

APPENDIX A

SAFETY STATION – FIRST AID – OTHER REQUIREMENTS

A safety station will be located at each site, preferably in a location that is easily accessible to all employees. It will contain (at a minimum) the following:

- Safety Bulletin Board
 1. Mandated state and federal posters
 2. Safety Committee minutes
 3. Emergency numbers/procedures, contact list
 4. Evacuation maps
 5. List of workplace hazards
 6. Accident report forms
- First Aid kit (post locations of other first aid kits located at the site)
- MSDS inventory.

SAFETY BULLETIN BOARD

The safety bulletin board is to be of such a size to include the above-mentioned items along with other information pertinent to the safety of the employees. The bulletin board is to have a green border. Only items related to safety can be placed on this board.

1) MANDATED STATE AND FEDERAL POSTERS

See Appendix D of this manual and by contacting the Office of Property and Construction Services.

2) SAFETY COMMITTEE MINUTES

Post a copy of the minutes after each meeting. After being posted for one month the minutes will be filed away by the Safety Program Manager.

3) EMERGENCY NUMBERS/PROCEDURES, CONTACT LIST

Emergency telephone numbers and emergency procedures will be strategically located, such as on the first-aid kits, near telephones, at the safety station and at other areas where appropriate. Use the contact list form included in Appendix D-1, or Appendix D-1A.

4) EVACUATION MAPS

An evacuation map for all the buildings will be posted at the Safety Station. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside of each building. A copy of the map(s) is to be placed in appendix A. Post the evacuation maps at locations throughout the site, which will assist employees and parishioners exiting the building.

5) LIST OF WORKPLACE HAZARDS

Post a listing of workplace hazards at the safety station.

6) ACCIDENT REPORT FORMS

The safety station can either include copies of the accident report forms or denote where the forms are located. Sample forms are located in the Appendix D, and original forms can be obtained at the Self Insurer Workers Comp Office listed in the Catholic Directory.

FIRST AID KITS

First-Aid is governed by different areas of the Washington Administrative Code (WAC). The four areas of concern for our parishes, schools and other facilities owned by the Corporation of the Catholic Archbishop of Seattle are the following:

1. **Standards for First Aid Training**
2. **First Aid Supplies**
3. **Maintenance & Operations – “Construction Workers” - WAC 296-155**
4. **Schools – See appendix 13**

Standards for First Aid Training are established by WAC 296-800-150.

First aid trained personnel must be available at each work site to provide quick and effective first aid to employees that become injured or ill while on the job. Each site is to have a sufficient number of people who are first aid trained.

First-Aid Supplies – WAC 296-800-15020

You must make sure first aid supplies are readily available.

Post the locations of the first aid kit(s) at the safety station. Make sure the first aid kits are clearly visible at their location. It is recommended that each building has a first aid kit and, with a building of multiple levels, on each floor. Every kitchen should have a first aid kit along with any parish owned vehicles.

During an employee orientation each employee will be shown the location of the first aid kits in their building or work area.

Note:

- First aid kits from your local retailer or safety supplier are adequate for a Parish/School facility.
- Kits should be checked monthly to ensure the adequate number of needed items is available.
- First aid items are to be stored in containers that protect them from damage, deterioration or contamination. Containers must be clearly marked, not locked, and may be sealed.
- First Aid must be able to be moved to the location of an injured or acutely ill worker.

- Automatic External Defibrillator (AED) units are recommended. A minimum of one for a small parish site, or two for a larger parish sites.

The WAC does not have specific requirements for the contents of the first aid kit. The following are suggested items for your first aid kit:

- 1 absorbent compress, 4 x 8 inches
- 16 adhesive bandages, 1 x 3 inches
- 16 adhesive bandages, smaller size
- 1 adhesive tape, 5 yards long
- 10 antiseptic single-use packages, 0.5 g application
- 6 burn treatment single-use packages, 0.5 g application
- 1 eye covering (for two eyes)
- 1 eye wash, 1 fluid ounce
- 4 sterile pads, 3 x 3 inches
- 2 pair of medical exam (Nitril) gloves
- 1 triangular bandage, 39 x 39 x 55 inches
- Bandage compresses, 2 x 2 inches, 3 x 3 inches and 5 x 5 inches
- Self-activating cold packs, 4 x 5 inches
- Roller bandages, 6 yards long
- Mouth-to-mouth barrier for CPR
- Tweezers and needle.
- First Aid Instructions.

