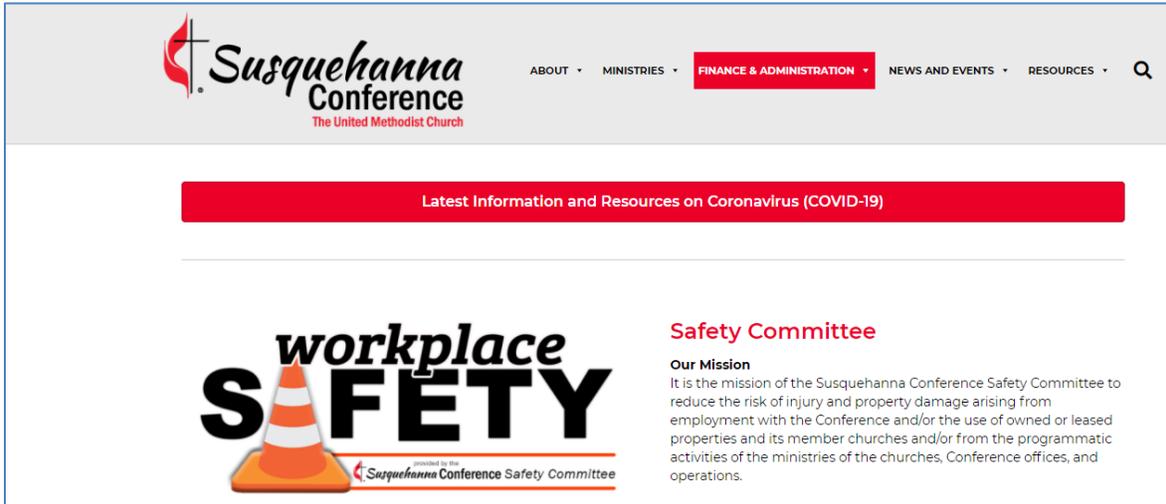# Introducing: Conference Safety Committee Website

The Susquehanna Conference Safety Committee has compiled a number of safety resources for you, its valued church members and program administrators. Visit the Conference Workplace Safety web page at www.susumc.org, under the "Finance and Administration" link, or directly at www.susumc.org/workplace-safety.

You'll note the mission of the committee, the list and contact information of committee team members, and a number of resources organized by the links you see below:
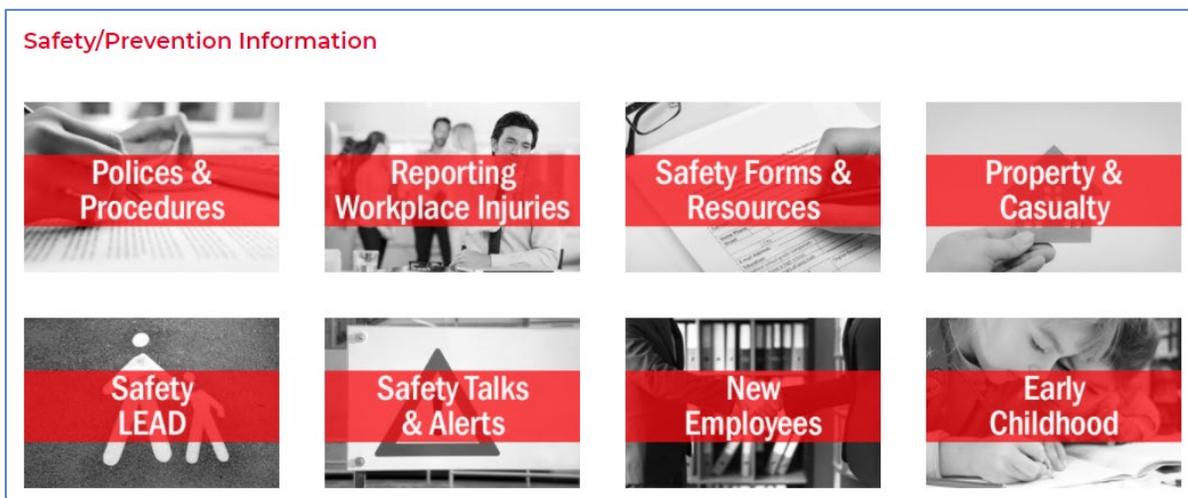
Following is a brief description of each of the above "icons" and their contents.

- · **Policies and Procedures**
  - o Includes links to various safety policies and procedures required by the Commonwealth of PA. The index page links to various safety topics as shown below:

INDEX

State Labor & Industry Accident & Illness Prevention Program Elements

- · **Reporting Workplace Injuries**
  - o If an employee is injured at work, all the resources are here:
    - ▪ How to report a claim
    - ▪ Link to physician panels (by district); injured employees must select one of the medical providers identified in each county, within each Conference district (for the first 90 days). This is a PA law.

    - ▪ Workers' Compensation Claim Form
    - ▪ How to respond to the Department of Labor's "Employer's Certification of Insurance" request (Form LIBC-661).

- **Safety Forms & Resources**
  - Link to *free* state/federal postings (required to be posted in church and program offices or break rooms).
  - Link to Physician Panels, by District
  - Workers' Compensation (WC) Forms
    - WC Information Form (to be signed upon hire)
    - WC Employee Notification Form (to be signed upon hire and upon each work-related injury)
  - Annual (Church) Safety Inspection Form
  - Incident Investigation Report (will be sent to district offices for completion upon receipt of a WC claim).
  - Camp Safety Checklist
  - Snow/Ice Removal Plan (template can be customized by each church location)
  - FREE on-line driver training, provided by Philadelphia Insurance, the Conference's Auto Liability carrier.

- **Property & Casualty (P&C)**
  - The Conference P&C Committee focuses on insurance plans other than Workers' Compensation, including Property, Auto, and General Liability. There are a number of resources for your use here. Following are some of these:
    - 2020 Adjusted Insurance Premiums
    - Accident Investigation Report (non-employees)
    - Automobile Pre-Trip inspection
    - Conents Inventory
    - Hayride Liability
    - Parental Conset Form
    - Notice of Insurance Loss
    - Safety Insurance Video
    - And more!

- **Safety LEAD**
  - Resources for Safety LEADS, an employee designated by each church's Staff/Parish Relations Committee, to facilitate employee safety programs.
    - Recorded webinars: Safety Lead Program and Conference Safety Program
    - Safety Lead Binder (print for your church's use)
    - Monthly Safety Inspection Form and instructions on how to complete.
    - Form to register your church Safety LEAD

· **Safety Talks and Alerts**
   o To facilitate communication on pertinent safety topics, we've compiled monthly safety talks as well as "topical" safety alerts which address specific employee injuries.

· **New Employees**
   o Orient your new employees to safety practices using these resources:
      ▪ New Employee Checklist
      ▪ "If Injured At Work" safety talk
      ▪ Orientation to safety practices for Custodians (who comprised half of all Conference injured workers last year)

· **Early Childhood**
   o Collection of resources for the Conference's Early Childhood programs. We plan to grow these resources with the help of our Early Childhood directors this coming year.
      ▪ Injury Prevention
      ▪ Safety "Self-Inspection" Checklist for Early Childhood Programs (incorporates state requirements for licensed centers)
      ▪ Sample Emergency Response Plan – Early Childhood Programs, contains a number of checklists to address specific emergency situations.

We encourage ALL employees to submit safety ideas, suggestions, and/or concerns via the form on the Safety Committee "home page"; thank you for helping shepherd Conference resources, namely, the employees who further the Conference's mission! For more information on any Safety Committee topic, please contact the Safety Committee consultant: Anne Jackson, ajackson@rcmd.com or any member of the Committee.