

Roman Catholic Diocese Of Portland

Roman Catholic Diocese/Best Practices Manual Cemeteries

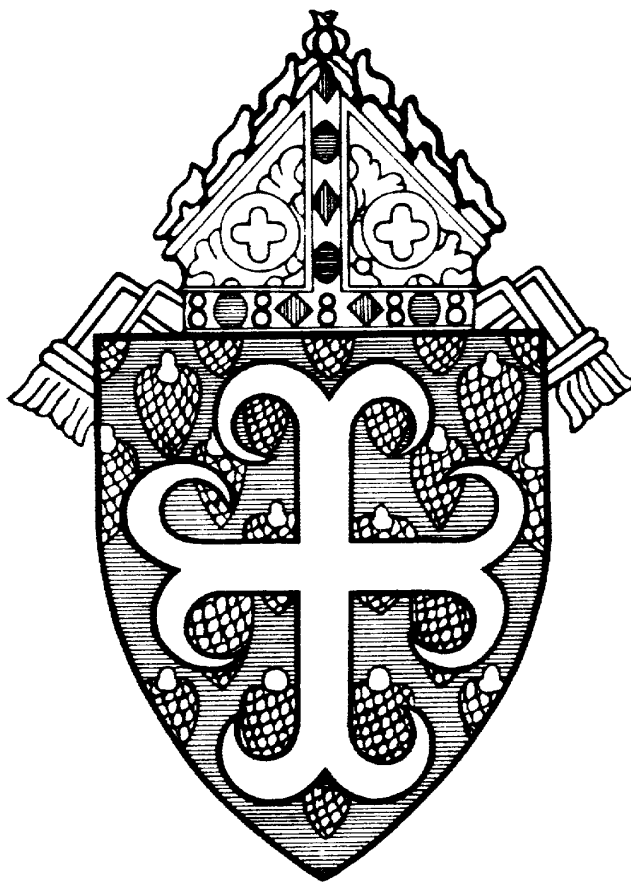


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Introduction

Section 1.0

The Roman Catholic Diocese recognizes that cemetery operations present a number of exposures to both employees and visitors. Accordingly, this manual is being offered to all Diocesan Cemetery operations to act as a guide in the management of these hazards, thereby minimizing the potential for accidents.

The recommended “best practices” contained within this document were created as a result of identified exposures within a cemetery operation. A committee of Diocesan Cemetery Managers has critiqued each one of these sections. The goal of each review was to ensure that the “best practice” properly addressed the exposure while at the same time consider the challenges inherent with the operation of a cemetery.

General Safety Rules

Section 2.0

The following General Safety Rules are provided to assist each cemetery location in the establishment of basic responsibilities/expectations of employees. These rules were identified as common exposures that all cemeteries encounter. Each of the following rules should be used as a baseline.

1. Report any unsafe, practices or conditions you feel might be a hazard to your supervisor immediately, including defects in machinery, tools and equipment or any other hazards.
2. Your supervisor knows the best and safest way to do your job. You are expected to work as instructed.
3. Do not run – watch your step – keep a firm footing and balance at all times.
4. Always lift with the legs and not the back. If the object is too heavy, get help.
5. Do not throw tools, materials or supplies to another worker.
6. HORSEPLAY – Horseplay, such as scuffling, tussling, pushing, running or such other so-called playful acts which may endanger employees or interfere with the normal course of work is prohibited.
7. Work rest and tongue guards on bench and floor stand grinders must be kept adjusted to not more than 1/8” from rock.
8. All employees while driving must obey all traffic laws.
9. Never leave an unsafe condition unguarded, unmarked, or machinery unattended, even temporarily.
10. Employees will not stand or walk under any material while hoisted.
11. Alcoholic beverages and narcotics will not be allowed on cemetery property at any time. DO NOT come to work while under the influence of alcohol or drugs. (this includes parking lots, etc.)
12. Any employee who performs any service or maintenance on machinery and/or equipment will be required to follow procedures (energy control).
13. Employees will not ride on loaders unless they are the operator.

14. All gas cylinders must be secured when in use, and/or being transported, also when not in use the cap must be in place, and secured in the proper storage area.
15. Portable (small) containers of chemicals taken from a master container (drum) must be labeled if that employee does not use all of the transferred chemical on his/her work shift. (Any label that is missing or defaced must be replaced.)
16. Hooks, chain and wire rope slings must be kept up off the floor. Hoist chain hooks must have safety latches.
17. Burning goggles must be worn when cutting or burning with a torch.
18. Greasy and oily rags must be kept in a metal container with a lid (cover).
19. Willfully causing bodily injury to any employee or employees on cemetery property will result in immediate discharge.
20. Bringing or attempting to bring firearms, weapons or explosives onto cemetery property is prohibited.
21. No-smoking is allowed on Diocese property.

Safety Orientation & Training **Section 3.0**

Training is a vital component in any effort directed toward eliminating injuries and illnesses. It is important that all employees know about the materials and equipment they work with, the associated hazards and how to control these hazards. In addition this training can not stop with an initial indoctrination but should be an ongoing process to reinforce the importance of safe work practices.

Key facts to remember as a supervisor conducting training with your employees:

- Make sure you have trained your employees on all potential hazards they may be exposed to and the safe work practices that have been implemented.
- Verify that they really understand what you taught them. This may be accomplished with a follow up review 30 days after initial training and quick reminders throughout the year. This is especially important with new employees.
- Pay particular attention to your new employees. Because they are learning new operations, they are more likely to get hurt.
- Conduct formal training with employees on all topics at least once a year. All new employee training should be conducted prior to initial assignment.
- **Document** all training and maintain in an employee file for a minimum of (3) three years.

- Refer to training checklist found at the back of the manual

Employee Training Checklist

Name: _____ Job Position: _____

Reference Document	Topic	Date	Employee Initials	Supervisors Initials
Best Practices Manual	General Safety Rules			
Best Practices Manual	Bloodborne Pathogens			
Best Practices Manual	Hazard Communications			
Best Practices Manual	Machine Lockout			
Best Practices Manual	Confined Spaces			
Best Practices Manual	Motor Vehicle Use			
Best Practices Manual	Material Handling			
Best Practices Manual	Fall Protection			
Best Practices Manual	Electrical Safety ³⁻¹			
Best Practices Manual	Hot Work Safety			
Best Practices Manual	Fire Extinguishers			
Best Practices Manual/Manufacturer Specifications	Lawn Equipment Safety			
Best Practices Manual	Personal Protective Equipment			
Best Practice Manual	Skid Steer Loader			
Best Practice Manual	Back Support			
Best Practice Manual	Sexual Harassment			

Once all required topics are complete sign and date:

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Emergency Response Procedures Section 4.0

In 1991, the Occupational Safety and Health Administration (OSHA) issued its final standard regulating exposure to blood borne pathogens in the workplace. This was developed to minimize or eliminate employee exposure to Hepatitis B virus, human immunodeficiency virus (HIV) and other blood borne diseases. It applies to all employees whose work duties entail a “reasonably anticipated” exposure to blood or other potentially infectious materials.

The Roman Catholic Diocese recognizes that medical services are an essential part of the safety program at a cemetery operation. So when an accident does occur, it is essential that trained individuals with the right equipment are immediately available to assist the injured employee.

The Roman Catholic Diocese has evaluated the potential exposure to blood borne and other such contaminants at a cemetery and found the exposure on a daily basis to be relatively non-existent. The majority of the locations are within close proximity to healthcare providers for first aid needs. As a result only the following cemetery locations will have employees assigned to provide emergency first aid.

- SS Peter & Paul Cemetery, Lewiston
- Calvary Cemetery, South Portland
- Mount Pleasant Cemetery, Bangor
- St. Francis Cemetery, Waterville
- St. Joseph Cemetery, Biddeford

At the above mentioned locations **Section 5.0** of this manual shall be implemented. At all other locations first aid kits may be made available for employee use, however, materials contained therein are to be used for self-administrated first aid incidents. Injuries requiring more attention are to be referred to the appropriate healthcare facility.

Important Notes:

- 1.) In the absence of a trained individual the injured person should self-administer all first aid care while the assisting individual arranges for transportation to a medical provider.
- 2.) Know who to call for emergency transport and know where to send employees in the event medical care is needed. Emergency numbers should be posted at all telephones.

Bloodborne Pathogens Program Section 5.0

Purpose:

The Roman Catholic Diocese recognizes that employees working in cemetery operations may encounter non-routine occupational exposure to bloodborne pathogens including Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). This written exposure control plan has been developed to act as a guide to individual cemeteries in reducing employee risk of injury/illness due to bloodborne pathogens by minimizing or eliminating exposure incidents in the work place, particularly Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)/Aids. It is intended to comply with the requirements of OSHA Standard 29 CFR 1910.1030.

Scope:

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which employees may be expected to incur such occupational exposure, regardless of frequency. Supervisors and backup personnel who may sustain occupational exposure if required to administer first aid to injured workers. (Only trained employees may administer first aid).

- a. Administering CPR
- b. Caring for open wounds

Responsibilities:

Supervisors & backups – are responsible for administering first aid and training all employees in bloodborne pathogens in addition to enforcing this program at their location.

Employees - are responsible for following all procedures outlined in this program.

