FMCSR 382 Subpart B concerning alcohol, the driver should undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

**Controlled substances tests:** Each employer should ensure that before a driver returns to duty requiring the performance of safety-sensitive functions after engaging in conduct prohibited by FMCSR 382 Subpart B concerning controlled substances, the driver should undergo a return-to duty controlled substances test with a verified negative result.

### Follow-up Testing FMCSR 382.311

Following a determination under FMCSR 382.605(b) that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, each employer should ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of FMCSR 382.605(c)(2)(ii). Follow-up alcohol tests should meet the requirements of FMCSR 382.111(b).

## TESTING PROCEDURES

### Alcohol Testing FMCSR Part 40 Subpart C

All testing should be conducted in strict compliance with FMCSR Part 40 Subpart C.

**Testing Equipment:** All alcohol tests should be conducted by qualified technicians using testing equipment that meet all of the guidelines set forth in FMCSR Part 40. The National Highway Traffic Safety Administration (NHTSA) publishes a Conforming Products List (CPL) and identifies on that list which devices have been approved for screening tests and for confirmation tests. All screening tests should be conducted using equipment and technology that appear on the CPL and have been approved for use in conducting screening tests. All confirmation tests should be conducted using equipment that appears on the CPL and has been approved for use in conducting confirmation tests.

**Testing Locations:** All alcohol testing should be done in a location that affords the individual being tested the maximum amount of visual and aural privacy possible, preventing unauthorized persons from seeing or hearing test results. The church reserves the right to choose the testing location, and may conduct tests on the church premises or direct drivers to other locations for testing depending on the circumstances.

**Preparation for testing:** In preparing to test the driver, the technician performing the test will insure that the individual being tested is positively identified. The technician should explain the testing procedure to the driver. Although alcohol-testing forms should be uniform, the testing procedures could vary somewhat from one testing method to another or from different testing devices.

Procedures for screening tests: The driver should cooperate with the technician conducting the test. Combativeness or failure to follow the instructions of the technician can be regarded as a refusal to take the test, which is prohibited by this policy and the FMCSR 382.211 During the testing process the driver should be required to do certain things at the direction of the technician; these are listed below:

## Accident and Illness Prevention Program Manual

- Complete all applicable forms, signing the certification.
- Refusal to sign should be considered a refusal to take the test. Sign and date all submitted forms when the test is completed.
- Otherwise cooperate with the technician as required to complete the test.
- The driver should be sure to obtain his copy of the test.

Any test result indicating an alcohol concentration of less than 0.02 completes the testing process. No further testing for alcohol is authorized.

Any test result indicating an alcohol concentration of 0.02 or greater should require that a confirmation test be performed. If the confirmation test is to be performed by a different technician, the technician who conducts the screening test should complete and sign the form and log book entry where applicable and provide the driver with a Copy of the form.

**Procedures for confirmation tests-** If the technician conducting the confirmation test is not the same technician who conducted the screening test, the new technician should be required to insure that the individual being tested is positively identified. The driver should be instructed not to eat, drink, put any object or substance in his/her mouth, and, to the extent possible, not belch during the waiting period before the confirmation test. The technician should proceed with the test at the end of the waiting period, even if the employee has disregarded these instructions. The technician should note any failure or refusal on the part of the individual being tested to follow these instructions. This waiting period begins with the completion of the screening test and should not be less than 15 minutes. This waiting period is for the benefit of the individual being tested; it is mandated to prevent any accumulation of mouth alcohol leading to an artificially high reading. Again, any combativeness or failure to follow the instructions of the technician could be regarded as a refusal to take the test.

In the event that the screening and confirmation tests results are not identical, the confirmation test result is deemed to be the final result upon which any action under FMCSR rules should be based. Only designated representatives of the employer should have access to the results of a driver's alcohol test results and those results should be stored so as to ensure that confidentiality is maintained in accordance with FMCSR 40.8 1.

**Refusals to test and uncompleted tests.** Refusal by a driver to sign the alcohol testing form or otherwise cooperate with the testing process in a way that prevents the completion of the test, should be noted by the technician in the remarks section of the form. The testing process should be terminated and the technician should notify the employer of the refusal to test immediately. If a screening test cannot be completed, or if an event occurs that would invalidate the test, the technician should, if practicable, begin a new screening or confirmation test, as applicable, using a new alcohol testing form.

**All alcohol the same:** It should be noted that the results of an alcohol test are immediate. There is no laboratory or medical review officer involved in the process. The reason being that the consumption, possession of, and being under the influence of even small amounts of alcohol is prohibited by Federal Law. These prohibitions make no distinction between alcohol found in alcoholic beverages and alcohol found in cough medicine or mouthwash. The regulations prohibit all alcohol. There is no such thing as acceptable alcohol. It is important that you take this into consideration when you go to the store to buy over the counter medications that may contain alcohol. You would be well advised to seek the advice of a pharmacist or physician to assist you in locating medications that do not contain alcohol. In dealings with your doctors or dentist, you would be well advised to make them aware that you are a truck driver who is required to perform safety-sensitive functions as

## Accident and Illness Prevention Program Manual

part of your job, and are prohibited by Federal Law from consuming, possessing or being under the influence of even small amounts of alcohol.

### Controlled Substances Testing FMCSR Part 40 Subpart B

All testing should be conducted in strict compliance with FMCSR Part 40 Subpart B.

**The drugs:** The employer is required by law to test for marijuana, cocaine, opiates, amphetamines and phencyclidine. Urine specimens collected for this purpose may only be used to test for those drugs listed above or any drug that the employer becomes required to test for at a future date. The laboratory is authorized by law to test for, in addition to the controlled substances listed, the presence of adulterants or the indications of dilution.

**The laboratory:** All controlled substance testing required by FMCSR Part 40 and Part 382 should be done only at laboratories certified under The Department of Health and Human Services (DHHS) "Mandatory Guidelines for Federal Workplace Drug Testing Programs" and subsequent amendments thereto. The church reserves the right to use any of the laboratories so certified to conduct its testing.

**The Medical Review Officer (MRO):** The MRO should be a licensed physician with knowledge of substance abuse disorders. All test results are reported by the laboratory to the MRO. Prior to making a final decision to verify a positive test result for an individual, the MRO should give the individual an opportunity to discuss the test result with him/her. The MRO may verify a test as positive without having communicated directly with the individual if the conditions of FMCSR 40.33(c)(5) are met. Test results confirmed positive without contact may be appealed to the MRO provided a reasonable explanation is provided for the driver's failure to contact the MRO on a timely basis.

**Urine Collection Procedures:** The church ensures that all urine collections, whether done on church premises or other location, should be conducted in strict compliance with FMCSR 40.23 and 40.25 and be conducted by persons trained to be responsible for maintaining the integrity of the specimen collection and transfer process while carefully ensuring the modesty and privacy of the donor. All handling of the urine specimen from the time it is provided by the donor until the time it is sealed and secured for shipping should be in the presence of the donor. The donor should certify this by signing the certification statement provided on the MRO's copy of the custody and control form.

**Split sample collections:** All urine specimens should be collected in accordance with split sample methods outlined in Part 40. In the event of a confirmed positive test result, the driver has the right to request, within 72 hours, that the split sample be tested at another DHHS approved laboratory. Because of the additional expense of transporting the split sample to a second approved laboratory and the requirement that the confirmation be done by expensive gas chromatography, the cost of having the split sample tested is \$100. 00. Because it is highly improbable that the second test will return a result different from the initial test, the church will require the driver to assume this cost, unless prohibited by law.

**Integrity & Confidentiality:** By following the proper collection procedures in relationship to conducting the collection and transfer of the urine sample in the presence of the driver and requiring the driver to sign a certification statement asserting that the collection was done correctly, the urine containers were sealed with tamper evident seals in his presence, and that the information on the form and the seals is correct, the church can ensure that the results of the controlled substances test is attributed to the correct driver. Because the results of any drug screen are treated as highly confidential, being secured in a location with limited access to all church employees and sub-contractors, and transmitted from the MRO

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identifying the donor by Social Security Number and test number only, the church can ensure that all test results are transmitted and maintained in a highly confidential manner.

**Refusals to test:** Any refusal on the part of the driver to cooperate with the collection site personnel in the completion of the collection process should be regarded as a refusal to take the test. **Refusal to submit to testing is prohibited by FMCSR 382.211.**

### Applicability FMCSR 382.103

The regulations mandating alcohol and controlled substances testing apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce, and is subject to the commercial driver's license requirements of FMCSR 383.

**Release of alcohol and controlled substances test information by previous employers, FMCSR 382.413.** All drivers should be aware that once this policy goes into effect, the results of their alcohol and controlled substances tests will follow them to their next employer. All employers subject to these regulations (FMCSR 382) will be required to obtain from all driver applicants signed authorization allowing them to check the previous two years alcohol and controlled substances test results from all of the driver's previous employers, including any refusals to submit to testing. There will not be a segment of the employer population that is not subject to these rules. Every motor carrier, even a one truck owner/operator, will be required to comply with these regulations if he employs drivers that require a commercial driver's license. Within 14 days of hiring a new driver, employers will be required to complete their inquiries of previous employers. FMCSR 382.413(g) states:

*"An employer may not use a driver to perform safety-sensitive functions if the employer obtains information on the driver's alcohol test with a concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested, by the driver, without obtaining information on a subsequent substance abuse professional evaluation and/or determination under FMCSR 382.401(c)(4) and compliance with FMCSR 382.309."*

Problem drivers will no longer be able to hide behind a cloud of confidentiality; they should get help to continue driving.

### Refusal To Submit To Testing FMCSR Part 382 & Part 40

As we have already discussed in the prohibitions area of this policy, FMCSR 382.211 prohibits all drivers from refusing to submit to an alcohol or controlled substances test that is required by FMCSR 382; and further prohibits the employer from permitting a driver who refuses to submit to required tests to perform or continue to perform safety-sensitive functions. However, drivers should be aware that many acts can be regarded as a refusal to submit to testing. Drivers should avoid any action that could be regarded as a refusal to test, since the consequences arising from a refusal to test are as at least as severe as taking the test and returning a positive result. Aside from a blatant refusal to submit to required testing, the following acts could be regarded as refusals to submit to testing:

- Quitting or resigning after being notified to submit to alcohol or controlled substances testing.
- Failure to proceed directly to a collection site as instructed.
- Combativeness or abusive behavior directed toward the testing technician.
- Failure to cooperate with or follow the instructions of the testing technician.
- Failure to provide sufficient urine for testing.
- Failure to provide sufficient breath for testing.

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- Failure to remain “readily available” for testing in a post accident situation.
- Refusal to sign off on an alcohol testing form.
- Refusal to sign the medical review officer’s copy of the controlled substances Custody and Control form.

Consequences of a refusal to test: The consequences of refusing to submit to required testing is virtually the same as it would be for testing positive. After a refusal to test the employer is obligated by Federal Law to do the following:

- Immediately remove the driver from the performance of all safety-sensitive functions.
- Refer the driver to a substance abuse professional who should determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substances use.
- Require the driver to submit to return to duty testing before allowing the driver to perform any safety sensitive functions and when applicable, follow-up testing.

The church, beyond the required actions mandated by Federal Law, hereby notifies all drivers that a refusal to test, regardless of the circumstances, disqualifies the driver from continued employment in the case of employee drivers and terminates the sub- contractor agreement of those independent contractor drivers operating under the church’s authority. Furthermore, any cost associated with referral, evaluation and/or treatment should be the sole responsibility of the driver/employee.

### Consequences

Any driver found to have violated any of the prohibitions outlined in Subpart B of FMCSR 382 should be subject to various actions, some of which are mandated by Federal Law, and others, which are based on the church’s independent authority as an employer. Those actions, which are mandated by Federal Law, should be clearly referenced as well as those, which are based on the employer’s independent authority.

### Immediate Removal from Safety-Sensitive Functions FMCSR 382

**Violations of Subpart B (PROHIBITIONS) of FMCSR 382.** To review those prohibitions of FMCSR 382 Subpart B that were outlined on pages 3 through 5 of this policy, following is a list with FMCSR reference:

382.201	Alcohol Concentration
382.204	Alcohol Possession
382.205	On-duty use
382.207	Pre-duty use
382.209	Use following an accident
382.211	Refusal to submit to a required alcohol or controlled substances test
382.213	Controlled substances use
382.215	Controlled substances testing

Any driver found to have violated Subpart B FMCSR 382 should be immediately removed from the performance of any safety-sensitive function as a matter of compliance with Federal Law.

## **Accident and Illness Prevention Program Manual**

Federal Law further mandates that those drivers found to be in violation of the prohibited conduct outlined in FMCSR 382 Subpart B cannot be returned to duty until such time that they're cleared to return to work by a Substance Abuse Professional (SAP) and have passed a return-to-duty test.

### **Referral, Evaluation, and Treatment FMCSR 382.605**

Any cost associated with referral, evaluation, and treatment is the sole responsibility of the driver/employee.

Each driver who has engaged in conduct prohibited by Subpart B of FMCSR 382 should be advised by the church of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. [FMCSR 382.605(a)]

Each driver who engages in conduct prohibited by Subpart B or FMCSR 382 should be evaluated by a substance abuse professional (SAP) who should determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use. [FMCSR 82.605(b)]

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subpart B of FMCSR 382, the driver should undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance. [FMCSR 382.605 (c)(1)]

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use,

Should be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed

### **AND**

Should be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty. The number and frequency of such follow-up testing should be directed by the substance abuse professional, and consist of at least six tests in the first 12 months following the driver's return to duty. The employer may direct the driver to undergo return-to-duty and follow up testing for both alcohol and controlled substances, if the substance abuse professional determines that return-to-duty and follow-up testing for both alcohol and controlled substances is necessary for that particular driver. Any such testing should be performed in accordance with the requirements of 49 CFR Part 40. Follow-up testing should not exceed 60 months from the driver's return-to-duty. The substance abuse professional may terminate the requirement for driver follow-up testing at any time after the first six tests have been administered, if the substance abuse professional determines that such testing is no longer necessary. [FMCSR 382.605 (c)(2)(i & ii)]

## **Accident and Illness Prevention Program Manual**

### **Substance Abuse Professional (SAP)**

A substance abuse professional means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances- related disorders. [FMCSR 82.107]

A substance abuse professional should not refer a driver to the SAP's private practice or to a person or organization from which the SAP receives remuneration or has financial interest unless such facility is a government agency, the sole source of therapeutically appropriate treatment available under the driver's health insurance, or the only source of appropriate treatment reasonably accessible to the driver. [FMCSR 382.605(e)(1)(2)(4)]

Release of alcohol and controlled substances test information by previous employers. It is very important that all drivers understand that the consequences of prohibited conduct can reach far beyond their employment or relationship with the church. FMCSR 382.413 requires all employers to obtain the alcohol and controlled substances testing history of all applicants. An employer may not use a driver to perform safety- sensitive functions if the employer obtains information on the driver's alcohol test with a concentration of 0.04 or greater, verified positive controlled substances test result, or refusal to be tested by the driver, without obtaining information on a subsequent substance abuse professional evaluation and/or determination concerning the driver's need for assistance and the driver's compliance with recommendations of the substance abuse professional.

