

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Health and Safety including OSHA Compliance and Reporting Injuries	Policy Number HR 0014
	Section: Human Resources
	Sub-Section: Employee Relations
	Date: January 1, 2014

INTRODUCTION

The Roman Catholic Diocese of Burlington 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 Roman Catholic Diocese of Burlington.

POLICY

The Roman Catholic Diocese of Burlington will ensure that all employees are aware of all health and safety rules as well as OSHA regulations. The Roman Catholic Diocese of Burlington 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 Roman Catholic Diocese of Burlington'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 Roman Catholic Diocese of Burlington 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.

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- All employees will complete all necessary accident report forms and adhere to the guidelines set forth by the Diocesan Office of Insurance Services.

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.*