



Susquehanna Conference – New Employee Safety Checklist

Review the below safety checklist with all new employees hired by the Conference.

What	Where to Find	Reviewed By (initial here)	Date
Conference Safety Policy	www.susumc.org , Finance/ Safety Committee/Policies & Procedures, Element A, page 1		
How to Report Injuries	www.susumc.org , Finance/Safety Committee/Reporting Workplace Injuries		
Workers' Compensation Notification Forms Workers' Compensation Employee Notification, Workers' Compensation Information	www.susumc.org , Finance/Safety Committee/Safety Forms & Resources		
List of Physicians Who May Treat Work-Related Injuries (must select one of the panel providers for first 90 days of treatment)	Should be posted at each worksite, also found at www.susumc.org , Finance/Safety Committee/Safety Forms & Resources		
Emergency Evacuation	Per local site (evacuation routes, meeting place following evacuation)		
Substance Abuse Policy	www.susumc.org , Finance/Safety Committee/Policies & Procedures, Section P13, p. 53		
How to Access Safety, Health, and Workers' Compensation Information	Safety Committee webpage and locally (for specific work practices and emergency procedures)		

I acknowledge that I have reviewed the above safety topics and understand their content and application.

Signature of Employee: _____

Printed Name: _____

Date: _____



If You Are Injured At Work

Despite your best efforts, accidents may happen. If you are injured at work, please immediately advise your supervisor (or equivalent), whether you feel you need outside medical treatment or not.

If your injury appears to need simple first aid only, you may treat yourself but you are asked to file an injury report nonetheless. This helps the safety committee track trends and identify opportunities to avoid future injuries.



If you need medical treatment, you **MUST** go to one of the medical providers identified on the Physician Panel selected for your church/office/camp location. These providers have been chosen for their expertise and you must treat with one of these providers for up to 90 days. After that period, you may select your own medical provider. Please note that if you don't treat with one of the medical providers posted at your location, your Workers' Compensation claim could be denied, per Pennsylvania law.



Please note: if the injury is serious and life- or limb-threatening, ask someone to call 911 and go to the nearest emergency room via ambulance. If you are seriously injured, never drive yourself to the hospital.

Inservco is the insurance company that handles Conference claims. You will be contacted by an Inservco claims adjuster soon after an injury is reported. They will assist you throughout the entire claim process.

For more information, visit the Conference website at www.susumc.org, click on "Finance and Administration", then on "Reporting Workplace Injuries". Follow the instructions located here.

Of course, the goal is to work safely and avoid injuries. But if you are injured at work, there are processes in place to assist you.



Be Safe!



Job Safety – Custodial Duties Susquehanna Conference

This Custodial Job Safety packet is to be completed for each current and new custodial employee/volunteer. The Supervisor or designate shall ensure that all who perform custodial duties read and understand each component of this document.

Prior to Beginning a Job, Evaluate Tasks to be Performed

Recognize that there are tasks that only trained, authorized contractors should perform, such as electrical work, tree removal, working on roofs, etc. Ensure that you don't put yourself in danger by performing tasks for which you are not qualified.

Description of Safety Equipment & When to Use Them:

Cut-Resistant Gloves



Cut-resistant gloves are worn to protect your hands from cuts and scrapes. Cut Resistant gloves are to be worn for the following tasks:
-Cleaning up broken glass
-Removing trash
-Using box cutters

Safety Gloves



Non-latex, chemical-resistant gloves are worn to protect your hands from harmful chemicals. Rubber gloves are to be worn for the following tasks:
-Working with chemicals (cleaning/disinfection, solvents, etc.)