Human Resources Department at the Chancery – has been designated as the Exposure Control Program Coordinator and will be responsible for the review and maintenance of this program.

Procedures:**Methods of Control:**

Universal precautions shall be observed to prevent contact with blood or other potentially infectious material effective immediately. The Supervisor is responsible for ensuring that those covered by this plan observe universal precautions at all times.

Universal precautions is a method of infection control in which all human blood and certain human body fluids are treated as if known to be infectious for HBV, HIV, and other blood pathogens.

Work Practice and Engineering Controls shall be used to eliminate or minimize associate exposure.

The Supervisor shall be responsible for examining and maintaining or replacing all engineering controls on a regular basis.

Hands shall be washed immediately or as soon as feasible after removal of gloves or other personal protective equipment with soap and running water.

Mucous membranes (eyes, mouth, etc.) shall be flushed with water immediately or as soon as feasible following contact with blood or other potentially infectious materials.

Personal Protective Equipment:

Where occupational exposure remains after implementation of engineering controls, appropriate personal protective equipment will be used. Appropriate personal protective equipment such as but not limited to gloves, face shields, eye protection, mouthpieces shall be provided at no cost.

Personal Protective Equipment – specialized clothing or equipment worn for protection against a hazard. Personal protective equipment shall be appropriate sizes and readily available for use.

Disposal and cleaning of PPE will be the responsibility of the individual cemeteries.

Repair and replacement will be provided as needed to maintain its effectiveness at no cost to the first responders.

All PPE shall be removed prior to leaving the work area.

Once removed, PPE shall be placed in a Bio-waste container.

Gloves shall be worn when it can be reasonably anticipated that there will be hand contact with blood, other potentially infectious materials, mucus membranes, and non-intact skin and when handling or touching contaminated items or surfaces.

Disposable gloves shall be replaced as soon as possible if contaminated, if they are torn, punctured, or when their ability to function as a barrier is compromised.

Disposable gloves shall not be washed or decontaminated for re-use.

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Eye Protection and Face Shields

Eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, shall be worn whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated.

CPR safety mask are to be used while performing CPR.

Housekeeping:

All equipment and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.

Contaminated areas shall be decontaminated with an appropriate disinfectant (1-9 bleach/water solution) immediately or as soon as feasible when surfaces are contaminated after any spill of blood or other potentially infectious materials.

Hepatitis B Vaccination:

Vaccinations shall be offered at no cost to the First Aid Provider.

Vaccinations should be offered after completion of training and within ten working days of initial assignment to duties/classification covered by this plan unless:

- Employee has previously received the complete vaccination series.
- Antibody testing has revealed that employee is immune.
- The vaccination is contraindicated for medical reasons.

Employees may decline the vaccination and decide to accept at a later date. A sample consent and declination form may be found in Attachments 3 and 4.

Employees who decline the vaccine shall sign the declination statement.

If a routine booster dose of vaccine is recommended by U.S. Public Health Service at a future date, it shall be made available.

Hepatitis B Vaccine shall be made available to First Aid Providers within 24 hours after First Aid has been rendered in the presence of blood or other potentially infectious materials, regardless of whether or not an exposure incident (as defined in Standard) occurred.

Accident reports shall be monitored by the Human Resources Department located at the Chancery for the names of unvaccinated First Aid Providers. An accident report must be completed after an exposure incident with the following information and faxed to Risk Management at the chancery office – (773-0182)

- The names of all First Aid Providers.
- Types of care provided.
- Time and date of assistance. 5-3
- Whether or not exposure incident occurred.

Post Exposure Evaluation and Follow-up:

All exposure incidents shall be reported, investigated and documented. When the employee incurs an exposure incident, it shall be reported and faxed to Risk Management at the Chancery.

Following a report of an exposure incident, the exposed employee shall immediately receive a *confidential* medical evaluation and follow-up including the following elements:

- Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
- Identification and documentation of the source individual.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, Human Resources Department located at the Chancery shall establish that legally required consent cannot be obtained.

- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulation concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who do incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post exposure follow-up will be performed by a licensed physician, physician assistant or nurse practitioner.

Information Provided to the Healthcare Professional

Human Resources Department located at the Chancery shall ensure that the healthcare professional responsible for the Post Exposure Evaluation and follow up is provided with the following:

- A copy of 29 CFR 1910.1030
- A written description of the exposed employee's duties as they relate to the exposure incident
- Written documentation of the route of exposure and circumstances under which exposure occurred
- Results of the source individuals blood testing, if available
- All medical records relevant to the appropriate treatment of the employee including vaccination status

The healthcare professionals written opinion for post exposure follow-up shall be limited to the following information:

- A statement that the employee has been informed of the results of the evaluation

- A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain *confidential* and shall not be included in the written report.

Training and Education:

Annual training will include:

- A general explanation of HBV and HIV, signs and symptoms of bloodborne pathogens and modes of transmissions.
- Explanation of exposure control plan and the means by which a copy can be obtained.
- An explanation of the use and methods of control that may prevent or reduce exposure including universal precautions, work practices and personal protective equipment.
- Explanation of the correct and necessary use of personal protective equipment.
- Explanation of the procedure to follow if an exposure incident occurs, methods of reporting the incident and the medical follow-up that will be made available.
- Explanation of the tags, labels, and color-coding used to denote biohazards.

Only trained associates may administer first aid.

Recordkeeping:

Medical – Shall be established and an accurate record maintained for each employee with occupational exposure and shall include:

- Name and social security number.
- Copy of Hepatitis B Vaccination status including the dates of all Hepatitis B Vaccinations and any medical records relative to the associate's ability to receive vaccination.
- Copy of results of examinations, medical testing and follow up procedures as required by this plan.
- Copy of health professional's written opinion.
- Copy of information provided to the healthcare professional as required.
- Shall maintain for at least the duration of associate plus thirty years.

Training Records:

Shall be maintained for three years from the date on which training occurred and shall include:

- Dates of training sessions.
- Contents or a summary of the training sessions.
- Names and qualification of persons conducting the training.

Hazard Communications Section 6.0

Purpose:

The Hazard Communication Standard was enacted in response to the ever growing number of potentially dangerous chemicals found in the workplace. This standard requires that employers evaluate the potential health hazards of workplace chemicals (no matter how common they may be) and communicate information concerning hazards and appropriate protective measures to employees. Examples of chemicals that are typical in a cemetery operation that would need to be considered include gasoline, kerosene, diesel, motor oils, hydraulic fluids, solvents, cleaning fluids, fertilizer, insecticides, etc.

Scope: To provide employees with the knowledge and protection mandated by the Hazard Communications Standard. Essential elements of this program include the following:

1. A written program.
2. Identification of all potentially hazardous chemicals found in the work place.
3. Labeling of chemicals.
4. Obtaining and maintaining Material Safety Data sheets for all potentially hazardous materials.
5. Employee training.

Data Safety Sheet and Files

Materials not required on the list if it is a household-type product in a consumer-sized container and exposure is not greater than the employee would experience at home.

1. Can be either paper or electronic (with back-up system)
2. Must be collected and maintained for all hazardous chemical in the workplace where there is potential for employee exposure.
3. Must be kept in the employee's work area when work is being performed without barriers to the employees, including having to access them in front of a supervisor.
4. May be kept at a central location if the employee is mobile while performing their job.
5. Must be sent by the supplier with the initial shipment and any update with subsequent shipments.
6. Up date with subsequent shipments.

Labeling must be in English contain the following information:

- Identity of the chemical
- Physical and health hazards
- Whether it is a carcinogen
- Primary routes of entry
- Precautions for safe handling and use
- Emergency and first-aid procedures
- Date of preparation of the latest revision
- Name, address and telephone of the manufacturer, importer or other responsible party.
- Clear or plastic containers must be marked with the chemical contained within the bottle

Checklist Hazard Communication Program Requirements

The key elements that each location must implement are a written program, employee training, container labeling and record availability and storage. This checklist has been prepared to help you evaluate your location.

Written Hazard Communication Program

- _____ 1. Have you prepared a written list of all the hazardous chemicals present in the work place?
- _____ 2. Are you prepared to update your hazardous chemical list?
- _____ 3. Do you have up-to-date material safety data sheets (MSDS) for those materials on your hazardous chemical list?
- _____ 4. Have you developed a system to ensure that all incoming hazardous chemicals are received with proper labels and MSDS sheets?
- _____ 5. Do you have procedures in your work place to ensure proper labeling or warning signs for bulk storage or secondary usage containers that hold hazardous chemicals?
- _____ 6. Do you have a complete list of the chemical hazards and precautions that you can give to outside contractors?
- _____ 7. Have your employees been informed of the hazards associated with performing non-routine tasks (i.e., confined space, repair, and maintenance operations)?
- _____ 8. Is your Hazard Communication Program in writing and available to your employees?

