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**Goals & Objectives**  
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The Sisters of Charity of Nazareth are concerned with the safety and protection of all who work and reside within the Nazareth Complex. In order to achieve a safe and hazard-free environment, a safety and loss control program has been established.

The Safety and Loss Control program will include the following items:

1. The establishment of Safety Committees to coordinate safety activities within all departments/offices and to conduct routine site inspections.
2. Administrative enforcement of safety rules to reduce risks and to promote a safer environment.
3. The development of an “Employee Safety Handbook” to communicate safety information to all employees.
4. Investigation of all accidents including injury and non-injury accidents, property damage accidents and “near miss” accidents.
5. Conduct accident follow-up including review and approval of all corrective actions.
6. Establish employee education and training regarding job safety and overall safety awareness.

The success of the program requires cooperation among all employees as well as residents and visitors. Suggestions for improvement are welcome and should be given in writing to a member of the Safety Committee.

**Safety Committee**  
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The **Safety Committee** will be comprised of representatives from various departments and offices as well as the “Safety Coordinator.” The position of “Safety Coordinator” will be appointed by the Campus

Service Director.

The role of the Safety Committee is to establish a set time for meetings and routine site inspections which will be held at least once each month. The Safety Coordinator will be responsible for calling the meeting, establishing the agenda as well as documenting, notifying contacts, and giving a report at the next regularly scheduled Campus Service Department Directors meeting.

The Safety Coordinator will also be responsible for assuring that follow-up on all recommendations takes place.

Membership on the Safety Committee for departmental employees will be for at least one year. Staggered renewals will take place as needed to replace those leaving the committee.

### Employee Responsibility

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Employees are required, as a condition of employment, to develop and exercise safe work habits in the course of their work to prevent injuries to themselves, their co-workers and to conserve material resources. Employees should:

1. Promptly report to their supervisor all accidents and injuries occurring within the course of their employment no matter how minor the accident may seem.
2. Cooperate with and assist in the investigation of accidents to identify the causes and corrective measures to prevent their recurrence.
3. Promptly report to their supervisor all unsafe actions, practices, or conditions they observe.
4. Become familiar with and observe safe work procedures during the course of their work activities.
5. Keep work areas clean and orderly at all times.
6. Avoid engaging in any horseplay and refrain from distracting others.
7. Obey all safety rules and follow published work instructions.
8. Wear required personal protective equipment when working in hazardous operations or areas.
9. Arrive to work suitably attired for the job(s) they are expected to perform.

These are general guidelines for safety which apply to all employees. Employees who knowingly and willfully disregard these safety rules will be subject to disciplinary action.

### General Safety Rules

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- A. Wear Personal Protective Equipment (PPE) as directed to do so by the supervisor or as identified in the hazard survey.
- B. Report unsafe conditions and mechanical and electrical defects immediately to the appropriate department.

- C. Report every personal injury immediately to the supervisor. Delayed reporting of any injury is inexcusable and may result in disciplinary action.
- D. Use every safeguard provided. After removing guards for repairs, replace guards immediately upon completion of work.
- E. Do not run; watch your step and keep firm footing and balance at all times.
- F. Do not participate in horseplay.
- G. No alcoholic beverages are allowed in the work area. Do not report to work while under the effects of drugs or alcohol.
- H. Do not wear loose clothing, torn sleeves, key chains, rings, etc. which may get caught in machinery.
- I. Never chip, grind, burn, use compressed air, steam, acids, etc. or work in areas where eye hazards exist without use of full safety goggles or full face protection, whichever may be required.
- J. Lift with your legs; set your feet firmly; bend your knees; keep your back straight and do not twist your body. If an object is too heavy - get help.
- K. Never stand under suspended loads or in a danger zone of falling objects, moving equipment, or dripping caustics.
- L. Keep your work area clean and free of loose objects, stumbling or slipping hazards, or rubbish.
- M. Never use gasoline for cleaning purposes. Keep flammables in approved safety type containers.
- N. Always keep hands and feet clear of pinch points, oil drums, etc.
- O. Never allow oil, grease or heat to contact oxyacetylene equipment or oxygen cylinders.
- P. Use the right tool for the right job and use it properly. Do not use defective or mushroom-headed equipment/tools.
- Q. Never leave materials, tools, etc., in a position to slide or fall.
- R. Be sure all electrical devices, power tools, etc. are properly grounded at all times.
- S. Never grease or service machinery while in motion.
- T. Never leave an unsafe condition unguarded or unmarked, even temporarily.
- U. Inspect each ladder before using. Be sure the ladder is properly positioned and secure at top and bottom.
- V. Keep electric switch panel fronts closed.
- W. Be sure you are correct when operating switches, valves, etc. If in doubt, check with the

