



**ACCIDENT AND ILLNESS  
PREVENTION PROGRAM  
(AIPP)**

Susquehanna Conference

Modified as of: 1/13/2020

# INDEX

## ***State Labor & Industry Accident & Illness Prevention Program Elements***

A. Safety Policy Statement.....	1
B. Designated Safety Program Coordinator .....	1
C. Safety Program Responsibility Assignments.....	2
D. Hazard Identification Methods .....	5
E. Industrial/Occupational Health Services.....	7
F. Industrial Hygiene Services .....	8
G. Accident & Illness Prevention Program Training .....	9
H. Emergency Action Plan .....	10
I. Employee Safety Suggestion Program.....	11
J. Employee Involvement Methods .....	12
K. Safety Rules and Enforcement Procedure .....	13
L. Incident Investigation and Reporting .....	16
M. Availability of First Aid and CPR .....	22
N. Program Evaluation Methods.....	23
O. Program Goals and Objectives .....	24
P. Work Environment Procedures Specific to the Conference.....	25
P1. Electrical / Machine Guarding .....	26
P2. Personal Protective Equipment (PPE) .....	27
P3. Hearing Protection.....	28
P4. Vision Conservation.....	29
P5. Lockout / Tagout – Control of Energy Sources .....	30
P6. Hazardous Material & Waste Program.....	40
P7. Confined Space Entry Program .....	42
P8. Fire Prevention and Protection Program.....	43
P9. Bloodborne Pathogen Exposure Control.....	44
P10. Pre-Operational Process Review .....	52
P13. Substance Abuse Awareness and Prevention.....	53

**Note: Page numbers may change as plan is developed.**

---



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
Susquehanna Conference

**A. Safety Policy Statement**

**B. Designated Safety Program Coordinator**

Policy Title:	Safety Program Policy Statement and Identification of Program Coordinator	AIPP Elements A, B
Prepared by:	Conference Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

**The Susquehanna Conference Safety Committee Mission:**

It is the mission of the Susquehanna Conference Safety Committee to reduce the risk of injury and property damage arising from employment with the Conference and/or the use of owned or leased properties and its member churches and/or from the programmatic activities of the ministries of the churches, Conference offices, and operations. Heretofore, all reference to the “Conference” shall include churches, Conference offices, and Conference operations.

**Policy:**

The Susquehanna Conference Safety Committee is responsible for the development and implementation of the Accident and Illness Prevention Program (AIPP). The AIPP applies to all Conference operations, offices, and individual churches. The Susquehanna Conference, by authority of the Conference Board of Trustees, is committed to protecting the health and safety of its employees.

**Program Coordinator:**

Barry Robison, Harrisburg District Supervisor, is the chair of the Susquehanna Conference Safety Committee; Jason Mackey, Benefits Administrator is the Conference’s Accident and Illness Prevention Program implementation leader.



### C. Safety Program Responsibility Assignments

Policy Title:	Safety Program Responsibility Assignments	AIPP Element C
Prepared by:	Conference Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 3

**Safety program responsibility shall be assigned as follows:**

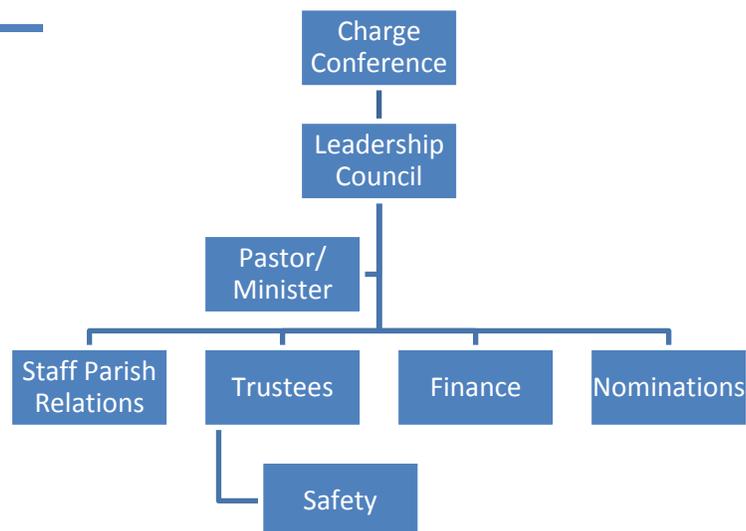
Conference Leadership, including the Bishop, the Cabinet, the Conference Board of Trustees, District Superintendents, and others in leadership roles at the Conference level (Treasurer, Director of Connectional Ministries, etc.), is responsible to demonstrate commitment to the safety of employees, volunteers, and congregants by providing direction and resources needed to ensure that safety objectives are met.

The Conference Safety Committee (CSC) is responsible for establishing safety goals and objectives, and safety policies and guidelines, for all Conference operations and churches to practice and achieve. The CSC may also serve as a conduit between pastors, ministers, local church and conference employees, and Conference Leadership.

Pastors, Ministers, Staff-Parish Relations Committees, and Trustees (or their equivalent) are responsible for encouraging and reinforcing safe work practices and the establishment and maintenance of safe working conditions, and to:

- Conduct meetings as necessary to review injuries, analyze their causes, and promote free discussion of risk and potential controls.
- Perform annual self-inspections, identify and correct deficiencies.

**Church Administration**





**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Safety Program Responsibility Assignments	AIPP Element C
Prepared by:	Conference Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 3

Pastor and Church Leadership, Program Directors, Department Heads/Supervisors (or equivalent) are responsible for ensuring that:

- Employees are trained in the work practices, procedures and policies relevant to their positions; such training must be documented and records retained for a minimum of three years by the local church or conference office.
- Appoint a Safety Lead (see section below).
- Where applicable, instruct employees in the use and need for protective equipment for specified tasks.
- Provide necessary safety equipment and protective devices for each job and ensure this equipment is utilized to reduce the risk of injury.
- Encourage employees under their direction to provide safety suggestions and comments.
- Promptly report injuries to Jason Mackey in the Conference office via the “First Report of Injury” report.
- Conduct Incident Investigations per the process described in Element L of this document.
- Take prompt corrective action whenever hazards are recognized or unsafe acts are observed.
- Consult the Safety Committee as needed to review operations and implement safety protocols.
- Ensure that all injured persons, regardless of how minor the injury, receive prompt medical treatment.
- Ensure that employees have access to and are cognizant of where to access safety policies and procedures.
- Maintain tools and equipment in a safe and serviceable condition.

Employees are responsible for exercising due care in the course of their work to prevent injuries to themselves, their fellow workers, and congregants participating in church-related and/or conference-related activities and children in their care. Each employee will:

- Promptly report all unsafe conditions and acts to his / her supervisor.
- Follow all safe work practices and procedures, and wear required personal protective equipment (PPE) as required for the task at hand.
- Keep work areas clean and orderly at all times.
- Report all accidents promptly to his /her supervisor, and follow the Conference’s accident reporting procedure.
- Be certain that he/she understands instructions completely before starting work.
- Avoid engaging in any horseplay and avoid distracting others.
- Review the safety educational material posted on bulletin boards, web site or work areas.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Safety Program Responsibility Assignments	AIPP Element C
Prepared by:	Conference Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 3 of 3

**Safety Leads**

Local churches shall appoint a member of staff to serve as a “Safety Lead”. Safety Leads are responsible for the following:

- Serve as the conduit between local church employees and the Susquehanna Conference Safety Committee.
- Follow directions as outlined in the “Safety Lead Safety Binder” found on the Conference Safety Committee website.
- Orient new employees to “safety” on the job per the “New Employee Information” section in the Safety Lead binder.
- Report Workers’ Compensation (work-related) injuries and/or instruct others in same.
- Deliver monthly safety talks (safety talks and monthly schedule are found in the Safety Lead binder and on the webpage).
- This presents an opportunity for you to spend a few minutes talking to employees about the particular month’s topic and ask if they have questions, concerns, or suggestions.
- Informally inspect workplace to look for potentially hazardous conditions, focusing on potential slips, trips, and fall hazards (the largest cause of Conference injuries).
- Ensure that “formal” monthly inspections are conducted on Exit Doors, Emergency Lighting, and Fire Extinguishers. The Safety Lead binder and the webpage includes information on each of these items, as well as a monthly checklist
- Assist with the annual church inspection as required by the Conference (this is a Trustee responsibility).
- Identify a safety zone (where safety equipment is made available). The Safety Lead Binder and webpage includes suggested equipment.
- Update the safety lead binder as needed, when new Safety Alerts or other information is published.
- Forward safety suggestions to the Safety Committee, via an email to Anne Jackson at [ajackson@rcmd.com](mailto:ajackson@rcmd.com).