Information and Training

Have you developed an employee information and training program, which includes the following:

1. Does the training cover all types of harmful chemicals with which the employee may come into contact under normal usage and foreseeable emergency?
2. Are your workers familiar with the different types of chemicals and the major hazards associated with them (i.e., solvents, corrosives)?
3. Are your employees aware of the specific requirements in the hazard communication program?
4. Does your program train employees in: (a) operations where hazardous chemicals are present; and (b) location and availability of your written hazard communication program including lists of chemicals and MSDS's?
5. Does your training program include the explanation of labels and warnings that have been established in their work areas?
6. Do your employees understand methods to detect presence or release of chemicals in the work place?
7. Does your training program provide information on the appropriate first aid procedures in the event of an emergency?
8. Are employees trained in the proper work practices and personal protective equipment in relation to the hazardous chemicals in the work area?
9. Does the training include explanation of the labeling system and MSDS's the employee can obtain and use?
10. Have you worked out a system to ensure that new employees are trained?
11. Have you developed a system with purchasing or other staff to make sure that additional training is provided if a new hazardous substance is introduced into the work area?
12. Do you have a system to ensure that the current (up-to-date) MSDS's are in work areas where the chemicals are used?
13. As you become aware of new hazards relating to the chemicals in use, do you have a system for informing the employees?

Hazard Communication Program

This program has been established to meet the requirements of the Hazard Communication Standard. The purpose of this program and standard is to ensure that employees are made aware of the hazards of chemicals found in their work environment. This information is to be transmitted by means of a written hazard communication program, container labeling and other forms of warning, material safety data sheets, and employee education and training programs. A copy of this written program will be available for review by any interested employee.

A survey has been conducted on an annual basis to identify all known hazardous chemicals used by employees. A list of these chemicals, as well as copies of the material safety data sheets for each, will be maintained in a Material Safety Data Sheet booklet. The list of hazardous chemicals and material safety data sheets will also be available for employee review.

Material Safety Data Sheets (MSDS):

The supervisor will be responsible for obtaining and maintaining the data sheet system for the organization. This individual will review incoming data sheets for new and significant health/safety information. He/she will see that any new information is passed on to the affected employees.

MSDS's will be available to all employees in their work area for review. If MSDS's are not available or new chemicals in use do not have MSDS's, immediately contact your supervisor.

Container Labeling:

The supervisor will verify that all containers received for use are:

1. Clearly labeled as to their contents;
2. Note the appropriate hazard warning; and
3. Listing the name and address of the manufacturer.

The supervisor will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or a generic label noting chemical identity and appropriate hazard warnings.

The supervisor will review the labeling system periodically and update as needed.

Employee Training and Education:

The supervisor is responsible for the employee training program. He/she will ensure that all elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation and will receive information and training on the following:

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- An overview of the requirements contained in the Hazard Communication Standard;
- Chemicals present in their workplace operations;

- Location and availability of our written hazard program;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices, personal protective equipment, and good personal hygiene practices;
- Steps taken to lessen or prevent exposure to these chemicals;
- Emergency procedures to follow if they are exposed to chemicals.
- How to read labels and review MSDS's to obtain appropriate hazard information; and
- Location of MSDS file and location of hazardous chemical list.

After attending the training class, each employee will sign a form to verify that they attended the training, and understand the policy on hazard communication.

Prior to a new chemical hazard being introduced each employee will be given information as outlined above. The supervisor is responsible for ensuring that MSDS on the new chemical(s) are available.

Hazardous Non-Routine Tasks:

Periodically, employees may be required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards;
- Protective/safety measures the employee will take to prevent over-exposures; and
- Measures to be taken to lessen the hazards including ventilation, respirators, presence of another employee, and emergency procedures.

Informing Contractors:

It is the responsibility of the supervisor to provide contractors the following information:

- Hazardous chemicals to which they may be exposed while on the job site, and
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

The supervisor will also be responsible for contacting each contractor before work is to begin and gather any information concerning chemical hazards that the contractor is bringing to the cemetery.

**List of
Hazardous Chemicals**

<u>TRADE NAME</u>	<u>CHEMICAL NAME</u>	<u>PRIMARY HAZARD</u>	<u>DEPARTMENT</u>
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(List all hazardous substances identified in the work environment and update as new chemicals are introduced.)

Note: Copies of the MSDS's for the above chemicals should follow this list as part of your written program.

Date Completed: _____

Machine Lockout/ Tagout Policy Section 7.0

Purpose:

Many severe injuries have occurred to personnel working on electrical, hydraulic and pneumatic powered machines and lines. Accident investigations show a large percentage of these injuries are being attributed to inadequate or nonexistent lockout procedures.

A lockout procedure is a system which assures that equipment has been de-energized and cannot operate. This includes bringing the machine to a zero mechanical state where all energy sources are neutralized. Further, this requires all kinetic and potential energy to be isolated, blocked, supported, retained or controlled to the extent that such energy will not be released unexpectedly.

Effective lockout procedures prevent unexpected machine operation, thereby eliminating a prime source of injury to personnel. Whenever maintenance is performed on potentially hazardous equipment, a lockout procedure should be used. To be effective, the procedure must incorporate provisions for adequate hardware, employee training, documentation and enforcement.

Scope:

The Roman Catholic Diocese has evaluated the potential for cemetery employees to utilize machine lockout procedures and found that the program would apply only in a few situations. As a result it is the policy of the Roman Catholic Diocese that the individual cemeteries utilize outside contractors when possible.

Outside Personnel (contractors etc.):

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of lockout-tagout the supervisor should require that the contractor provide a copy of their lockout-tagout procedures. When reviewing these procedures the supervisor should look for the following components in the contractors program:

- An outline of the scope, purpose, authorization, rules and techniques for control of hazardous energy, and means to enforce compliance.
- Procedure steps – placement, removal and transfer of lockout devices and responsibilities.
- Procedural steps – Shutdown, isolating, blocking and securing.
- Requirements for testing and verification.

Employees:

- When working with motorized power tools/ equipment de-energize by disconnecting the battery and spark plug before you start the maintenance service
- Electrical equipment / tools un-plug from power source and wrap the cord around the unit while performing the repair.
- Do not leave the equipment unattended once the service has been started.

Exclusions to the requirements for lockout:

- Normal operations including repetitive routine minor adjustments and maintenance which would otherwise be guarded.
- Work on plug and cord connected electrical equipment when it is unplugged and employee working on the equipment has complete control over the plug.

Confined Spaces Policy Section 8.0

The Roman Catholic Diocese prohibits employees from entering any area meeting the definition of a confined space. The hazards associated with confined spaces have been responsible for many serious injuries to workers and potential rescuers. The most common cause of a confined space accident is the inadequate preparation for undetected hazards.

A confined or enclosed space means a space which has a limited means of access and egress, *it is not intended for continuous human occupancy*. It is also susceptible to hazards such as:

- Oxygen deficiency or enrichment
- Flammables
- Toxic gases or vapors
- Electrical hazards
- Inundation of water, gas or solid particulate

Confined spaces include, but are not limited to the following: storage tanks, bins, boilers, exhaust ducts, underground utility vaults, open top spaces such as pits, tubs, vaults and vessels.

Trenching

Trench (Trench excavation)" means a narrow excavation (in relation to its length) made below the surface of the ground. In general, the depth is greater than the width, but the width of a trench (measured at the bottom) is not greater than 15 feet (4.6 m). If forms or other structures are installed or constructed in an excavation so as to reduce the dimension measured from the forms or structure to the side of the excavation to 15 feet (4.6 m) or less (measured at the bottom of the excavation), the excavation is also considered to be a trench.

If a cemetery has any confined spaces that must be entered it is the Catholic Diocese's policy that an outside contractor will perform all work.

Our standard is not to dig any deeper than five feet

Contractor Safety Program Section 9.0

Purpose:

The Roman Catholic Diocese seeks to prevent accidental injury, occupational illness, property damage and fire damage. No single feature of our work is of greater importance than safety to our own employees or our contract personnel.

All contractors are expected to conduct their work in a safe manner. By law and by contract, every contractor authorized to work on cemetery property must conform to the requirements of the Federal Occupational Safety and Health Act (OSHA).

All contractor supervisors must accept their responsibility for the prevention of accidents and the safety of their workers under their direction.

Scope:

All individuals who come on cemetery property for any reason will comply with existing safety rules. Should a supervisor or employee discover that at any time the contractor is in violation of OSHA requirements, he/she shall have the authority to order immediate corrective action or cessation of work.

Nothing contained herein shall serve to relieve the contractor of his/her liabilities or obligations under OSHA as well as any other federal, state and/or local requirements.

Responsibilities:

Supervisors – are responsible for establishing and ensuring compliance with this procedure.

Contractors – will be responsible for following this procedure and working safely. They will also be responsible for their employees' safety.

Outside Contractor Rule:

The contractor must agree to and sign the outside contractor checklist along with providing a current certificate of insurance before the commencement of on site work. ***Attachment 1*** in the appendix is the insurance requirements for all contractors working onsite and ***Attachment 2*** is a sample checklist that must be signed by the contractor.

First Aid & Medical Services:

Rescue services will be provided by local Emergency Response Team, Telephone # 911.

Equipment:

The following is safety equipment that must be used on site:

- Approved hard hats must be worn at all times when required by the task performed.
- Safety shoes conforming to ANSI Z41.1 when required by the task performed.

- Suitable clothing for the weather and the type work shall be worn.
- Goggles, respirators, heat retarding gear or corrosion retarding gear shall be worn as required depending on the type of work in progress. The cemetery supervisor may require, at their discretion, additional safety apparel and/or equipment for use by contract personnel.