Every alcohol and controlled substances test you take will follow you for at least two years.

### **Alcohol Concentrations Less Than 0.04 FMCSR 382.505**

No driver tested for alcohol under the provisions of FMCSR 382 Subpart C who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 should perform or continue to perform safety-sensitive functions for an employer, including driving a commercial motor vehicle, nor should an employer permit the driver to perform or continue to perform safety-sensitive functions, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Although FMCSR 382.505(b) requires no further action beyond the 24 hour removal from the performance of safety-sensitive functions for an alcohol concentration of 0.02 or greater but less than 0.04, the church reserves the right to take more forcible action, otherwise consistent with law, based on its independent authority as an employer.

All of the consequences discussed so far are mandated by Federal Law. The church should comply, and insure driver compliance with those laws. Federal Regulations establish a minimum requirement for compliance and allow companies the flexibility to establish more stringent guidelines and enforce those more restrictive requirements under independent authority as long as they are otherwise consistent with law. The following portion of the policy will be dedicated to those CONSEQUENCES of violating the policy which are not actions mandated by Federal Law but actions based on the church's independent authority as an employer.

## Accident and Illness Prevention Program Manual

### Church Policy Consequences

#### **Disqualification from continued employment and/or termination of lease agreement.**

Any violation of the prohibited conduct portion of this policy that calls for the removal of the driver from the performance of safety-sensitive functions should also disqualify the driver from continued employment with the church or in the case of an independent contractor leased to the church and operating under the church's authority, should terminate the agreement between the contractor and the church. Should the driver be an employee of an independent contractor, the agreement between the contractor and the church need not be terminated, however, that driver will be disqualified from operating any vehicle that is operated under the church's authority.

**Other disciplinary action** including written reprimands, which will become a part of the driver's employment record, suspension, and termination of employment and/or lease agreement may be taken for any violation of the policy. In the case of alcohol concentration of 0.02 or greater but less than 0.04, the driver should be removed from the performance of safety-sensitive functions for a minimum of 24 hours, as mandated by Federal Law, for the first such violation, any subsequent violation of this nature will disqualify the driver from further employment and/or terminate the lease agreement.

#### **Other Church Policy Considerations**

**Public knowledge or suspicion of alcohol misuse or controlled substances use.** The church reserves the right to test any driver for alcohol or controlled substances under its independent authority as an employer in situations where the driver's involvement with alcohol misuse or controlled substances use, whether real or implied, is a matter of public knowledge. Such situations could include an arrest involving alcohol or controlled substances, a conviction of an alcohol or drug related offense, behavioral changes reported by other employees or customers to the management of the church.

## Training Certificate

<b>Name of Church:</b>	
<b>Address:</b>	

I have received training in \_\_\_\_\_

The training was conducted on \_\_\_\_\_

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

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Work Area)

I hereby certify that the above named individual has been provided with \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Instructor's Signature)

## CHURCH NAME HERE

**Policy Title:** Industrial Occupational Health Services **Policy No. 22**  
**Prepared By:** CHURCH NAME HERE **Date:**  
**Applies to:** All Locations **Page 1 of 1**

### Definition

Occupational Health Services are those services necessary or required by the nature of our workplace environment that are necessary to identify and control any related occupational disease exposure(s).

### Policy

The CHURCH NAME HERE will promptly respond to any known or suspected occupational disease exposure through appropriate testing for accurate measurement. Test results will help dictate the course of action taken that could include engineering control, administrative controls, use of personal protective equipment or an appropriate combination.

Known occupational disease exposures include but are not limited to:

- Asbestos
- Radon
- Lead in Drinking Water
- Indoor Air Quality
- Noise
- Ergonomics
- Toxic Mold
- Bloodborne Pathogens

### Training

Staff will receive specific training as needed in order to recognize and protect themselves from occupational disease related exposures.

This training will be provided by any capable in-house employee, reputable vendor, or qualified personnel from the PACT Service Center or carrier to provide at least the minimum but hopefully more than the minimum required standard.

Appropriate report and training documentation will be maintained for a minimum of five (5) years.

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Industrial Hygiene Services**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 23**  
**Date:**  
**Page 1 of 2**

### Definition

Industrial hygiene is the art and science of anticipation, recognition, evaluation and control of those environmental factors or stresses arising in or from the workplace that may cause sickness, impaired health or significant discomfort among our staff, students or guests.

### Policy

The CHURCH NAME HERE will address any industrial hygiene exposure for the protection of our staff, students, and guests. Occupational health hazards may mean conditions that cause legally compensable illnesses, or it may mean any conditions in the workplace that impair the health of staff enough to make them lose time from work. Both are undesirable and both are preventable and their correction is an ongoing responsibility.

### Actions Required

To combat the four primary types of occupational health hazards (chemicals, physical, ergonomic and biological) central procedures will include the following:

1. Substitution of harmful or toxic materials with less dangerous ones.
2. Changing of work processes to eliminate or minimize work exposure.
3. Installation of exhaust ventilation system(s).
4. Good housekeeping.
5. Provision and use of personal protective equipment.

### Training

Staff will receive, as needed periodic training in order to become actively involved in protecting their health. The following procedure will be followed for development of effective training programs.

1. Determine if training is needed.
2. Identify training needs.
3. Identify goals and objectives.
4. Develop learning activities.
5. Conduct training.
6. Evaluate the program.
7. Improve the program.
8. Document the training.

Training can be provided by any capable in-house employee, a reputable vendor, or qualified personnel from the PACT Service Center, or carrier to provide at least the minimum but hopefully more than the minimum standard.

## CHURCH NAME HERE

**Policy Title:** Safety and Health Training  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 24**  
**Date:**  
**Page 1 of 4**

### Definition

A safety and health education program must be provided as part of each staff member's job training. Training must include the safety and health policies and procedures. This is necessary to help staff understand and identify the hazards they are exposed to in their work environment.

Each department's safety and health education program must be updated as new staff member enters the work place and changes in equipment and processes occur.

### Policy

The following general subjects and job-specific subjects are part of each staff member's job training as deemed appropriate by the Business Manager/Risk Manager, supervisor and/or Safety Committee.

#### General Subjects

- Safety and Health Policy
- Staff Suggestion and Communication Procedures
- Emergency Action Plan
- Fire Safety
- Safe Lifting / Back Safety
- Substance Abuse
- Accident Reporting and Investigation

#### Job-Specific Subjects

- Bloodborne Pathogens
- Hazardous Materials
- Personal Protective Equipment
- Confined Space Entry
- Lockout / Tagout
- Mobile Equipment / Vehicle / Forklift Safety
- Electrical Safety
- Construction Safety
- Hazard Control Measures
- Material Handling
- Excavations
- Machine Guarding
- Hand and Power Tool Safety
- Lab Safety
- All other applicable safe work practices

## **Accident and Illness Prevention Program Manual**

### **Actions Required**

#### **New Staff Orientation**

A good safety orientation program will help shape a new staff member's perspective on safety. In addition to standard orientation subject matter, departments are responsible for conducting safety training for new staff and job transfers. Do not assume new staff knows how to perform a job safely because of prior work experience, treat new staff as if they know nothing about safety on the job.

New staff orientation, at minimum should include our safety policy, accident reporting, general safe work practices and your department's safety programs and job-specific safe work procedures. Each supervisor should have a procedure for educating staff in their area. Cross training is recommended if your staff is temporarily transferred to other jobs often.

#### **Supervisor Safety Meetings**

Supervisors must conduct short safety meetings or "tool box talks" at least monthly with their staff. These meetings must also be used as time to give staff the chance to voice opinions talk about recent situations and ask questions. Safety meetings may cover many topics, from fire safety to off-the-job safety. Departments should create a training schedule for each year, planning out the various topics to be discussed. Contact the Business Manager/Risk Manager or the Safety Committee to assist you in selecting meeting topics.

#### **Refreshers**

Refresher training will be necessary on at least an annual basis for major safety programs. In this type of training, the main points of a subject, such as lockout/tagout, personal protective equipment, hazardous chemicals, confined space entry, forklift safety, bloodborne pathogens, and electrical safety should be covered.

### **Documentation Required**

Departments must keep records of all safety and health training conducted. Records must include dates, subjects covered and names/signatures of attendees and be retained for at least (5) five years.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibly at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

## Employee Training Completion

<b>Name of Church:</b>	
<b>Address:</b>	
<b>Instructor:</b>	
<b>Date:</b>	
I hereby attended a training session on _____	
<b>ATTENDEES</b>	

**Accident and Illness Prevention Program Manual**

**Training Certificate**

<b>Name of Church:</b>	
<b>Address:</b>	

I have received training in

The training was conducted on: (Date)

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

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Work Area)

I hereby certify that the above named individual has been provided with \_\_\_\_\_

\_\_\_\_\_ on \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Instructor's Signature)

## CHURCH NAME HERE

**Policy Title:** Bloodborne Pathogen Exposure Control  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 25**  
**Date:**  
**Page 1 of 3**

### Definition

An infection control plan must be prepared for all staff members who handle, store, use, process or dispose of any type of human body fluid. As contact with body fluids and other potentially infectious materials (OPIM) can lead to serious disease, all efforts must be made to identify and control this exposure.

### Policy

It is the policy of the CHURCH NAME HERE for staff to treat all human fluids that they may by chance come in contact with as potentially infected. These procedures are known as Universal Precautions and include the following:

- Wearing personal protective equipment such as gloves, barrier mask, etc. when handling contaminated materials or administering emergency care.
- Regular hand washing after handling any materials contaminated with human fluids or other potential infectious materials.

Bloodborne Pathogens are organisms transferred through body fluids and (OPIM) that can cause disease in people. Examples of these diseases are HIV and Hepatitis B and C.

### Actions Required

#### At-Risk Job Tasks

There are job tasks within our workplace where staff is at risk of exposure to bloodborne pathogens and "OPIM".

These jobs include:

- Nurse/Nurses' Aides
  - wounds, burns, abrasions, cleansing and preparation
  - examination and procedures involving the eyes
  - handling specimen bottles for urine analysis and drug screening
  - handling and disposing of sharps
  - starting IV or taking any blood samples
  - cleaning up of blood or body fluids
- Custodial Personnel
  - cleaning restroom
  - cleaning up blood or body fluids
  - emptying trash containers

## **Accident and Illness Prevention Program Manual**

- Maintenance Personnel - repairing broken plumbing
- Designated Emergency Personnel

Anytime there is blood-to-blood contact with infected blood or body fluids or OPIM there is a slight potential for transmission. Unbroken skin forms an impervious barrier against bloodborne pathogens.

Infected blood can enter your system through:

- Open sores
- Cuts
- Abrasions
- Acne
- Any sort of damaged or broken skin such as sunburn or blisters

In an emergency situation involving blood or potentially infectious materials, you should always use Universal Precautions and try to minimize your exposure by wearing gloves, splash goggles, pocket mouth-to-mouth resuscitation masks, and other barrier devices.

### **Cleanup Procedures**

Clean up is a top priority and should begin as soon as possible after the incident. Universal Precautions must be followed at all times to prevent contact with blood and bodily fluids.

1. Wear protective gloves and other equipment.
2. Pick up any broken glass with a dustpan and brush, tongs, not by hand.
3. Do not use a mop and bucket unless specifically directed to do so. This can spread the contamination.
4. Clean soiled area.
5. Use scoop to pick up any contaminated material.
6. Disinfect the area using a fresh mixture of an appropriate germicidal cleaner.
7. Place soiled disposable towels and disposable contaminated equipment in closed bag.
8. Sanitize hands each time gloves are removed. Scrub exposed skin thoroughly with soap and water and change soiled clothing before returning to work.
9. Contaminated instruments that are not thrown away must be disinfected and washed with soap and water.

### **Disposal of Contaminated Items**

1. Non-sharps waste (bandages, swabs, dressings) that does not meet the criteria of regulated wastes will be disposed of into domestic waste.
2. Non-sharps waste considered regulated waste is placed in red biohazard bags.
3. Place contaminated laundry in bags and mark as biohazard. Do not presoak or wash laundry by hand.

## **Accident and Illness Prevention Program Manual**

### **Exposure Procedures**

If you are exposed to human fluids or other potentially infectious materials, take the following actions:

- Wash the exposed area thoroughly with soap and running water. Use non-abrasive, antibacterial soap if possible.
- If blood is splashed in the eye or mucous membrane, flush the affected area with running water for at least 15 minutes.
- Report the exposure to your supervisor promptly. The Supervisor should complete an Accident Report.

### **Past Exposure Procedures**

- Document the route of exposure and exposure event circumstances.
- Identify and document the source individual.
- Contact the source individual. Their blood must be tested for HBV and HIV immediately.
- Send exposed person to have a post-exposure evaluation.

### **Training**

Each department should identify the existence of at-risk job tasks within their department, and conduct bloodborne pathogen training for each affected staff member. Training must review universal precautions, protective equipment, and cleaning procedures.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

## CHURCH NAME HERE

**Policy Title:** Electrical and Machine Guarding  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 26**  
**Date:**  
**Page 1 of 4**

### Definition

### Policy

Staff working on equipment with moving parts, pinch points or nip points are not permitted to reach past a guard for any reason without shutting down the machine and locking/tagging out the main power source. This policy must be enforced by departmental supervision.

### Actions Required

#### Types of Machine Guarding

- Fixed Guards – machine guards that are fixed to the machine. All fixed guards that are removed during equipment maintenance must be put back on the machine as soon as maintenance is finished. Fixed machine guards are usually used for compressors, flywheels, rotating blades, motors, and part or full revolution equipment.
- Safety Interlocks – interlocking device will automatically shut off machine when the guard door is opened. Staff are not permitted to tape down an interlocking device, and “trick” the machine into thinking the guard door is closed.
- Double Palm Buttons – operator must depress both palm buttons at the same time to activate machine cycle, so that neither hand can enter the point of operation. Double palm buttons are a sufficient guarding system for part-revolution machines and equipment meaning that the equipment will not finish its cycle when the palm buttons are released (full revolution means that the equipment will go through one full cycle upon activation of the controls). Staff is not permitted to tape down palm controls to free one or both hands of the operator. If other staff are in close proximity to the equipment, a second form of guarding must be used, such as a fixed guard, interlock or light beam.
- Light Beam – machine will automatically stop its cycle when anything crosses the light beam barrier. This form of guarding is acceptable for part-revolution machinery.