## D. Hazard Identification Methods

Policy Title:	Hazard Identification Methods	AIPP Element D
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 2

### Daily, Informal Inspections

Conference entities, including local churches and early childhood operations, shall perform “informal” inspections of their workplace on a daily basis in order to identify and mitigate potential hazards.

### Required Monthly, Documented Inspections

Conference entities, including local churches and early childhood operations, shall perform required monthly inspections as follows:

- Emergency Exits;
- Emergency Lighting;
- Fire Extinguishers.

Information on these required monthly inspections, including inspection checklists, has been posted to the Conference Safety Committee website.

Note that additional required state/local inspection regulations may apply to licensed early childhood operations.

### Operation-Specific Self-Assessments

Self-assessments have been created and posted to the Conference Safety Committee web page for the following Conference operations:

- Camps;
- Early Childhood;
- Warehouse.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Hazard Identification Methods	AIPP Element D
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 2

**Annual Inspections**

Conference entities, including local churches, shall perform self-inspections of their properties and operations at least annually. These self-inspections shall be documented by way of checklists; corrective actions shall be implemented to correct noted deficiencies.

Trustees and Staff-Parish Relations Committees (or their equivalents) shall review completed inspection checklists in order to be aware that inspections are being conducted as required and that noted deficiencies have been corrected.

Risk Consultants contracted by the United Methodist Workers' Compensation Trust shall perform formal assessments of select, representative locations and shall deliver assessment reports to the respective pastor, copying the Conference Safety Committee.

**Document Retention**

Copies of all inspection documentation, including checklists, shall be retained for three years and may be audited on a periodic basis by the District Superintendent, the Cabinet, the Conference Safety Committee, and/or Risk Consultants hired by the United Methodist Workers' Compensation Trust.



## ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP) Susquehanna Conference

### E. Industrial/Occupational Health Services

Policy Title:	Industrial/Occupational Health Services	AIPP Element E
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

#### **Policy:**

Occupational Health Services shall be deployed upon identification of potential hazards, including, but not limited to, the following:

- Exposure to excessive noise;
- Exposure to toxic chemicals (including lead and asbestos);
- Exposure to Bloodborne Pathogens;
- Exposure to mold.

Occupational Health Services may include medical surveillance, identification and deployment of additional controls including mechanical exhaust, administration of vaccines, and personal protective equipment.

Occupational Health Services vendors shall be selected according to ability and geographic location and only upon consultation with the Conference Safety Committee.



## F. Industrial Hygiene Services

Policy Title:	Industrial Hygiene Services	AIPP Element F
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### Policy:

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 employees and congregants.

Susquehanna Conference will promptly respond to any known or reasonably suspected occupational disease exposure through appropriate testing for accurate measurement. Test results shall influence the course of action taken; these actions 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
- Toxic Mold
- Bloodborne Pathogens
- Noise
- Lead in Drinking Water
- Indoor Air Quality

### Employee Involvement:

Employees who are involved in industrial hygiene monitoring must be advised of the results. Industrial Hygiene reports shall be reviewed with employees, who shall sign these reports as validation of this review. Copies of signed industrial hygiene reports shall be placed in employees Medical/Workers' Compensation files for the employees' length of employment plus 30 years.

Industrial Hygiene Reports shall also be posted in work areas where multiple employees are employed.

### Education:

Employees should receive briefing from their Supervisor and/or Department Head (or equivalent) as needed in order to recognize and protect themselves from occupational disease related exposures.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

**G. Accident & Illness Prevention Program Training**

Policy Title:	Accident & Illness Prevention Program Training	AIPP Element G
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

**Policy:**

Annual Safety Training shall be conducted for all employees and shall include, at a minimum, the following:

- Conference Safety Policy
- How to Report Injuries (and where to find incident reporting forms)
- Workers’ Compensation Rights and Duties of PA (what this is and where it is posted)
- Physician Panels (where are they posted)
- Safe Work Practices (for their Department/Operation/Church)
- Emergency Evacuation Plans
- Substance Abuse Policy
- How to Access Safety, Health, and Workers’ Compensation Information (website)

Each Conference office, Operation, and/or local church shall ensure that new employees and job transfers are trained on the above list and understand relevant safety policies and practices.

Supervisors (or equivalent) and equivalents are encouraged to conduct short safety meetings or “tool box talks” frequently with their employees. These meetings should allow time for employees to voice opinions, talk about recent situations and ask questions. Safety meetings may cover many topics, from fire safety to off-the-job safety.

Each Conference office, operations, and/or local church must retain 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 (3) three years.

Programs Directors (including Camps, Early Childhood) are responsible for ensuring that new employees and job transfers understand relevant safety policies and practices.

The training roster can be found on the Susquehanna Conference Safety Website.



## ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP) Susquehanna Conference

### H. Emergency Action Plan

Policy Title:	Emergency Action Plan	AIPP Element H
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

#### Policy:

Site specific Emergency Action Plans shall be developed for each local church, and Conference entity and operation. These plans should include, at a minimum, the following:

- Evacuation
- Shelter-in-place
- Fire emergencies
- Medical emergencies
- Intruders
- Severe weather
- Suspicious package/Bomb Threat
- Any other unique, site specific issues  
(nearby nuclear power plant, nearby chemical plant, etc.).

#### Training

All new and incumbent employees shall be trained to the contents of this policy and to their interior and exterior meeting points.

*Note: Doug Hoy has begun work on a conference-wide EAP template designed to address the needs of churches, etc. We will wait for that work to be complete and incorporate here....*



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

**I. Employee Safety Suggestion Program**

Policy Title:	Employee Safety Suggestion Program	AIPP Element I
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

Susquehanna Conference employees are encouraged to provide input and feedback regarding safety concerns, suggestions for improvement, etc. The Employee Safety Suggestion Program provides a means for all employees to take part in improving the safety and effectiveness of the Susquehanna Conference and its entities, operations, and churches.

There are a number of means by which employees may contribute suggestions:

1. A specific e-mail has been established which is monitored by a Risk Consultant hired by the Conference: [ajackson@rcmd.com](mailto:ajackson@rcmd.com)
2. There is a fillable form located on the Conference Safety Committee page of the Conference website which employees can complete and submit to the Conference Safety Committee.
3. Employees may also communicate with their direct supervisor and/or a Staff Parish committee member who will subsequently contact the Safety Committee.

Suggestions will be reviewed by the Safety Committee and acted upon as appropriate.



## J. Employee Involvement Methods

Policy Title:	Employee Involvement Methods	AIPP Element J
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

The Susquehanna Conference encourages employees to be involved in the Accident and Illness Prevention Program. Following are a number of means in which employees are involved in the program:

- Analyze hazards in each step of routine and non-routine jobs, tasks, and processes.
- Define and document safe work practices.
- Contribute to the development of worksite inspection checklists and participate in worksite inspections in order to identify and correct hazards;
- Participate in incident and/near miss incident investigations;
- Participate in training of coworkers and new hires;
- Serve as Safety Leads.
- Develop, implement, and evaluate training programs;
- Evaluate safety performance and identify ways to improve it;
- Report safety and health hazards and develop solutions that improve safety and health;
- Submit safety suggestions.



## K. Safety Rules and Enforcement Procedure

Policy Title:	Safety Rules and Enforcement Procedure	AIPP Element K
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 3

### Policy:

It is Conference policy to provide training to new and incumbent employees in safety rules and safe work practices located on the Conference Safety Committee Website.

In order to achieve compliance with safety rules and safe work practices, all Conference entities (Conference Office leadership, local church pastors and Staff Parish Committees, supervisors or equivalent, department heads, etc.) are responsible to ensure proper training and education, as well as documentation of same, for all employees.

