Susquehanna Conference

Safety Lead Binder

Prepared for local churches to enhance the health and safety of employees

You've been selected as your church's Safety Lead. Congratulations!

You've been identified as someone who is dependable, conscientious, and a good communicator. This binder has been designed to assist you understand and fulfill the duties of the Safety Lead and assist your local church steward the health and safety of Church employees.

You will serve as the conduit between local church employees and the Susquehanna Conference Safety Committee. Safety concerns, suggestions, questions, etc. should be sent to the Committee's safety consultant, Hannah Reed, at hreed@rcmd.com.

Following is a list of duties; please don't feel overwhelmed. We will provide you the assistance you need.

- Orient new employees to "safety" on the job.
  - There is a "New Employee" section in your binder. Make sure that forms are signed where required. There is a training roster included in this section. Note that the Safety Committee Website contains a "New Employee Section". See www.susumc.org/workplace-safety/.

- Know how to report Workers' Compensation (work-related) injuries.
  - There is a section on the www.susumc.org/workplace-safety/ website, "Report Workplace Injuries".

- Deliver monthly safety talks.
  - A year's worth of safety talks and schedule is in your binder.
  - 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.
  - Note that safety talks and safety alerts are also posted on the website, under "Safety Talks and Alerts".

- Informally inspect workplace to look for potentially hazardous conditions, paying special attention to slip, trip, and fall hazards.

- Ensure that "formal" monthly inspections are conducted on three important items: Exit Doors, Emergency Lighting, and Fire Extinguishers.
    - Your binder includes information on each of these items, as well as a checklist (you'll need to make copies to complete one checklist per month).
    - You may not have to physically perform them, but you should remind whoever is responsible to do them. Document them on the inspection form in your binder. These are also located on the website, under "Safety Forms and Resources".

- Assist with the annual church inspection as required by the Conference (this is a Trustee responsibility).
    - The latest form should be on the www.susumc.org website, Property and Casualty.

- Identify a safety zone (see example on next page) and make sure that the right equipment is available. This is a best practice, as often items go missing and employees "skip" safety to save time.

- 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 Hannah Reed at hreed@rcmd.com.

- NOTE: The website, when complete, will contain all master copies of the forms in your binder.

- Please let us know if you have questions on the contents of the binder, your duties, etc.

GOOD LUCK!

THANK YOU FOR ENHANCING THE SAFETY OF YOUR COWORKERS!

SAFETY ZONE

Suggested Equipment	Purpose
First Aid Kit	Used to treat minor cuts & scrapes.
Safety Glasses	Required when replacing ceiling tiles and performing yard maintenance.
Safety Goggles	Required when cleaning the restroom, scraping paint, and power washing.
Caution Tape	Used to secure an area to alert all of unsafe conditions.
Work Gloves	Worn to protect hands from cuts and scrapes. Required when collecting trash bags and using box cutters.
Safety Vest	Worn at all times when performing any task outdoors
Single-Use Vinyl Gloves	Used when assisting an injured employee or guest (never re-use them).

Find a convenient location within your church and designate it as your "safety zone". Make it visible and keep it stocked!

Susquehanna Conference SAFETY COMMITTEE

New Employee Information

Susquehanna Conference
SAFETY
COMMITTEE

Review this section with new employees and ensure their understanding.

Obtain signatures where required.

Use the training roster (make sure you keep several copies on hand) to document the review.

Susquehanna Conference – New Employee Safety Checklist

Review the below safety checklist with all new employees.

What	Where to Find	Reviewed By (initial here)	Date
Conference Safety Policy	www.susumc.org/workplace-safety/ Policies & Procedures, Section A		
How to Report Injuries	Report to your immediate supervisors ASAP; more information is available at www.susumc.org/workplace-safety/ Reporting Workplace Injuries		
Workers' Compensation Employee Notification	Posted at each worksite and via www.susumc.org/workplace-safety/ Safety Forms & Resources *Employee must read and sign form upon hire and upon each work-related injury.*		
Physician Panels	Posted at each worksite and via www.susumc.org/workplace-safety/ Safety Forms & Resources *Employees with work-related injuries must treat with medical provider on church's physician panel*		
Emergency Evacuation	Per local site plan (evacuation routes, meeting place following evacuation, etc.)		
Substance Abuse Policy	www.susumc.org/workplace-safety/ Policies & Procedures, Section P13, p. 53		
Safety Videos *Fire Extinguisher Training – S55072AE* *GHS: Hazardous Materials Labels - SS2001FE* *Ladder Safety – SS8019AE* *Slips/Trips/Falls - SS1064IE*	https://safetysourceonline.com/catalog/ User ID: UMWCTF Password: Safety1 Or via www.susumc.org/workplace-safety/ Safety Forms & Resources		
General Safety and Health Information	www.susumc.org/workplace-safety/ Safety Talks and Alerts and locally (for specific work practices)		

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

Signature of Employee: _____

Printed Name: _____ Date: _____

Maintain signed copy in employee file

Rev. 2/19/2021

Susquehanna Conference SAFETY COMMITTEE

Topic:_____

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Location:_____ Date:_____

Trainer:_____ Trainer's Signature:_____

Class Participants:

Name:_____ Signature:_____ Date:_____

Name:_____ Signature:_____ Date:_____

Name:_____ Signature:_____ Date:_____

Name:_____ Signature:_____ Date:_____

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Name:_____ Signature:_____ Date:_____

Name:_____ Signature:_____ Date:_____

All completed rosters must be retained by the local church, Conference office, and/or operation (Early Childhood, Mission Central, Camp) for three years from the date of training

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!

