

**What are the 2014 changes for your location's site specific Safety and Accident Prevention Program?**

The below changes were distributed at the fall 2014 Safety Training.

- 1) Replace front binder cover.
- 2) Replace the Employee Letter if not signed by the current Pastoral Leader or if this applies to your location the President/Principal of a school which is not associated with a parish.
- 3) Replace Table of Contents – The second page must be marked for those appendix which are included in your site specific safety manual.
- 4) Replace Base Safety Manual
  - Use large site version for sites with 11 or more employees.
  - Use small site version for sites with 10 or less employees.
  - Use school site for sites without a parish.
- 5) Replace Appendix A; Safety Station – First Aid.
- 6) If Appendix B-1 PPE Form exists, remove and add Appendix B-2.
- 7) Add appendix C-1 (Vehicle Maintenance Service Log) and C-2 (Annual Vehicle Inspection).
- 8) Replace Appendix D; Table of Contents.
- 9) Replace Appendix D-1; Emergency Contact list, if the site has 11 or more employees.
- 10) Replace Appendix D-1A; Emergency Contact list, if the site has 10 or less employees.
- 11) Replace Appendix D-9; Steps in filing a workers' compensation claim.
- 12) Replace Appendix D-10; Steps in filing a workers compensation claim - Supervisor.
- 13) Replace Appendix E, Working with Volunteers. The new version has both English and Spanish versions of the Volunteer Agreement.
- 14) Replace Appendix F; Blood Borne Pathogens.
- 15) Replace Appendix G; Glossary of Terms.
- 16) If the manual has Appendix 6, replace with new version
- 17) If the manual has Appendix 7; Hearing Protection, remove and contact Property and Construction for new appendix 7 tab. Add in both documents from the website: Hearing and Outdoor Heat Prevention.
- 18) Replace Appendix 10; Ergonomics.
- 19) If the manual has Appendix 11 AHERA, remove and contact Property and Construction for new Appendix 11 tab. If the site has asbestos containing materials, add in both documents from the website (Archdiocesan Asbestos Information Packet and the Asbestos Guide).
- 20) If the manual has Appendix 12; replace Appendix 12,
- 21) If the manual has Appendix 13; remove School Resources which is a 3 page document and retain Safety Health and Guide.
- 22) If your site has a motorized personal lift or forklift, contact Property and Construction for Appendix 14. This section must be added into the manual.

If you need any additional assistance, contact the Office of Property and Construction Services.