First Aid Kit Table

Number of employees normally assigned to worksite	Minimum first aid supplies required at worksite
1 - 15 Employees	1 First aid kit
16 - 30 Employees	2 First aid kits
31 - 50 Employees	3 First aid kits

Maintenance & Operations – “Construction Workers” - WAC 296-155

Parish maintenance persons (and others) are covered by this rule when doing work designated as “construction work.”

WAC 296-155-005 (1) defines construction work as follows: “...any and all work places subject to WISHA where construction, alteration, demolition, related inspection, and/or maintenance and repair work, including painting and decorating, are performed. These standards are minimum safety requirements with which all industries must comply when engaged in the above listed types of work.”

WAC 296-155-120 First-aid training and certification (construction work)

This section is designed to assure that all employees are afforded quick and effective first aid attention in the event of an on-the-job injury. To achieve this purpose the presence of personnel trained in first aid procedures at or near those places where employees are working is required. Compliance with the provisions of this section may require the presence of more than one first aid trained person.

1. The first aid training requirements of the safety and health core rules, chapter 296-800 WAC, apply within the scope of chapter 296-155 WAC.
2. Each employer must have available at all worksites, where a crew is present, a person or persons holding a valid first aid certificate.
3. All crew leaders, supervisors or persons in direct charge of one or more employees must have a valid first aid certificate.
4. For the purposes of this section, a “crew” means a group of two or more employees working at any worksite.

Note: The requirement that all crew leaders, supervisors or persons in direct charge of one or more employees (sub-section 3) of this section applies even if other first aid trained person(s) are available. In emergencies, crew leaders will be permitted to work up to thirty days without having the required certificate, providing an employee in the crew, or another crew leader, in the immediate work area has the necessary certificate.

MSDS INVENTORY

Material Safety Data Sheets (MSDS)

The Safety Program Manager is responsible to establish and monitor the employer’s MSDS program. This person will make sure procedures are developed to obtain the necessary

MSDS and will review incoming MSDS for new or significant health and safety information. This person will see that any new information is passed on to affected employees.

Copies of the MSDS for all hazardous chemicals in use will be kept in the MSDS Manual. One copy of the manual will be kept at the safety station, and one copy of the manual will be kept, posted in a prominent location, where any chemicals are stored. MSDS will be available to all employees. If an MSDS is not available or a new chemical in use does not have an MSDS, immediately contact the Safety Program Manager.

Keep Material Safety Data Sheets (MSDSs) and analyses using MSDSs for at least thirty years, including current, former, and future employers receiving transferred records. Preserve MSDSs in any form, as long as the information is not altered and is retrievable. You may keep alternative records instead of MSDSs concerning the identity of a substance. The alternative record must also be kept for thirty years and contain the following information:

- Some record of the identity (chemical name, if known) of a substance or agent
- Where and when the substance, or agent was used

Further information is located in WAC 296-800-180.

Container Labeling

The Safety Program Manager is responsible for container labeling procedures, reviewing and updating. The labeling system used at this site is to use a manufacturer's or distributor's chemical specific label and an NFPA label.

It is the policy of this site that no container will be released for use until the above procedures have been followed.

Employee Information and Training

The Pastor or his designate is responsible for the employee-training program. The procedures for how employees will be informed and trained include an employee safety orientation that includes training on personal protective equipment (PPE) and material safety data sheets (MSDS) as well as specific instruction by the employee's immediate supervisor.

The Pastor or his designate will make sure that before starting work, each new employee of this site will attend a health and safety orientation that includes information and training on the following:

- An overview of the requirements contained in this manual.
- Review hazardous chemicals present at their work area.
- Physical and health risks of each hazardous chemical.
- The symptoms of overexposure.
- How to determine the presence or release of hazardous chemicals in their work area.

- How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.
- Steps the employer has taken to reduce or prevent exposure to hazardous chemicals.
- Procedures to follow if employees are overexposed to hazardous chemicals.
- How to read labels and review MSDS to obtain hazard information.
- Location of the MSDS file and written hazard communication program.

Before introducing a new chemical hazard into this site, each employee of this site will be given information and training as outlined above for the new chemical.

List of hazardous chemicals

Further information on each chemical used by this site may be obtained by reviewing MSDS located in the MSDS manual.