supervisor. Watch for safety of others when changing valve settings.

- X. Respirators will be worn where needed as directed by state or local safety regulations, and/or identified in the hazard survey.
- Y. Employees working overhead must place warning signs below and rope off the area.
- Z. Learn the location of fire extinguishers and learn how to use them.
- AA. Do not walk or run in front of or behind moving equipment.
- BB. Do not ride on the back of tractors, bulldozer or backhoe.
- CC. Use proper barricades (signs, ropes, etc.) to block off hazardous areas such as excavations, open manholes, or ditches.
- DD. Do not climb into manholes, sewers, or tunnels without the presence of a second person and the use of a safety line - if required. Follow the guidelines outlined in the Confined Space Program.

#### LADDERS:

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Workers who use ladders should:

- A. Inspect ladders to make sure rungs are solid, tight, and clean and that rails are not cracked. Avoid using any ladder with weak or damaged rails, steps or rungs. Report any damaged ladder immediately to the supervisor and remove the ladder from service.
- B. Open stepladders fully and lock spreaders.
- C. Use extension ladders only up to 36 feet and have enough overlap (at least four feet) between sections. Lash or otherwise secure the ladder in place.
- D. Never allow more than one person on a ladder.
- E. Do not attempt to move an extension ladder when it is extended. Close the ladder before moving it.
- F. Supply firm footing for the ladder. If the ground is soft or uneven, use a large, dry section of construction board or panel board under the feet of the ladder.
- G. Use the 4-to-1 rule in setting up extension ladders. It is easy to figure since rungs on most ladders are one foot apart. Count the rungs up to where the ladder rests on the wall. If it is 16 feet, set the ladder base 4 feet from the wall.
- H. Face the ladder while climbing up or down. Hold on with both hands. Carry tools or supplies in pockets or haul them up with a line.
- I. Move the ladder frequently instead of reaching over too far. Follow the rule of keeping your “belt buckle” between the side rails.

- J. Lean toward the ladder when working and keep one hand free to grab the ladder.
- K. Carry the ladder with the front end high enough to clear anyone ahead of you.
- L. When working on roofs, use safety belts and ropes when required. Check the condition of these items before using them. Never work alone on roofs or gutters.

#### LIFTING:

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- A. Size up the load; do not attempt to lift it alone if you doubt you can do it.
- B. Always make sure your footing is secure.
- C. Place feet close to the base of the object to be lifted.
- D. Get a good grip on the load.
- E. Bend your knees; keep your back straight.
- F. Keep the load close to the body.
- G. Be sure you can see past the load.
- H. In team lifting, cooperate with your team member when carrying a long object. With a two-person carry, both should carry from the same side.
- I. When putting down a load, take care and reverse the lifting procedures as this is as dangerous as lifting.

#### MACHINE GUARDING:

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There is no way to keep our minds on our work all of the time; a dangerous condition will eventually catch us off guard during one of these moments. The more effectively the hazard is controlled, the less chance of injury to the worker. Reasonably safe machinery is a must to a successful safety effort; therefore, guarding is necessary.

Mechanical safeguarding should:

- A. Furnish full protection to the operator and those nearby and provide maximum protection for maintenance workers.
- B. Be interlocked where possible so that the machine is inoperable unless guards are in place.
- C. Provide for safe oiling and adjustment.
- D. Be strong and secure enough to resist wear and tear.
- E. Be secure enough to retain broken machine parts in case of their failure.