#### Safe Work Practices

1. Staff must never remove guards unless granted permission by a supervisor, a person is trained in the procedure, or adjusting machinery is a normal part of their job.
2. Do not start machinery unless guards are in place and in good condition.
3. Report missing guards immediately to your supervisor.
4. When removing guards for repair or adjustment turn off the power and lock and tag the main switch.

## **Accident and Illness Prevention Program Manual**

5. If maintenance is performed, guards must be returned before power is restored to the machine and lockout/tagout devices are removed.
6. Do not permit staff to work on or around equipment while wearing loose clothing, jewelry or long hair that is not tied back.
7. Instruct machine operators in safe work practices.
8. If material must be placed in a machine's point of operation to alter or re-work it, a tool should be used instead of your hands when possible.
9. Each machine should have a power control device at the point of operation.
10. If guards are frequently removed review their operability to see if a better guard can be designed.

### **Electrical Safety**

As part of their everyday activities, almost all CHURCH NAME HERE staff are exposed to electrical hazards to some degree on a regular basis. Staff must respect the potential hazards of electricity, by following the safe work practices listed below when using or working around electrical equipment. Only authorized, trained staff are permitted to work on live electrical equipment.

#### **Basic Principals of Electricity**

Electrical equipment is potentially hazardous and can cause serious shock and burn injuries if improperly used or maintained. Electricity travels through an electrical conductor that may be in the form of wires or parts of the human body. Most metals and moist skin offer very little resistance to the flow of electrical current and can easily conduct electricity. Other substances such as dry wood, porcelain, or pottery offer a high resistance and can be used to prevent the flow of electrical current. If a part of the body comes in contact with the electrical circuit, a shock will occur.

The electrical current will enter the body at one point and leave at another. The passage of electricity through the body can cause great pain, burns, destruction of tissue, nerves, and muscles and even death. Factors influencing the effects of electrical shock include the type of current, voltage, resistance, amperage, pathway through body, and the duration of contact.

The longer the current flows through the body, the more serious the injury. Injuries are less severe when the current does not pass on or near nerve centers and vital organs, Electrical accidents usually occur as a result of faulty or defective equipment, unsafe installation, or misuse of equipment on the part of staff.

#### **Electrical Hazards**

- Ungrounded Equipment – Grounding is a method of protecting staff from electric shock.
- By grounding an electrical system, a low-resistance path to earth through a ground connection is intentionally created. When properly done, this path offers sufficiently low
- resistance and has sufficient current-carrying capacity to prevent the build-up of hazardous voltages. Never remove the third (grounding) prong from any three-prong piece of equipment.

## Accident and Illness Prevention Program Manual

- **Overloaded Outlets** – Insufficient or overloading of electrical outlets is not allowed. A sufficient number of outlets will eliminate the need for extension cords. Overloading electrical circuits and extension cords can result in a fire. Floor mounted outlets must be carefully placed to prevent tripping hazards.
- **Unsafe/Non-Approved Equipment** – The use of poorly maintained or unsafe, poor quality, non-approved equipment, including office equipment and appliances (often provided by or used by staff) is not allowed. Such equipment can develop electrical shorts creating fire and/or shock hazards. Equipment and cords should be inspected regularly, and a qualified individual should make repairs.
- **Defective, Frayed or Improperly Installed Cords** – When the outer jacket of a cord is damaged, the cord may no longer be water-resistant. The insulation can absorb moisture, which may then result in a short circuit or excessive current leakage to ground. If wires are exposed, they may cause a shock to a staff member who contacts them. These cords must be repaired or replaced. Electric cords should be examined on a routine basis for fraying and exposed wiring. Damaged cords must be reported to the supervisor, put out of use and repaired/replaced.
- **Improper Placement of Cord** – A cord cannot be pulled or dragged over nails, hooks, or other sharp objects that may cause cuts in the insulation. In addition, cords should never be placed on radiators, steam pipes, walls, or windows. Particular attention must be placed on connections behind furniture, since files and bookcases may be pushed tightly against electric outlets, severely bending the cord at the plug.
- **Electrical Cords Across Walkways and Work Areas** – An adequate number of outlet sockets should be provided. Extension cords should only be used in situations where fixed wiring is not feasible. However, if it is necessary to use an extension cord, never run it across walkways or aisles due to the potential tripping hazard. If you must run a cord across a walkway, either tape it down or purchase a cord runner.
- **Live Parts Unguarded** – Wall receptacles should be designed and installed so that no current-carrying parts will be exposed, and outlet plates should be kept tight to eliminate the possibility of shock.
- **Pulling of Plugs to Shut Off Power** – Switches to turn on and off equipment should be provided, either in the equipment or in the cords, so that it is not necessary to pull the plugs to shut off the power. To remove a plug from an outlet, take a firm grip on and pull the plug itself. Never pull a plug out by the cord.
- **Working on “Live Equipment”** – Disconnect electrical machines before cleaning, adjusting, or applying flammable solutions. For equipment other than cord and plug, lockout/tagout practices must be used. If a guard is removed to clean or repair parts, replace it before testing the equipment and returning the machine to service.
- **Blocking Electrical Panel Doors** – If an electrical malfunction should occur, the panel door, and anything else in front of the door will become very hot. Electrical panel doors should always be kept closed, to prevent “electrical flashover” in the event of an electrical malfunction.

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Confined Spaces**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 27**  
**Date:**  
**Page 1 of 5**

### Definition

Confined spaces are enclosed areas or containers where staff may be required to enter to perform work. Common examples of confined spaces are fuel storage tanks, silos, furnaces, manholes, pits, vaults, tunnels, boilers, sewers, gas line trenches, scrubbers.

A confined space exists if the answers to any of the following questions are yes:

1. Does the size and shape of the space allow a person to enter and perform assigned work?
2. work?
3. Are there limited or restricted openings that make entry or exit difficult?
4. Is the space not designed for continuous worker occupancy?

Confined spaces with serious safety or health hazards are referred to as "permit required confined spaces." This means that a written permit system must be implemented that allows staff to enter confined spaces to perform specified work tasks. A permit system must explain the hazards in the space and how the hazards will be controlled. A permit space is defined as a confined space that:

- Contains or has the potential to contain, a hazardous atmosphere,
- Contains material with the potential for engulfing an entrant,
- Has a shape or an internal configuration that could trap or asphyxiate an entrant,
- Contains any other serious safety or health hazard.

### Policy

1. A confined space entry program will be established when staff are required to enter potentially hazardous confined spaces. A potentially hazardous confined space is a space which, because of its limited access (i.e., limited openings for entry and exit), meets one or both of the following two conditions:
  - A. The space has inadequate natural ventilation and could contain or produce hazardous atmospheres such as:
    - 1) Hazardous levels of air contaminants, or
    - 2) Oxygen deficiencies or excesses.
  - B. The space could produce a safety hazard such as:
    - 1) Activation of electrical or mechanical equipment, or
    - 2) Introduction of liquids or solids.
2. Confined Space Entry Programs will utilize established, written procedures, or Confined Space Entry Permits (or a combination of these), to assure staff safety and health.
3. Every effort must be made to restrict staff from entering a confined space. Controls can include locking, covering, use of guardrails, fences and warning signs. A warning sign should read: "Danger Permit Required Confined Space, Do Not Enter".

## Accident and Illness Prevention Program Manual

4. Written procedures must be established for staff to follow when entering confined spaces in the course of routine work. These procedures should be reviewed annually, or when there is a change in work procedures or when injuries or illnesses indicate a revision is necessary. Routine entry procedures must include descriptions of:
  - A. Personnel and their responsibilities
  - B. Permitting process
  - C. Equipment to be used for monitoring and ventilating the space
  - D. Personal protection equipment required
  - E. Communication systems
  - F. Instructions for summoning emergency assistance

### Action Required

1. Survey departments to identify potentially hazardous confined spaces.

This survey should be conducted with the assistance of knowledgeable personnel who can help identify potential safety and health hazards associated with the confined space.

2. Post signs or otherwise identify potentially hazardous confined spaces.

These should be posted with a sign to prevent unauthorized entry. The sign can read: *"Danger! Confined Space – Entry Restricted"*

3. Establish written procedures and precautions for entering confined spaces that address potential hazards.

In choosing written procedures, confined spaces can be categorized into classes according to their hazard potential. These classes can be high hazard or low hazard and are defined as follows:

- High-Hazard Confined Space – Confined spaces which are expected to contain hazardous conditions or have a high potential of hazardous conditions developing.
- Low-Hazard Confined Space - Confined spaces which have never been shown to contain hazardous conditions and do not have a high potential of hazardous conditions developing.

Entry into a high-hazard confined space shall be controlled by a written Confined Space Entry Permit.

Regardless of the type of written procedure used, the following precautions must be addressed:

- Mechanical and electrical lockout
- Mechanical ventilation
- Pre-entry atmospheric testing
- Continuous atmospheric testing
- Protective clothing and equipment (including respirators)
- Standby personnel, and
- Emergency rescue equipment

## Accident and Illness Prevention Program Manual

4. Staff involved in following confined space entry procedures must receive periodic training. This training should include reviews of established procedures or Confined Space Entry Permit designed to address the proper entry into the confined space along with additional training to include the following:
  - A. Emergency entry and exit procedures.
  - B. First-Aid and Cardio-Pulmonary Resuscitation (CPR).
  - C. Use of applicable respiratory equipment (hands-on training of self-contained breathing apparatus).
  - D. Lockout/tagout procedures.
  - E. Safety equipment use (i.e., lifelines, safety belts, wristlets, and hoists).
  - F. Rescue drills.
  - G. Fire protection and precautions (use of non-spark producing tools and communication devices in flammable or combustible atmospheres and electrical bonding and grounding techniques).
  - H. Communications procedure used between the standby person and the person in the confined space.
  - I. Air monitoring equipment used prior to and during, entry (i.e., calibration, use and care of instruments along with the meaning of the sample results).

**Note:** The supervisor who has staff entering confined spaces must assure training is provided covering the above items. This should consist of classroom sessions, on-the-job training, or simulated conditions.

### Descriptions of Safety & Health Hazards Found in Confined Spaces

#### 1. Oxygen Deficiency

If the oxygen concentration is below 19.5%, serious health effects can result. These effects vary with the concentration and duration of exposure. For example, at 15-19% oxygen level, impairment of coordination, perception, and judgment occurs along with increased stress on the heart and lungs. At approximately 10% oxygen levels or under, death can occur.

Oxygen deficiency in a confined space can be the result of either consumption or displacement of the oxygen. Consumption of oxygen occurs during combustion processes such as welding, cutting, or brazing. Oxygen can also be consumed during bacterial action, fermentation, or chemical reactions such as the formation of rust or a reaction of chemicals present in the space. Also, the presence of staff members and their physical activity can result in oxygen consumption.

Oxygen displacement is also a problem in confined spaces. Oxygen can be displaced by heavier gasses such as carbon dioxide and argon which can be used for purging operations.

## Accident and Illness Prevention Program Manual

### 2. Excessive Concentrations of Hazardous Chemicals

Excessive concentrations of hazardous chemicals can include many different types of gases, vapors, and particulates. These can result from the following:

- A. The material present in the confined space such as acids, gases, etc., or by a reaction of material left in the space.
- B. The byproducts produced by manufacturing processes that occurred in the confined space.
- C. The production of air contaminants by operations performed in the confined space (welding or cleaning operations may produce fumes, vapors, or gases).

### 3. Excessive Concentrations of Flammable Gases and Vapors and Combustible Dusts

Flammable or combustible atmospheres in confined spaces also present a problem due to the possibility of an explosion and fire.

- A. Flammable atmospheres usually occur from the evaporation of flammable liquids or the presence of flammable gases. These liquids and gases might be present as ingredients, by-products or cleaning agents. Flammable atmospheres can consist of methane (i.e., natural gas), gasoline, toluene, carbon monoxide, hydrogen or any other flammable gas or liquid.
- B. Combustible atmospheres can consist of high concentrations of combustible dusts such as magnesium, aluminum, coal dust, grain dust or other combustible materials in a dust form.
- C. The presence of an enriched oxygen atmosphere can also present a problem since this extends the flammability and combustibility limits of vapors, gases and dusts.

Normally, if the staff allowable exposure limits are not exceeded, the atmosphere inside the confined space will be below the flammable limits. However, there might be isolated pockets within the confined space that can contain flammable levels of gases or vapors. Ignition could result despite the lack of high concentrations of these gases or vapors in the staff member's breathing zone.

### 4. Introduction of Liquids or Gases during Occupancy

Confined spaces can present a danger when liquids or gases are inadvertently introduced into the space while staff is present. The staff members might be unable to escape the space in time to avoid overexposure to toxic chemicals, explosions, displacement of oxygen or possible drowning.

### 5. Activation of Electrical or Mechanical Equipment during Occupancy

Injuries and fatalities have resulted when electrical or mechanical equipment was inadvertently activated in confined spaces. This can occur when agitators or other moving parts are activated by a person who is unaware of another.

## **Accident and Illness Prevention Program Manual**

### **Documentation Required**

- Written confined space program
- Records of staff training on confined spaces
- Work site analysis and assessment reports
- Confined Space Entry permits

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Emergency Action Plan**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 28**  
**Date:**  
**Page 1 of 6**

### Definition

When evacuation is announced at any CHURCH NAME HERE facility, all staff must immediately leave the building and go to their designated meeting location. It is critical that each department with staff in CHURCH NAME HERE buildings have their own plans in place ahead of time, to minimize confusion and panic during an emergency.

### Policy

All CHURCH NAME HERE Action Plans will include the following elements:

1. Designated meeting pieces are assigned that are located at least 100 feet away from the building.
2. Staff knows when and how to evacuate and are aware of primary and secondary exit routes.
3. Able staff are designated to assist individuals with impairments (mobility, visual mental, hearing) during evacuation.
4. Staff is aware of the location of fire alarm pull stations and fire extinguishers, and how to operate them.
5. Staff may be designated to search private restrooms, private offices and other isolated areas during an evacuation.
6. Identify the chain of command so that in an emergency confusion will be minimized and staff will have no doubt about who has authority for making decisions.
7. Identify the method of communication that will be used to alert staff that an evacuation or some other action is required as well as how staff can report emergencies (such as manual pull stations, public address systems, or telephones).
8. Identify the evacuation routes from the building, tornado shelter areas and locations where staff will gather.
9. Regular evacuation drills are conducted at least once per year.