In addition, leadership at all Conference locations (Conference Office, local churches, etc.) shall provide necessary personal protective equipment (PPE) and ensure its use by their employees.

### General Safety Rules:

A standard set of rules, uniformly enforced, allows the Conference to best mitigate workplace hazards, including unsafe work practices and conditions. Following are some general safety rules:

- Employees shall exercise care in the performance of their duties and act in a manner which ensures safety for themselves, coworkers, congregants, children in their care, etc.
- Unsafe conditions that can be immediately corrected shall be corrected and those that cannot shall be reported to supervisors (or equivalents).
- Supervisors (or equivalent) shall respond to reports of unsafe conditions to the extent possible. When in doubt, they shall consult with the Conference Safety Committee for guidance.
- Employees shall not work under the influence of alcohol or drugs (legal or illegal). Prescription and over-the-counter medications are permitted, provided that they do not hinder employees' ability to safely perform the duties of their duties (without impairment of skills, function, and judgment).
- Illness, fatigue, or other impairment that surfaces at work may increase the potential for unsafe acts and should be reported.
- Work areas and Conference-owned vehicles shall be maintained so as to decrease the potential for slips, trips, and/or falls.
- Fighting and horseplay are prohibited.
- Carrying firearms, explosives, or weapons is prohibited.
- Sabotage, theft, or willful destruction of Conference property is prohibited.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Safety Rules and Enforcement Procedure	AIPP Element K
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 3

- All tools and equipment shall be maintained in safe operating order. Defective tools and equipment shall not be used and employees shall report these conditions to their supervisors (or equivalent).
- Employees are not permitted to operate machinery or equipment unless they have been trained and authorized to do so.
- Employees shall ensure that machine guards and safety devices are in place when operating equipment and/or machinery and shall not circumvent safety devices.
- Employees shall inspect ladders and stepstools prior to use and may not use defective ladders or step stools. Portable ladders must be used in the manner in which they were designed (open, with latches secured, on proper footing). Straight (extension) ladders shall be placed on secure footing at a 4 to 1 angle (for every four feet in height, it is placed a foot from the building/wall).
- Employees shall wear approved personal protective equipment (PPE) as required to perform job tasks.
- Employees shall smoke only in designated areas.
- Mechanical, boiler, and electrical rooms shall not be utilized as storage areas and shall be maintained free from clutter. Clear access of three feet shall be maintained in front of all electrical panels.
- Fire extinguishers must be accessible at all times.

**Office Safety Rules**

- Keep drawers of desks and file cabinets closed when left unattended.
- Exercise caution when walking around “blind” corners.
- Open only one file cabinet drawer at a time to prevent the cabinet from tipping over.
- Keep the floor free from tripping hazards, including telephone cords, extension cords, loose papers, cartons, etc. Do not run electrical cords across walkways or aisles.
- Store materials in a safe manner (neat, orderly, and less likely to fall).
- Report and remove from service damaged electrical cords, faulty electrical equipment, damaged outlets, etc.
- Do not place broken glass or any other sharp object in regular trash. Make sure they are adequately wrapped prior to disposal.
- The use of portable heating equipment is not permitted.
- Use appropriate step stools and ladders to reach higher objects. Never use a chair in place of a step stool or ladder.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Safety Rules and Enforcement Procedure	AIPP Element K
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 3 of 3

**Enforcement**

Working safely is a condition of employment. In the event an employee fails to follow a safety rule or safe work practice, an accountability process shall be implemented as defined by the Policy and Procedure Manual applicable to Conference Offices/Conference employees. At the local church level, the Staff Parish Relations Committee shall use their discretion to counsel and/or discipline employees.

A graduated accountability process is recommended, as follows:

- Verbal warning for first or second time offenses;
- Written warnings for additional offenses;
- Penalties for continued offenses, up to and including termination of employment.

All Conference entity supervisors (or equivalent), local church pastors, and Staff-Parish Relations Committees (or equivalents) shall enforce safety rules consistently and not solely in response to an employee injury.



## L. Incident Investigation and Reporting

Policy Title:	Incident Investigation and Reporting	AIPP Element L
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 6

### Policy:

The Conference Safety Committee strongly encourages the investigation of all incidents – including “near misses”, injuries, and property damage – to identify root causes and corrective actions in order to prevent recurrence. Note, the Conference Incident Investigation Form will be sent to Supervisors (or equivalent) or equivalent by the Conference Office upon receipt of a “First Report of Incident”. Supervisors (or equivalent) or equivalents are responsible for conducting incident investigations and documenting the investigations on the Susquehanna Conference Incident Investigation Report.

### Following are guidelines for conducting thorough investigations:

1. **Fact-Finding:** Incident investigation is the process of fact-finding - not fault-finding. Avoid general statements such as “employee was careless” or “employee should be more careful”. These types of statements do not help prevent accidents and may be offensive and unfair to an injured employee. These terms lack definition and will not give much insight on how to prevent future accidents.
2. **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 employee’s name, date and time of injury, department, job duty, address, and date of birth. To investigate an accident, the investigator must obtain more detailed information, including a description of the accident, in detail, and its potential causes, and analyze all causes contributing to the accident.
3. **Causal Factors:** To find out why and how an accident may have occurred, one should consider the task being performed, the equipment used, the surrounding environment, experience of the employee/volunteer, and management policies that exist. Focusing on these areas helps investigators to resist the temptation to place blame on an injured employee.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Incident Investigation and Reporting	AIPP Element L
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 6

**To complete the form, documents the following elements found on the form:**

1. Report Completed By (enter name of supervisor or equivalent):
  - a. Name of Injured Person
  - b. Job Title
  - c. Affected Person Classification (full time, part time, volunteer, guest)
  - d. Location of Incident (church name and district)
  - e. Specific location Location (nursery, meeting room, etc.)
  - f. Date/Time Incident Occurred
  - g. Date Injury Reported
  - h. Supervisor Contact Information (phone, e-mail)
  - i. Task Performed When Injured
  - j. Witnesses? (attach statements)
  - k. Type of Task (routine, infrequent, new)
  - l. How Long Employee/Volunteer
  - m. Was employee directed to medical panel provider (yes, no)
  - n. Incident Evidence Secured (yes, no)
  - o. Additional Comments
2. Nature of Incident
  - a. Where did injury, near-miss, or property damage occur?
  - b. What part of body was injured, if any?
3. Severity of Injury/Illness (check one)
  - a. "Near Miss" (no injury)
  - b. First Aid (in house treatment only)
  - c. Minor Medical (initial doctor visit, then release)
  - d. Serious (partial disability, continuing medical care)
  - e. Catastrophic (strain from force, exhaustion)



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Incident Investigation and Reporting	AIPP Element L
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 3 of 6

4. Type of Incident

- a. Employee Injury
- b. Volunteer, Congregant, Guest (non-employee) Injury/Near Miss
- c. Property Damage
- d. Motor Vehicle Accident (if MVA, complete additional MVA Report form in P&C link)

5. Mechanism of Injury:

- a. Slip/Trip Fall onto same level;
- b. Fall from Height (ledge, platform, ladder, stairs)
- c. Caught In/On/Between (pinched, snagged, grabbed)
- d. Overexertion (strain from force, exhaustion)
- e. Respiratory Exposure
- f. Struck Against (hit on, bumped into)
- g. Struck By (hit by something/someone)
- h. Repetitive Motion (not a sudden strain but pain over time)
- i. Vehicle Accident
- j. Cut by Sharp Object (knife, blade)
- k. Contact With (electrical, chemical, heat, cold)
- l. Foreign Material in Eye
- m. Bio-Hazard Exposure (needlestick, blood)
- n. Animal/Insect Bite
- o. Other

6. Describe in Detail How the Incident Occurred (comment on equipment, tools, material, people, vehicles, or environmental factors - noise, lighting, heat, cold, etc. - that may have contributed).