- F. Not introduce any additional hazards.
- G. Not interfere with efficient operations.
- H. When using a table saw, use a push board or rod to feed work into the blade. Do not use your hands.

## MISCELLANEOUS

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#### A. Hazards of Fans

1. Check fans regularly to make sure that the guards are not defective and that the blades are secure.
2. Fans should not be placed on low tables, boxes, chairs, etc. or in any location where individuals might catch their clothing or hands in them.
3. All fans should be cover-guarded with wire mesh, with one-half inch maximum opening. There may be loss of ventilating capacity, but this will be compensated by eliminating the major cause of fan accidents.
4. Floor type fans should not be placed in locations where they will present tripping hazards.

#### B. Hazards of Waste Baskets

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1. Metal waste cans may have sharp points or fragmented edges which may tend to cut the user.
2. Broken glass and other similar material should be thoroughly wrapped before disposal into dumpsters.

## Food Service Areas

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In the realm of Food Service, most think primarily of kitchens; however, there are several other areas closely connected to the kitchen such as the dining rooms, storage areas, Bake Shop and dish room. Because the kitchen function is a major segment of the food service operation, it presents the greatest accident prevention problems.

#### A. General Safety Practices for Kitchens

1. Never assign an employee to any machine or mechanical or electrical device unless he or she has received training and instruction related to the safe operation.
2. Electrical appliances should be shut off when not in use and disconnected when being cleaned.
3. All horseplay and practical jokes are prohibited.

4. Smoking is permitted only in designated smoking areas.
5. Do not apply force to glass containers. If tight, try hot water on a metal lid or carefully tap the lid. If this fails, wrap the lid with a towel before trying to open.
6. Do not overload pushcarts, dollies or trolleys.
7. Keep sharp protruding objects out of the aisles and away from busy workers. All drawers should be kept closed.
8. Place all cleaning equipment such as brooms, mops, carts, pails, etc where they will not be hazardous to workers.
9. Keep aisles clean and clear at all times.
10. High heels should not be worn on the job. Only sturdy, closed-toe shoes are permitted. Safety shoes/shoe covers must be worn when required.
11. Appropriate clothing is essential to a safe program.
12. All accidents, no matter how minor, should be reported immediately to the supervisor.
13. A first aid kit is accessible to all workers.
14. Keep all cleaning products away from food.
15. Exhaust hoods must be operated at all times when ranges and/or steam kettles are in operation. Filters in hoods should be kept clean and free of accumulation of grease.

#### B. Food Receiving Area

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Be sure that:

1. Floors are in safe condition and are free from broken tiles, defective floor boards, and unsafe or sliding mats.
2. All employees are trained in correct handling methods for various types of materials.
3. Trash cans are leak-proof and adequate in number and size.
4. Floors and/or deck areas are clear and hazard-free if garbage disposal area is adjacent to or part of the general receiving area.
5. Adequate tools are available for opening crates, boxes, cartons, barrels, etc.

#### C. Food Storage Area

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Make certain that:

1. Shelves are adequate to bear the weight of items stored.
2. Heavy items are stored on lower shelves.
3. An appropriate size ladder is available at all times.
4. Cartons and flammable materials are stored away from light bulbs/fixtures.
5. Light bulbs/fixtures have a screen guard.

#### D. Food Preparation Area

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1. Electrical equipment should be properly grounded.
2. Electrical equipment should be inspected regularly by electricians.
3. Employees should avoid leaning against equipment when turning it on and off.
4. Floors should be kept clean and free of spillage. (Employees should immediately clean up spilled items.)
5. Employees must be properly trained in the safe operation of all machines. (No employee will use any power machine unless trained to do so.)
6. Guards should be used as needed.
7. A pusher or tamp should be provided for use with the grinder.
8. Mixers must be in safe operating condition.
9. Beaters must be properly maintained to avoid injury from broken metal parts and foreign particles in food.
10. Machines not working properly should be tagged and put out of service:
  - In an emergency, the appropriate person should be called.
  - Other requests for repair should go through the supervisor in writing to the Maintenance department.