United Methodist Workers' Compensation Trust

For Use Beginning August 23, 1996

WORKERS' COMPENSATION EMPLOYEE NOTIFICATION

The Workers' Compensation Act is designed to provide reimbursement for reasonable medical care for someone who suffers an injury arising in the course of his employment and causally related thereto. Pursuant to the Act, your employer will provide payment for reasonable surgical and medical services, services rendered by physicians or other health care providers, medicines and supplies, as and when needed.

If you require emergency medical treatment, you may seek it from any provider, however, any subsequent non-emergency treatment shall be obtained from one of the designated health care providers whose names appear on the list posted on your employer's premises. You must obtain treatment from one of these providers for ninety (90) days from the date of your first visit to that provider; otherwise, your employer shall not be responsible for payment of your non-emergency medical bills for that first ninety (90) days.

During the initial ninety (90) days from the date of your first visit, you have the right to switch from one health care provider on the list to another and that treatment will be paid for by your employer.

If a designated health care provider refers you for treatment to another health care provider whose name is not on the list, your employer will pay for treatment rendered by the provider whom you were referred.

Naturally, you have the right to seek treatment or medical consultation from a non-designated health care provider during the initial ninety (90) day period following the first visit, but you are personally responsible for payment for those services.

You have the right to seek treatment from any health care provider at the expiration of the ninety (90) day period from the date of first visit. This treatment will be paid for by your employer unless the treatment is found to be unreasonable or unnecessary by a utilization review organization pursuant to the utilization review process contained in the Pennsylvania Workers' Compensation Act.

Your employer will be responsible for the cost of that treatment after the initial ninety (90) day period has ended but only if you notify the employer that you are receiving treatment from a non-designated health care provider and only if that notice is provided to your employer within five (5) days after the first visit to that provider. If you provide notice to your employer of treatment by a non-designated provider more that five (5) days after the first visit to that provider, the employer will not be responsible to pay for treatment rendered by that non-designated provider until it receives notification from you that you are receiving such treatment.

Should invasive surgery be prescribed by a designated health care provider, your employer will pay for an additional opinion from a health care provider of your choice. If the additional opinion differs from the opinion of the designated health care provider and if the additional opinion provides a specific and detailed course of treatment, you will then determine which course of treatment to follow. If you choose to follow the procedures recommended in the additional opinion, your employer will pay to have such procedures performed by one of its designated health care providers and will not be responsible for payment for treatment provided by a non-designated provider for a period of ninety (90) days from the date of your visit to the health care provider from whom you obtained the additional opinion.

I HEREBY ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF AND UNDERSTAND MY RIGHTS AND DUTIES UNDER THE WORKER'S COMPENSATION ACT AS SET FORTH HEREIN.

DATE: _____ _____

Employee

EMPLOYEE RE-NOTIFICATION

I hereby acknowledge that I have been informed again and that I understand my rights and duties under the Worker's Compensation Act. I have received a copy of this Worker's Compensation employee notification form.

DATE: _____ _____

Employee

Workers' Compensation Information

The following information is being provided to you in compliance with 34 Pa.Code § 121.3b.

1) The workers' compensation law provides wage loss and medical benefits to employees who cannot work, or who need medical care, because of a work-related injury.

2) Benefits are required to be paid by your employer when self-insured, or through insurance provided by your employer. Your employer is required to post the name of the company responsible for paying workers' compensation benefits at its primary place of business and at its sites of employment in a prominent and easily accessible place, including, without limitation, areas used for the treatment of injured employees or for the administration of first aid.

3) You should report immediately any injury or work-related illness to your employer.

4) Your benefits could be delayed or denied if you do not notify your employer immediately.

5) If your claim is denied by your employer, you have the right to request a hearing before a workers' compensation judge.

6) The Bureau of Workers' Compensation cannot provide legal advice. However, you may contact the Bureau of Workers' Compensation for additional general information at: Bureau of Workers' Compensation, 1171 South Cameron Street, Room 103, Harrisburg, Pennsylvania 17104-2501; telephone number within Pennsylvania (800) 482-2383; telephone number outside of this Commonwealth (717) 772-4447; TTY (800) 362-4228 (for hearing and speech impaired only); www.state.pa.us, PA Keyword: workers comp.

Employee's Signature: _____

Date: _____

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)

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.

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)

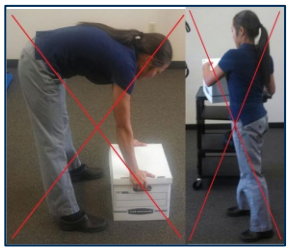
Good housekeeping is imperative.
-Replace floor mats when worn or frayed.
-Place entrance mats at all exterior doors. Mats should be 10-12 feet in length.
-Replace mats that become saturated (always have replacement mats on hand).
-Elevation changes should be brightly painted.
-Wear well-fitted shoes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

