



Roman Catholic Diocese of Des Moines Safety Statement

It is the goal of the Roman Catholic Diocese of Des Moines (hereinafter "Diocese") to ensure a safe, healthful environment for all, including, but not limited to, employees, volunteers, students, parishioners, vendors and other visitors. Injury losses from incidents can be personally devastating and are costly and preventable. The Diocese will initiate an effective accident prevention program that involves all parties in the effort to eliminate hazards.

Everyone is accountable for preventing incidents and injuries and is expected and encouraged to participate in safety program activities including the immediate reporting of hazards, accidents and unsafe and unhealthy practices to the respective parish/school office or a safety committee representative. All incidents resulting in injury and occurring on parish/school premises must be reported as soon as possible to the insurance broker for the diocese. Do not try to determine whether it is a reportable incident, the insurer for the Diocese will make that decision. Late reporting can cause issues for the injured party, parish/school and the Diocese.

The Pastor and all program administrators will provide top-level support of all safety program initiatives. All suggestions for achieving a safer, healthier parish/school will be considered by the Safety Committee at each location. Diocesan insurers and the Diocesan Safety Culture Subcommittee will keep pastors, parish/school administrators and each safety committee informed about safety and health hazards, through electronic newsletters, blogs and other appropriate means of communication and will serve as resources for all safety committees.

Parish/School Safety Committee:

The safety committee may include:

- parish priest
- a member from the church finance council
- the person responsible for building and grounds maintenance
- police officer, medic, or fire fighter
- insurance company rep
- Faith Formation staff or volunteer
- other interested volunteers

If there is a school at the location, this committee should also include:

- a teacher
- a parent
- representative of the cafeteria staff

The safety committee responsibilities include, but are not limited to:

- meeting periodically and keeping record of meeting minutes
- recommending safety improvements for the parish/ school facilities and grounds
- identifying hazards and unsafe practices
- removing obstacles
- incident prevention
- assisting the parish's/school's evaluation of its accident prevention program

The parish/school safety committees are encouraged to use the resources available through the Diocesan insurers and the Diocesan website and to share safety information with one another and the Diocesan Safety Culture subcommittee.

| Employee Workers' Compensation Claims |
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| Contact: Anne MacFarland |
| Phone: 1 (800) 747-5652 or (515) 237-0108 |
| Email: Anne.MacFarland@LMCins.com |

| All Other Claims |
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| Contact: Shawn Knoll |
| Phone: 1 (800) 228-6108, ext. 2478 |
| Email: sknoll@catholicmutual.org |

May 2016

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Safety Committee Structure

A safety committee should be established and organized under the leadership of the pastor or principal if it is a school independent of a parish.

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WHAT DOES A SAFETY COMMITTEE DO?

When the committee is established, definite policies should be made. The following should be included to make it effective:

- Conduct regularly scheduled meetings and maintain minutes.
- Conduct inspections and interviews in response to complaints regarding safety and health hazards.
- Develop or revise rules to comply with current safety and health standards set out by the regulatory authorities.
- Promote safety throughout the parish/school.
- Promote safety and first-aid training for all employees
- Establish procedures for handling suggestions and recommendations of the committee including a timely response in writing from the appropriate parties.
- Inspect a selected area of the workplace each month to determine the hazards or detect the potential hazards and to recommend corrective action.
- Investigate accidents and near-accidents to determine ways to prevent recurrence.

MAINTAINING A PRODUCTIVE COMMITTEE

- Keep the size manageable so every member can actively participate.
- The committee should meet regularly based on the size of your campus and the scheduled activities. Your meetings should be at a regularly scheduled time and carry out assignments between meetings, encouraging meaningful research and observation of parish/school safety and health hazards.
- Invite insurance company loss control consultants, claims representatives, or other outside "experts" as guests at meetings to address a particular subject.
- Remember that most committee members were not born knowing what safety is all about. Be patient and teach them how to be productive members of the committee. Including individuals who have interests in some aspect of safety either personally or professionally will help.
- Try to include a variety of safety related backgrounds such as fire, police, insurance, maintenance and construction will also be helpful.
- Leadership should provide the committee with direction and goals to keep members interested.

Resources for the Safety Committee

Diocese of Des Moines www.dmdiocese.org/safety.cfm

Catholic Mutual Group www.catholicmutual.org/ username: 0084des password: service

Employee Workers' Compensation Claims

LMC

Anne MacFarland 1 800-747-5652 or

Anne.MacFarland@LMCins.com

All Other Claims

Catholic Mutual Group

Shawn Knoll 1 800-228-6108, ext.2478

sknoll@catholicmutual.org