#### E. Service Area

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1. Steam tables should be cleaned daily and regularly maintained.
2. Safety valve equipment should be operative.
3. Serving counters and tables should be free from broken parts and wood or metal splinters and burrs.

4. Glassware, china, silverware, and plastic equipment must be inspected regularly and chipped or cracked items disposed of properly.
5. Floors must be in good condition. These areas should be mopped daily.
6. The traffic flow should be set so that people do not collide while carrying trays, obtaining food, transporting food, etc.

### Office/Classroom Safety

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One of the prime requisites of a Safety program is the awareness of safe attitudes on the part of all employees. Safe work habits should be an integral part of each day's work in which the mental attitudes of the employees will receive constant involvement through repetition of safe thinking processes.

#### A. Hazards of Office Machines

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1. Office machines should be equipped with a three-wire grounded circuit. Care should be exercised that the ground wires are properly connected before the machines are operated.
2. Office machines should be properly located and placed in a manner so there is no danger of falling.
3. Electrical machines should not be adjusted, lubricated, or cleaned while they are running. Make sure the machine is stopped by pulling the plug out of the outlet.

#### B. Hazards of Desks, Tables, etc.

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1. Do not use glass tops; only shatterproof glass with beveled edges will be used.
2. Pencil sharpeners will be mounted on desks or tables so they do not protrude.
3. Drawers should never be left open. Keeping them closed is a sign of a well-managed office.
4. Desks and tables should be checked for splinters, dangerous cracks, and loose veneer.

#### C. Hazards of Typewriters

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1. Never use carbon tetrachloride for typewriter cleaning.
2. Since many cleaners are highly flammable, open flames should not be permitted in the vicinity of typewriter cleaning operations. (Cigarette smoking is permitted only in designated smoking areas.)
3. Do not place typewriters upon unstable surfaces from which there is danger of falling.

#### D. Hazards of Swivel Chairs

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1. Extreme care should be taken by persons tilting back in swivel chairs to which they are not accustomed.
2. Do not raise the seats on swivel chairs so high as to contribute to overbalancing.
3. Spring tension bolts should be checked regularly. Weak bolts on swivel chairs can break and cause a person to be thrown back with considerable force.

#### E. Hazards of File Cabinets

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1. File cabinets should be secured to prevent their being over balanced.
2. File drawers should not be left open. Always use the handle to close them.
3. Heavy materials should be put in the bottom drawers, lighter materials in the top drawers.

#### F. Hazards of Computers

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1. Some studies have shown that long periods of typing, incorrect work station setup, and poor work habits may aid in causing injuries to those who use computers regularly. These injuries could include carpal tunnel syndrome, tendinitis, and tenosynovitis.
2. Some warning signs of these disorders could include the following symptoms affecting the hands, wrists, arms, or neck:

Numbness	Tingling
Throbbing	Burning
Soreness	Aching

3. Computer users should follow special safety instructions included with their computer, or follow these general safety guidelines:
  - Ensure that your chair is at a height that allows you to maintain the proper arm and hand position, supports your lower back, and allows your feet to rest firmly on the floor or a foot rest.
  - Keep forearms and wrists parallel with the floor when you type - not angled upward.
  - Type with wrists in a natural, straight position. Avoid bending, arching, or angling your wrists.
  - Use the minimal amount of force needed to push down the keys. Avoid banging the keys.
  - Place the monitor so that the top line of the display is at eye level or lower.

- Avoid a glare in the monitor by controlling the light in the room and by placing the monitor in an appropriate place.
- Vary tasks during the day to avoid sitting in one position for several hours or performing repetitive tasks with your hands without interruption.
- Take periodic breaks from your computer when working for extended periods.
- Stretch and exercise several times during the day.

## Bloodborne Pathogens

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A Bloodborne Pathogens Exposure Control Plan has been developed to minimize employee's exposure to infectious disease and to ensure compliance with State and Federal safety and health regulations.

Employees are responsible for following universal precautions, wearing PPE, attending required training programs, properly disposing of all contaminated materials, reporting all exposure incidents to the director or supervisor, and complying with the provisions of the Bloodborne Pathogens Exposure Control Plan. A full copy of the NCS Bloodborne Pathogens Exposure Control Plan is available in departments and offices and in the Human Resource Department.