Reporting Accidents:

Any incident involving an employee needs to be reported and faxed to Risk Management. If it involves lost time or requires medical attention needs to be faxed within 24 hours on a First report of Occupational Injury form with details of the incident from the contractor supervisor to the cemetery supervisor with a copy to the Human Resource Director at the chancery.

This incident report shall include the name, age, position description, etc. of the injured party, events leading up to the incident, any injuries as a result of the incident, initial steps taken by the contractor to administer first aid or minimize damage and corrective measures to be taken in the future to avoid this and similar incidents.

All contractor personnel, regardless of hierarchy have the authority and obligation to correct violations of safety on the spot. The violation should be reported directly to the cemetery supervisor.

Safety Rules:

Each contractor is responsible for providing the special items (personal protective equipment, guards, welding screens, fire extinguishers, etc.) for controlling hazards while performing job duties.

All visits by the Contractor's Safety Representative or his/her appointed designee will include a safety inspection that will consist of, but not be limited to, fire hazards, personal injury hazards, environmental hazards, and personal property hazards.

Warnings or violations of safety rules may result in dismissal from site.

Personal Conduct:

Practical jokes, horseplay, wrestling or fighting are not permitted at any time while in any of the Roman Catholic Diocese's Cemeteries.

Intoxicants:

No alcoholic beverages or controlled substances are permitted on cemetery property. Any violation will result in immediate dismissal from site with notification to the contractor.

Housekeeping:

Good housekeeping on the job is mandatory. Every contractor must do their part daily to keep the area free of clutter. A thorough clean up must be completed at the end of each workday.

Confined Spaces:

Roman Catholic Diocese of Portland

Confined spaces can present unique hazards to contractors and their employees. A contractor or his/her employee will not enter a confined space without a Confined Space Program. The Confined Space Program will adhere to all the requirements of OSHA 1910.146 Permit Required Confined Space. All air monitoring equipment, ventilation, retrieval, and rescue equipment will be provided by the contractor.

Contractors or their employees who are not properly trained or qualified to enter confined space will subcontract this part of the project to a qualified person. Contractors who violate this policy will be immediately discharged from the project.

General Hazards – OSHA 1926/1910:

Construction and maintenance work can present a variety of potential health and safety hazards for workers. Particular areas of concern may include, but are not limited to, the items listed below. Contractors should be familiar with this standard and how it relates to protecting their employees health and safety.

OSHA 1926/1910

Subpart E - Personal Protective and Life Saving Equipment

Subpart I - Tools, Hand and Power

Subpart J – Welding and Cutting

Subpart K - Electrical

Subpart L - Ladders and Scaffolding

Subpart N - Cranes, Derricks, Hoist, Elevators and Conveyors

1910.146 - Permit Required Confined Spaces

1910.147 - Control of Hazardous Energy (Lockout/Tagout)

Training:

The contractor supervisor shall supply information to co-workers regarding work practices that minimize the possibility of an accident.

The contractor will furnish information to acquaint each employee with the specific hazards of the project.

The contractor will routinely provide Material Safety Data Sheets to the cemetery supervisor for all hazardous chemicals he/she may employ in this project. The cemetery maintains its own MSDS files and will allow the contractor or the contractor's personnel access to these files.

Motor Vehicle Use

Section 10.0

Exposures associated with the use of motor vehicles by employees are a major liability for the Catholic Diocese requiring some additional risk management control measures. Liabilities are not limited to Diocesan owned vehicles.

The Best Practices Manual defines a "driver" as any employee or volunteer operating any motor vehicle as part of their job or service. Going to conferences, visiting or transporting clients/parishioners, going to the hardware store to pick up some paint, etc. are all typical examples of job related driving. Routine commuting to and from work is not considered job/service related.

Minimum Control Measures

- * *Any employee operating a motor vehicle (owned or non-owned) as part of their duties must be 21 years of age or older.*
- Assure any and all paid employees/volunteers operating their own vehicles on behalf of the RCB have auto insurance coverage by requesting a certificate of insurance (should be performed annually).
- Assure paid employees and volunteers operating owned or non-owned vehicles have a valid driver's license (request a photocopy of the actual license).
- Assure paid employees operating owned or non-owned vehicles have a good driving record. Motor vehicle registration checks (MVR's) can be obtained through the Human Resources Department at the Chancery. The MVR report will provide a list of citations incurred over the past few years and will include specifics regarding the type and severity of the particular citation.

MVR's should be reviewed at the point of hire and then on an annual basis.

General Driver Safety Policy

- All driver employees must have a valid driver's license.
- Any accident, no matter how small, must be reported within 24 hours and investigated by the supervisor.
- Seatbelts must be worn at all times by the driver and all occupants in the motor vehicle.
- Cellular phones should only be used in the "hands free" mode or when the motor vehicle is parked.
- No unauthorized passengers are allowed in Diocesan-owned vehicles.
- Diocesan-owned vehicles should not be utilized for personal use.

- No firearms should be transported/stored in Diocesan-owned motor vehicles.
- No firearms should be transported /stored in non-owned motor vehicles during "duty hours."
- All drivers operating their own personal vehicle must have proof of insurance with adequate insurance limits
- All driver employees must have an "acceptable" driving record. Driving privileges **can be restricted** and/or revoked at the discretion of the employee's supervisor for any of the following reasons:
 - Being cited for reckless driving, operating under the influence, or anything more serious than a simple traffic citation.
 - Violating any of the standard policies outlined above.
 - Three or more traffic violations in any 12 month period.

At the supervisor's discretion, disciplinary action can be:

- Termination of employment.
- Permanent suspension of driving privileges.
- Temporary suspension of driving privileges.
- Retraining (defensive driving class).
- Written warning.
- Verbal warning.

Driver Selection

- Minimum Requirements for Drivers.
- The Diocese has established 21 as the minimum age for employees/volunteers operating a motor vehicle as part of the relationship.
- Possess a valid driver's license (provide photocopy of license at time of hire).
- Have an acceptable driving record. All job candidates will be subject to a review of their motor vehicle registration records to ascertain driving history.

Volunteers

Section 11.0

There are a variety of risk management issues associated with working with volunteers. Exercising diligence and great care in "screening" and supervising volunteers is important to everyone involved. When utilizing volunteers, the tasks should be limited to such activities as raking and picking up trash. At no time should volunteers be utilized for such activities as resetting grave stones.

BEST PRACTICES POLICIES

The Diocese requires that some form of *orientation* be held with each volunteer when the service commitment begins to review policies and specific expectations. This training/orientation should be documented with the volunteer signing an Acknowledgment. A simple orientation checklist similar to the form maintained in *Section 3.0 Safety Training & Orientation* is adequate. Any changes of Diocesan policy and/or procedures should be reviewed with each volunteer and documented as well.

Material Handling

Section 12.0

Purpose:

Within a cemetery operation, employees must be involved in processes which require the handling of a variety of materials. Depending on the particular task, he or she may handle anything from paper clips to caskets. As a result many injuries have occurred in the work place while handling a wide variety of materials. These injuries include cuts and lacerations, strains, sprains, crushing, hernias and ruptures, etc.

The task to protect against potential sources of injury while handling materials in the work place is quite a challenge. However, worker safety concerns for handling materials can be divided into two main groups; manual materials handling, usually refers to people lifting, pushing, or pulling something to a desired position without the aid of mechanical devices; and mechanical materials handling. Advances have created a diversity of mechanical material handling devices. If these devices are not properly used, they can lead to personal injury.

Most material handling requirements in the work place result in a unique combination of manual and mechanical means to move an object. It is important to enforce the basic principals of safety, outlined in the following pages.

Manual Material Handling:

The single and most important preventative safety measure to keep in mind is the "Four Step Lifting Process". This technique will not only save costly hospital and medical bills, but will aid in the prevention of lifelong pain and suffering by any employee who sustains an injury. Therefore, it is essential that you carefully read and implement the following lifting process:

1. Get Ready: Size up the load. If it is too heavy or bulky, play it smart - get help. Check the load and remove protruding nails, splinters, sharp edges, oil, grease, or moisture. If the surface is rough - wear gloves. Wear safety shoes to aid in the prevention of foot injuries.

Know where the load is going and where you are going to put it down. Be sure the path you take is free from obstacles.

2. Pick It Up: Get a firm footing and good balance. Place your feet about shoulder width apart. If the load is below waist level, bend your knees to get into position. Keep your back as straight as possible. Grip the load firmly. Lift the object to carrying position, keeping it close to the body. Allow the leg and arm muscles to do the work.
3. Carry It Carefully: Be sure you can see where you are going. When changing directions, be careful not to twist your body. Turn your body with changes in the position of your feet. Use extra caution in tight places so as not to smash your fingers or hands.
4. Put It Down: If the receiving surface is about waist high, use the edge to take part of the load. Then push it forward. If you lower the load to the floor, bend your knees, keep your back as straight as possible, and the load close to your body.

Mechanical Material Handling:

While there are many devices used to aid people in handling different sizes, shapes, and weights of materials, a few of the more common aids are listed below. The underlying safety concerns with all mechanical handling devices are to: (1) Use the right device for the specific job; (2) Never exceed manufacturer's capacity limits and; (3) Use established safe work practices at all times.