Safety Goggles



Safety goggles are required when working with water and/or chemicals that could splash in your eyes. Safety goggles must be worn for the following tasks:
-Using power washer

Safety Glasses



Safety glasses are required to be worn when:
-Using power equipment to edge or trim shrubbery;
-Scraping paint
- Using shop equipment (such as grinding wheels, etc.).
-Working overhead (as in replacing ceiling tiles)



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Other Safety Considerations

Hazardous Chemicals

You should know the hazards associated with the cleaning supplies and products you will be working with. A list of all authorized chemicals you may come in contact should be located on site. Safety Data Sheets (SDS) are developed for all chemicals, and contain the following information:



- Product identification.
- Physical and chemical characteristics of the product
- Physical health hazards related to the product.
- Exposure limits
- Emergency and first aid procedures

All containers, including spray bottles, must be identified. The containers must be labeled with the following:

- The written name of the material in the container.
- Hazard warnings
- Protective equipment needed

Fire Safety

All buildings should be equipped with evacuation plans, emergency exits, and fire extinguishers.



- Evacuation plans are posted to ensure that employees, volunteers, and congregants know the designated evacuation route and can evacuate the building safely in the event of an emergency.
- Emergency exits must be unblocked and free of obstructions at all times. All employees must understand where the emergency exits are located and how to access them in the event of an emergency.
- Fire extinguishers are located inside the properties. Employees should NOT attempt to fight fires.

In the event of a fire, follow these steps:

- Call 911 or local Fire Department and evacuate area.

Flammable Liquid Storage

Flammable liquids **MUST** be stored in rated, flammable-proof cabinets.



- All aerosols, oil-based paints, solvents and other flammable liquids (including gasoline) must be stored within a rated, fireproof cabinet or in an outside shed located at least 50 feet from the building.



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Trash Removal

Never place broken glass inside the trash. All Broken glass must be placed in a “broken glass container”. When removing trash, wear cut resistant gloves and follow these helpful hints:



- Never use hands to push trash down into can, there may be broken glass or a needle inside.
- If you see a needle, do not bend, break or recap it. Using cut resistant gloves; discard in a red “sharps” container if there is one at your location. If not, wrap well before discarding.
- Do not toss the trash bag over your back, or hold the full bag close to your body. You may be cut by



something in the bag.

-Empty trash frequently to avoid heavy loads.

-If the bag is too heavy, ask for assistance, you won't be able to lift the bag into the dumpster alone.

Preventing Slips, Trips and Falls (Inside)



Good housekeeping is imperative.

- Replace floor mats when worn or frayed.
- Place entrance mats at all exterior doors. Mats should be 10-12 feet in length.
- Replace mats that become saturated (always have replacement mats on hand).
- Elevation changes should be brightly painted.
- Wear well-fitted shoes with non-skid bottoms.



Preventing Slips, Trips and Falls (Outside)

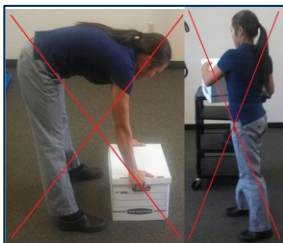


- Keep the parking lot clean, and free of debris.
- Check for and repair potholes and large cracks.
- Frequently inspect all outside lights.
- Keep storage areas and access hatches locked to prevent unauthorized entry.



Safe Lifting

Whenever possible use a cart or hand truck, or ask for assistance, but if you must lift follow these safe lifting tips:



- Plan a path free of obstacles.
- Facing the object, position your feet about shoulder width apart.
- Bend at the knees, keep your back straight.
- Get a firm grip on the object.
- Lift the object by straightening your legs.
- Keep the object close to your body.
- Keep your back straight while carrying the object. Make turns with your feet, not your waist.





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Stacking & Storage

No employees should ever be injured by falling or improperly stacked inventory.



Storage Areas with Storage Racks (including dry storage areas):

- When stacking; stack single pick and/or lightweight items on the top shelf.
- Heavier items should be stacked in the middle shelves. Items rarely used should be placed on the lowest shelves.
- To retrieve items stacked higher than 5' employees must use an approved ladder or step stool.
- All products should be stacked neatly. Damaged or leaking boxes or containers should be removed immediately.
- Arrange items so like items are together for easy access.