## Confined Space Program

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A Confined Space Program has been developed to protect employees and outside contractors from the hazards of entry into permit-required and non permit-required spaces and to comply with OSHA Standard 1910.46

All permit-required confined spaces on the Nazareth campus have been labeled with a sign stating "Danger-Permit Required Space. Do not enter." or similar language.

All non permit-required spaces have been labeled with a sign stating "Danger - Non Permit Required Space. Authorized Personnel Only." or similar language.

Employees will not be allowed - under any circumstances - to enter a permit-required confined space. Work needing to be done in a permit-required confined space will be done by an outside contractor who is certified to work in permit-required confined spaces.

Employees of NCS Maintenance Department and other designated employees will attend confined space training as deemed necessary and will follow the guidelines of the Confined Space Program.

All other employees whose work does not directly involve confined spaces are expected to observe and comply with all signs identifying confined spaces.

A full copy of the Confined Space Program is available in applicable departments and in the Human Resource Department.

## Hazard Communications Program

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A written Hazard Communications Program has been established. This is a Hazardous Communications Program which contains guidelines regarding container labeling, material safety data sheets, employee training and information, hazardous non-routine tasks, chemicals in unlabeled pipes, and outside contractors. Employees are expected to comply with all provisions of the Hazard Communications Program. A complete copy of the plan is available in applicable departments and in the Human Resource Office.

### Lockout/Tagout [Back to Top](#)

A Lockout/Tagout Program has been developed to protect employees, residents, and outside contractors, and to comply with Federal and State safety regulations.

All employees who perform preventive maintenance, replace machine parts, troubleshoot equipment and machine problems, and clean equipment must follow Lockout/Tagout procedures. Additionally, all who use such equipment, must follow the guidelines outlined in the plan.

1. Identify all possible sources of energy that could cause machine movement, electrical shock, or a release of energy or hazardous materials.

Examples: electricity, hydraulics, compressed air, gravity or steam, electric shock, and hazardous materials.

2. Notify all affected supervisors and other affected employees that a lock-out is required.
3. Shut down the operating equipment by its normal stopping procedure.
4. Disconnect and/or isolate all energy and sources of hazardous material release.
5. Lock-out with your assigned, approved lock and tag.

Note: Each person involved in the work must lock-out/tag-out.

6. Manipulate controls to make certain equipment will not function. Test for all stored energy sources and for the necessity for bleeding.
7. Complete repairs and place equipment back into service. Only the person who installed a lock is authorized to remove it.
8. When locks are removed, restore energy source and test equipment for proper operation. Notify affected supervisor and employees that equipment is safe to operate.

### Personal Protective Equipment [Back to Top](#)

In accordance with OSHA Standard 1910.132 and in the interest of employee health and safety, a Personal Protective Equipment (PPE) Program has been approved. The purpose of the program is to ensure the protection of all employees from workplace hazards through the use of engineering controls and PPE. PPE will be used to perform all tasks involving hazards which cannot be removed or eliminated by engineering controls.

It is the employee's responsibility to be aware of the need for PPE and for following training guidelines as established by the Director or Supervisor. The employees will wear and properly maintain all PPE.

A separate written PPE plan has been developed for those who use respirators as PPE. Employees who are required to use respirators are responsible for following guidelines outlined in the Respirator Protection Program.

A full written copy of the PPE Plan and Respirator Protection Plan are available in applicable departments and in the Human Resource Office.

### Respirator Protection Program

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Nazareth Campus Service has developed a Respiratory Protection Program in accordance with OSHA Standard 29 CFR 1910.136. The purpose of the program is to ensure the protection of all employees from respiratory hazards through proper use of respirators. Respirators are to be used only where engineering control of respiratory hazards is not feasible, while engineering controls are being installed, or in case of emergencies. A full, written copy of the Respiratory Protection Program is available in the Human Resource Office, Purchasing Department, Maintenance Department, and all other applicable departments.

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