Bobcat/ Backhoe / Tractor Safety:

1. The employee's needs to have had proper training and experience to handle the equipment.
2. Give complete and undivided attention to the job at hand so that complete control of the loader is maintained at all times.
3. Drive slowly over rough ground and on slopes, keep alert for holes, ditches and other irregularities that may cause the loader to overturn.
4. Avoid steep hillside operation which could cause the loader to overturn.
5. Never transport a loaded bucket at full height. Operate the loader with the load as low as possible until it becomes necessary to raise the boom to discharge the load into a truck, container, etc.
6. Reduce speed when turning so there is no danger of the loader overturning.
7. Never drive up or back up a hill or incline with a raised boom or the loader could overturn.
8. Always look behind you before backing the loader.
9. Do not allow passengers to ride on the loader at any time.

10. Do not allow anyone to operate the loader without proper instruction.
11. Do not operate the loader in any position other than while in the operator's seat with the seat belt securely fastened.
12. Wear an approved safety hard-hat when operating the machine and while in any work area.
13. Never extend any part of the body outside of the operator's area.
14. Make sure all bystanders are at a safe distance away from the loader before starting the engine.
15. Do not lift personnel or allow personnel to work while standing in the bucket or on other attachments. This is not a man-lift.

Tractor Safety

- Develop a "safety first" attitude. Follow safe work practices at all times and set a good example for others.
- Be physically and mentally fit when operating tractors. Fatigue, stress, medication, alcohol and drugs can detract from safe tractor operation.
- Read operator's manual and warning decals. Pay attention to safety information.
- Equip the tractor with a Rollover Protective Structure (ROPS) and wear seat belts.
- Inspect the tractor for any hazards and correct them before operating.
- Make sure everyone who operates a tractor has received training and is physically able to operate it safely.
- Shut down equipment, turn off engine, remove key and wait for moving parts to stop before dismounting equipment.
- Keep bystanders and others away from tractor operation area. Do not allow "extra riders," especially children.

Inspection of Equipment

- Are ROPS in place and seat belts used?
- Is a PTO master shield in place?
- Is the operator's platform clear of debris?
- Is a reflective "Slow Moving Vehicle" emblem posted?
- Are lights and flashers operational?
- Are tires properly inflated?
- Is the hydraulics free from leaks?

- Are Brakes can be locked together?
- Is a 20 lb. "ABC" fire extinguisher in place?
- Is a fully equipped first aid kit on the tractor?

Grave Safety **Section 13.0**

The digging of graves presents a number of hazards to both employees and visitors at a cemetery. These exposures range from the equipment utilized in the digging process to the fall exposures that are created once a grave is complete. As a result the Diocese has established the following best practices to assist cemetery managers in reducing the exposures related to this task.

- Hard hats will are required and will be worn by anyone operating equipment or working near grave digging operations.
- **At no time will employees, volunteers or visitors be allowed to enter a double deep grave.**
- All graves that are left open and/or unattended will be covered with plywood and blocked off with caution tape or cones to warn individuals.
- Gravestones will only be reset by employees of the cemetery or an outside contractor.
- The only acceptable methods for handling and or maneuvering of grave stones are utilizing a series of rollers or attaching a mechanical lifting device to a backhoe. If other methods are to be utilized a member of the cemetery committee should be contacted to ensure all potential safety hazards are properly addressed.
- The grave should not be any deeper than 5 feet in depth.
- When digging a grave there should always be performed by two people. Never dig alone.

Fall Protection **Section 14.0**

Purpose:

The Roman Catholic Diocese recognizes that employees in certain positions or with certain responsibilities may encounter fall hazards within their normal daily duties at a cemetery. This procedure is designed to provide Diocesan employees with information to minimize the potential for fall hazards. The Supervisor at each cemetery location has been designated as the Fall Protection Program Coordinator and will be responsible for enforcement, review and maintenance of this program.

This program is applicable to all cemetery employees and contractors or other outside workers that are asked to perform a service on Roman Catholic Diocese's property. Only employees that are trained may perform work requiring fall protection in accordance with this procedure.

Scope:

This procedure requires training of all employees at cemetery locations who may be involved in areas as described as fall protection areas.

Responsibilities:

The Supervisor has been designated as the Fall Protection Program Coordinator and will be responsible for enforcement, review and maintenance of this program. This will include:

- The implementation of the Fall Protection Procedure.
- Maintain the written Fall Protection Procedure and notify the Human Resources Department at the Chancery whenever an update to the procedure is needed due to a new or modified task.
- Coordination of all training activities for the respective employees.
- He/she must also be thoroughly familiar with the Fall Protection Procedure.
- Acquiring and distributing Fall Protection equipment.

All employees who are covered under this program shall be responsible to ensure that:

- All required procedures, polices and work practices outlined within this procedure are complied with.

Procedures:

- No employee or outside contractor shall be exposed to heights greater than four (5) feet when working on a “walking/working surface,” as defined in this procedure, without a secure means of preventing catastrophic falls.
- Each employee that create an opening, pits, graves or similar excavation four (4) feet or more in depth shall not leave the area un-protected and provide a *barricades or cover* to eliminate potential for fall exposure.
- The following areas and their required fall protection have been determined to fall under the guidelines of this procedure:

<u>Location</u>	<u>Fall Protection</u>
All working surfaces five (5) feet or greater	Full Body Harness Guardrail System Approved alternative
Open Graves	Barricade/Cover

- Inspection of fall protection equipment prior to use is required. Any defects or problems shall be reported to the Supervisor. If defective, the equipment shall be removed immediately.

Ladders:

- Wooden ladders are not allowed must be an A-1 rated Fiberglass or metal
- Never use a defective ladder. Report defective ladders to your supervisor immediately.
- Before working from a ladder, be sure that it is secured, tied or that someone is holding it.
- When going up or down a ladder, always face the ladder.
- When working from a ladder, never reach too far out in any direction. Keep one hand gripping the rail.
- Never climb a ladder and carry cumbersome objects at the same time. Use a bucket and rope to lift tools and other objects.
- Never use metal ladders while working on electrical equipment. Fiberglass is preferred
- All straight ladders must be equipped with safety feet.
- Always place the base of the ladder out from the object it leans against about one-fourth of the total ladder length.
- When not in use, ladders must be securely stored.
- Employees are not allowed any higher than what an 18 foot extension ladder would allow

Training and Education:

- The Roman Catholic Diocese will provide training to ensure that the purpose and function of the Fall Protection Procedure is understood by all employees who have or are reasonably anticipated to have exposure to fall hazards.
- The training presented by the Supervisor will:
 1. Be conducted at the time of hire and initial assignment to tasks where exposure to fall hazards may take place.
 2. Enable each employee to recognize the hazards of falling and train each employee in the procedures to be followed in order to minimize these hazards (i.e. no work within six (6) feet of any roof edge without proper fall protection.
 3. Show the correct procedures for inspecting fall protection equipment.

4. Demonstrate the use and operation of personal fall arrest systems, warning line systems, and other protection to be used.
5. Retraining shall be provided whenever a change presents a new fall hazard, or when there is a change to the fall protection procedure.
6. Supervisors shall ensure employee training has been accomplished and is kept up to date. The documentation shall contain each employee's name, date and description of the training covered. Copies of the training records will be maintained in each employee's personnel record files.

Definitions:

Anchorage-	A secure point of attachment for lifelines, lanyards or deceleration devices.
Body Harness-	A design of straps which may be secured about the employee in a manner that will distribute the fall arrest forces over at least the thighs, pelvis, waist, chest and shoulders with means for attaching it to other components of a personnel fall arrest system.
Guardrail System-	A barrier erected to prevent employees from falling to lower levels.
Lanyard-	A flexible line of rope, wire rope, or strap which generally has a connector at each end for connecting the body harness to a deceleration device, lifeline, or anchorage.
Personal Fall Arrest System-	A system used to arrest an employee in a fall from a working level. It consists of an anchorage, connectors, body harness and may include a lanyard, deceleration device, lifeline, or suitable combinations of these.
Unprotected sides and edges-	Any side or edge (except at entrances to points of access) of a walking/working surface, e.g., floor, roof, ramp, or runway where there is no wall or guardrail system at least 39 inches high.
Walking/Working Surface-	Any surface, whether horizontal or vertical on which an employee walks or works, including, but not limited to, floors, roofs, next to open graves.

Electrical Safety

Section 15.0

Purpose:

The following policy is to provide cemeteries with electrical safety procedures for the practical safeguarding of employees in the workplace.

Scope:

This procedure applies to all employees and on site contractors working on and around electrical systems and equipment.

Responsibilities:

Employees - are responsible for compliance with the training provided.

Supervisors - are responsible to ensure that proper procedures are always followed and ensure all employees receive electrical safety training.

Electrical Equipment:

This is defined as any equipment that is energized by electricity.

General Requirements:

No electrical equipment may be used that does not have, on the machine, the manufacturers name, trademark or other descriptive marking by which the organization responsible for the product may be identified.

All arcing parts of electric equipment which in ordinary operation produces arcs, sparks, flames or molten metals shall be separated and isolated from all combustible material.