7. Protective Gear Used by Injured Person (when incident occurred) – specify any personal protective equipment (PPE- safety glasses, gloves, hard hat etc.) worn at time of incident.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
Susquehanna Conference

Policy Title:	Incident Investigation and Reporting	AIPP Element L
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 4 of 6

8. Immediate Cause of Incident (identify behaviors and conditions), as many as pertain:

a. Behaviors/Work Practices

- Using improper equipment (wrong type/damaged)
- Abuse/misuse of equipment
- Removing safety devices or making them inoperable
- Failing to use protective gear or seatbelts
- Improper placement of storage or materials (unstable)
- Improper handling technique (grip, reach, posture)
- Failure to use safe lift handling equipment (carts, lifts, etc.)
- Working on equipment in motion
- Performing work at unsafe speed or pace
- Not authorized/qualified to perform task
- Failure to isolate/secure/lock out energized equipment
- Horseplay

b. Physical Conditions

- Inadequate guards/barriers/safety devices
- Inadequate or improper protective equipment
- Defective/worn tools or equipment in service
- Congested/restricted area/no separation
- Fire or explosion hazard
- Working surface unsafe (slippery, sloped)
- Poor housekeeping/disorder
- Hazardous materials/chemicals used
- Visibility inadequate (dark, glare, obscured)
- Heavy work uncontrolled
- Poor lighting
- Weather (rain, snow, ice, sun glare)

c. Other/Comments:



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Incident Investigation and Reporting	AIPP Element L
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 5 of 6

9. Root Causes of Incident (identify personal factors and management practice factors). Check as many as applicable.

a. Possible Personal Factors

- Knowledge insufficient
- Skill insufficient
- Experience insufficient
- Personal issues
- Other

b. Possible Management Practice Lacking

- Leadership/supervision/enforcement
- Building design/layout
- Work method
- Tools/equipment available
- Hazardous material (chemicals) alternatives/controls
- Training
- Hazard identification/evaluation

10. Preventive Measures to be Considered

a. Select as many as applicable

- General enforcement improvement
- Training/retraining of employees, volunteers, guests
- Individual corrective counseling
- Personal Protective Equipment improvement
- Staffing/hiring standards
- Employee/volunteer rotation among tasks
- Employee/volunteer communication
- Job Reassignment (employees)
- Housekeeping/disposal improvement
- Substitute safer alternative material
- Guards/safety device improvements
- Visibility/lighting improvement
- Storage/arrangement improvement
- Repair/replace equipment
- Congestion/traffic improvement



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Incident Investigation and Reporting	AIPP Element L
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 6 of 6

- Supply/purchasing improvement
- Inspection/maintenance improvement
- Noise/vibration improvement
- Emergency response planning
- Warning system provided
- Formal procedures developed/updated
- Work method improvement
- Workstation redesign
- Temperature improvement
- Ventilation improvement
- Discontinue/eliminate task
- Remove/eliminate hazard
- Conduct hazard analysis
- Other/Comments

11. Specific Corrective Action(s) Taken:

- a. List the actions
- b. List the person responsible to complete the actions
- c. List the target date
- d. List the actual date corrective actions completed.

12. Send the completed report to:

- a. Program Director – Jason Mackey at [jmackey@susumc.org](mailto:jmackey@susumc.org)  
 OR mail to 303 Mulberry Drive, Mechanicsburg, PA 17050
- b. Appropriate District Office as follows:
  - Altoona: 1381 Plank Rd., Suite 104, Duncansville, PA 16635-8458
  - Harrisburg: 303 Mulberry Dr., Suite 200, Mechanicsburg, PA 17050
  - Lewisburg: 31 Baylor Blvd., Lewisburg, PA 17837
  - Scranton/Wilkes-Barre: 40 Knob Hill Rd., Trucksville, PA 18708
  - State College: 1200 Haymaker Rd., State College, PA 16801
  - Williamsport: 2420 Nottingham Rd., Williamsport, PA 17701
  - York: 1910 Kenneth Rd., Suite D, York, PA 17408
- c. Safety Committee – Anne Jackson at [ajackson@rcmd.com](mailto:ajackson@rcmd.com)



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

**M. Availability of First Aid and CPR**

Policy Title:	Availability of First Aid and CPR	AIPP Element M
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

**Policy:**

The Conference Safety Committee encourages Conference entities and local churches to make first aid kits available to employees for treatment of minor cuts and scratches, and to maintain an adequate number of personnel trained in First Aid and CPR. The availability of first aid supplies is not to be used as a substitute for obtaining medical treatment when required, however.

Employees of all Conference entities and local churches have readily available access to medical treatment through the designated, approved occupational health care providers. Emergency medical treatment, including CPR treatment by qualified personnel, is available through local Emergency Medical Services (by calling 911).

Employees should be made aware of bloodborne pathogen training requirements, and Hepatitis B vaccine offerings (see Policy # P9).



## N. Program Evaluation Methods

Policy Title:	Program Evaluation Methods	AIPP Element N
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### Policy:

The Susquehanna Safety Committee shall measure the effectiveness of the Conference safety program during its periodic meetings (and as needed) as follows:

- Reviewing overall safety performance of the conference via the performance scorecard;
- Reviewing injury reports and evaluating whether work practices exist for tasks involved or if there are gaps in policies, procedures, and practices;
- Reviewing current self-inspection protocol and documents;
- Discussing employee safety suggestions and concerns;
- Evaluating status of employee training and identifying areas of improvement;
- Comparing current status against PA Labor & Industry requirements.



## ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP) Susquehanna Conference

### O. Program Goals and Objectives

Policy Title:	Program Goals and Objectives	AIPP Element O
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

The Conference will establish goals and objectives on a yearly basis using metrics based on behaviors including some or all of the following:

- Number of work practices developed and implemented;
- Percentage of new employees trained;
- Percentage of completed on-time incident reports;
- Percentage of completed self-inspections;
- Number of training sessions conducted;
- Lag time (measurement of number of days between injury occurrence and claim initiation).



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

**P. Work Environment Procedures Specific to the Conference**

Policy Title:	Work Environment Procedures Specific to the Conference	AIPP Element P
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

**Policy:**

The Conference recognizes that the following formal procedures apply to its employees. While some apply to all, some may apply only to those whose position requires tasks exposing them to particular, specific hazards:

- Electrical/Machine Guarding (P1)
- Personal Protective Equipment (P2)
- Hearing Conservation (P3)
- Vision Conservation (P4)
- Lockout/Tagout Energy Control (P5)
- Hazardous Material & Waste Program (P6)
- Confined Space Entry (P7)
- Fire Prevention/Protection (P8)
- Bloodborne Pathogens Exposure Control (P9)
- Pre-Operational Process Review (P10)
- Substance Abuse Awareness and Prevention (P13)



## ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP) Susquehanna Conference

### P1. Electrical / Machine Guarding

Policy Title:	Electrical/Machine Guarding	AIPP Element P1
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

#### Policy:

Conference entities and local churches shall assess exposure to electric and mechanical hazards and design controls in order to reduce risk of injury to employees from these hazards. All machines or operations that expose employees to rotating parts, pinch points, flying chips, particles, and/or sparks must be adequately guarded.

In addition, mechanical power transmission belts and pinch points must be guarded as well. An emergency stop button must be available on machinery. The equipment shall be securely placed and anchored to prevent tipping or other movement that could result in injury.

NOTE: This applies to Hobart or other kitchen blenders and/or meat slicers as well as bench and pedestal grinders.

Employees working with machinery or equipment requiring guarding and their supervisors (or equivalent)/department heads shall observe the following guidelines:

- Guards shall be affixed to machines in a manner that meets OSHA standards (requires a tool to remove);
- The guarding shall be designed and constructed to prevent the operator from having any part of his or her body in a danger zone (called the "point of operation") during the operating cycle;
- Equipment guards shall not be removed,
- Machines designed for a fixed location shall be securely anchored to prevent "walking" or moving.
- A mechanical or electrical power control (such as an emergency stop button) shall be provided on each machine to make it possible for the operator to cut off the power from each machine without leaving his or her position at the point of operation.
- On applications where injury to the operator might result if motors were to restart after power failures, provision shall be made to prevent machines from automatically restarting upon restoration of power.



## P2. Personal Protective Equipment (PPE)

Policy Title:	Personal Protective Equipment (PPE)	AIPP Element P2
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### Policy

Personal protective equipment (PPE) shall be provided, utilized and maintained in a sanitary and reliable condition whenever deemed necessary per exposure to hazards, processes or environment that cannot be controlled or mitigated by elimination of the process/task, substitution of the process/task for another, and/or application of engineering and/or administrative controls. PPE shall be considered only as a last resort as it relies on the user (the employee) to select the correct PPE for the task, use it properly, and maintain it in a clean and effective condition.