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. ☐

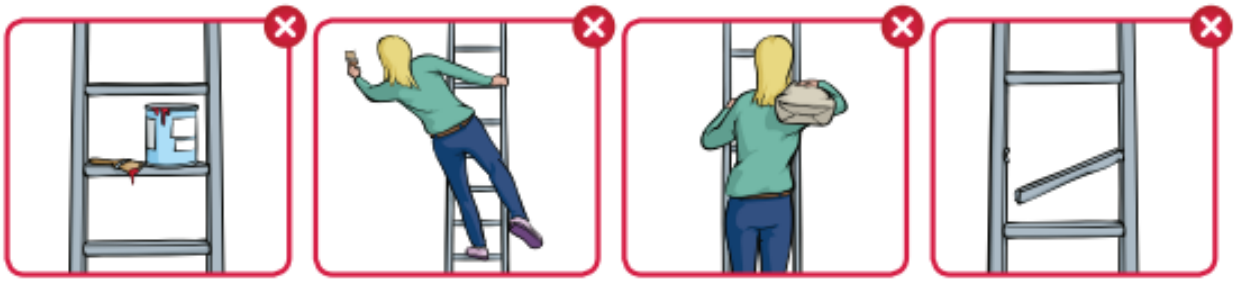
-Proper PPE must be worn, including eye, hearing, and hand protection.
-Proper footwear, such as steel-toed boots, is also required when using outdoor equipment.

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.

Stepladders should be fully opened and stay bars locked in place

Always keep your belt buckle between the uprights



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.

Congratulations!

You have completed the Safety On-the-Job Safety Training packet! We care about your safety! Should you ever have concerns, comments, or questions, please ask your Supervisor or member of the Staff/Parish Committee or your Conference Safety Committee.

Good luck, and STAY SAFE!

Today's Date: _____ Date of Hire: _____

I have read and understand the safety information contained in this on-the-job safety orientation, and I agree to comply with all safe work practices.

_____

_____

_____

_____

_____

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_____

_____

_____

_____

Churches: File this completed roster in your Safety Lead binder.

Susquehanna Conference SAFETY COMMITTEE

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 roms, 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!*

Susquehanna Conference SAFETY COMMITTEE

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.

Monthly Safety Talks

Review safety talks with employees
each month and obtain signatures,
either on the "Safety Talk Master Schedule"
or on a Training Roster.

Monthly Safety Talk Schedule

Safety Leads: Please share with each employee and have them sign below. For the most recent Safety Talks and Alerts, see www.susumc.org/workplace-safety/, Safety Talks and Alerts.

Month	Topic	Date Presented to Employees	Employee Signatures
January	Report Injuries Promptly		
February	Safe Shoveling		
March	Protect Your Back (General and Child Care)		
April	Good Housekeeping (General and Child Care)		
May	We Want To Hear From You!		
June	Bloodborne Pathogens		
July	Prevent Heat Stress		
August	Prevent Falls on Stairs		
September	Ladder Safety		
October	Chemical Safety		
November	Office Safety		
December	Safe Winter Walking		

Susquehanna Conference SAFETY COMMITTEE

Topic:_____

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Location:_____ Date:_____

Trainer:_____ Trainer's Signature:_____

Class Participants:

Name:_____ Signature:_____ Date:_____

Name:_____ Signature:_____ Date:_____

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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!

United Methodist Workers' Compensation Trust

Susquehanna Conference SAFETY COMMITTEE

Shoveling Snow?

Following are a few reminders to prevent injuries from shoveling snow.

Select an Ergonomic Shovel:

- Lighter than normal shovels
- Contoured handle is designed to reduce or eliminate bending and decrease lifting
- Some have adjustable handle lengths
- A small, lightweight, plastic blade helps reduce the amount of weight that you are moving - Each shovelful of snow can weigh 20 pounds

Before Shoveling:

- Cold, tight muscles are more prone to injury than warmed up, flexible muscles.
- Get your blood moving with a brisk walk, marching in place, or another full-body activity.
- Stretch your low back and hamstrings
- Limber up your arms and shoulders with a body hug that you hold for 30 - 60 seconds.

During Shoveling:

- Always face the snow you intend to lift - your shoulders and hips should squarely face it.
- Bend at the hips, not the low back, and push the chest out, pointing forward.
- Then, bend your knees and lift with your leg muscles, keeping your back straight.
- If you must lift a shovelfull, grip the shovel with one hand as close to the blade as comfortably possible and the other hand on the handle
- Avoid twisting the back to move the snow to its new location - always pivot your whole body to face the new direction.
- Keep the load close to your body - do not extend your arms to throw the snow.
- Walk to the new location to deposit the snow rather than reaching or tossing.

Note straight back, bent knees, and load close to the body

Hands should be about 12”

Note curved back, straight legs, and arms extended

- Take breaks - every 15 minutes or so, stand up straight, walk around
- Pay attention to your body's signals, including pain, shortness of breath, or chest discomfort.
  - Drink water to prevent dehydration and overheating
  - If you see your breath, you are losing hydration

Protect Your Back!

Before you lift something, ask yourself these questions:

- How heavy is the load?
- Will it be awkward to control?
- Should I ask for help?
- Can it be moved mechanically with available equipment?
- Is it in an accessible position?
- Does it have sharp edges?
- Will it be slippery or awkward to lift?
- Do I need gloves or other protection?
- Is the new location accessible and ready to accept the item?
- Is my pathway clear?
- Will I be able to see where I am going?
- Is there a safe way to grip the load?

If you can't answer these questions, think twice about making the lift.