### Evacuating Personnel with Impairments

Each department must have a plan to evacuate staff with physical/mental impairments and designate a sufficient number of escorts for each of these individuals. This plan involves designating escorts for staff that require assistance leaving the building during an emergency and establishing a meeting location so that these employees can be accounted for.

## **Accident and Illness Prevention Program Manual**

### **Pre-Evacuation Responsibilities**

- Assign one escort and one alternate to each person that is visually, mentally or hearing impaired.
- Assign at least four escorts and four alternatives to each person using a wheelchair.
- Assign two escorts and two alternatives to each person having other mobility impairments (crutches, walkers, canes, etc.)
- Encourage the use of the “buddy system”.

### **Visually Impaired**

- Describe the nature of the emergency to the person.
- Offer to guide the person and ask if they prefer to take your elbow.
- Advise the person of the evacuation route.
- Take the person to your designated assembly area.

### **Hearing Impaired**

- Never assume a hearing impaired person can read lips.
- If the person did not hear the warning or alarm, write down the nature of the emergency.
- Offer to walk the person to the exit.
- Take the person to your designated assembly area.

### **Persons Using Crutches, Canes or Walkers**

- Describe the nature of the emergency.
- Offer to guide the person and ask if they prefer to take your elbow.
- Advise the person of the evacuation route.
- Take the person to your designed assembly area.

### **Persons Using Wheelchairs**

- Describe the nature of the emergency.
- Ask the person how you can help them exit the building.
- Always follow the instructions of the wheelchair user.
- Do not remove a person from their wheelchair unless they agree to such a procedure.
- Some electric wheelchairs weigh up to 400 pounds. Four injury-free, able staff are needed to lift the wheelchair without the battery. Even in an emergency, remember that correct lifting techniques must be used to avoid injury.
- Take extra precautions for wheelchair users attached to a respirator. Detach and test the portable respirator until prior to disconnecting a battery-operated respirator.

### **Unconscious Person**

- Call 911
- Give your name, location and phone number.
- Describe the situation and where you will meet emergency personnel.
- If you are unable to meet emergency personnel outside, ask someone in your unit to escort emergency personnel to your location.

## Accident and Illness Prevention Program Manual

- If immediate evacuation is required, do what is required to exit the building safely. Follow all instructions from the emergency dispatcher.

### Mental Impairments

- Describe the nature of the emergency to the person.
- Ask the person to take your arm so you can safely escort him or her out of the building.

### Fire Emergencies

All fires that occur within a CHURCH NAME HERE facility, regardless of size, must be reported immediately by activating the fire alarm pull station, calling 911, and notifying the administrator in the building, whether or not that person is your immediate supervisor. Never assume that a fire is not serious, even if you are able to extinguish it yourself. Never assume that you will be disciplined or criticized for reporting unusual smells or the presence of smoke by reporting them as a fire. Never shout the word “fire” or act in a manner that could cause others to panic.

Time is very critical in responding to a fire. Fires can spread in minutes even seconds in a very short period of time. The earlier a fire is detected and actions are taken to control its spread, the more likely it is that serious damage or personal injury can be avoided.

The fire plan is activated by your facility’s fire alarm system. Certain doors in corridors should automatically close to isolate areas and control the possible spread of smoke. For this reason, it is critical that stairwell doors never be propped open. The fire plan will remain in effect until the building administrator gives the “all clear” signal. While the fire plan is in effect, do not open doors without first checking for smoke beyond the door.

Do not go to fire area unless you are assigned to do so. Unless you are actively engaged in your routinely assigned fire responses, moving from your regularly assigned area into the fire area will only make your whereabouts unknown to those who may need you before the end of the alarm, and may further complicate emergency fire operations. It is critical that all steps outlined by the acronym R.A.C.E. be followed in the event of a fire. This is particularly true with respect to activating the fire alarm system.

**RESCUE** – Remove persons requiring assistance from immediate, life threatening danger.

**ALARM** – Locate and activate the nearest manual fire alarm pull station. Contact the building administrator to report the exact fire location.

**CONTAIN** – Close doors and windows to contain the spread of smoke and fire to as limited of an area as possible.

**EXTINGUISH** – If the fire is small, attempt to extinguish it with a fire extinguisher. **DO NOT** attempt this alone or prior to completing all of the above steps. Make sure to keep your back towards the exit while making this attempt to extinguish the small fire. In some buildings the alarm system can detect the presence of smoke, heat or the discharge flow from fire sprinkler heads automatically, and initiate the above actions without human interventions but manual activation could buy additional time.

## Accident and Illness Prevention Program Manual

### Fire Drills

Fire drills are an important part of any fire plan and should be conducted on a regular basis. All drills should be treated as if they were the real thing and should be used as an opportunity for you to review proper fire procedures.

### How to Evacuate During a Fire

1. Stay close to the floor until you are sure there is no smoke. Smoke contains hot and toxic gases.
2. Check each door for heat before opening it. Open the door slowly and check for smoke.
3. Shut your room or office door and all fire doors between you and the fire. This will help prevent smoke and fire from spreading. Do not lock doors, as this will slow the work of firefighters and rescuers.
4. Only take essential personal belongings and medicine if there is time. Attempting to move equipment or other items wastes time and makes evacuating more difficult.
5. Go to the nearest exit. If blocked, proceed to your secondary exit.
6. Use the stairs, do not use elevators. Power may fail causing elevators to stop between floors and elevator doors may open onto the fire floor. Most elevators become inoperable during a fire, so do not waste time waiting for one.
7. When outside, move away from the building and go to your designated meeting place.
8. Observe all instructions from fire or police authorities.

### If You Can't Evacuate

1. Move to a safe location. In case of fire, try to find a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone or notify authorities of your whereabouts and how to locate you. Also, turn on lights and hang a towel or other materials outside a window to mark your location. Try to stay near fresh air.
3. Wet towels or other materials and place them at the bottom of doors to keep fire and smoke out.

### Pre-Fire Responsibilities

Be alert of signs of fire, if you see or smell smoke, report it immediately by pulling the nearest fire alarm station and contact the building administrator. Early detection means prompt fire control. Form habits of watchful care and be alert at night. Memorize the location of the fire alarm pull stations, fire extinguishers and exits. Never tamper with any fire or emergency warning devices. When needed, you'll want them to work properly. Immediately report deficiencies to building maintenance. Know the fire procedures and remember that fire prevention is your responsibility, not only as a staff member but also more importantly, as a trustee of human life.

## **Accident and Illness Prevention Program Manual**

The acronym P.A.S.S. will work for most extinguishers. You can operate most fire extinguishers following four simple steps:

Pull – Stand back and puff the pin.

Aim – Aim the nozzle at the base of the fire.

Squeeze – Squeeze the handle.

Sweep – Sweep the nozzle from side to side at the base of the flames.

Become familiar with all fire extinguishers in your work area. Know where they are located and what type they are (Class A, B, C or multipurpose). Use common sense. Sometimes a small fire in a corridor trash can, for example-can be put out simply by pouring a glass of water on it or covering it with a blanket. Only attempt to extinguish a fire after instructing another staff member to report it by notifying the building administrator. A fire department representative will determine that when a fire is completely extinguished. Never leave a smoldering fire.

### **Medical Emergencies**

It is the CHURCH NAME HERE policy for staff to call 911 and contact building security when medical emergencies occur. In order to minimize confusion and panic, staff must be made aware of critical Information before an emergency occurs, such as who to call and how to care for a victim until professional help arrives.

Due to the close proximity of emergency medical services, most facilities do not have on-site emergency response teams to respond to medical emergencies.

If not already, consideration should be made to equip highly populated buildings with Automatic External Defibrillators (AED). An AED is a hand-held device that weighs about six pounds. In the event of a cardiac or respiratory arrest, AEDs can be used by non-medical personnel in conjunction with cardio-pulmonary resuscitation (CPR). If your facility has these devices, an education program and communication system must exist to inform people in the building that these devices are available.

### **Weather Emergencies**

When weather conditions warrant, a radio in the office area will be tuned to a local weather station to monitor the situation. If a severe weather warning is issued, the building administrator will evaluate operations to determine if the operation should be canceled, until the threatening weather has passed. Whenever a tornado watch issued, the radio will be turned on and monitored. If a tornado warning is issued, all operations will be shut down immediately and staff will go to the nearest tornado shelter.

Staff will remain in the shelter area until told to return to work by their supervisor. In the event of a tornado without adequate warning, staff must take cover wherever possible, preferably in interior rooms or under heavy equipment. After the tornado has passed, all staff will report to the assembly area and the supervisor will take a head count. If the building is damaged maintenance personnel will shut down electricity and gas. EMS and/or the fire department will be notified immediately in case of injury or failure to locate all personnel and visitors.

## **Accident and Illness Prevention Program Manual**

### **Threats to Personnel**

The CHURCH NAME HERE will not tolerate any threat of physical violence to another person. If there is the threat of physical violence to staff or visitors, then that threat must be reported to the building administrator. If the threat is determined to be valid, then the building administrator will take whatever steps are necessary to ensure that the person issuing the threat is denied access to the building. The building administrator will notify the proper authorities of the threat immediately.

### **Bomb Threats**

Recently, much more attention has been paid to biological agents such as Anthrax. If you receive a suspicious package or letter or open a package containing a strange substance, the following action should be taken:

Immediately put down the package/letter and notify your supervisor. Do not handle, smell or further inspect the package/letter. Wash your hands, or any other part of your body that came into contact with the package/letter immediately.

The supervisor will evacuate all staff in the area and contact local authorities.

Make a list of all the people that were in the area when the package/letter was received.

If it is determined that there was an exposure to Anthrax or any other biological agent, arrangements will be made for testing, treatment, etc.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

## CHURCH NAME HERE

**Policy Title:** Fall Protection Program  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 29**  
**Date:**  
**Page 1 of 3**

### Definition

Fall protection is designed to prevent staff from falling off, onto, or through working levels and to also protect staff from being struck by falling objects. When CHURCH NAME HERE staff is exposed to the hazard of falling, a fall protection program must be implemented to identify, manage and control the fall hazards by eliminating them with fall prevention methods which are compatible with the work being performed.

### Policy

Fall protection programs will be implemented to protect staff where the possibility of a staff member falling from a height of four feet or more above a lower level exists. Protection must also be provided for employees who are exposed to falling on or into dangerous equipment.

Fall protection measures can be provided through the use of guardrail systems, safety net systems, personal fall arrest systems, positioning device systems or warning line systems. It is important to note that effective January 1, 1998, OSHA no longer permits body belts to be utilized under personal fall arrest systems. Only body harnesses are now allowed.

To determine if a falling hazard exists, a hazard assessment of the working area must be conducted. This assessment must determine if the walking/working surfaces which staff is to work have the strength and integrity to support them. Once the working surface is determined to be safe for staff and if a fall hazard is present, the appropriate fall protection option must be selected and implemented.

### Actions Required

- When fall protection has been determined to be required, the appropriate fall protection system must be chosen and implemented.
  - Use proper and accepted means to construct and install the fall protection system.
  - Follow all safe work procedures.
  - Supervise staff properly.
  - Train staff in the proper use and maintenance of the fall protection measures being utilized. The training program should enable each person to recognize the hazards of falling and also the procedures to follow in order to minimize those hazards. Staff must be trained in the following areas:
1. Training in the selection and use of personal fall arrest systems, including:
    - A. Application limits,
    - B. Proper anchoring and tie-off techniques,
    - C. Estimating free fall distance,
    - D. Determining deceleration distance,
    - E. Determining total fall distance especially with shock-absorbing lanyards,
    - F. Methods and use of all fall protection systems,
    - G. Inspection of system, and
    - H. Storage & maintenance of the equipment.

## **Accident and Illness Prevention Program Manual**

2. Training in the safe use of all fall protection systems.
3. The limitations of all fall protection systems in use.
4. Rescue procedures in the event an individual falls.

### **Certification of Training**

The training of staff must be documented/certified, and a written record of this training must be maintained at the job. This documentation must contain the following:

1. The name of the person trained.
2. The date or dates of the training.
3. The signature of the person who conducted the training or the signature of the employer.

Note: If relying on training that was completed by the person's previous employer, then our training documentation must show the date that they determined the prior training was adequate rather than the date of actual training.

### **Retraining Requirements**

Retraining may be required when we have reason to believe that any person who has already been trained does not understand the training, hazards or corrective measures. If this becomes the case, we must re-train the effected person(s).

Circumstances where retraining is required include, but are not limited to situations where:

1. Changes in the workplace render previous training obsolete or inadequate.
2. Changes in the type of fall protection systems or equipment being used that was not covered in the initial training.
3. Inadequacies in the person's' knowledge or use of fall protection systems or equipment indicate that the employee has not retained the appropriate understanding or skill.

### **Documentation Required**

Written fall protection program

Records of training on fall protection

Work site analysis and assessment reports

### **Responsibilities and Accountabilities**

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## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Fire Protection**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 30**  
**Date:**  
**Page 1 of 2**

### Definition

Local, state or federal regulations on fire protection can have a considerable effect on the way in which we protect our churches, schools, parsonages, staff, volunteers, the public, and our property. Fire brigades, portable fire extinguishers, standpipe and hose systems, automatic sprinkler systems, fixed extinguishing systems and other fire protection systems are all dealt with in detail.

### Policy

Next to our people, our property is our most important asset. Conservation of our property will not only save money, but it will also protect the livelihood of our staff. All locations will implement and manage a fire protection plan that complies with any local regulations in order to keep our properties fit and able to cope with any emergencies which may arise.

### Actions Required

- Constantly review your fire protection exposures and hazards and review and implement
- the control procedures that best meet your fire protection needs.
- Factors to consider when evaluating the need for a fire brigade to fight incipient stage fires as opposed to interior structural fires include:
  - the severity of the facilities fire hazards,
  - the presence of unusual structural configurations which might limit access to buildings, and
  - the proximity and caliber of the public fire department.
- With reference to fire emergency, the first decision to be made is whether to fight the fire at all. Although you have the option of evacuating and leaving the fire fighting to the public fire department, it is recommended that you educate or train staff to take appropriate action to minimize the spread of fire when it first starts. Once you have elected to fight the fire, you must make a second decision as to who you want to do the job.
- Approved portable fire extinguishers that are fully charged, operational and kept in their designated places will be used by only designated staff members to fight incipient stage fires only. All other nonessential personnel will be evacuated from the facility.
- Standpipe and hoses (less than 2 1/2" in diameter), reels and cabinets, hose outlets and connections to include nozzles must be installed and maintained in accordance with the National Fire Protection Code (NFPA) #14.