All means of disconnecting electrical current by way of breakers, power panels or electrical disconnects over 120 volt must be labeled.

All areas of electrical circuitry must have sufficient clearance for safe working conditions. All circuit breaker boxes must have at least 3 feet clearance in front of working side of the box.

All cord and plug connected equipment which may become energized shall be grounded. If operated greater than or equal to 150 volts (except guarded motors or electrically heated appliances if the appliance frames are permanently grounded) or if the equipment is of the following types: refrigerators, freezers and air conditioners, sump pumps, hand-held motor operated tools, appliances used outside, portable and mobile tools likely to be used in a wet environment, portable hand lamps.

Listed or labeled portable tools and appliances protected by an approved system of double insulation or its equivalent need not be grounded. If such a system is employed, the equipment is to be distinctively marked to indicate that the tool or appliance utilizes an approved system of double insulation.

All non-current carrying metal parts of portable equipment and fixed equipment including their associated fences, housings, enclosures, and supporting structures shall be grounded.

All flexible power cords must be protected from accidental damage from pedestrians, doorways, and other pinch points.

Extension cords:

Provide power on a *temporary* basis normally not to exceed the time required to perform a limited task with a hand power tool or device.

Shall be visually inspected prior to use and free of nicks, scraps, missing grounding terminals, tape or paint shall be allowed on the cords.

At no time shall two cords attached together and exceeding 25 feet in length be utilized.

Power surge protectors commonly used for computer operations are permitted to be used for the purpose of protection of electronic equipment.

Appliances may have no energized parts normally exposed to employee contact.

All power tools used in a wet environment must be connected to a Ground Fault Interrupter (GFI) protected receptacle. Any outlet within six feet of a power source needs to be (GRI).

Only *qualified* persons that need to work on energized equipment may defeat an electrical safety interlock and then only temporarily, while working on the equipment.

Conductive jewelry and clothing cannot be worn if they can come in contact with energized parts.

Portable ladders shall be made only out of nonconductive material.

Training Requirements:

The training requirements on this section apply to employees who face risk of electric shock. Employees shall be trained in and familiar with electrically related safety practices.

Hot Work Safety

Section 16.0

Purpose:

To provide cemetery locations with information necessary to perform “Hot Work”, defined as, welding, cutting, grinding, brazing, soldering or any other operation that involves or generates sparks or open flames.

Scope:

This procedure covers all employees who may be required to perform hot work operations.

Gas welding Procedures:

1. All gas welding equipment and connections should be kept free from gas and oil. (Oxygen will explode upon contact with oil or grease.) Oily and greasy gloves may bring about the same effect, besides making it difficult to handle the cylinders.
2. Never roll tanks on the floor, nor attempt to carry them by hand or hoist unless properly slung. Cylinders must be securely chained at all times.
3. Acetylene and oxygen tanks should be securely fastened with a chain in an upright position where there is no danger of their falling or being bumped.
4. Use only standard green oxygen hose with right hand couplings, together with red acetylene hose with left hand thread.
5. Blow out the tank valve before attaching the regulator. Never use compressed air for blowing out equipment as air may contain some oil and moisture. Use oxygen to blow out the oxygen hose and acetylene to blow out the acetylene hose.
6. When changing empty tanks for full ones:
 - a. Shut off valve on empty tanks
 - b. Release thumb screw on regulator
 - c. Disconnect regulator, blow out tank valve, and connect full tank.
 - d. Stand on opposite side of tank, and point the acetylene valve outlet away from the gauge while opening the tank valve.
 - e. Adjust thumb screw on regulator to proper pressure, making sure that you do not have excess oxygen, which causes unnecessary sparks during operation.

7. Be certain that the end of your torch is cleaned before you attempt to light it. Use only friction lighters.
8. Position materials so that sparks, hot metal, or severed sections of metal do not fall on the gas supply hose, or the feet of other employees.
9. At the end of each job, welders shall carefully inspect the job site to ensure that there are no smoldering particles which could develop into a serious fire.
10. Proper goggles and gloves shall be worn. Employees should wear steel-toed shoes.

Electric Arc Welding:

1. Whenever possible, welding operations should be carried on inside welding booths. If work must be performed outside of a booth, the arc shall be effectively screened to prevent injury to eyes and others.
2. Before entering the welding area, an effective warning shall be given so that the operator may be aware of your presence and help you avoid a sudden flash or other injury.
3. Like the welding operator, the person entering the welding area should also wear required eye protection.
4. Deposit short ends of welding rods in containers provided for that purpose, to prevent burning holes in your shoes or starting fires.
5. When not in use, place the electric holder where it cannot cause an arc.
6. Prevent injury to yourself and others from short circuits by only using welding cables that are in good condition.
7. Only properly authorized operators shall use welding equipment. Never attempt to repair welding equipment yourself.
8. Helmets and shields will be used with all electrical welding. Do not remove your helmet while bending over a hot weld.

Handling Gas Cylinders:

1. The protective cap over the valve should be in place when the cylinder is not in use.
2. Always make sure your grip is secure when handling cylinders.
3. Lifting cylinders is always a job for two men. If available, move cylinders with a cylinder dolly and be sure that the path is clear.
4. Keep cylinders on end, strap or chain them securely so that they cannot fall.

5. Store cylinders away from salt, acid, film, or other corrosive substances.
6. Cylinders should be kept away from ^{16.2}radiators and other sources of heat.
7. Oxygen cylinders in storage should be separated from fuel/gas cylinders of combustible materials (especially oil or grease), by a minimum distance of 20 feet, or by a noncombustible barrier at least 5 feet high having a fire resistance rating of at least one-half hour.

Tools and Equipment Safety

Section 17.0

Purpose:

Due to the number of tools that are used in a cemetery operation and the potential for disabling injuries, the following safety rules have been established.

Scope:

This policy applies to all cemetery employees.

1. Select the right tool for the job.
2. Sharpen the cutting edges of tools and carry tools with their sharp edges down.
3. Sand wooden handles on shovels, rakes, mauls, etc., thus preventing splinters and burns.
4. Check the handle of each tool for tightness.
5. Check the head on each tool and have the tool dressed, if it has mushroomed (includes burrs and chipped edges). i.e., hammers, chisels, punches, mauls, etc.
6. Wear shatterproof, clear goggles, or safety glasses when using chisels, punches, wedges, grinders, drills, wire brushes, etc. Be sure no one is in the area before using such a tool.
7. Avoid using metal measuring tape, fabric tapes containing woven metal strands, rope with wire cord, or other tools and equipment that have conductive properties while around energized electrical circuits or equipment.
8. Use only properly insulated tools (screwdrivers, wire cutters, etc.) when working around energized electrical circuits or equipment.
9. Return tools to their proper place so that they do not fall from a ledge and/or create a trip/fall hazard.

Power Tools:

Power tools substantially increase the number and types of hazards to an employee. Hazards range from electrical shock of a short circuit to being struck by chips, shavings, and other debris during operation.

Electrical Equipment:

1. All electrical tools used in an operation must be double insulated or grounded by a three wire cord with a polarized, three prong plug, to a properly grounded three hole receptacle.
2. If extension cords are used, they must be of the three conductor type with matching plug and receptacle.
3. Electrical tools or machines shall be visually inspected each time they are used for damage to cords and ground connections. The most common defects occur at the point where the cord is attached to the tool, or where the cord is attached to the plug. Be sure to check for a secure connection that allows for an insulation plate on the inside portion of the plug.
4. Never operate power tools without the guards provided.

Grinders:

1. Only those employees who are familiar with mounting grinding wheels are permitted to do so. A ring test on each of the new grinding wheels should be completed before installation. (A ring test is made by supporting the wheel freely on a rod through the arbor hold and tapping it lightly with a wooden object. A clear, metallic ring indicates absence of cracks.)
2. Wheel must fit easily onto the spindle. A wheel that is too loose or too tight is dangerous.
3. When starting up the grinder, stand to one side, out of danger, while you allow it to reach its full operating speed for at least one minute. Allow only authorized personnel in the area.
4. Apply work gradually to a cold wheel at the beginning of each work period, as cold wheels are more subject to breakage.
5. Never store a grinding wheel on damp or concrete surfaces, nor put oily rags on the wheel.
6. Every grinding wheel must be securely fastened to the shaft before commencing work.
7. The maximum operating speed as given by the wheel manufacturer is on the wheel label. Grinding wheels are not to be operated in excess of these speeds.

8. The work rest must be securely adjusted on all stationary grinders to about 1/8 inch of the wheel.
9. Avoid using the side of an energy wheel for grinding, unless it is especially designed for side grinding. Side grinding weakens the ordinary wheel and may cause it to burst.
10. Use the cutting surface of a grinding wheel uniformly, as a grooved wheel becomes dangerously weakened. Dress the wheel if it becomes grooved.
11. Grinder bearings must be kept properly oiled and adjusted. This will aid in the prevention of hot bearings and spindles, which are sometimes responsible for melted bushings.
12. Do not abuse the wheel by applying excess pressure.
13. Be particularly careful when grinding narrow tools and objects as they are apt to catch between the rest and the wheel.
14. The operator's eyes must be protected with goggles at all times when the machine is in use.
15. Must be equipped with a manufactured safety guard

Drill Presses:

1. Adjust the table so that you have plenty of room for the jib and keep your hands away from the revolving drill. Never run the point of the drill into the table.
2. Be sure that both the chuck and the drill are tight on the spindle, and that circular tables are tightened before beginning to drill.
3. Sluggish drills are probably the result of incorrect grinding or dull bits. Be sure that drills are sharpened properly for particular materials, so that the cut will be the right size.
4. Materials shall be clamped or otherwise fastened to the drill press bed, not held by hand.
5. Never run a drill faster than the rated speed as this may result in broken drills, damaged materials, and serious injury.
6. It is dangerous to attempt to remove broken drill pieces with a center punch and hammer. For further details see your supervisor.
7. Never leave the key in the chuck after tightening the drill. If set screws protrude, report this condition to your supervisor.