Body mechanics are KEY to lifting correctly:

- Your footing is a very important part of lifting. Your feet must be:
  - Close to the object.
  - Shoulder-width apart for good balance.
  - One foot slightly ahead of the other to help keep your center of gravity under control.
- Bend your knees and go down to a crouch—not to a full squat. Standing up from a full squat takes twice as much effort as standing from a crouch.
- Keep your back as straight and vertical as possible.
- Get a good, firm grip. Do not lift until your hold is strong and slip-proof.
- Lift by straightening your legs. Keep the load close to your body. Force needed to lift increases dramatically the further the load is from your body.
- When setting the load down:
  - Keep your back straight.
  - Bend your knees just as you did when you lifted the object.

Do not risk injuring your back; move the load mechanically or ask someone to help you.

Child Care and Your Back!

Childcare workers are exposed to a number of hazards on a daily basis. Bending, stooping, twisting, reaching, lifting, and carrying are all activities that increase the risk of an injury. Using proper posture and ergonomic techniques can reduce the risk of strain or sprain injuries to childcare workers. Following are recommendations you can follow to reduce your risk of injury.

<table>
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- Incorrect lifting: lifting with back rather than knees
- Straight legs place strain on lower back.

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- Stand close to the child
- While keeping your back straight, place one foot slightly forward of the other foot and lower yourself onto one knee
- Grasp the child with both arms and hold them close to your body
- Push with your legs, and slowly return to the standing position. Keep your back straight at all times and core muscles engaged
- To sit the child down, gently squat down and bend your legs

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- Repeatedly holding a child in one arm and on one hip can lead to hip and other joint pain.

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- Child should be held close and centered to your body - avoid holding them in one arm and balanced on the hip

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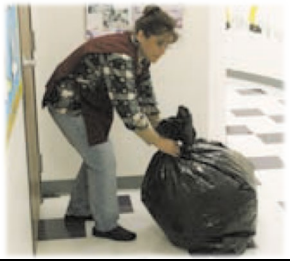
- Heavy loads



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<td>

- Reduce size and weight of loads
  - Smaller garbage bags equal less weight
- Relocate garbage cart closer to work area
- Provide carts for assistance – place cans on dollies for easy transport

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</table>

Susquehanna Conference SAFETY COMMITTEE

Slips, Trips, and Falls are NOT Child's Play!

Protect yourself – and the children in your care. Keep your work area neat and orderly to minimize hazards, and follow the best practices listed here.

Hazard	Best Practices
• Slipping and falling on wet floors. 	• Promptly clean up spills. • Wear slip-resistant shoes; these shoes have special soles that help prevent slips.
• Tripping and falling over items on floor. 	• Pick up toys from the floor and ensure a clear walkway. ○ Encourage children to help! • Try to avoid rushing • Ensure that all rugs are secured to the floor. • Organize storage areas to remove clutter; use wall-mounted storage hooks, shelves, etc.
• Falling from heights.	• Make sure you have sturdy stepstools where you need them. • Ensure stair treads are slip-resistant and that leading edges are marked for visibility.

Housekeeping Matters!

United Methodist Workers' Compensation Trust

Don’t Trip Up!

Slips, trips and falls are the leading cause of Conference injuries, by far! Keep your work area neat and orderly and safeguard your safety and that of coworkers, visitors, volunteers, and congregants.

Can you spot the hazards pictured here?

- Make sure rugs and mats are flat and in good condition at all times.
- Do not place electrical cords across doorways or other walkways.
- Keep boxes, binders, etc. off the floor, and never store items on stairs or adjacent to doorways.
- Watch where coffee and other beverage stations are placed. Relocate them or add a mat if there’s a chance of drips and spills.

While the above picture may seem “extreme”, look around your workspace and you may realize that one or more of these hazards are present in your workspace. Take the time to tidy your desk and work area. You’ll set the tone for others to follow and potentially avoid needless injury.

Housekeeping Matters! Be Neat and Watch Your Feet!

United Methodist Workers’ Compensation Trust

We Want to Hear From YOU!!!

The Susquehanna Conference encourages open communication on matters pertaining to your health and safety.

All input regarding safety is important, and we encourage YOU to actively participate in safeguarding YOUR safety.

So that you feel free to express safety ideas and concerns, we are encouraging you to send these to our risk consultant, Hannah Reed, at hreed@rcmd.com.

Safety suggestions will be given serious consideration and each will receive a response. In return, the Conference will provide current safety news, safety talks, and point-of-use "posters" to ensure access to information.

As the Conference Safety Committee's work gets underway, regular safety meetings will be held so that employees are represented regarding safety and health matters.

In the meantime, please email your safety ideas and concerns to our Safety Email Address so that we can identify your immediate needs:

hreed@rcmd.com

So that we can follow-up on a personal level, please provide the following:

- Your name
- Best contact means (phone, email)
- Your location
- Your idea, suggestion, concern (providing as much detail as possible).
- Please put "Susquehanna Conference Safety Email" in the subject line

Your Safety Matters!

Bloodborne Pathogens (BBPs)

Bloodborne pathogens are infectious, disease-causing microorganisms in blood and bodily fluids. Workers in many occupations, including first responders, custodial personnel, nurses, and healthcare workers are at high risk for exposure to bloodborne pathogens. However, *anyone* who administers first could be exposed to bloodborne pathogens.