### Scope

This policy applies to all employees who by nature of their job function have the potential to be exposed or come into contact with audio, chemical, physical, radiological or biological hazards which by this exposure can cause illness, injury or impairment in the function of any part of the body.

PPE includes, but is not limited to, approved eye protection (safety goggles or safety glasses), hearing protection, footwear, respiratory protection, gloves, steel-toed shoes, and other PPE as required by the tasks of the job.

### Authority and Responsibility

Supervisors (or equivalent) (or equivalents) are responsible for:

- Performing an assessment of workplace hazards and eliminate, substitute, and or otherwise control these hazards. Only when these measures have been accomplished shall personal protective equipment be considered.
- Ensuring personal protective equipment is available and providing personal protective equipment as required or upon request to all employees
- Ensuring personal protective equipment is being used by each affected employee performing job tasks requiring such protection.
- Training employees in the use and care of PPE.

Employees are responsible for:

- Properly wearing personal protective equipment upon the direction of their Supervisor or equivalent and maintaining it in a clean and effective manner.
- Participating in training.



### P3. Hearing Protection

Policy Title:	Hearing Protection	AIPP Element P3
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

#### Hearing Protection

Protection against the effects of noise exposure shall be provided when the sound levels exceed those shown in Table 1 when measured on the A-scale of a standard sound level meter at slow response.

Table 1 – Permissible Noise Exposures	
Duration per Day Hours	Sound Level dBA Slow Response
8	90
7	91
6	92
5	93
4	95
3	97
2	100
1 ½	102
1	105
½	130
¼ or less	135

The maximum permissible level for impact or impulse noise shall be 140 decibels (dB) as measured with a sound level meter capable of indicating an instantaneous peak noise level.

Impact and impulse noise are peaks or maximum of sound level, above the continuous background level, which have separation intervals greater than one sound. If peaks occur one second or less apart, the noise shall be considered continuous.

Employees whose noise exposures equal or exceed the action level shall be provided with the necessary hearing protection, and shall comply with rules and procedures.



## P4. Vision Conservation

Policy Title:	Vision Conservation	AIPP Element P4
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### Policy:

Suitable eye protection or face protection shall be worn when there is the potential for exposure to the eyes or face from flying particles, molten metal, liquid chemicals, acid or caustic liquids, chemical gases or vapors, and/or potentially injurious light radiation.

Side protection is required when there is a hazard potential from flying objects. Detachable side protectors (e.g., clip-on or slide-on shields) meeting the pertinent ANSI Z87 requirements are acceptable.

Eye protection shall be durable, comfortable and easy to clean. Persons whose vision requires the use of corrective lens and who by nature of their job duties require eye protection shall wear goggles or a full face shield that can be worn over the prescription lenses.

There are four general classes of eye and face protection: safety glasses, face shields, goggles and welding helmets. The type of protection required shall be determined by the type and degree of the hazard and shall comply with ANSI Z87.1-2015 "American National Standard Practice for Occupational and Educational Eye and Face Protection".

Safety glasses shall be worn at all times in the following locations:

- Maintenance shops (e.g., welding, carpentry, automotive);
- All areas where airborne materials are present, including power washing and landscaping activities (mowing, weed-whacking, tree trimming, etc.).



## **P5. Lockout / Tagout – Control of Energy Sources**

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 10

### **Policy:**

It is the policy of the Susquehanna Conference to protect employees from the unexpected start-up (energization) of equipment.

The following procedure establishes minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is performed on machines or equipment in which the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury to employees. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources, and locked out before employees perform any servicing or maintenance where the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

NOTE: “Tags” shall not be used as tags do not isolate and lockout energy sources. This policy and procedure refers to Lockout/Tagout as “LOTO” but in all cases refers to actual application of lockout (vs. placing a tag).

### **Control of Hazardous Energy**

In order to control risk, each location shall:

- Provide equipment and resources needed to implement and adhere to the THS Control of Hazardous Energy (Lockout/Tag out) Standard;
- Plant leadership will ensure that all plant personnel understand and follow LOTO standard (Control of Hazardous energy standard).
- Identify equipment types and document all energy sources (electrical, pneumatic, hydraulic, kinetic, etc.) and verify the location of respective energy isolation devices (disconnects, valves, blocks, etc.);
- Develop and maintain equipment-specific Lockout/Tag out procedures and audit same to ensure accuracy;
- Train authorized and affected employees per the Lockout/Tag out Standard and machine specific procedures relevant to their positions/task;
- Authorized employees training must comply with minimum training requirements and periodic inspections as outlined in THS Lockout/Tag out standard.
- All contractors performing work at THS facilities must comply with requirements contained in the THS Lockout/Tag out Standard.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 10

**Responsibility**

- Supervisors (or equivalent) are responsible to assessing equipment and operations in their department in order to determine when lockout is to be applied.
- Supervisors (or equivalent) are responsible for creating lockout procedures that, when energy sources are isolated and locks applied, will protect employees from unexpected energization.
- Supervisors (or equivalent) are responsible for training new and incumbent employees to lockout principles in general and to the equipment-specific procedures as required by the task being performed.
- All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout.
- Employees designated as “authorized to perform lockout” are responsible for performing lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize or use that machine or equipment. Compliance to this procedure is mandatory.

**Definitions**

This section describes and defines common phrases or words often used for LOTO.

- Affected Employee - An employee whose job requires him/ her to operate or use a machine or equipment on which servicing or maintenance is being performed under LOTO, or whose job requires him/ her to work in an area in which such servicing or maintenance is being performed.
- Authorized Employee - A person who locks out or tags out machines or equipment in order to perform servicing or maintenance on that machine or equipment. An affected employee becomes an authorized employee when that employee’s duties include performing servicing or maintenance.
- Capable of Being Locked Out - An energy isolating device is capable of being locked out if it has a hasp or other means of attachment to which, or through which, a lock can be affixed, or it has a locking mechanism built into it.
- Energized - Connected to an energy source or containing residual or stored energy.
- Energy Isolating Device - A mechanical device that physically prevents the transmission or release of energy, including but not limited to the following: A manually operated electrical circuit breaker; a disconnect switch; a manually operated switch by which the conductors of a circuit can be disconnected from all ungrounded supply conductors, and in addition, no pole can be operated independently; a line valve; a block; and any similar device used to block or isolate energy. Push buttons, selector switches and other control circuit type devices are not energy isolating devices.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 3 of 10

- Energy Source - Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy.
- Lockout - The placement of a lockout device on an energy isolating device that ensures the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.
- Lockout Device - A device that utilizes a positive means such as a lock, either key or combination type, to hold an energy isolating device in a safe position and prevent the energizing of a machine or equipment. Included are blank flanges and bolted slip blinds.
- Normal Operations -The utilization of a machine or equipment to perform its intended function.
- Servicing and/or Maintenance - Work place activities such as constructing, installing, setting up, adjusting, inspecting, modifying, and maintaining and/ or servicing machines or equipment. These activities include lubrication, cleaning or un-jamming of machines or equipment and making adjustments or tool changes, where the employee may be exposed to the unexpected energization or startup of the equipment or release of hazardous energy.

**Sequence of Lockout**

The standard sequence used to conduct LOTO is as follows:

1. *Prepare For Shutdown* - As an authorized employee, they are instructed of each type of energy source a machine uses, potential hazards and methods or means to control any hazards. Notify affected employees that work requiring LOTO will be performed.
2. *Shutdown* - Shut the system down by using its operating controls. Follow the equipment-specific LOTO procedure for shutting down the respective machine or equipment.
3. *Isolation* - Operate all energy isolating devices so that the machine or equipment is isolated from its energy sources. Be sure to isolate all energy sources--secondary power as well as the main power source.
4. *Control Stored Energy* - Relieve, disconnect or restrain any residual hazardous energy that could be present. Inspect the machine or equipment to make sure that all moving parts have stopped. If stored energy can re-accumulate, monitor it to make sure it stays below hazardous levels.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 4 of 10

5. *Apply LOTO Device* - Attach lock that holds operating controls in an “off” or “safe” position. By attaching a lock to the energy isolating device it prevents someone from restoring the flow of energy to the machine or equipment. All locks must meet 1910.147 (c) (5) (i) through (c) (5) (iii) standardization requirements.
6. *Verify Equipment Isolation* - Verify proper isolation and/or de-energization by testing the start button to assure the machine will not operate. Make sure to push the stop button after activating the start button.