8. Lower the spindle close to the table before removing the chuck, so that it may not cause any injury or damage to the material as it falls.
9. Reduce the pressure if there is any backlash in the spindle. Listen carefully for the distinctive noise produced when the drill comes through work so that you can ease off the pressure.
10. Safety stop must be set to keep the over arm of a radial drill from swinging out where it may cause an injury.
11. Employees are prohibited from wearing gloves and loose clothing while operating drill presses.

Compressed Air:

Cleaning with compressed air:

- Compressed air shall be used for cleaning purposes only when reduced to less than 30 P.S.I. and then only with effective chip guarding and personal protective equipment.

Woodworking Machinery:

1. Machine guards are to be permanently attached.
2. If you are running short or narrow stock, protect your fingers by using a block.
3. Before using a circular saw, check all materials for possible warping. If a concave edge is found, always place it away from the straight edge of the table saw.
4. If the saw binds in a cut, the saw must be shut off before attempting to dislodge the lumber.
5. A rip saw shall not be used for cross cutting; nor shall a cross cut saw be used for ripping. A spreader and kickback fingers shall be required when using a rip saw. A spreader will be required when using a cross cut saw.
6. Learn to stand out of the line of a possible "Kick back" and to avoid the danger of being struck by the small pieces that are frequently thrown from a circular saw.
7. Never reach over any machine to get finished materials from the opposite side, or to remove dust or wood particles from the saw table. Do not oil the machine while it is in operation.
8. In using a jointer, never allow either hand to pass over the knife. Use both hands – one on each side of the materials - using particular care at the start and finish.
9. No loose or un-button clothing while using the equipment.

Chainsaw Operations:

1. Safety Equipment
 - a. Proper training
 - b. Hard-hat;
 - c. Eye Protection;
 - d. Leg Protection;
 - e. Gloves;
 - f. Steel Toed Boots; and
 - g. Hearing Protection
2. Saws must be checked to ensure they are in proper working order, brakes, chain, controls etc., according to the manufacturer's specifications.
3. Chainsaws that are not in complete operating condition shall be taken out of service until repaired.
4. Ensure chain break is functional and that chain does not slip when engaged.
5. Visually inspect chain stop to ensure it is properly attached to the saw.
6. Always start chain saw with chain break engaged.
7. Always evaluate work area to identify potential hazards that may exist.
8. Identify escape route before operating saw.

Lawn Equipment Safety

Section 18.0

Purpose:

One of the major exposures in the operation of a cemetery is the use of lawn mowing equipment. Due to this fact the Roman Catholic Diocese has created the following policy to provide each cemetery with general safe work practices. The Diocese recognizes that there is a variety of different types of equipment throughout all of the cemetery locations. As a result supervisors will need to review the specific safety features of their equipment.

Scope:

This procedure covers all employees who may be required to operate lawn mowing equipment.

- Power mowers with motors running should not be left unattended.
- Be aware of foreign objects that may be in the area that is being mowed. Wire, stones, bottle caps, sticks, etc., should be removed before mowing.
- The operator shall warn bystanders of the danger of flying objects. Extreme precaution must be taken when there are children in the immediate area.
- Operators must keep their hands and feet from the undercarriage of mowers.

- After mowing, all dirt, grass, etc., must be removed from the tip of the mower. Place mower in a dry location under cover.
- Operators of power mowers should not wear open toe shoes.
- Power lawn mowers with motors running will not be lifted or tilted from the ground
- Before the start of any work on a lawn mower the spark plug **must** be disconnected.
- Avoid getting close to visitors to the cemetery

Prepare lawn for mowing.

Every time before you mow, check your lawn for foreign debris. Also look for and remember immovable objects, such as pipes, or partially buried rocks.

Handle fuel with care.

Always use care when filling the tank with gasoline. Wipe up spills. Never fill the tank on a mower that has been operating and is hot. Vapors from the gasoline can be ignited by a hot muffler.

Wear appropriate clothes.

Close-fitting clothes are less likely to get caught on controls or moving parts. Long pants and sturdy leather shoes protect you from flying sticks, stones, or other items not caught by the rear guard. Shoes also should provide good traction. A canvas or open toed shoe cannot protect your foot if it slips into the blade. When mowing for long periods of time or if noise is objectionable, wear hearing protection such as earplugs.

Make sure other people, especially children, are out of the area.

Never point the discharge chute at anyone

Do not mow wet grass.

Wet grass is slippery and the operator can lose footing, slip under the mower, or allow the mower to roll backwards. Wet grass also clogs the discharge chute and can cause the engine to falter. When this happens, always turn off the engine and wait a few seconds for the blades to stop rotating before correcting it.

Use care on inclines

Some slopes are too steep to mow safely, so use good judgment. Always push walk-behind mowers **across** slopes to avoid coming in contact with the mower (e.g., by sliding down the hill onto the mower, or allowing the mower to roll backwards on top of operator). Drive riding mowers **up and down** slopes.

Never leave a running mower unattended.

When you leave the operator's position the mower should be turned off. New models have an operator presence switch that automatically kills the engine when the operator releases the handle.

Disconnect spark plug to service.

Disconnect the spark plug when you work on the mower. This prevents the engine from accidentally being started. Many people are hurt every year because mowers start unexpectedly when the blade is turned by hand. Keep all parts in working condition. Fluid leaks (gas or oil), blade sharpening, and balancing may require professional service.

Think of the layout of the land and ways to make mowing safer.

Do you have steep slopes that are dangerous and difficult to mow? Are there lots of trees with low-hanging branches to mow around? Retaining walls can help reduce inclines, and flower beds eliminate the need for mowing in difficult areas. Adding mulch one to three feet around a tree (depending on size) makes trimming easier. Keep trees pruned properly so that you can see while mowing. Filling depressions or low spots with soil can help you prevent sprains.

String Trimmers:

1. Daily maintenance:
 - a. Remove built-up grass from guard.
 - b. Inspect guards to be sure they are tight and intact. Replace if necessary
 - c. When replacing string be sure to use only the diameter recommended in the owner's manual. Using a larger diameter than recommended may cause the flex shaft to break.

2. One a Week:
 - a. Clean air filter
 - b. Inspect all screws, nuts and bolts to be sure they are tight.
 - c. Lubricate shaft at regular intervals or as indicated in the owner's manual. Some makes and models are permanently lubricated and do not require lubrication. Check owner's manual.

End of Season:

- a. Add fuel stabilizer to fuel mixture. Run engine for 5 minutes. Drain remaining fuel from tank.

Fire Extinguisher Safety

Section 19.0

Purpose:

Fire extinguishers need to be maintained in top operating condition – always ready for immediate use. A fire extinguisher that is inoperative may jeopardize the safety of the user, as well as result in a probable increase in property damage.

Scope:

This policy applies to all cemetery locations.

Maintenance:

The following are procedures for proper fire extinguisher maintenance:

- Visually check extinguishers monthly to verify proper placement, accessibility, charge (pressure) and general condition. This can be done by a supervisor or employee. Also, maintain a record of when the extinguisher was checked. This is usually in the form of a tag,

which is dated, initialed, and attached to each extinguisher. Never test an extinguisher by operating the discharge valve, even for a moment. A small amount of agent will be expelled, and the valve may not properly reset resulting in further loss of pressure.

- All fire extinguishers should be serviced at least once a year. This should be a thorough examination of the unit according to specific instructions. It may involve recharging or special testing, and, is best handled by a qualified servicing organization.
- Recharge extinguishers immediately after any use or when pressure loss is noted. Recharging should be done only with the extinguishing agent or material specified by the manufacturer. This should be done by a qualified servicing organization.
- Do not obstruct extinguishers from access or plain view, and install them in a manner that protects them from pedestrian traffic.
- Identify extinguisher locations by signs and/or other means of identification, such as wall markings.
- Mount extinguishers that weigh more than 40 pounds so the top is not more than 3½ feet above the floor. Extinguishers may be placed up to 5 feet high, if the weight of the unit is less than 40 pounds.
- Fire extinguishers must be type ABC.

Use:

The use of extinguishers is extremely valuable and effective on small fires. However to be effective, they must be properly maintained, readily accessible and quickly used by personnel trained in proper extinguisher use. Key employees should be thoroughly trained in proper extinguisher use. Remember, not everyone is capable of using or willing to use a fire extinguisher.

Most fire extinguishers operate by simply pulling a safety pin, squeezing the handle and aiming the discharge at the base of the flames. However, some fire extinguishers operate differently. Instructions for extinguisher operation are on the nameplate. Read and understand the instruction before a fire emergency occurs.