Universal Precautions

The best approach is to adopt Universal Precautions to infection control, meaning that you should treat *all* blood and certain body fluids as if they were known to be infectious. Assume the worst and protect yourself accordingly.

What Diseases are Caused by exposure to BBP?

- The three most prevalent bloodborne pathogens are HIV/AIDS, Hepatitis B, and Hepatitis C.

How are BBPs transmitted?

- BBPs are transmitted through blood, semen and vaginal fluids.
- Urine, tears, sweat and vomit do not transmit bloodborne diseases unless contaminated with infectious blood.
- Casual contact does not transmit bloodborne diseases.
- You cannot contract a bloodborne disease from touching, hugging or kissing; sharing pots, pans, forks or spoons; using a public restroom or swimming pool; or coughing or sneezing.
- In order to contract a bloodborne disease, blood or blood-containing body fluids from an infected person must be introduced directly into your bloodstream through a needlestick, a cut or opening in your skin, or through mucous membranes in the eyes, nose, or mouth.

Protect yourself from bloodborne illnesses:

- Practice universal precautions:
  - Always wear disposable gloves when coming into contact with blood or other body fluids. Remove gloves carefully to avoid contamination.
  - Always wash your hands before putting on and after removing gloves – this is essential! Scrub vigorously and thoroughly!

If you believe you have been exposed to a bloodborne pathogen, immediately wash the affected area with soap and water and report the incident to your supervisor (or equivalent).

Susquehanna Conference SAFETY COMMITTEE

Beat the Heat and Stay Safe!

Dangers of Working in the Heat

As spring turns into summer, there are precautions we need to take to prevent heat stress. Physical activity at high temperatures can directly affect health and indirectly be the cause of accidents. Every year, dozens of workers die and thousands more become ill while working in extreme heat or humid conditions. There are a range of heat illnesses and they can affect anyone, regardless of age or physical condition.

What is Heat Stress?

It's a signal that says the body is having difficulty maintaining its narrow temperature range. The heart pumps faster, blood is diverted from internal organs to the skin, breathing rate increases, and sweating increases, all in an attempt to transfer more heat to the outside air and cool the skin by the evaporation of sweat. If the body can't keep up, then the person suffers effects ranging from heat cramps to heat exhaustion, and finally to heat stroke.

Beat the heat. Help prevent the ill effects of heat stress:

- ✓ Drink water frequently and moderately (about a glassful every 15-30 minutes). On a very warm day you can lose as much as two liters of fluid.
- ✓ Rest frequently.
- ✓ Eat lightly.
- ✓ If you work outdoors, plan to do more strenuous jobs during the cooler morning hours.
- ✓ Use ventilation or fans in enclosed areas.
- ✓ It takes about 1-2 weeks for the body to adjust to the heat; this adaptation is quickly lost – so your body will need time to adjust after a vacation, too.
- ✓ Avoid alcohol consumption. Many cases of heat stress have occurred the day after a "night on the town."
- ✓ Wear light-colored, cotton clothes and keep your shirt on when you're working outside – desert nomads don't wear all those clothes for nothing!!

Remember, most heat-related illnesses can be prevented!

WATER. REST. SHADE.

United Methodist Workers' Comp Trust

Susquehanna Conference SAFETY COMMITTEE

Heat Stress

If possible, stay out of the sun.

Know the signs and symptoms of Heat Stress.

- Dizziness
- Headache
- Weakness
- Rapid Heartbeat
- Nausea
- Cramps
- Chest Pain
- Labored Breathing

When the weather is hot, avoid caffeine

COOL DOWN, whenever possible

Wear loose, breathable clothing such as cotton. If you must work in the sun, wear hats and use sun screen.

Maintain proper hydration. Drink small amounts of water frequently. Avoid feeling thirsty.

Watch Your Step on Stairs

Please follow these guidelines so that YOU don't injure yourself.

- Never carry so much that you obstruct your vision.
- Make more than one trip if you need to or ask others for help.
- Use the handrail; it can save you from a fall.
- Take your time.
- Avoid high heels on stairs as these can "trip you up".

Take a look at the stairs in your building to see if:

- Lighting is adequate;
- Handrails are installed securely;
- Leading edges are marked;
- Surface is free from debris;
- Stairs are in good condition;
- No items are stored in the stairwell.

If there are any issues, correct them if you can or report them!

*Take the right **steps** to protect yourself from injury!*

The Susquehanna Conference Safety Committee wants to hear from you.

Send your safety suggestions or concerns to: hreed@rcmd.com

Don't Become A Statistic

Ladders are great tools, but if not selected, used, or maintained correctly, can become hazardous.

Please follow these guidelines so that YOU don't injure yourself.

- Think about whether there is a safer way to do the work than standing on a ladder.
- Select the correct ladder. Is the ladder tall enough? Do you need a stepladder or an extension ladder? Select the proper tool!
- Inspect the ladder before you use it – every time!
    - Are all rubber feet in place?
    - Does the spreader bar lock?
    - Are rungs and rails in good condition, without bends or cracks?
- Place the step ladder so that all feet have secure footing.
- NEVER use a stepladder without opening and securing the "spreader bar". These ladders are NOT designed to be leaned against a wall or building.
- Never stand on the top rung or very top of the ladder.
- Always face the ladder when moving up or down.
- Always keep three points of contact with the ladder for proper balance, such as that shown in the diagram at right.

Take the right steps to protect yourself from injury!

