

# **The Roman Catholic Diocese of Burlington**

## **Parish H.R. Policies and Procedures**

<b>SUBJECT: Health and Safety including OSHA Compliance and Reporting Injuries</b>	<b>Policy Number HR 0014</b>
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: November 1, 2013

### **INTRODUCTION**

The Parish is committed to a safe and healthy environment both for employees and visitors. It is the responsibility of all employees to know, understand, and implement all health and safety protocols at the Parish.

### **POLICY**

The Parish will ensure that all employees are aware of all health and safety rules as well as OSHA regulations. The Parish will abide by all OSHA requirements.

### **OSHA**

As an employee, using safe guards against blood borne pathogens is critical

- ***Blood borne Pathogens*** means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

### **EMPLOYEES ARE TRAINED TO:**

- Understand the explanation of the modes of transmission of blood borne pathogens;
- Follow the Parish's exposure control plan and the means by which the employee can obtain a copy of the written plan for your own reference;
- Focus on the explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials;
- Understand the explanation of the use and limitations of methods that will prevent or reduce exposure including appropriate engineering controls, work practices, and personal protective equipment are to your benefit and safety;
- Be comfortable with the types, proper use, location, removal, handling, decontamination and disposal of personal protective equipment.

### **REPORTING AN ACCIDENT/FALL/INJURY**

- All injuries, whether to an employee or visitor, no matter the severity must be reported immediately to the proper supervisor in accordance with the guidance set forth by the Diocesan Office of Insurance Services.
- The Parish requires all employees to immediately report any potential health or safety issues. Where possible, employees are to rectify any potential hazardous/dangerous situation immediately in order to maintain a safe environment for all employees, guests and vendors.
- All employees will complete all necessary accident report forms and adhere to the guidelines set forth by the Diocesan Office of Insurance Services.

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All employees will adhere to the Health and Safety, OSHA Compliance, and Reporting Injuries Policy. Any violation of this policy will result in disciplinary action up to and including termination.

*\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*