**Restoring Equipment to Service**

When the servicing or maintenance is completed and the machine is ready to return to normal operating condition, the following steps shall be taken.

- Inspect the machine or equipment and the immediate area, in addition inspect the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.
- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and re-energize the machine or equipment.
- Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

**Energy Control Procedure**

Equipment-specific LOTO procedures shall be developed, documented and utilized for the control of potentially hazardous energy when employees are engaged in activities where LOTO is required.

This procedure shall be clear and specifically outline the scope, purpose, authorization, rules, and techniques to be utilized for the control of hazardous energy, and the means to enforce compliance includes:

- A specific statement of the intended use of the procedure.
- Specific procedural steps for shutting down, isolating, blocking and securing machines or equipment to control hazardous energy.
- Specific procedural steps for the placement, removal and transfer of lockout devices and the responsibility for them.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 5 of 10

- Specific requirements for testing a machine or equipment to determine and verify the effectiveness of lockout devices and other energy control measures.

**Energy Sources**

This section defines energy sources and all the energy sources that may be present within Conference operations.

- **Electrical Energy:** is present in power transmission lines, transformers, circuit breakers and motors, to name a few. Electrical energy can be either direct or indirect. An example would be an Air Handling Unit.
- **Hydraulic Energy:** is fluid under pressure. For example, powered industrial trucks and cylinders are run by hydraulic energy. An example would be a forklift.
- **Pneumatic Energy:** is air under pressure. Pneumatic systems require faster cycles of operation than hydraulic energy. An example would be air hose.
- **Thermal Energy:** includes steam or water present in pipes and supply lines, storage tanks and vessels used to create energy. An example would be the boilers.
- **Chemical Energy:** includes chemicals present in pipes and supply lines, storage tanks and vessels used to create energy.
- **Kinetic Energy** is the actual movement or force behind a moving mass. For example, kinetic energy is found in blades, belts and flywheels.
- **Potential Energy** is stored gravitational energy. Some examples include springs, actuators, counter weights and raised loads.

Note that equipment may be supplied with multiple energy sources whose isolation and locking out must be included in LOTO procedures.

**Outside Personnel (Contractors, etc.)**

Contractors shall comply with the Conference’s LOTO procedures.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 6 of 10

**Group Lockout**

When servicing and/ or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure that affords the employees a level of protection equivalent to that provided by a personal lockout device.

- Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout device.
- When more than one crew, craft, department, etc. is involved, assignment of overall job-associated lockout control responsibility shall be delegated to an authorized employee designated to coordinate affected work forces and ensure continuity of protection.
- Each authorized employee shall affix a personal lockout device to the group lockout device, group lock box, or comparable mechanism when he or she begins work, and shall remove those devices when he or she stops working on the machine or equipment being serviced or maintained.

**Shift or Personnel Changes**

This specific procedure was created and shall be utilized during shift and personnel changes to ensure the continuity of lockout protection between off-going and oncoming personnel to minimize exposure to hazards from the unexpected energization or start-up of the machine or equipment, or the release of stored energy.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 7 of 10

**Lock Removal For an Absent Person(s)**

Whenever it is necessary to remove a lock when one or more authorized individuals who have locked out or tagged out a machine or equipment is absent or in case of an emergency, the following procedure shall be followed:

- The Supervisor, crew leader, or equivalent must make all possible attempts to locate the person(s). This includes the following techniques: paging the person, checking the break rooms, rest rooms or work stations; looking outside; telephoning the person’s home; contacting the person’s supervisor.
- If these attempts fail, the person’s supervisor or lead person are the only individuals who can give the permission to remove the person’s lock.
- Once the permission has been granted to remove the lock or tag the crew leader or supervisor shall inspect the machine or equipment to ensure that no one will be injured by the energization of the machine or equipment.
- When removing a lock a supervisor must be present to witness the act for accountability measures. Once the lock or tag has been removed the necessary action for the situation can be taken.
- The absent or affected person(s) shall be notified as soon as possible that their lock has been removed before they enter the work area or return to work.

**Materials & Hardware**

Requirements for LOTO devices are as follows:

- Lockout devices shall not be used for other purposes than what they are designed for. Lockout devices include the following: locks, chains, wedges, key blocks, adapter pins, valve blocks, self-locking fasteners and/or other hardware used to ensure energy isolating or blocking of machines or equipment from an energy source.
- Lockout devices shall identify the authorized employee who utilizes such device.
- Following are the approved characteristics of a lockout device:
- Must be durable - To ensure durability, a LOTO device shall be capable of withstanding the environment to which they are exposed for the extent of the LOTO procedure. In addition,
- Must be standard - Standardization of LOTO is required to ensure all affected and authorized employees are aware of the LOTO procedure in an area.
- Must be substantial - Lockout devices shall be substantial enough to prevent removal without the use of excessive force or unusual techniques, such as the use of bolt cutters, blow torches or other metal cutting tools.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Lockout/Tagout – Control of Energy Sources	AIPP Element P5
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 8 of 10

**Materials & Hardware (cont.)**

- Must be identifiable - All LOTO devices shall indicate the identity of the employee(s) applying the energy isolating device.

**Auditing**

To adhere to OSHA requirements and to ensure that LOTO procedures are correct and that Authorized Employees adhere to specific LOTO procedures, procedures and employees shall be audited on an annual basis.

**Training**

Authorized Employees - training shall be conducted annually to ensure your knowledge of the LOTO procedure, energy sources present in the workplace, your knowledge of LOTO procedures. Following are key points to be included in training:

- \* Define LOTO
- \* Define the energy sources in the workplace.
- \* When to use LOTO.
- \* Define basic LOTO process and steps.
- \* Define auditing process and its purpose.
- \* Review and illustrate the auditing process.
- \* LOTO written test and review

**Forms**

Sample forms required per the LOTO follow:

- \* LOTO Removal Form For Absent Person(s) or Emergency Situations
- \* LOTO Auditing Form



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
Susquehanna Conference

**LOTO REMOVAL FORM FOR ABSENT PERSON(S) OR EMERGENCY SITUATIONS**

\*\*\*\*\*

DATE REMOVED: \_\_\_\_\_

LOCK REMOVED BY: \_\_\_\_\_

TITLE OF INDIVIDUAL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

WITNESS: \_\_\_\_\_

WITNESS'S TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

\*\*\*\*\*

EQUIPMENT DESCRIPTION: \_\_\_\_\_

LOCK #: \_\_\_\_\_

ASSOCIATE'S NAME: \_\_\_\_\_

\*\*\*\*\*

REASON OR COMMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

ASSOCIATE NOTIFIED: \_\_\_\_\_

TIME NOTIFIED: \_\_\_\_\_

LOCK RETURNED: \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

All completed forms are to be forwarded to the Staff/Parish Relations Committee.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

**LOCKOUT AUDIT FORM**

<b>AUDITOR:</b>	<b>ASSOCIATE:</b>
TITLE:	TITLE:
DATE:	CLOCK #:
EQUIPMENT:	DEPARTMENT:

1. Was the machine locked out or tagged out?	YES	NA	NO
2. Did the associate notify all affected employees?	YES	NA	NO
3. Did the associate press all the stop buttons?	YES	NA	NO
4. Did the associate isolate all the energy sources present?	YES	NA	NO
5. Did the associate inspect the machine for moving parts?	YES	NA	NO
6. Did the associate lock the lock?	YES	NA	NO
7. Did the associate remove the key from the lock?	YES	NA	NO
8. Did the associate position two tags over the operating controls?	YES	NA	NO
9. Did the associate test the equipment by pressing any start buttons?	YES	NA	NO
10. Did the associate know the next step was to perform the work?	YES	NA	NO
11. Did the associate conduct a safeguard check for tools, parts, etc.?	YES	NA	NO
12. Did the associate notify all affected employees of the start-up?	YES	NA	NO
13. Did the associate remove the lock?	YES	NA	NO

COMMENTS:

---



---



---

AUDITOR'S SIGNATURE: \_\_\_\_\_

ASSOCIATE'S SIGNATURE: \_\_\_\_\_



## **P6. Hazardous Material & Waste Program**

Policy Title:	Hazardous Material & Waste Program	AIPP Element P6
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 2

### **Policy:**

This policy provides guidelines for the safe storage and disposal of hazardous waste in a manner that minimizes risks to humans and their environment.