Your Susquehanna Conference Safety Committee wants to hear from you.

Send your safety suggestions or concerns to: hreed@rcmd.com

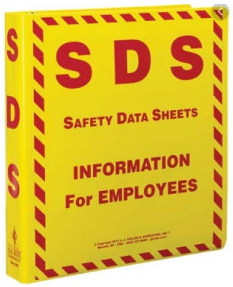
Susquehanna Conference SAFETY COMMITTEE

Chemicals and YOU

You may use a number of chemicals every day – but do you know how to protect yourself from exposure and what to do if you are accidentally exposed to chemicals?

Never bring chemicals from home. Use only those cleaning products provided at work.

Only use chemicals in original bottles or containers with proper labels, like the ones at right. If chemicals are not stored in their original containers, ask your supervisor for assistance.



Know how to access Safety Data Sheets for the chemicals you use. These tell you how to protect yourself from accidental exposure (wear gloves, for example), and what to do if you are accidentally exposed.

Follow the rules regarding personal protective equipment. For example, wear vinyl gloves when using all bathroom cleaners.

Never eat or drink around chemicals. Remove gloves and wash hands after cleaning and before drinking, eating, or smoking.

Take the right steps to protect yourself from injury!

Your Susquehanna Conference Safety Committee wants to hear from you. *Send your safety suggestions or concerns to: hreed@rcmd.com*

Susquehanna Conference SAFETY COMMITTEE

Even Office Work Can be Risky!

Did you know? Office workers are **TWICE AS LIKELY** to suffer a disabling injury from a fall than non-office workers. What are the risks, and how can you avoid taking the fall?
Housekeeping matters. Keep your desk area neat, and minimize the mess under your desk. Keep cords tucked out of the way.

Watch the trip hazards you may unknowingly cause, including file drawers left open and boxes placed in the hall, even if they are there only temporarily. You could cause yourself – or another - to trip.

Watch your posture at your workstation…**it matters!**

- ✓ Keep your neck straight, with your eyes at the top of the monitor.
- ✓ The monitor should be arm-length away.
- ✓ Arms should be at 90-degree bend from upper arm to lower arm.
- ✓ Lower back should be supported
- ✓ There should be a 90-degree bend of the leg at the knee.
- ✓ Feet should be flat on the foor or on a footrest if feet don't hit the floor.

Select the right tools…NEVER stand on a chair (esp. with casters). Take the time to get a step stool. If you don't have one in your area, bring that to your supervisor's attention.

DON'T TAKE THE FALL…THINK BEFORE YOU ACT.
WATCH OUT FOR YOUR SAFETY
AND THE SAFETY OF YOUR COWORKERS!

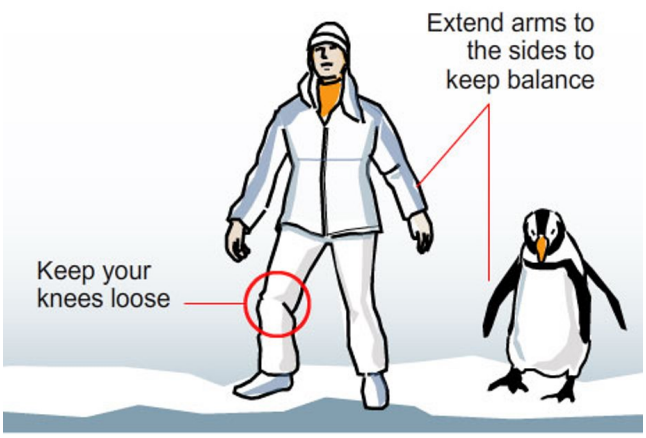
Walking in Winter Weather

Walking to and from parking lots or between buildings during the winter requires special attention to avoid slipping and falling on ice. With an increase of extreme winter weather events in the Northeast, slips and falls are some of the most frequent types of injuries reported. Always be aware of the potential dangers - and walk safely on icy and slippery surfaces.

Walking on Ice

Penguins evolved to walk on icy surfaces and we can copy how they walk with the following tips:

- Bend slightly and walk flat-footed with your center of gravity directly over your feet as much as possible.
- Extend your arms out to your sides to maintain balance keeping your hands out of your pockets.
- Point your feet out slightly. Spreading your feet out slightly increases your center of gravity.
- Walk slowly or shuffle and watch where you are stepping.



Falling on Ice

If you are about to fall on ice, practice the following techniques:

- Try to avoid landing on your knees, wrists, or spine. Try to fall on a fleshy part of your body, such as your side.
- Try to relax your muscles if you fall and do not lock joints; you will injure yourself less if you are relaxed.

Precautions to Take

Tips for walking in winter weather:

- Wear shoes and boots with good traction; avoid shoes with smooth soles or heels.
- Wear a heavy, bulky coat that will cushion you if you should fall.
- Only carry what you need to free your hands in case of a fall and to promote balance.
- Keep your cell phone with you in case you need to call for help.

Safety Alerts

These alerts are created following employee injuries as they occur throughout the year. Review these with church employees and obtain signatures (similar to the Monthly Safety Talks).

Insert additional alerts here as they are published.

Susquehanna Conference SAFETY COMMITTEE

SAFETY ALERT

Watch Your Step!