## **Accident and Illness Prevention Program Manual**

- All or any automatic sprinkler systems must be designed, maintained and tested in accordance with NFPA Code #13.
- All or any fixed extinguishing systems must be designed and approved for use on the specific fire hazards they are expected to control or extinguish. Trained and qualified personnel must properly correct any defects or impairments.

Appropriate alarm systems must be used for all types of emergencies. The method of transmitting the alarm should reflect the situation found at the workplace.

### **Documentation Required**

- Copies of Fire Protection Inspections.
- Copies of Fire Protection Maintenance Records.
- Copies of written Fire Emergency Plans.
- Any other pertinent written correspondence.

### **Responsibilities and Accountabilities**

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## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**First Aid, CPR and AED's**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 31**  
**Date:**  
**Page 1 of 2**

### Definition

There are two kinds of first aid treatment. One is emergency treatment and the other is medical treatment only.

First aid is the immediate or temporary treatment given in the case of accident or sudden illness before the services of trained medical personnel can be secured.

### Policy

The CHURCH NAME HERE requires that all staff report for treatment immediately upon being injured, regardless of the extent of the injury, in order to receipt proper medical care. We will ensure that trained first aid responders will be available in all major buildings during normal hours of operation.

### Actions Required

The CHURCH NAME HERE First Aid Program will include:

1. An adequate First Aid Kit.
2. A First Aid Manual.
3. Posted instructions for calling a physician or notifying the hospital that the patient is in route.
4. Posted instructions for transporting ill or injured employees and instructions for calling an ambulance.
5. An adequate first aid record system.

The First Aid Kits available in the workplace will consist of at least the following:

- Absorbent compress
- Adhesive bandage
- Adhesive tape
- Antiseptic
- Burn treatment
- Sterile pad
- Triangular bandage
- Protective disposable glove

### Training

Employees who are asked or volunteer to be first aid/CPCR responders will receipt training from the American Red Cross, American Heart Association or local fire departments.

Training guidelines will include the following elements:

- Principals of responding to a health emergency
- Methods of servicing the scene and victim

## **Accident and Illness Prevention Program Manual**

- Basic adult CPR training
- Basic first aid intervention
- Universal precautions
- First aid supplies
- Methods to contact medical professionals
- Proper use of AED's (should a church have these on premise)

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Hazard Communication Program</b>	<b>Policy No. 32</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 8</b>

### Definition

The Hazard Communication Program is designed to inform staff members of potential health hazards associated with hazardous substances being either used or produced at a facility.

### Policy

All CHURCH NAME HERE facilities will fully comply with the requirements of the Right-to-Know Act by establishing and maintaining a Hazard Communication Program.

A written Hazard Communication Program should be implemented where staff members may be exposed to the presence of hazardous materials (e.g., solvents, cleaning agents, lacquers, thinners, water treatment chemicals). The program should include the following components.

### Hazard Identification

An inventory of hazardous materials should be developed, maintained and updated based on routine inspection and inventory controls. All containers should be properly labeled, marked or tagged with the identity of the hazardous material contained and the appropriate hazard warnings.

The inventory of hazardous materials is supported by appropriate documentation and record keeping procedures, including retention of Material Safety Data Sheets (MSDS). The manufacturer and/or distributor of the hazardous material should provide an MSDS for your review with your staff and retention in your Hazard Communication File.

### Staff Orientation and Training

All staff members who are subject to exposure to hazardous materials should be informed and trained concerning protective measures.

Information should include:

- operations involving the use of hazardous materials
- location and accessibility of the Hazard Communication Program
- hazardous material inventory
- Material Safety Data Sheets

Training should include the following at least annually:

- methods and operations used to detect the presence of hazardous materials
- physical and health hazards of the materials
- measures taken to protect staff members (i.e., personal protective equipment)
- review of MSDS
- details of the Hazard Communication program

## **Accident and Illness Prevention Program Manual**

### **Special Precautions for Outside Contractors**

The same procedures outlined above should be followed for operations involving outside contractors. Employees of contractors should be provided with details of the Hazard Communication Program, inventory of hazardous materials, and access to the Material Safety Data Sheet file so that they may adequately determine what personal protective equipment may be needed.

### **Chemicals In The Church**

Hazardous chemicals in the church are regulated under the Occupational Safety and Health Administration (OSHA) hazard communication standard, which is intended to help control chemical exposure on the job. The regulation is also referred to as “hazcom” or the “Right to Know Law”. The term hazard communications refers to the intent of the regulation to enforce communication of chemical hazards.

The hazard communication standard says you have a right to know what hazardous chemicals you may be exposed to by working with or around them. The standard is intended to make your church safer. So it’s important that everyone on staff is aware of the standard and what chemicals are worked with.

The hazcom standard requires that all chemicals to which staff may expose in your church be fully evaluated for possible physical or health hazards. And, it mandates that all information relating to identify hazards be made available to affected individuals.

### **Common Chemicals Used By Churches**

Companies often underestimate the number and types of hazards represented by janitorial and office chemicals. Although typically there is no production process in the church environment, there are nevertheless many chemicals used to keep almost any church running smoothly.

Think of the cleaning supplies used to clean up the place, sometimes used by cleaning and maintenance staff, but occasionally or routinely used by church employees and volunteers themselves.

Then there are the copiers and printers, using toner and ink, some of which almost certainly fall into the hazardous category. Art or design departments, as well as other areas, probably use a variety of special inks, paints, adhesives, and other compounds that are hazardous.

And then there are the daily exposures many of us have to such things as:

- Paper correction fluids
- White board cleaner

### **Markers used on white boards and flip-charts**

The types of chemicals suggested here may or may not be hazardous, depending on the brand your church uses and the chemical compounds that make it up. Completely safe inks, toners and even cleaning supplies have been developed and are available. But usually they are more expensive, and they may not provide an exact substitute for the original product

## Accident and Illness Prevention Program Manual

(i.e., a natural, non toxic cleaning product may not work as effectively as good old toxic bleach).

In any case, you can determine whether a chemical may be hazardous by reading the label and/or MSDS (Material Safety Data Sheet), according to the information given further in this section.

### Who and What Does The Standard Cover?

The standard applies only to those chemicals which, after exposure, pose either a physical hazard, i.e., one such as flammability, combustibility or explosively or a health hazard, i.e., causing acute or chronic health effects such as skin irritation, respiratory difficulty, or even something as serious as cancer. As pointed out previously, not all chemicals are hazardous.

The hazard communication standard doesn't apply to hazardous waste/substances regulated by the Environmental Protection Agency, biological hazards, tobacco products, many wood or wood products, or food, cosmetics, consumer products, (when used as consumer products) or certain drugs.

### The Material Safety Data Sheet (MSDS)

A material safety data sheet (MSDS) is a fact sheet for a chemical, which poses a physical, or health hazard in the workplace. MSDS's should be English, use them to find the following chemical information that they should list:

- Identity of the chemical (as used on the label)
- Physical and chemical characteristics (e.g., vapor pressure, flash point)
- Physical hazards
- Primary routes of entry
- PEL's, TLV's or other exposure limit used or recommended by MSDS prepared
- Whether it is a carcinogen
- Precautions for safe handling and use
- Control measure (e.g., engineering controls, work practices)
- Emergency and first aid procedures
- Date of preparation of latest revision
- Name, address and telephone number of manufacturer importer or other responsible party

Your church should have an MSDS for each hazardous chemical it uses. A copy of each should be kept where staff can use it during the workday.

A checklist showing the information, which each MSDS should contain, is provided. A blank MSDS form is enclosed for your review.

**Please note that not all MSDS sheets should use the same format to communicate the required information about a substance. We therefore, encourage you to highlight the critical information on the MSDS sheets you receive from your Manufacturers or Distributors for easier understanding**

## Accident and Illness Prevention Program Manual

### Labels and Labeling Requirements

Containers of hazardous chemicals should be labeled in English. A container is whatever the chemical is stored in. Chemical container may include:

- Spray bottles
- Aerosol or non-aerosol cans
- Cartridges (as for toner)
- Small bottles (as for correction fluid)

Information on labels may also be presented in other languages for non-English speaking staff, but English is required. Labels should contain the following information:

- Identity of the hazardous chemical
- Appropriate hazard warnings
- Name and address of the chemical manufacturer, importer or other responsible party.

The General Council on Finance and Administration; Arthur J. Gallagher & Co, PACT – Property and Casualty Trust Administrators; your Annual Conference, or your Conference Administrator can provide consultative assistance in helping you develop a Hazard Communication Program applicable to your operational needs.

## Training Checklist

<b>Name of Church:</b>		
<b>Address:</b>		
	<b>Yes</b>	<b>Needs Action</b>
Have you identified all your staff that should be retrained?	<input type="checkbox"/>	<input type="checkbox"/>
Have you determined which chemicals they may be exposed to under normal working conditions or foreseeable emergencies?	<input type="checkbox"/>	<input type="checkbox"/>
Does the training inform your staff of the requirements of the law, their rights and your hazard communication methods?	<input type="checkbox"/>	<input type="checkbox"/>
Are staff members aware of where the Hazard Chemical List, Material Safety Data Sheets, and the written program are kept?	<input type="checkbox"/>	<input type="checkbox"/>
Have they received explanations of labels and warning that are in use in their work areas?	<input type="checkbox"/>	<input type="checkbox"/>
Have you explained how to use a Material Safety Data Sheet to obtain information about a chemical?		
Does the training cover all types of harmful chemicals with which the staff may come into contact under normal usage and foreseeable emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees/volunteers familiar with the different types of chemicals and the major hazards associated with them? (i.e., solvents, corrosives).	<input type="checkbox"/>	<input type="checkbox"/>
Does the training discuss those operations where hazardous chemicals are present and the hazards the chemicals pose?	<input type="checkbox"/>	<input type="checkbox"/>
Have you trained your staff about appropriate work practices?	<input type="checkbox"/>	<input type="checkbox"/>
Are they familiar with control programs and personal protective equipment (PPE) which are to be used to control exposure?	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff members understand methods to detect the presence or release of chemicals in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>
Does your training program provide information about appropriate procedures in the event of an emergency?	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a method of assessing effectiveness and keeping records to ensure that you have an effective training program?	<input type="checkbox"/>	<input type="checkbox"/>
Have you worked out a system to ensure that new staff is trained prior to initial assignment?	<input type="checkbox"/>	<input type="checkbox"/>
Have you developed a system with purchasing or other staff to make sure that additional training is provided if a new hazardous substance is introduced into the work area?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a system to ensure that current (up-to-date) MSDS's are available to staff?	<input type="checkbox"/>	<input type="checkbox"/>
If you become aware of new hazards relating to the chemicals in use, do you have a system for informing staff?	<input type="checkbox"/>	<input type="checkbox"/>

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Hearing Conservation**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 33**  
**Date:**  
**Page 1 of 2**

### Definition

Hearing conservation programs (HCP) are procedures and practices established to prevent occupational hearing loss. Hearing conservation programs are to be instituted where staff exposure to noise are equal to, or exceed, an 8 hour time-weighted average sound level (TWA) of 85 decibels.

### Policy

Over exposure to noise can result in permanent hearing loss, which is not reversible and formally not corrected by the use of hearing aids or surgical techniques. Noise-induced hearing loss normally takes years of exposure to daily noise levels above 85 decibels. To help determine the need for a hearing conservation program, each of the following must be considered:

- Current and/or previous noise measurements
- Staff complaints
- Staff difficulty in understanding close range conversation
- New staff prior hearing loss

Staff found to be exposed to daily noise levels at or above 85 decibels must be placed into a hearing conservation program in order to prevent noise-induced hearing loss.

### Action Required:

- Initial noise monitoring should be conducted in all areas where staff has potential exposures to high noise levels on a regular basis. Noise monitoring should be repeated whenever conditions change which can affect the staff exposure level. Examples are changes in machinery, job duties and production schedules. As a minimum, a sound level meter is required to conduct the monitoring. In areas where noise exposure varies over the work shift, a noise dosimeter test will provide exposure data directly.
- Place all affected staff in a hearing conservation program.
- Conduct baseline and annual audiometric examinations. A baseline or pre-placement hearing test should be provided for all new or transferred staff who will work in areas with high noise levels.
- Analyze audiometric examinations for standard threshold shifts (STS).
- Notify staff of audiogram results and standard threshold shifts.
- Enforce the wearing of hearing protection.

## **Accident and Illness Prevention Program Manual**

- Train staff annually on hearing conservation. Training should include:
  - The reasons for the HCP, and how noise affects hearing
  - How audiometric tests are conducted and what they show
  - The purpose, advantages, disadvantages and a attenuation of the hearing protection devices offered
  - The fitting and use of hearing protection devices
  - The care and maintenance of hearing protection devices
  - Perform follow-up activities for staff showing standard threshold shifts.

### **Documentation Required**

- Noise survey and staff exposure results
- Audiograms
- Notification to staff of Standard Threshold Shifts
- Documentation of yearly training
- Documentation of follow-up activities on Standard Threshold Shifts

### **Responsibilities and Accountabilities**

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## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Lockout/Tagout**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 34**  
**Date:**  
**Page 1 of 3**

### Definition

The lockout/tagout standard establishes minimum performance requirements for the control of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy so that the unexpected energization or release of any stored energy cannot cause injury to staff members. This applies to the control of energy during servicing and/or maintenance of machines and equipment. Examples include lubrication, cleaning, unjamming, making adjustments, inspecting and installing.

### Policy

All identified locations will establish safety requirements for the control of hazardous energy sources by means of lockout and tagout (LO/TO) procedures to disable machinery or equipment during maintenance and servicing. An active program will include preparation for shutdown, equipment isolation, LO/TO application, release of stored energy, verification of isolation, and training for authorized and affected staff.

