

SAMPLE

Safety Policies for (Name of Parish)

(City), Alabama

All employees shall be provided a copy of the safety statement of the (Parish) and a copy of these policies. Employees are requested to sign and return the attached form indicating that they have received, read and understood these policies. The Risk Manager for (Parish) will review the policies with each employee.

The diocesan policy and this policy shall be reviewed regularly with the staff. A copy will be posted in the employee break room.

It is the expectation of management that these policies will be followed by all employees. The first infraction shall result in a verbal warning. The second infraction shall result in a written warning. Three or more infractions of the same section of the policy may result in dismissal.

Repairs to defective equipment shall not be attempted by anyone unless training specific to that equipment has been received by the employee attempting the repair. All repairs to the electrical and HVAC system of the building shall be made by licensed technicians.

Tampering with, removal of, or otherwise disabling any safety device, including failure to restore such devices after maintenance or adjustment of equipment is not permitted.

Hallways and doorways shall be kept free of debris and loose materials.

A ladder and stool appropriate for use in reaching are provided. Chairs and other items not appropriate for climbing shall not be used as a ladder or step stool to reach higher points.

Smoking is not permitted in the building.

An employee believed to be under the influence of alcohol or illegal drugs will be asked to leave the premise immediately.

Employees shall keep in mind that drugs prescribed by a physician may impair their performance at work. Employees shall note carefully any restrictions on activity associated with medications they are using and abide with those restrictions, as they are applicable to the work place.

Employees shall take appropriate steps to lift items safely. Assistance from others shall be requested whenever an item exceeds 25 pounds. A handcart is provided in the building.

Horseplay, running, and practical jokes are prohibited.

EMPLOYEE ACKNOWLEDGEMENT FORM

I have read the safety policies and the risk manager has reviewed the policies with me. I understand these policies as presented.

I also understand that these policies are subject to change by the Vestry unilaterally and without notice and when the Vestry deems that such action is necessary.

Employee Signature

Date