### **Definition:**

Hazardous wastes include substances defined as hazardous such as those described as

- Blood/Bloodborne Pathogens
- Corrosive, Reactive, and/or Toxic

### **General Guidelines for Waste Accumulation Areas:**

Every site must evaluate if the potential for the collection and/or disposal of hazardous waste exists. If it does, then the following applies:

Containers must be:

- Labeled;
- In good condition with no leaks, corrosion, buckling, or bulging;
- Compatible with their contents;
- Kept closed except when adding or removing waste;
- In secondary containment, if a leak would have the potential for reaching a sink or drain. The containment must be compatible with the stored wastes and large enough to hold the contents of the largest bottle or jar therein.

All waste should be transported from satellite accumulation sites to the central accumulation site as soon as they become full (if applicable).

Accumulation sites shall maintain the following equipment:

- Fire extinguisher
- Fire alarm
- Telephone
- Spill control material

Regular inspections will ensure all containers and safety equipment are in good condition and properly labeled.



## ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP) Susquehanna Conference

Policy Title:	Hazardous Material & Waste Program	AIPP Element P6
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 2

### **Disposal/Shipping Procedures:**

Contracted waste transporters shall remove hazardous waste from the central accumulation areas and ensure that:

- Waste is packaged in accordance with Department of Transportation regulations 49 CFR Parts 172, 178, and 179
- Waste containers are labeled in accordance with 49 CFR Part 172
- The transportation vehicle is properly placarded

### **Recordkeeping:**

- Records will be maintained by each affected location for three years.

### **Emergency Procedures:**

An emergency coordinator shall be designated at each applicable site shall be on the premises or on call to coordinate emergency response.

In the event of a chemical waste spill:

- Call 911 and provide the following:
  - i. Type of incident (chemical spill, radiation hazard, etc.);
  - ii. Type of chemical, if known;
  - iii. Whether or not there are injuries;
  - iv. Extent of injuries;
  - v. Location of incident;
  - vi. Name and title of caller.

Notify those in the area and if necessary evacuate the building.



## P7. Confined Space Entry Program

Policy Title:	Confined Space Entry Program	AIPP Element P7
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### Policy:

Conference entities and operations shall assess their properties in order to determine if and where confined spaces exist.

An inventory of confined spaces shall be maintained by each Conference office and entity.

No Conference employees shall enter permit-required confined spaces. All work in these areas will be sub-contracted to companies approved for such work as set forth by the Occupational Safety and Health Administration (OSHA).

### Definitions:

Confined Space - a space with limited entry and egress and not suitable for human inhabitants. An example is the interior of a storage tank, occasionally entered by maintenance workers but not intended for human occupancy.

Permit Required Confined Space- Permit-required confined spaces are confined spaces that contain a hazardous or potentially hazardous atmosphere; may contain a material which can engulf an entrant; may contain walls that converge inward or floors that slope downward and taper into a smaller area which could trap or asphyxiate an entrant.

### Contractors:

When contractors are required to enter Conference permit-required confined spaces, the following policies apply:

- The Pastor’s office shall inform the contractor that the church and/or associated buildings contain permit-required spaces and that permit space entry is allowed only through compliance with a permit space program.
- The Pastor’s office shall apprise the contractor of any hazards identified, the church’s experience with the space, and what classifies it as a permit space.
- The Pastor’s office shall coordinate entry operations with the contractor if Conference personnel or other contractor personnel are working near the confined space being entered. If employees of more than one employer are working simultaneously as “Authorized Entrants” in a confined space, procedures to coordinate entry operations are to be developed and implemented.



## **P8. Fire Prevention and Protection Program**

Policy Title:	Fire Prevention and Protection Program	AIPP Element P8
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### **Policy:**

The Conference believes that fire safety is of primary importance and that prevention is key.

### **Fire Alarms**

Employees shall be trained to the location and purpose of fire alarms.

### **Fire Extinguishers**

Conference employees are not expected to fight fires. Only those fires that are “incipient”, meaning they are no larger than a small office wastebasket, shall be attempted to be extinguished by employees utilizing portable fire extinguishers (note, there are specific provisions for Camp locations). Only employees who have been trained to use fire extinguishers are authorized to use them.

### **Fire Causes**

Unattended open flames, heating devices and improper use of electrical cords most often cause fires. The following items are prohibited in Conference offices:

- Candles and/or incense;
- Hot plates/grills;
- Portable heating devices.

### **Electrical and Extension Cords**

Electrical cords and plugs must be maintained in good condition. Never use a cord that has been damaged (frayed, worn, cut) and taped.

Extension cords are to be used only on a temporary basis and not in place of fixed wiring. Extension cords may never run under a rug, through a wall or ceiling, under a door, etc.

### **Storage**

No storage of any type will be allowed in any part of the means of egress from buildings.

### **Idle Pallets**

Idle pallets shall not be stacked in excess of six feet. No more than four stacks, each six feet high, shall be allowed in one area; the next stack of pallets must be at least 25’ away. Idle pallets, if stored outdoors, shall be stored at least 50’ from buildings.



## P9. Bloodborne Pathogen Exposure Control

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 8

### Policy:

It is Susquehanna Conference policy to identify and protect all personnel who, in the course of their work, could reasonably be expected to come into contact with blood, body fluids, or other potentially infectious material.

### Definitions:

- **Bloodborne Pathogens (BBP)** - Pathogenic microorganisms present in human blood which can cause disease in humans. These pathogens include, but are not limited to the Hepatitis B Virus, (HBV), Hepatitis C, and the Human Immunodeficiency Virus (HIV), which causes Acquired Immune Deficiency Syndrome (AIDS).
- **Engineering Controls** - a method of control which isolates or allows the removal of bloodborne pathogen hazards from the workplace. Examples include sharp disposal systems, self-sheathing needles, etc.
- **Personal Protective Equipment (PPE)** - Specialized clothing or equipment worn by an employee for protection against a hazard.
- **Regulated Waste** - Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; pathological and microbiological wastes containing blood or other potential infectious materials.
- **Universal Precautions** - an approach to infection control to treat all human blood and certain human body fluids as if they were known to be infectious for HIV, HBV and other bloodborne pathogens and to protect oneself accordingly.
- **Work Practice Controls** - Controls that reduce the likelihood of exposure by altering the manner in which a task is performed, i.e. recapping a needle.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 2 of 8

**Responsibilities**

Each Conference location, including local churches, must identify and control potential bloodborne pathogen exposure. Potential exposures include, but are not limited to, the following:

- Early childhood operations
- Providers of First Aid
- Custodial employees (rest room cleaning, etc.)

**Department Managers and Supervisors (or equivalent)**

- Department Managers and Supervisors (or equivalent) are responsible for training and exposure control plans in their respective areas.
- Training topics include:
  - vii. Potential exposures;
  - viii. How to protect oneself (single-use gloves, hand-washing, etc.);
  - ix. Universal precautions;
  - x. Disinfecting procedures.

**Employees**

Employees play an essential role in the Conference’s bloodborne pathogen compliance program. Responsibilities include:

- Know the tasks they perform that have occupational exposure and take measures to protect themselves;
- Understand how their response to emergencies could potentially expose them to BBP and know how to practice universal precautions\;
- Practice good personal hygiene habits.

**Exposure Control Plan**

There are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens within the Conference. Five areas that we deal with in this plan are:

- The use of Standard or Universal Precautions
- Establishing appropriate Engineering Controls
- Implementing appropriate Work Practice Controls
- Using necessary Personal Protective Equipment
- Implementing appropriate Housekeeping Procedures



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 3 of 8

**Universal Precautions**

The use of “Standard” or “Universal Precautions” to prevent contact with blood and other potentially infectious materials is required. All human blood and the following body fluids are treated as if they are known to be infectious for Hepatitis B Virus, HIV, and other bloodborne pathogens: These bodily fluids may include: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and/or saliva.