Bloodborne Pathogens

Bloodborne pathogens are microorganisms that are present in human blood and can infect and cause disease in humans. These pathogens include, but are not limited to, Hepatitis B, Hepatitis C, and HIV. Before touching anything potentially infectious, wear single-use, non-latex vinyl gloves.



- Treat everything especially BLOOD, VOMIT, and FECES as potentially infectious.
- If you find used needles, dispose of it properly as described earlier. Wash your hands well, rubbing vigorously, using hot water and soap, after removing gloves.



Landscaping

You can be injured by flying debris as well as by sharp blades.



- Proper PPE must be worn, including eye, hearing, and hand protection.
- Proper footwear, such as steel-toed boots, is also required when using outdoor equipment.

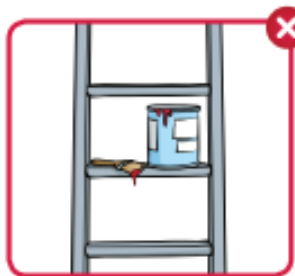




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Ladder Safety

- Make sure the ladder is in good condition BEFORE you use it! If you find any of the following, you must take the ladder OUT of service and select a different ladder:
 - Loose, split, cracked, or missing rungs;
 - Lost or damaged feet (non-slip);
 - Cracks on any section;
 - Signs of corrosion;
 - Loose rivets, fastenings;
 - Grease or anything slippery on the rungs.
- Properly place the ladder.
 - Open the step ladder all the way, on a firm, flat surface;
 - Make sure the ladder sides are all the way open;
 - Lock the spreader bar (see arrow in the picture at right).
 - Safely climb the ladder.
 - NEVER use a stepladder that is leaning against a wall.
- Keep three points of contact on the ladder at all times – two hands and one foot, or two feet and one hand – while climbing, and two feet and one hand when working;
 - Climb facing the ladder with your body centered between the rails;
 - Don't step on the top rung or the very top of the ladder;
 - Don't twist your body while climbing;
 - Don't climb with hands full of gear;
 - Do not lean out or around ladder uprights;
 - Keep your belly button between ladder uprights;
- Do not “skip a rung” to attempt to jump – you could injure your joints and/or fall.



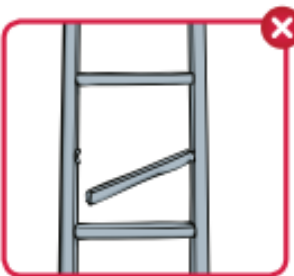
Never have tools or other items resting on the steps or hanging from the rungs.



Never over-reach sideways.



Never carry heavy or unstable items up the ladder.



Never use a ladder with missing, broken or loose parts.



Watch Out or Lose Out



Safety cones, wet floor signs, and caution tape are designed for visibility and placed when work is being performed that could increase your risk of slipping or falling and/or being struck by items from overhead.



If you see custodial employees or contractors working in an area, avoid that area. When ladders are present and in use, there is a chance that you could be struck by falling debris or tools. Be courteous and stay away from these work areas.



Certain areas of the church are OFF LIMITS to employees, unless you are qualified to enter these areas. Please respect signs that indicate restricted areas. These areas could include mechanical rooms, electrical rooms, boiler rooms, etc. Only employees who are authorized to enter these areas may do so.

Make sure that you observe these signs and situations and ACT to AVOID injury.

*Remember, **you** are responsible for your own safety!*





GLASS AND TRASH DON'T MIX!

Employees and/or volunteers may be hurt when if they are cut by glass placed in trash bags.

NEVER PLACE GLASS DIRECTLY IN TRASH!

- *Wrap glass in paper towels or other material and take it to the dumpster right away (or keep a broken glass box in a central location).*

USE TRASH LINERS IN TRASH CANS AND LIFT LINERS. NEVER REACH INTO TRASH CONTAINERS.



HOLD BAG AWAY FROM YOUR BODY WHEN TRANSPORTING TRASH BAGS.

DO NOT USE YOUR LEGS OR ARMS TO COMPRESS TRASH.