Upon discovery of a fire, alert other personnel and call the fire department. If safe to do so, proceed to fight the fire using proper fire extinguisher.

Personal Protective Equipment

Section 20.0

Purpose:

There are a variety of work operations performed by cemetery employees involving many hazards. In all of these tasks it is important measures to protect employees from accidental injury. Where possible, this is done by "Engineering Out" the hazard.

When it is not possible to eliminate a hazard through engineering, then it becomes necessary to place the guard at the worker. This is done by wearing approved personal protective equipment such as hard hats, safety belts, safety goggles, traffic vests, face shield, gloves, aprons, toe guards, respirators, ear protection, etc. Supervisors should ensure that all their employees are properly protected.

Scope:

Every possible effort will be made to select protective clothing and equipment that is acceptable for comfort, appearance, and utility while affording the desired protection. Employee's personal safety is based on knowledge of the hazards of the job, knowledge of the protection available, and a commitment to wear available personal protective equipment when needed.

General Clothing:

1. For safety and comfort, work clothes should be sturdy, fit well, and be washable.
2. Loose clothing worn by employees working on or near moving machinery or equipment is prohibited.
3. Steel toe safety shoes should be worn on all jobs involving handling or moving heavy material. Soft-soled shoes (such as athletic shoes) do not afford protection from puncture wounds when in the field. Employees are prohibited from wearing athletic shoes while on the job.
4. Shoes with run down heels or torn soles are hard on the feet and can cause falls. Keep your shoes in good repair.
5. Work clothes should be washed frequently as a safe guard against skin infections and irritations.
6. For outdoor work in winter weather, it is best to wear several layers of loose, warm, lightweight clothing. This will enable workers to remove layers of clothing as temperatures rise or add layers as temperatures fall.
7. Ear protection is needed around power equipment with high noise levels

Face and Eye Protection:

Hazards involving the possibility of injuries to the face and eyes exist in both indoor and outdoor tasks. They range from dust blown into eyes on a windy day to particles of steel, sand, concrete, etc., propelled into eyes with considerable force by power tools and machinery, or splashes of corrosive dust and liquid chemicals.

There are many types of safety glasses, goggles, shields, etc., made of glass or plastic to protect the worker from these hazards. Face and eye protection should be provided for any task where there is a probability that an injury may occur without such protection. Employees assigned to perform tasks that require eye protection should wear the protection provided.

Personal Protective Equipment

Task Description Title	Welding Helmet	Safety Glasses w/Side Shields	Safety Glasses w/Wire Mesh	Safety Toe Shoes	Fall Protection	Hard Hat	Hearing Protection	Protective Clothing/Jacket	Spats/Leggings	Gloves/Leather	Gloves Heat/Welding	Gloves/Rubber	Gloves/Long Cuff Full Arm	Disposal Dust Mask	Respirator Cartridge Type	Apron	Face Shield	Long Pants	Goggles Clear	Goggles Burning
Lawn Mowers			X	X			X													
Weed Wacker			X				X											X		
Chainsaw			X	X		X	X		X	X								X		
Jackhammer			X	X			X													
Front-end Loader			X	X		X	X			X										
Backhoe			X	X		X	X			X										
Chain Hoist/tripod				X		X				X										
Power polesaw		X	X	X		X	X			X										
Powerwasher		X	X				X										X			
(Bleach) Cleaning stones		X										X					X			
Woodchipper		X	X	X		X	X				X									
Welder	X	X	X	X							X									
Leaf Blower		X	X	X			X	X										X		
Snow Blower				X			X	X												
Trash Pump		X		X						X								X		
Gas Frost Hauler		X	X	X				X										X		
Generator							X													
Lawn Sweeper		X		X			X													
Compressor							X													
Compressor Anti-freeze		X										X								X
Cement Mixer							X			X				X						
Hedge Trimmer		X		X			X											X		
Casket Hoist					X															

DIOCESE OF PORTLAND

Form 01002 Insurance Requirements of the Subcontractor – Consultant – Supplier

Before the Subcontractor, Consultant, or Supplier PERFORMS ANY WORK under the contract, it shall furnish or have previously furnished Diocese of Portland with Certificates of Insurance documenting that insurance has been provided to meet the minimum requirements set forth below.

WORKERS' COMPENSATION

Statutory Requirements for the specific state in which the work will be performed, including (where applicable) coverage under the Federal Long Shoreman's and Harbor Workers Act, Jones Act, or similar employee benefit acts as required by law.

-AND-
Employer's Liability \$500,000

COMPREHENSIVE AUTO LIABILITY

Owned, Non-Owned, and Hired – including coverage for bodily injury and property damage.

Split Limits - \$500,000 each person
Bodily Injury - \$1,000,000 each person
Property Damage - \$500,000 each occurrence

Or
Combined Single Limit B.I. & P.D. \$1,000,000

COMPREHENSIVE GENERAL LIABILITY

Bodily Injury & Property Damage
Combined -- \$2,000,000 aggregate

Coverage shall include:

- Contractual Liability Coverage
- Broad Form Property Damage
- Products and Completed Operations
- Explosion, Collapse & Underground Hazards
- Independent Contractor/Contractor's Protective
- Personal Injury-

-OR-

COMMERCIAL GENERAL LIABILITY

General Aggregate	\$2,000,000
Products – Completed Operations	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000

Coverage shall include:

- Coverage Provided on a Per Occurrence Basis
- Contractual Liability Coverage

PROFESSIONAL LIABILITY

If it is applicable to the work under the contract, provide Professional Liability Insurance (i.e., Engineers, Architects, Surveyors) Errors and Omissions Coverage, with a combined single limit of \$2,000,000

1. The following items must be included as part of the policies described above and shall be so evidenced on the Certificates of Insurance:
 - a. Diocese of Portland and the Project Owner (as well as any other parties named in the General Contract) shall be named as Additional Insureds under all liability insurance policies, which shall include a cross-liability and severability of interests clause. Each such liability policy shall be endorsed to provide a waiver of any and all of each insurer's rights of subrogation against the Contractor, Owner, and their corporate affiliates, officers, employees and agents.
 - b. The insurance provided shall include a "Per Project General Aggregate Endorsement" for specific project as stated in the agreement between Diocese of Portland and the Subcontractor, Consultant or Supplier.
 - c. Certificates of Insurance evidencing insurance coverages shall state that no material change or cancellation can be effective without (30) thirty days prior written notice to Diocese of Portland.
 - d. Insurance coverage provided by the Subcontractor, Consultant, or Supplier to Diocese of Portland shall be, and shall be endorsed to confirm that it is, primary insurance and shall not be reduced by the amount of any other insurance maintained by the Project Owner or Diocese of Portland insuring the same risks.

2. The following requirements shall be a part of any agreement between Diocese of Portland and the Subcontractors, Consultants, or Suppliers working for Diocese of Portland.
 - a. Contractor's Protective Liability shall cover all Subcontractors, Vendors and Sub-contractors.
 - b. Products and completed Operations Liability including Broad Form Property Damage coverage which shall be maintained for (2) two years after final acceptance of the work.
 - c. In the event any work under a Subcontract is performed by a Sub-contractor, the Subcontractor shall require all it Sub-contractors to procure and maintain similar coverage as required by this Attachment in an amount equal to the requirements of the Subcontract.
 - d. The provisions of the various insurance policies are subject to Diocese of Portland's approval.

CONTRACTED PROJECTS -MANAGEMENT CHECKLIST

Contractor _____ Phone: _____

Contractor Representative _____ Phone: _____

Work Location: _____ Description of Work: _____

ITEMS	YES	NO	COMMENT/OBSERVATIONS
<u>Prior to Selecting a Contractor:</u>			
1. Verify the contractor is on the “approved” contractor list.			
<u>Prior to Commencement of Work:</u>			
1. Copy of certificates of insurance and the signed contractor manual agreeing to all safety rules must be on file in maintenance.			
2. Obtain name and number of contractor’s representative and number where they can be reached after hours.			
3. Obtain MSDS for any chemicals/products they will be using. MSDS copies must be forwarded to the Health & Safety Dept.			
4. Inform the contractor of any hazards associated with our chemicals they may be exposed to and the location of our MSDS.			
5. Supply to contractor special rules relevant to the work area: <input type="checkbox"/> Copy of the “General Safety Rules” <input type="checkbox"/> Hot work permit <input type="checkbox"/> Vessel entry <input type="checkbox"/> Equipment lockout <input type="checkbox"/> PPE required <input type="checkbox"/> Emergency procedures			

Signature of Cemetery Supervisor

Signature of Contractor

Date

HEPATITIS B VACCINE CONSENT FORM

I am aware that I have the potential to be exposed to blood or other potentially infectious materials due to the duties of my job. I understand that the Hepatitis B vaccine consists of a series of three injections and a follow-up blood test to confirm immunity.

I have been given information about the Hepatitis B virus and understand the need for me to receive this vaccination.

In accordance with recommended OSHA guidelines, this vaccine is being offered at no cost to me.

Name (Print)

Date

Signature

Attachment 3

DECLINATION STATEMENT

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.

Name (Print)

Date

Signature