In circumstances where it is difficult or impossible to differentiate body fluid types (i.e., blood tinged fluids), we assume all body fluids to be potentially infectious.

**Engineering Controls**

Engineering controls are used to eliminate or minimize employee exposure to bloodborne pathogens whenever possible. The following engineering controls are used, when needed throughout the Conference:

Hand Washing Facilities - The Conference will provide hand washing facilities where feasible. When hand washing facilities are not feasible, one of the following will be provided:

- An appropriate antiseptic hand cleanser and clean cloth or paper towels
- Antiseptic towelettes until it is possible to wash hands with soap and running water

Containers for contaminated sharps (used needles) shall be provided with the following characteristics:

- Puncture resistant
- Color-coded or labeled with biohazard warning label
- Leak-proof on the sides and bottom
- Replaced periodically (i.e., when they are approximately ¾ full)

**Work Practice Controls**

Emergency Kits - shall be maintained at accessible locations and shall include:

- One or more pair of non-latex gloves;
- One or more compression bandages;
- Plastic bag to place used gloves and/or bandages;
- Plastic bottle with germ-killing solution (recommended solution contains nine parts bleach to one part water);
- Paper towels.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 4 of 8

**Work Practice Controls (cont.)**

Personal Protective Equipment - Employees shall wear disposable (single use), non-latex gloves, such as surgical or examination gloves, whenever administering first aid, particularly if it is likely that there is potential contact with any individual’s blood or bodily fluids, mucous membranes, non-intact skin, or any item or surface contaminated with bodily fluids. Gloves shall NOT be reused and shall be properly disposed of, immediately after use, in a plastic bag.

Hand Washing - Wash hands and other skin surfaces immediately with soap, rubbing vigorously for several minutes and rinsing thoroughly following glove removal.

First Aid Restrictions - Any employee with cuts, sores, or other breaks in the skin of their hands and arms should not perform First Aid unless there is no one else available to assist in an emergency. Should employees come into contact with blood or bodily fluids in the breaks of their skin or in their mouth, eyes, or nose, they should immediately notify their supervisor (or equivalent) and see medical intervention.

Clean-Up - Clean blood and body fluid spills promptly with a solution of one part bleach, nine parts water or an approved germ killing agent. This includes fluids on the floor or on any fixtures or equipment. NOTE, some pathogens live in dried blood and bodily fluids for seven days.

Broken Glass Clean-Up and Disposal - Broken glass that is potentially contaminated shall be cleaned up using a dust pan, brush, and/or tongs (not by hand). The glass shall be disposed of in a puncture proof container.

Restroom Maintenance and Sanitation - Maintenance and custodial personnel shall wear gloves whenever there is a possibility of contact with blood and body fluids. This includes when working in restrooms. All restrooms, toilets, urinals, etc., will be cleaned daily with a 10 percent bleach solution or disinfectant. Maintenance personnel making repairs to bathroom fixtures shall wear gloves and wash the fixture with a 10 percent bleach solution prior to commencing work.

Bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials shall be inspected and decontaminated on a daily basis and cleansed as soon as feasible upon visible contamination.

Contaminated Sharps - shall be discarded immediately in closeable, leak-proof, puncture resistant containers. The red colored containers or identifiers will be maintained in an upright position and are replaced before becoming filled.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 5 of 8

**Personal Protective Equipment (PPE)**

The Conference provides personal protective equipment to employees at no cost to them, to protect themselves against bloodborne pathogens exposures. Appropriate PPE includes but may not be limited to gloves, masks, and eye protection.

**Vaccination Program**

Susquehanna Conference will provide the Hepatitis B Vaccine series to employees who are considered at high risk for the exposure of blood and body fluids unless the employee has previously received the completed Hepatitis B vaccination series, antibody testing has revealed immunity or the vaccine is contraindicated for medical reasons.

The vaccination will be available at no cost to the employees that have occupational exposure to bloodborne pathogens. Included are Custodians, Maintenance Employees, Child Care providers, and camp staff likely to administer first aid when it is needed.

- If the employee initially declines the vaccination, however decides at a later date to accept it, the doses will be administered.

Employees who decline the vaccination must sign a statement documenting the refusal.

**Post Exposure Evaluation and Follow-up**

In occurrences in which an employee is involved in an incident where bloodborne pathogen exposure has occurred, the Conference shall:

- Ensure that the employee receives appropriate medical consultation and treatment (if required) as quickly as possible
- Investigating the circumstances surrounding the exposure

Immediate Treatment: Affected employee should wash area thoroughly with soap and water. For eye splashes, flush copiously with water.

Post Exposure Evaluation - will be provided to employees who have a documented exposure incident. Following a report of an exposure incident, Susquehanna Conference will make available to the employee a confidential medical evaluation and follow-up through a health care provider on the posted provider panel.



**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 6 of 8

**Post Exposure Evaluation and Follow-up (cont.)**

Information Provided to the Health Care Professional

To assist the Workers' Compensation healthcare provider, the Conference will forward any documentation that is requested, including:

- Employee's hepatitis B vaccination
- A copy of this plan
- A description of the exposed employee's duties as they relate to the exposure incident
- Documentation of the route(s) of exposure and circumstances under which exposure occurred
- Results of the source individual's blood testing, if available
- All medical records relevant to the appropriate treatment of the employee including vaccination status

Medical Records - Susquehanna Conference shall establish and maintain an accurate record for each employee with occupational exposure. The record shall include:

- Name and date of birth of the employee
- Copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations (if given at the Conference) and any medical records relative to the employee's ability to receive the vaccination
- A copy of results of examination, medical testing, and follow-up procedures
- The employers copy of the healthcare professional's written opinion

**Training**

Susquehanna Conference shall ensure that all employees with occupational exposure to bloodborne pathogens shall be trained in bloodborne pathogen prevention. Training documentation shall be maintained for at least three years.





**ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP)**  
 Susquehanna Conference

Policy Title:	Bloodborne Pathogen Exposure Control	AIPP Element P9
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 8 of 8

**HEPATITIS B VACCINE DECLINATION**

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

SSN: \_\_\_\_\_ Department and Job Title: \_\_\_\_\_

If you have already received the series of three Hepatitis B Vaccines, please sign here:

\_\_\_\_\_

Employee Signature                      Date

\_\_\_\_\_

Witness                                      Date

**Complete this section if you do not want the Hepatitis B Vaccine.**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

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

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



## **P10. Pre-Operational Process Review**

Policy Title:	Pre-Operational Process Review	AIPP Element P10
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

### **Policy:**

Any personnel requesting the purchase of new equipment must factor safety requirements and associated specifications into the decision-making process.

The Conference Safety Committee and/or reputable safety or risk control vendor may be consulted in order to help identify applicable safety requirements and equipment specifications.

Following are safety elements to consider when contemplating the purchase of new equipment or machinery (note, this list is not all-inclusive):

- Is there an operating manual?
- Have employees been trained in the operation of the equipment?
- Is equipment properly guarded to ensure that employees cannot access the point of operation?
- Can equipment be locked out so that it can be serviced and maintained without the risk of unexpected start-up?
- How do employees interact with the equipment? Are there ergonomic issues that must be considered and corrected?
- Is equipment properly labeled with warning signs, instructions, etc.?
- Is an emergency stop button included?
- Are there environmental/industrial hygiene aspects to control (airborne contaminants, noise, etc.)?



## ACCIDENT AND ILLNESS PREVENTION PROGRAM (AIPP) Susquehanna Conference

### P13. Substance Abuse Awareness and Prevention

Policy Title:	Fire Prevention and Protection Program	AIPP Element P13
Prepared by:	Safety Committee Co-Chair	Date: January 2020
Applies to:	All Locations	Page 1 of 1

#### **Policy:**

The Conference forbids the use of illegal drugs and/or alcohol on the premises during work.

No Conference employee shall come to work under the influence of ANY drugs, prescription or illegal.

No Conference employee shall come to work under the influence of alcohol.