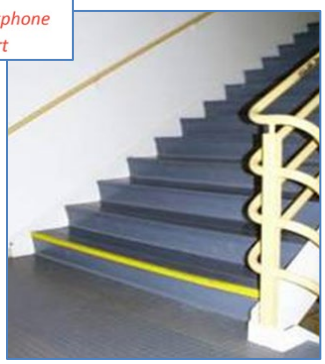
A Church pastor was injured as she carried boxes while walking down stairs and missed the last few stairs, resulting in a fall.

Please follow these guidelines so that YOU don't injure yourself.

- Never carry so much that you obstruct your vision.
- Make more than one trip if you need to or ask others for help.
- Use the handrail; it can save you from a fall.
- Take your time.
- Avoid high heels on stairs as these can "trip you up".
- Do not text and walk anywhere, especially on stairs.

Check the stairs in your building to see if:

- Lighting is adequate;
- Handrails are installed securely;
- Leading edges are marked;
- Surface is free from debris;
- Stairs are in good condition;
- No items are stored in the stairwell.



If there are any issues, correct them if you can or report them!

*Take the right **steps** to protect yourself from injury!*

The Susquehanna Conference Safety Committee wants to hear from you. *Send your safety suggestions or concerns to: hreed@rcmd.com*

Susquehanna Conference SAFETY COMMITTEE

SAFETY ALERT!

An early childhood worker was recently injured when attempting to lift more than one table at a time. The tables had been stacked for floor cleaning/waxing.

Take five seconds! Think about the task ahead. Before you lift something, ask yourself these questions:

- How heavy is the load?
- Will it be awkward to control?
- Should I ask for help?
- Does it have sharp edges?
- Will it be slippery or awkward to lift?
- Is my pathway clear?
- Will I be able to see where I am going?
- Is there a safe way to grip the load?

Body mechanics are are very important.

- Keep your feet:
  - Close to the object.
  - Shoulder-width apart for good balance.
  - One foot slightly ahead of the other to help keep your center of gravity under control.
- Bend your knees and use your thighs – the largest muscles in your body – to assist you.
- Keep your back as straight and vertical as possible.
- Lift as you straighten your legs.
- Keep the load close to your body. The further the load is from your body the more force is placed on your back.

Think first - take five seconds – what's the safest way to do the job?

SAFETY ALERT!

A Conference employee slipped and fell on icy stairs during a recent freezing rain event.

Take your time!

- Make sure you hold onto the railing, if one is present. Often the railing is your last chance to save yourself from a fall.
- Wear slip-resistant shoes or boots, not shoes with smooth leather soles.
- Carry your own "kitty litter" in a water bottle to deal with "on the spot" ice. Kitty litters adds traction to stairs. It's also a good idea to sprinkle it before you step out of your car.

- Walk like a penguin! Our penguin friends take wider steps, and use their arms to help them balance.

Conference offices, local churches, Mission Central:

- Be vigilant about spreading ice melt, before, during, and after an ice/snow event.
- As ice melts, cold temperatures will result in the ice refreezing, thus, it's never a "once and done" ice melt application.

- Place a bucket of ice melt near all entrances (with scoops) and encourage employees to spread the ice melt periodically during the day.

Don't take the fall…be extremely cautious this winter!

Susquehanna Conference SAFETY COMMITTEE

SAFETY ALERT!

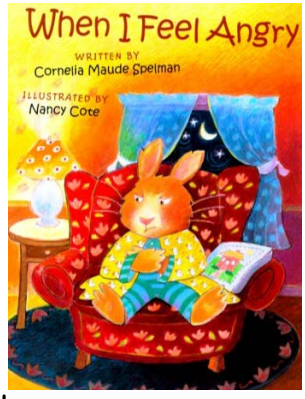
An early childhood worker was recently injured; an upset child was angrily throwing objects, and the teacher was struck in the knee by a chair.

When a child is upset and unable to control his/her emotions:

- Move other children from the area
- Remove items that could become airborne

Provide the child with the opportunity to "chill".

- Provide children with a "quiet corner" and educate them to its purpose before an incident occurs.
- Allow the emotional child to deescalate; for example, some teachers allow a child to punch a pillow or other safe activity as an outlet to express his/her frustration.
- Provide age-appropriate books that discuss anger and provide strategies for the child. If possible, use the incident as an opportunity to read a story and address the incident in a non-threatening way, allowing the upset child to integrate back into the group.



Use your judgment as to next steps.

- Review your facility's strategies and child development goals.
- At some point it may be necessary to involve a child's parents, for example, if this kind of behavior is frequent and/or is escalating in its severity.
- Acting out is often symptomatic of outside issues (such as family changes, etc.).

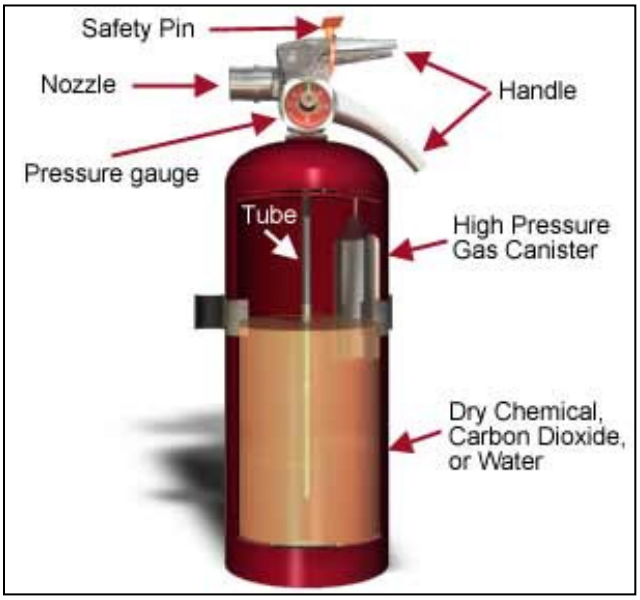
You are essential to the development of children in your care; please also take care to protect yourself from injury.