### Actions Required

- Develop an energy control program.
- Use locks when equipment can be locked out.
- Ensure that new equipment or overhauled equipment can accommodate locks.
- Employ additional means to ensure safety when tags rather than locks are used by using an effective tagout program.
- Identify and implement specific procedures (in writing) for the control of hazardous energy including preparation for shutdown, shutdown, equipment isolation, lockout/tagout application, release of stored energy, and verification of isolation.
- Institute procedures for release of lockout/tagout including machining inspection, notification and safe positioning of staff, and removal of the lockout/tagout device.
- Obtain standardized locks and tags, which indicate the identity of the employee using them, and which are of sufficient quality and durability to ensure their effectiveness.
- Require that each lockout/tagout device be removed by the employee who applied the device.
- Conduct inspections of energy control procedures at least annually.
- Train staff in the specific energy control procedures with training reminders as part of the annual inspections of the control procedures.
- Adopt procedures to ensure safety when equipment must be tested during servicing, when outside contractors are working at the site, when a multiple lockout is needed for a crew servicing equipment, and when shifts or personnel change.

### Training Requirements

- Organized training is necessary to ensure that the purpose and function of the energy control program are understood by staff and that the knowledge and skills required for the safe application, usage, and removal of the energy controls are required by staff. The training shall include the following for each authorized staff:

## Accident and Illness Prevention Program Manual

- The recognition of applicable hazardous energy sources.
- The type and magnitude of the energy available in the workplace.
- The method and means necessary for energy isolation and control.
- Each affected staff member shall be:
  - Instructed in the purpose and use of the energy control procedure.
- All other staff members whose work operations are or may be in an area where energy control procedures may be utilized shall be:
  - Instructed about the procedure. The prohibition relating to attempts to restart or reenergize machines or equipment which are locked out or tagged out.
- When tagout systems are used, staff members shall also be trained In the following limitations of tags:
  - Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock;
  - When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for the tag, and it is never to be bypassed, ignored, or otherwise defeated;
  - Tags must be legible and understandable by all authorized staff members, affected staff members, and all other staff members who work operations are or may be in the area, in order to be effective;
  - Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace;
  - Tags may evoke a false sense of security, and their meaning need to be understood as part of the overall energy control program;
  - Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.
- Retaining shall be provided for all authorized and affected staff whenever
  - There is a change in their job assignments;
  - A change in machine, equipment or processes that present a new hazard;
  - When there is a change in the energy control procedures;
  - Additional retraining shall be conducted whenever a periodic inspection reveals, or whenever there is reason to believe that there are deviations from or inadequacies in the staff member's knowledge or use of the energy control techniques.
  - Retraining shall reestablish staff proficiency and introduce new or revised control methods and procedures as necessary;
  - We shall certify that staff training has been accomplished and is being kept up to date. The certification shall contain each staff member's name and dates of training. *(A record of material covered is also recommended).*

### Documentation Required

- Written energy control procedures
- Documentation of yearly training .
- Documentation of follow-up re-training
- Sample locks and/or tags being utilized

## **Accident and Illness Prevention Program Manual**

### **Responsibilities and Accountabilities**

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## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Personal Protective Equipment**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 35**  
**Date:**  
**Page 1 of 3**

### Definition

General industry safety standards exist which address the use of personal protective equipment (PPE). Those standards include those containing general requirements for all PPE as well as standards that set design, selection and use requirements for specific types of PPE.

### Policy

Application and use of PPE is applicable to all facilities. This section is meant to offer a procedure to assist departments/locations with choosing and utilizing the proper PPE. It is important to remember that compliance with use of PPE does not minimize our obligation. PPE does not act as a substitute for engineering work practices or other administrative controls, which provide a more permanent solution to staff safety hazards, or exposures in the workplace. PPE should be used in conjunction with these controls to be most effective. Our safety management program for PPE should consist of an in-depth evaluation of the PPE needed to protect against hazards in the workplace. The results of the evaluation should lead to establishing a standard operating procedure for use of PPE, training staff on the protective limitations of PPE as well as use and maintenance.

### Actions Required

- PPE is to be provided, used and maintained in sanitary and reliable condition as necessary, to protect staff from workplace hazards.
- All PPE must be of safe design and construction for work to be performed.
- A workplace hazard assessment is to be completed to determine the hazards that exist or are likely to exist, that require the use of appropriate PPE. This assessment may be accomplished in a variety of ways, including the completion of a detailed Job Safety and Health Analysis that address PPE needs.
  - Documentation is required to substantiate that a hazard assessment has been completed. This certification must identify:
    - ❖ Workplace evaluated
    - ❖ Person certifying that the evaluation has been performed, and
    - ❖ Date(s) of the hazard assessment and which identifies the document as a certification of hazard assessment.
  - If the assessment identifies hazards necessitating the use of PPE, we must select and have each affected staff member use the PPE. Communicate the selection decisions to each affected staff member and select PPE that properly fits each affected staff member.
  - Defective and damaged PPE used by staff must be repaired or replaced as necessary for the protection of each affected staff member. Visible defects or

## Accident and Illness Prevention Program Manual

damage as well as performance test results or staff complaints after use, must be addressed.

- Training or retraining of staff required to use PPE, should consist of at least the following:
  - ❖ When PPE is necessary,
  - ❖ What PPE is necessary,
  - ❖ How to properly don, doff, adjust and wear PPE,
  - ❖ The limitations of PPE, and
  - ❖ The proper care, maintenance, useful life and disposal of the PPE.
- Measurable training objectives must be determined and staff should be able to demonstrate that they have reached those objectives, by showing that they understand the information provided and that they can use the PPE properly. One method might be through testing or recorded observations. Evidence that affected staff has received and understood the required training is necessary. This can be accomplished by means of a written certification record that must identify the staff member trained, the date(s) of the training, and identifies the document as a certification of training in the use of PPE.
- We have a responsibility to maintain proficiency in the use and care of PPE. Retraining is therefore necessary when:
  - ❖ Changes in the workplace conditions occur,
  - ❖ Changes in types of PPE to be used render previous training obsolete, or
  - ❖ Staff have not retained initial level of skill or understanding.
- Training objectives and requirements may be accomplished through existing “Job Specific Hazard Analysis”, hazard communication, respirator, or confined space entry training. Also, safety contacts, observations, and monthly safety meetings may be utilized to fulfill PPE training requirements.
- Periodic audits of PPE practices to assure that PPE use is appropriate for the hazards identified should be completed annually.

### Other Considerations:

- Limitations
  - Limitations of PPE must be determined. Refer to applicable safety policies and procedures and equipment literature to determine limitations of specific PPE.
- Inspection/Maintenance
  - PPE should be inspected and maintained at regular intervals so that the PPE provides the requisite protection. Examples include:
    - ❖ Earmuffs with cracked, cut or missing gaskets may reduce protection.
    - ❖ Dirty or scratched eyewear could limit vision.
    - ❖ Periodically, the suspension of hard hats should be checked. Look for loose rivets, broken sewing lines or other defects.
    - ❖ Replace hard hats as necessary, or after a major impact.

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- Care and Storage
  - PPE should be decontaminated or disposed of in a manner that protects staff from exposure to hazards.
    - ❖ PPE must be maintained in a sanitary condition.
    - ❖ Staff should be instructed on how to sanitize their equipment and proper storage procedures.
    - ❖ If equipment is damaged, it should be repaired or replaced.

### **Documentation Required**

- Workplace hazard assessments.
- Records of staff training and certification on PPE.
- Progressive disciplinary procedures for failing to wear PPE.

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

**CHURCH NAME HERE**

<b>Policy Title:</b>	<b>Respiratory Protection Program</b>	<b>Policy No. 36</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 3</b>

**Definition**

Respiratory protection programs involve practices and procedures where respirators are necessary to protect staff from overexposure to air contaminants.

**Policy**

Respiratory protection programs will be implemented to protect staff from overexposure to air contaminants where other control techniques are not technologically or economically feasible or have not proven effective. Where respiratory protection programs are established at Diocesan facilities to prevent employee overexposures, all applicable the OSHA Respiratory standards will be met.

**Actions Required**

- A hazard analysis of the work area must be conducted before selecting respirators. This analysis must consider inhalation hazards under routine and foreseeable emergency conditions. Other factors to consider when choosing respirators Include:
  - Skin and eye exposure
  - Effects of heat and cold
  - Used protective clothing
  - Staff conditioning
  - Workload
  - Employee symptoms (irritation, odor)
  - Notice of visible emissions (fumes, dusts, aerosols)
  
- Hazard analysis data can be obtained by:
  - Personal monitoring of employees
  - Industry or laboratory study results as long as they apply to similar tasks or conditions in the work area
  - Professional judgment of a Certified Industrial Hygienist or safety professional
  
- A written program must be developed and implemented addressing the particular respiratory protection needs. The following elements must be included in any written program:
  - Selection of respirators
  - Employee medical evaluations
  - Fit testing procedures for tight fitting respirators
  - Use of respirators In routine and emergency situations
  - Maintenance and care of respirators
  - Breathing air quality and use for atmosphere supplying respirators
  - Employee training
  - Program evaluation

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The assigned health care provider must also be supplied a copy of this written program.

- A medical evaluation is required to be performed to determine the ability of the staff member to wear a respirator prior to fit testing and use. Follow-up medical exams are only required if the health care professional determines that a staff member's health status or lifestyle could increase the burden of wearing a respirator. A copy of this medical evaluation must be kept on file and provided to the staff member as well.
- Fit testing of respirators is required to reduce facial leakage. These include qualitative and quantitative fit tests, seal checks, and the availability of different types of respirators to assure a proper fit and ensure adequate protection. A fit test is required prior to each use of a tight fitting respirator if the seal is affected by facial hair, corrective glasses or dental changes. No one respirator will fit everyone.
  - A qualitative test involves introducing a harmless, odorous or irritating substance into the breathing zone around the respirator being worn. If no odor or irritation is detected by the wearer, a proper fit is indicated.
  - A quantitative test is a more accurate test and involves introducing a harmless aerosol to the wearer, while in a test chamber. The wearer then performs exercises that could induce face piece leakage and the air inside and outside the face piece is measured for the presence of the aerosol to determine any leakage into the respirator.
- Training to ensure that staff understands the hazards associated with respirators and how to use and care for their respirators, is required every 12 months. Re-training must occur sooner if work hazards change, which may require a different type of respirator. Re-training is also required if staff demonstrates they do not understand how to properly use and care for their respirator. Staff who voluntarily use a respirator in working environments where none is required must also be annually trained on the use and limitations of respirators.

Training must include an explanation of the following:

- Nature of the respiratory hazard and what may happen if the respirator is not used properly,
- Engineering and administrative controls being used and the need for the respirator as added protection,
- Reason(s) for the selection of a particular type of respirator,
- Limitations of the selected respirator,
- Methods of donning the respirator and checking its fit and operation,
- Proper wear of the respirator,
- Respirator maintenance and storage, and
- Proper method for handling emergency situations.

Users should know that improper respirator use or maintenance may cause overexposure. They should know that continued use of poorly fitted and maintained respirators can also cause chronic disease or death from overexposure to air contaminants.

### Documentation Required

- Written respiratory protection program
- Records of staff training on respirators
- Records of fit-testing results
- Results of medical evaluations

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- Emergency-use respirator inspection records

### **Responsibilities and Accountabilities**

The CHURCH NAME HERE believes that safety and health is an integral part of operations which makes compliance with this policy a responsibility at all levels. Organized safety programs require a teamwork approach as no person can do the job alone. Our teamwork approach means a proper division of responsibilities with everyone doing what is necessary for our policies and procedures to be effective and rewarding.

**CHURCH NAME HERE**

<b>Policy Title:</b>	<b>Substance Abuse and Awareness</b>	<b>Policy No. 37</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 5</b>

Whereas, The CHURCH NAME HERE, hereinafter referred to as the "CHURCH NAME HERE" has always been of the collective opinion that the workplace must be free, at all times, of both alcohol and drugs; and

Whereas, The Congress of the United States adopted the Drug-Free workplace Act of 1988, which was amended in 1989 by adoption of the Drug-Free schools and community Act Amendment of 1989, to require all recipients of federal funds to certify that those recipients maintain a workplace that is alcohol and drug free; and

Whereas, the "CHURCH NAME HERE" now wishes to adopt the following policy to memorialize their collective opinion, to comply with the requirements of both the Drug-Free Workplace Act of 1988 and the Drug-Free schools and Community Act Amendment of 1989. That the Board adopts the following policy relating to the continued maintenance of a workplace that is both alcohol and drug free.

1. Each staff member of the "CHURCH NAME HERE" and every independent contractor who is employed by the "CHURCH NAME HERE" for any purpose shall not manufacture, distribute, dispense, possess, or use either alcohol or drugs in the workplace. For purposes of this policy, the workplace is all property owned by, leased by, or under the control of the "CHURCH NAME HERE".
2. The Business Manager/Risk Manager or his or her designee shall be responsible for the implementation of this policy in strict accord with the requirements of both the Drug-Free
3. workplace Act of 1988 and the Drug-Free Schools and Community Act Amendment of 1989, and shall continue to implement the existing alcohol and drug-free awareness program through the Employee Assistance Program to educate all new and current staff about the dangers of alcohol and drug abuse and to make them aware of available alcohol and drug counseling programs, as well as this alcohol and drug-free workplace policy and the penalties that may be imposed for violation of this policy.
4. Every person employed by the church from and after the effective date of this policy shall be advised by the relevant member of Human Resources that as a condition of employment, the person must abide by this policy and must notify the relevant member of Human Resources with five (5) days of any conviction involving a controlled substance in the workplace.
5. Any staff member who is aware that a fellow staff member is using either alcohol or a controlled substance in the workplace shall immediately notify the church of that use.
6. This policy shall become effective on the DAY, MONTH, YEAR, and shall remain in full force and effect thereafter until "CHURCH NAME HERE" existing policy that the use of illegal drugs outside of the workplace is also cause for discipline and/or discharge, and nothing in this policy is intended to limit that already existing policy.

**Procedures for implementation of  
Substance Abuse Policy**

**Purpose**

The purpose of these procedures is to specify to whom the Substance Abuse Policy of the CHURCH NAME HERE applies and to ensure that the Substance Abuse Policy is implemented and enforced in a uniform manner throughout the /CHURCH NAME HERE.

**Applicability**

The Substance Abuse Policy of the "CHURCH NAME HERE" applies to Construction Contractors and other Independent Contractors and their staff whose work with the CHURCH NAME HERE" will include tasks that are considered high risk or safety sensitive or includes tasks that genuinely implicate public safety.

**Definitions**

Alcohol Test – a "for cause" only test for alcohol performed according to the National Highway Traffic Safety Administration, Model Specifications and Evidential Breath Testing Devices, 49 Federal Register 48855, dated December 14, 1984 (and any amendments thereto). For purposes of these procedures, the cut off level for alcohol shall be .04%.