Monthly Inspections

Ensure that these inspections are conducted
on a monthly basis and that discrepancies are corrected.

Document completion of these
on the enclosed checklist.

Check Fire Extinguishers Each Month!



Make sure the indicator is in the "green".

What to check
Is there a sign indicating the presence of the fire extinguisher?
Is access to the extinguisher clear, unblocked?
Is the unit properly charged, "in the green"?
Is the safety pin in place?
Is the extinguisher hung on a bracket (waist high), and not used as a door stop, sitting on the floor, etc.?
Has a vendor inspected/maintained the unit within the past year? Check the tag connected to the unit to verify.
If the answer is "no" to any of the above, correct what you can and report what you can't.

Life Safety is the most basic of all “safety” programs.

The ability to evacuate when necessary is the most important life safety element.

What to check
Emergency exit signs are installed where needed.
Emergency exit signs are in good condition and are lit.
Access to, through, and away from emergency exits is at least 28” wide and is unobstructed.
Interior doors that may be mistaken for exits are labeled “Not An Exit”.
Emergency exit doors are unlocked from the inside and swing outward (not inward).
There is no storage in stairwells, on stairs, or in the path of emergency exits.

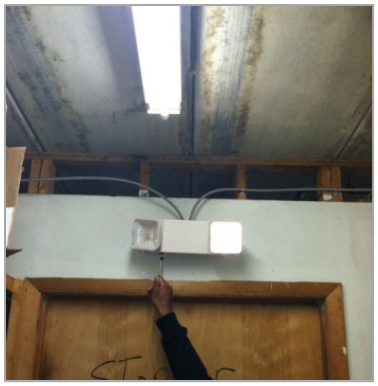
To avoid confusion, place signs on non-exit doors (where there could be confusion)

Make Sure Emergency Lights Are Ready If Needed!

In case of a loss of electricity, emergency lighting is vital. Windows and doors might provide some natural light during the day, but battery back-up or generator-powered lighting is necessary to assure a safe evacuation in all areas of the building during an emergency. Most emergency lights contain a small battery. These lights are connected to the building's electrical supply, which provides a constant charge to the battery. In the event of a power failure, circuitry in the fixture activates the lights. Most emergency lights are only designed to work for the required minimum of thirty minutes on battery power.

How should you test the batteries?

Emergency lights MUST be tested at least monthly. Most emergency lights have a small "push to test" button somewhere on the casing (see picture, below right). **You should push and hold this button for thirty seconds to test the bulbs and battery**. The lights should come on and remain at the same brightness level for the full thirty seconds. **If the lights dim right away, or some of the bulbs don't work, then the lights need to be repaired (or the battery replaced) as soon as possible**. It's imperative that these lights are tested MONTHLY and documented on a checklist.



Why test the lights for thirty seconds?

Many defective batteries will maintain just enough charge to fully light up the bulbs for a few seconds, but they will quickly lose power. If you don't test for thirty seconds it may appear that the lights work each month, but they could go out in a few seconds when you really need them to work (in an emergency). **If the lights dim right away, or some of the bulbs don't work, then the lights need to be repaired (or the battery replaced) as soon as possible!**

Make sure lights are intact and secured to the wall. This light is not properly connected.

Check other emergency lighting, like these, above, to ensure they also work.

MONTHLY SAFETY INSPECTION

Church/Location:_____

Completed by:_____ Date of Inspection:_____

Check the following items on at least a monthly basis. Note discrepancies and immediately correct what you can, report what you can't.

EMERGENCY LIGHTS	**OK**	**Action Needed**	**Completion Date**
1. TEST BUTTONS DEPRESSED FOR 30 SECONDS ON EACH LIGHT			
FIRE EXTINGUISHERS	**OK**	**Action Needed**	**Completion Date**
2. FIRE EXTINGUISHER PINS ARE IN PLACE, ARROWS IN THE "GREEN"			
3. FIRE EXTINGUISHERS ARE INSPECTED AND MAINTAINED ANNUALLY BY VENDOR & NOTED ON INSPECTION TAG			
4. FIRE EXTINGUISHERS ARE MOUNTED SECURELY			
5. ACCESS TO FIRE EXTINGUISHERS IS CLEAR, UNBLOCKED.			
6. SIGNS INDICATE PRESENCE OF FIRE EXTINGUISHERS.			
EXITS & ACCESS	**OK**	**Action Needed**	**Completion Date**
7. ALL EXITS UNOBSTRUCTED			
8. ALL EXITS MARKED WITH A READILY VISIBLE SIGN THAT ARE PROPERLY ILLUMINATED			
9. EXIT DOORS SELF-CLOSING & NOT PROPPED OPEN			
10. HALLWAYS ARE CLEAR, WITHOUT OBSTRUCTION.			
11. STAIRWELLS ARE CLEAR, WITHOUT STORAGE			