Appropriate Drug Test – a test for drugs that is performed according to the Department of Health and Human Services Mandatory Guidelines for Federal Workplace Drug Testing Program, 53 Federal Register 11970, April 11, 1988 (and any amendments thereto).

Certificate of Compliance - a notarized Certificate executed by the Contractor and submitted to the "CHURCH NAME HERE" Compliance Officer declaring that the Contractor has read and understands the Substance Abuse Policy of the "CHURCH NAME HERE" and will allow only those employees who have passed an appropriate drug test to work on "CHURCH NAME HERE" projects.

Contractor – a Construction Contractor or an Independent Contractor.

Contractor's Substance Abuse Testing Program - the Pre-Access Testing Program and/or "for cause" testing program established, administered and enforced by the Contractor pursuant to Paragraphs 2 & 3 of the "CHURCH NAME HERE" Substance Abuse Policy. Such a program may include a rehabilitation component through a facility that has been accredited through the Joint Committee on Accreditation of Health Care Organizations.  
Employee – a Subcontractor or an employee of a Construction Contractor or an Independent contractor.

High Risk or Safety Sensitive Tasks – functions which include, but are not limited to:

1. Duties related to construction on "CHURCH NAME HERE" property, including tasks performed by ironworkers, plumbers, electricians, roofers, painters and those engaged in HVAC (heating, ventilation, and air conditioning) work.
2. Tasks that include the operation of all kinds of equipment and machinery.

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3. The operation of vehicles that require the operator to hold a CDL (Commercial Driver's License)
4. Any type of work that requires an individual to climb or use any type of scaffolding, lifts, or ladders or work require an individual to work at a substantial height.

Pre-Access Testing Program – the portion of the Contractor's Substance Abuse Testing Program that requires a drug test to be performed on an employee and passed prior to allowing an employee access to "CHURCH NAME HERE" workplaces.

Random testing – a drug testing program implemented and managed by a third party, at a cost to the contractor, whereby participants are selected by Social Security Number from the total program participation. Participants are selected by utilizing a computer with a number generating software program. Twenty-five percent (25%) of the total program participation will be randomly tested. A participant may be tested more than once.

Substance Abuse - the use of drugs and alcohol at the workplace.\

Testing "for cause" - alcohol testing necessitated by observed behavior indicating that the employee may be under the influence of drugs or alcohol and/or the involvement by the employee in, or cause of an accident which causes or could have caused injury to the employee or another individual, or which causes or could have caused destruction or damage to the "CHURCH NAME HERE" property.

Third Party Vendor - the entity that will validate Contractor's Substance Abuse Testing Program and will implement and manage a random testing program and develop and maintain a database for the "CHURCH NAME HERE".

### Procedures:

1. It is the policy of the CHURCH NAME HERE, consistent with applicable laws and regulation to prohibit the use of illegal drugs and the use of alcohol at the workplace and to require that all Construction Contractors and other Independent Contractors certify that their employees engaged in the type of work covered by this policy have passed an appropriate drug.
2. Prior to the bidding process for each contract subject to this policy, it shall be the duty of the Director of the Division or Administrator soliciting the bid to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must include the CHURCH NAME HERE Substance Abuse Policy and Certification Form in the Bid Documents.
3. During the negotiation process for each personal services contract subject to this Policy, it shall be the duty of the Director of the Division or Administrator to determine if any of the work of the contract is considered high risk, safety sensitive or considered to genuinely implicate public safety and if so must provide the CHURCH NAME HERESubstance Abuse and Certification Form to the individual who will execute the contract.
4. The list of high risk or safety sensitive task or tasks that genuinely implicate public safety are listed in the definition of the policy however, the list is not exclusive. Such list shall be reviewed by the Chief of Operations and/or his designee prior to the commencement

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of the policy. Such list shall be periodically reviewed in order to determine if additional tasks should be added to the list.

5. Certificates of Compliance shall be directed to the "CHURCH NAME HERE" Compliance Officer. Such certificates will be maintained on file for one year beyond job completion in the office of the Compliance Officer. Certificates of Compliance will be required for each contract with the CHURCH NAME HERE to which these guidelines apply.
6. Any construction Contractor, Independent Contractor or employee of same who observes behavior indicating that another person to whom this policy applies may be under the influence of drugs or alcohol shall immediately report such behavior to the "CHURCH NAME HERE" Compliance Officer or the Office of the Chief of Staff.
7. Any Construction Contractor or Independent Contractor who violates this policy or its reporting requirements shall cause its contract with the "CHURCH NAME HERE" to be immediately terminated, and any employee who violates same shall immediately be removed from such project.
8. Thee CHURCH NAME HERE and/or its designees maintains the absolute right to examine and review from time to time, any and all records related to the Contractor's Substance Abuse Program.

## Substance Abuse and Awareness Acknowledgement

Name of Church	
Address:	

I certify that I have received, read, understand and will comply with the "CHURCH NAME HERE" Substance Abuse and Awareness Policy.

The policy was received and reviewed on \_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
Social Security Number)

\_\_\_\_\_  
(Work Area)

I Hereby Certify that the above named employee has been provided with church Substance Abuse and Awareness policy.

I have discussed and/or made myself available to answer any questions regarding the policies of "CHURCH NAME HERE".

\_\_\_\_\_  
Name of Church Official (Print)

\_\_\_\_\_  
Instructor's Signature

## CHURCH NAME HERE

**Policy Title:**  
**Prepared By:**  
**Applies to:**

**Vision Conservation Program**  
**CHURCH NAME HERE**  
**All Locations**

**Policy No. 38**  
**Date:**  
**Page 1 of 1**

### Definition

Vision conservation or eye protection, is part of our overall program for personal protective equipment. It is our continuing effort to identify hazards or exposures to staff eyes and then make appropriate engineering changes or provide adequate eye protection equipment.

### Policy

Eye protection equipment shall be provided, used, and maintained in a sanitary and reliable condition whenever it is necessary by reasons of hazards, processes, environment, chemical hazards, or other exposures known to cause eye injuries.

### Actions Required

We will ensure that each affected staff member uses appropriate eye protection when exposed to hazards from flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or any potential light radiation.

Staff must use eye protection provided with side shields whenever there is a hazard from flying objects.

The CHURCH NAME HERE will ensure that each affected staff member who wears prescription lenses while engaged in operations that involve eye hazards wears eye protection that incorporates the prescription in the design, or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses.

As appropriate, goggles can be utilized to provide effective eye protection. This is often the best choice to wear over prescription glasses as they can provide better ventilation. A full-face shield is most appropriate for use around potential chemical splashes. Face shields are available to fit over a hardhat or to wear directly on the head. A face shield should always be used with other eye protection such as goggles or glasses.

Providing emergency eyewash stations is important, as the first fifteen seconds after an eye injury can be critical. Eyewash stations can include eyewash fountains, drench showers, handheld drench hoses on emergency bottles.

## CHURCH NAME HERE

**Policy Title:** Confidential Information and Computers  
**Prepared By:** CHURCH NAME HERE  
**Applies to:** All Locations

**Policy No. 39**  
**Date:**  
**Page 1 of 4**

### Definition

Confidential data is any information you don't want others to obtain without your permission. It is important to understand if unauthorized persons gain access to or steal your computer and the confidential information being stored, they could use that information to commit identity theft. As you are aware, identity theft is one of the fastest growing crimes in the U.S.

For the purpose of this policy the term "confidential data" is defined to be:

Social Security Number, military ID number, driver's license number, tax payer identification number, passport or VISA ID number, credit card/debit card/bank card or bank account number, PIN number, or password.

Or, any combination of the following:

First and last name or last name and first initial, or username, or Email address – along with one or more of the following: age, date of birth, gender, loan data, credit history data, tax data, insurance data, ethnicity, or political affiliation.

For the purpose of this policy the term "sensitive data" is defined to be:

Data which does not satisfy the definition of either "confidential data" or "directory data" that is of a personal nature and is intended for internal use only, where the unauthorized disclosure of such data could adversely affect the church, Annual Conference or Agency, its membership, volunteer staff or paid staff.

### Policy

This policy applies to all data containing confidential information created or used by the church, District, Annual Conference or Agency, its staff and other external entities which the church, Annual Conference or Agency must exchange confidential data. It is the desire of CONFERENCE/CHURCH NAME HERE that confidential data remain stored on, and processed on, a well secured and maintained server intended for such use.

No confidential data, regardless of its form or its format, may be saved onto a desktop computer, laptop, PDA, Smart Phone, or portable storage media without specific written authorization to do so. Additionally, no confidential data, regardless of its form or its format, may be carried away from the workplace without additional specific written authorization to do so (DEFINE BY WHOM WITHIN YOUR CONFERENCE OR CHURCH).

Data containing Social Security numbers, date of birth, names, addresses, phone numbers, driver's license numbers may currently be transported unencrypted, in clear text, to and from the church, Annual Conference or Agency via vulnerable risky methods. These risky methods include, but are not limited to Email, FTP, Laptop computers, PDA's, hard drives, tapes, Flash drives, diskettes, Zip disks, and CD/DVD ROM disks.

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The storing or transporting of confidential and sensitive data without proper security measures creates an unacceptable security risk to the church, Annual Conference or Agency and to the people whose data is being stored or transported.

### Actions Required

1. The creation, accessing, viewing, processing, copying, transmitting, or transporting of confidential data is restricted to authorized personnel only.
2. Confidential or sensitive data, regardless of its form (electronic, print, or computer screen) is to be protected from theft, and protected from viewing, disclosure, access, copying, modification, creation, or destruction by persons not authorized to access such data or perform such actions.
  - a. Computing equipment used to process confidential or sensitive data should be secured inside of an office which is not accessible to the general public or inside of a locked storage area when not in use.
  - b. Computing equipment used to process confidential or sensitive data is to be configured so that a valid username and password (or other authentication mechanism) that uniquely identifies the individual be entered before the software or data can be accessed.
  - c. Persons with access to confidential or sensitive data are required to invoke a password protected screen saver whenever they step away from their computer and are to log off of the computer before leaving work.
  - d. Computer screens should be cleared of any confidential or sensitive data when not in use or when a person not authorized to view said data is present.
  - e. Printed media containing confidential or sensitive data should be placed in a locked storage area when not in use, and removed or covered over when a person not authorized to view said data is present. Printed media containing confidential or sensitive data is to be shredded or incinerated when no longer needed.
  - f. Confidential data about real people is not to be used unaltered in presentations, demonstrations or publications. Data used in such a manner must be obscured or rendered anonymous.
3. All data containing confidential data that is transmitted across, into, or out of the church, Annual Conference or Agency computing network will be transmitted using an encrypted network connection and/or the data itself will be encrypted using industry standard encryption software.
  - a. No confidential data may be transmitted out of the Church, Annual Conference or Agency computing network without the written approval of the designated data steward for that data.
  - b. Applications and protocols such as TELNET, FTP, TFTP, and RCP are obsolete and will be abandoned in favor of newer more secure applications and protocols such as SSL/TLS, SSH, SFTP, SCP, and VPN/IPSEC. Exceptional circumstances where a business partner or external entity is not equipped to use a more secure data exchange method may require the continued limited use of FTP. Under such

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exceptional circumstances the data itself must be encrypted using an industry standard encryption software.

- c. Email is not a suitable method for sending or receiving data files. Email is neither a secure nor an efficient data transport mechanism. When sending or receiving data containing confidential data, Email should only be used when all other more secure transport methods have been exhausted and the data itself is encrypted. No confidential data is to be transmitted in clear text via Email.
4. No confidential data may be copied onto, saved on, or stored on a desktop computer, laptop computer, PDA, Smart Phone, shared network folder, or removable or portable data storage media without additional written authorization.
5. No confidential data, regardless of its form or format, may be carried out of the workplace without additional written authorization.
6. All data containing confidential data that is stored on a desktop computer, or in a shared network folder, or on removable or portable data storage media including but not limited to: Laptop computers, PDA's, Smart Phones, tapes, flash drives, diskettes, Zip disks, CD/DVD ROM disks, and external hard drives, is to be encrypted using an industry standard encryption software.
  - a. Shared network folders which contain confidential or sensitive data, regardless of its form or format, will have all necessary access control and auditing mechanisms in place, administered by IT, which limits and audits access for those specific individuals authorized to access that specific data. Placing confidential or sensitive data, regardless of its form or format, into a global or public shared network folder is forbidden.
  - b. Persons having additional authorization to store encrypted confidential data onto a removable or portable data storage media are to implement procedures to protect the media from theft and protect the media from access by persons not authorized to access the data. Removable or portable data storage media should be stored out of sight and locked inside of a desk, cabinet, closet, or vault when not in use.
7. If you are redeploying, reusing, or disposing of any computer, computer hard drive, or removable or portable data storage media regardless of its contents, ensure the hard drives have been completely cleared.
8. No part of this policy presumes to exclude or protect any data from properly served and conducted open records searches, subpoenas, or other legally conducted evidentiary discovery.

### Reporting Violations and Compromised Data Files

Any suspected violations of these policies, or unauthorized access to computing resources, or any other condition which could compromise the security of confidential data must be reported to NAME AND PHONE NUMBER HERE.

### Remedies for Non-Compliance

Failure to comply with these policies may result in one or more of the following actions: a) suspension of access to the network for the individual, b) when appropriate, disciplinary action ranging from warning to termination, c) when appropriate, and initiation of civil or

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criminal proceedings. In the event you determine confidential data has been compromised, you must notify NAME here immediately. In turn NAME here is to notify church counsel that data has been compromised. The individual's whose data has been compromised should be notified by letter that this event has taken place. It is strongly suggested the notification offer to pay for credit reports for each of the individuals involved for one year.

### **Authority**

The CHURCH, ANNUAL CONFERENCE OR AGENCY NAME HERE grants authority to PERSON OR DEPARTMENT NAME HERE to oversee compliance with this policy.

Questions regarding this policy, or requests for variances from the policy, should be directed to the PERSON OR DEPARTMENT NAME AND NUMBER HERE.

## CHURCH NAME HERE

<b>Policy Title:</b>	<b>Dispensing Medication to Children and Youth</b>	<b>Policy No. 40</b>
<b>Prepared By:</b>	<b>CHURCH NAME HERE</b>	<b>Date:</b>
<b>Applies to:</b>	<b>All Locations</b>	<b>Page 1 of 3</b>

### Definition

Medical treatment which consists of dispensing of medication is the responsibility of the parent/guardian and family physician, and should rarely be given by church staff. The only exception is when it is deemed necessary by the family physician and the parent/guardian that medication be administered during a church sponsored activity. On those rare occasions, church staff may administer the medication in accordance with this policy, as outlined. Parents/guardians and family physicians are encouraged to work out a medication schedule outside of church sponsored activities.

### Policy

Medications should be administered to children and youth during church sponsored activities, only under the authority granted to them by the parent/guardian and the family physician. As we are aware, many church sponsored activities are at various times throughout the day, and may also be on an overnight basis.

### Actions Required

1. CHURCH NAME HERE and the parents acknowledge that the administration of medication by the church is at the direction of the child/youth's physician, and is being administered by non-medically trained personnel who do not represent themselves as capable of independent judgment relative to the administration of medication and the effects thereof.
2. All dispensing of medication requires a signed request from the parent/guardian and child/youth's physician for church personnel to administer the medication as prescribed in the written statement from the physician. The Senior Pastor's signature of the church that the child/youth attends shall also be required on the Physician & Parent's Request Form attached and made part of this policy.
3. Specific directions for the administration of the medication to be given must be included in the written statement from the attending physician, clearly specifying the condition for which the drug is to be given, how it is to be given, dosage and related information.
4. Specific instructions should be included for emergency treatment of possible allergic reaction, and should clearly state what type of reaction might be expected; i.e. localized, generalized, severe, mild, etc. The initial dose must be administered at home, physician's office or hospital to note that likely allergic reactions do not occur.
5. All prescription medication must be received at church in its original pharmaceutical labeled container. Any over-the-counter medication must be received in its original container and labeled with the child/youth's name.
6. Medication orders must be renewed by the attending physician and parents.

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7. All prescribed medication should be given to the Senior Pastor, or his/her designee, for dispensing, and the attached medical log will be completed each time medication is given to a child/youth.
8. All medications will be kept in a locked container not accessible to other children/youth.
9. The Senior Pastor, staff or other designee may not alter the dosage. Any alteration of the dosage must be accompanied by a new Physician's and Parent's Request for the administration of medicine by church personnel
10. The Senior Pastor will not sign the Physician and Parent's Request form until it is completed, including both the physician and parent signature.
11. If the correct quantity of medication is not provided in easily used dosage, the Senior Pastor will notify the parent that they cannot dispense it to the child/youth as provided.
12. The church will continue to administer the medication as per the Physician's & Parents request form until an updated request form containing the parent's and physician's signature is submitted to the school showing the date that the medication is to be discontinued.

**CHURCH NAME HERE**  
**Physician & Parent Request Form**  
**Medication Dispensing Log**

Child/Youth Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Home Phone: \_\_\_\_\_

Parent's Work Phone: \_\_\_\_\_

Parent's Cell Phone: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Dosage Administered	Date	Time	Signature of Person Dispensing Medication

**Instructions:**

All entries must be in ink.

Full Signature Required.

Separate Medication Sheet for each prescribed medication.

If writing error is made on log, draw and initial line through error.

If physician changes dosage or discontinues medication, a new form must be signed.

All medication must be labeled with its name, method and dosage, time of day to be taken and the student's name.

## CHURCH NAME HERE

**Policy Title:** Guidelines for Involving Sex Offenders **Policy No. 41**  
**Prepared By:** CHURCH NAME HERE **Date:**  
**Applies to:** All Locations **Page 1 of 8**

### Definition

A key component of our commitment to keep children, youth, and vulnerable adults safe in our congregations is developing policies and procedures to use when a person who is a known pedophile or a sex offender wants to be part of the congregation or an existing member is accused of a sexual offense. The criminal justice system manages most convicted sex offenders with some combination of incarceration, community supervision, and specialized treatment...the majority are released at some point on probation or parole (either following sentencing or after a period of incarceration in prison or jail.) About 60% of offenders managed by the U.S. correctional system are under some form of conditional supervision in the community.” Many of them want to attend worship and participate in the life of a faith community. In fact, attendance and membership in a local congregation may be encouraged by their treatment provider and parole supervisor, often to cut down on their social isolation.

This information is meant to guide how we can include a person with a history (or an accusation) of sexual abuse. Included are resources for inclusion such as a sample Limited Access Agreement. A review of the literature on sex offenders, the reality that congregations have successfully integrated a convicted sex offender into adult worship and education, and a theological commitment to the dignity and worth of all people, suggest inclusion is possible. .

### Policy

As religious communities, we can provide compassion, support, and reconciliation to those who truly have indicated that they have changed and have taken responsibility for their actions. We believe in the healing power of involvement in a spiritual home, and in the words of affirmation “to seek the truth in love and help one another.” Sex offenders who have completed prison sentences and mandated treatment as well as registered with the state have according to the court system complied with their punishments. As faith-based communities, we can provide support and compassion with awareness and vigilance so that all are safe as those who have sexually offended return to or join our church community.

In many ways, the person with a history of sex offenses has the same needs for a faith community as the rest of us. But the sex offender needs more to assure their involvement doesn't pose risks to the congregation and that standards are in place for protection against false allegations and suspicions. But in order to do so safely, we must assure the convicted sex offender does not have the opportunity in our congregations to re-offend again. This includes avoiding situations where they can be accused falsely. The fact is that a person with a history of sex offense against children should never be allowed to be with children, work with children and youth, or socialize with children at the congregation. No person who has been convicted of, or with an unresolved accusation of, any sexual misconduct can be permitted to be involved in any religious education or youth group activities.

The core response of the congregation to a convicted or accused sex offender is a Limited Access Agreement. This agreement invites the person with a history of sex offenses to

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participate in certain aspects of congregational life, setting clear boundaries including what the individual will not do. Typically a Limited Access Agreement will specify participation in adult worship services, coffee hour, committee meetings, adult education, all-adult social events, and well-supervised intergenerational events as acceptable. It asks the person to avoid all contact with children on congregation property or congregation-sponsored events. This includes not talking with children, volunteering or chaperoning children's events, including children's religious education classes, talks with children during worship, and children's activities during intergenerational events. It generally requires the person to remain in the presence of an adult who knows their situation at all times when children are present, including in some cases, asking the person to suggest a group of people to act as companions at church events where children may be present. It denies the person access to keys to the building and asks them to avoid being in the building unsupervised when activities involving children are in session, such as nursery school or youth group. The Limited Access Agreement can be modified based on the feedback of the committee and the individual circumstances of the offender, The message to the sex offender is that they are both welcome to participate in adult worship, adult social, and adult educational activities and that they must covenant with the congregation to avoid all contact with children.

There are generally a few ways the presence of a convicted sex offender becomes known in a congregation. In an ideal world, a person with this background would come to the minister before they started coming to discuss limits on their participation. Sex offender treatment specialists often encourage their clients to do just that. This probably will not be the case very often. In some cases, people reveal their backgrounds to the ministers. In other circumstances, another congregant may discover a congregant's history of sexual offenses. Congregants should know that in these cases they should make their concern known to the minister. In other cases, someone may see a familiar name on the sex offender registry. Or, perhaps it becomes known that a long standing member of the congregation was accused of a sexual offense.

### Actions Required

1. The minister as quickly as possible should meet privately with the individual.
2. If the minister determines if the person should then be asked to meet with the Sexual Misconduct and Abuse Response Team (hereinto referred to as the Response Team). This will be two other members of the Executive Committee or their appointees who have professional expertise with this issue.
3. The individual should be asked to sign a release form so the minister can contact his/her sex offender treatment provider and/or current therapist. Ask if those people are members of ATSA, the Association for the Treatment of Sexual Abusers. The therapist and, if applicable, the parole officer should be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. It will be helpful to know the number, timing and nature of offenses. Such information allows consideration of different situations. If the offender refuses permission to contact the therapist or refuses to go for an assessment, the congregation would be right to refuse participation in any congregation activity. For more information on this issue, go to Reasons for Excluding a Person from All Congregation Activities.\* It is beyond the scope and experience of congregations to assess the risk or probability that a sex offender will re-offend. The question the Response Team must be able to answer is this: given what professionals have advised you, will this person sign and obey a Limited

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Access Agreement that they can maintain with the leadership in order to assure the safety of children and youth?

4. If the assessment indicates the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Response Team may choose to develop a Limited Access Agreement. If the professional assessment indicates that the person is at high risk for re-offending, it is appropriate to deny that person involvement in the faith community until treatment is successful at reducing the risk. The group should acquaint itself with any therapeutic program the offender has undergone or will continue to be part of. The group should meet the offender, their probation officer, and other appropriate people so that clear boundaries can be established for the protection of children and youth and to reduce the likelihood of false allegations or suspicions. This group will operate alongside other agencies. Meeting with the other support people in the offender's life can powerfully demonstrate the faith community's desire to support the person and hold them accountable. A person with a commitment to avoiding future abuses will welcome the opportunity for controls on their behaviors. All persons with past histories of sexual offenses should be asked to sign a Limited Access Agreement or Check List. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the offender refuses to do so, it is then appropriate to deny the person access to congregation functions and church property. An offender who refuses to sign a Limited Access Agreement should know that if they enter the congregation or its property, they will be asked to leave by a member of the Response Team. If the person further refuses, the local police will be called for assistance.
5. The Response Team should meet annually with any individual with whom it has a Limited Access Agreement to review the arrangement and address any concerns. If there is a ministerial change, it is important the departing person inform the new person of this situation to ensure provision of pastoral support for the offender as well as continuity of awareness of the situation. In sharing information appropriately it is also important to remain aware of confidentiality for all involved. Copies of files including Limited Access Agreement information should be treated with care, and kept in a secure file.
6. If and when legal questions arise, the minister should contact a lawyer who can provide information and advice informed by local and state statutes that apply.
7. The Response Team will decide who needs to know that a person has signed a Limited Access Agreement or check list, and that he or she should never be alone with children and adolescents. The need to know must be balanced with the danger that the offender may be disinvited from the community. The minister will share that name with any parent who requests it in a private meeting.

### Reasons for Excluding a Person from All Congregation Activities

- Refusal for the minister to contact the treatment provider and parole officer.
- Refusal to go for a risk assessment with a qualified therapist.
- Report by a treatment provider that the individual is at too high risk for recidivism.
- Refusal to sign a Limited Access Agreement.
- Refusal to comply with the requirements of the Limited Access Agreement.

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Once an individual decides that they can comply with these conditions, the process would begin again to reassess the individual and see if they could be welcomed into the life of the congregation anew.

## **Draft Limited Access Agreement – Confidential**

### **Introductory Paragraph in cases of allegation:**

A serious complaint or allegation, now under review, has been made about you to the Sexual Misconduct and Abuse Response Team. While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the Minister, the Religious Educator and the members of the Response Team (or other appropriate congregational entity). It will be kept in a locked file in the office.

### **Introductory Paragraph in cases of convicted sex offender:**

The NAME OF CONGREGATION affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. However, based on your background, we have concerns about contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well supervised intergenerational events. You are to avoid all contact with children on congregation property or congregation-sponsored events. This includes the following:

Please do not talk with children.

Please do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.

Please remain in the presence of an adult who knows your situation at all times when children are present.

If a child in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.

Please avoid being in the building unsupervised when activities involving children are in session, such as nursery school or youth group.

I accept the following people will be told of my circumstances in order for them to protect the children/young people for whom they care: INSERT NAMES AND/OR POSITIONS WITHIN THE CONGREGATION

I have reviewed this covenant and agree to abide by its provisions. I understand and agree if I violate this agreement, I will be denied access to future church functions and church property.

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I understand that this contract will be reviewed annually and will remain for an indefinite period.

_____ <b>Signature</b>	_____ <b>Date</b>	_____ <b>Witness</b>	_____ <b>Date</b>
_____ <b>Witness</b>	_____ <b>Date</b>	_____ <b>Minister</b>	_____ <b>Date</b>
_____ <b>Board Chair</b>	_____ <b>Date</b>	_____ <b>Chair of Response Team</b>	_____ <b>Date</b>

## Check List

### Introductory Paragraph in cases of allegation:

A serious complaint or allegation, now under review, has been made about you to the Sexual Misconduct and Abuse Response Team. While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the Minister, the Religious Educator and the members of the Sexual Misconduct and Abuse Response Team. It will be kept in a locked file in the office

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The NAME OF CONGREGATION affirms the dignity and worth of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited in ways to ensure the safety of our children and to assure that you will not be subject to future accusations.

You understand that you will not be allowed to volunteer or chaperone events for children and adolescents, including children's religious education classes, talks with children/adolescents during worship, youth group, children's and adolescents' activities during intergenerational events, and driving children and young people.

The following activities checked "Yes" are activities that we feel are appropriate for your participation.

Worship services No ( ) Yes ( ) With support person\* No ( ) Yes ( )

Coffee Hour: No ( ) Yes ( ) With support person\* No ( ) Yes ( )

Adult meetings with children in building, such as choir: No ( ) Yes ( )

Adult meetings without children in building: No ( ) Yes ( )

Have a key to the building: No ( ) Yes ( )

Intergenerational church activities No ( ) Yes ( ) With support person\* No ( ) Yes ( )

Intergenerational group outings such as ice skating, baseball games, etc:

No ( ) Yes ( ) With support person\* No ( ) Yes ( )

Alone in building with minister or other staff: No ( ) Yes ( )

Access to church computer: No ( ) Yes ( )

Social activities in other member's homes with children present:

No ( ) Yes ( ) With support person\* No ( ) Yes ( )

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Other:

\_\_\_\_\_ : No ( ) Yes ( )  
\_\_\_\_\_ : No ( ) Yes ( )  
\_\_\_\_\_ : No ( ) Yes ( )

\*A support person is a person who knows about your history/situation and has been designated by you with our approval to accompany you to activities where children and youth may be present.

I accept that the following people will be told of my circumstances in order for them to protect the children/young people for whom they care: INSERT NAMES AND/OR POSITION IN CONGREGATIONAL LEADERSHIP.

I have reviewed this covenant and agree to abide by its provisions. I agree that if I violate this agreement, I will be denied access to future church functions and church property. I understand that this contract will be reviewed annually and will remain for an indefinite period.

_____ <b>Signature</b>	_____ <b>Date</b>	_____ <b>Witness</b>	_____ <b>Date</b>
_____ <b>Witness</b>	_____ <b>Date</b>	_____ <b>Minister</b>	_____ <b>Date</b>
_____ <b>Board Chair</b>	_____ <b>Date</b>	_____ <b>Chair of Response Team</b>	_____ <b>Date</b>