

# HEALTH & SAFETY OVERVIEW

## **CRISTA and Ministries' Safety Commitment**

CRISTA and the individual ministries place a high value on the safety of our employees and those we serve. We are committed to providing a safe workplace, and have developed this Accident Prevention Program to involve managers, supervisors, and employees in preventing injuries by identifying and eliminating hazards.

Note: No task is so important that an employee must violate a safety rule, or risk injury or illness, in order to get the job done.

## **Purpose of the Safety Orientation**

The Safety Orientation is designed to educate each employee on the Accident Prevention Program and on safe work practices for his or her workplace. The complete Safety Orientation includes, but is not limited to this handout, tour of the work areas, safety communications, evacuation & emergency response. This Safety Orientation will prepare employees with basic safety knowledge including emergency evacuation procedures to ensure awareness and to create a safe working environment.

## **Overall Safety Program**

### **On the safety Bulletin Board, employees will find:**

- 1) The Summary of Work-Related injuries and Illnesses,
- 2) Safety Committee minutes, and
- 3) The name of the work area's Safety Committee Representatives
- 4) We have a formal written Accident Prevention Program for CRISTA and for each ministry, as required by state regulations.
- 5) The Program emphasizes hazard awareness, detection and training. The training includes a Safety Orientation for all new employees.
- 6) Accidents and injuries must be reported immediately.
- 7) Our Safety Committee reviews injuries and accidents in order to recommend improved conditions and procedures.

## **General Safety Rules**

- Be mindful of safety, be vigilant in observing potential hazards, and be persistent in preventing accidents.
- Open flames are not allowed inside any CRISTA buildings. The only exceptions are professionally installed gas fireplaces and food service processes performed by trained food services staff.
- Smoking and other tobacco use is not permitted on CRISTA property. This includes vehicles parked on CRISTA property.
- Weapons and other potential dangerous items are not allowed on CRISTA property or in vehicles parked on CRISTA property.

## Reporting of Unsafe Conditions, Injuries and Accidents

On the Safety Bulletin Board, employees will find:

- Notice to Employee's poster
- Employee Reporting of Safety Hazards forms.

1) Unsafe conditions are to be reported immediately to the supervisor. The reporting worker shall complete an Employee Reporting of Safety Hazards form (Hazards form) and submit it to the supervisor. That form is available on all Safety Bulletin Boards. The supervisor will address the safety concerns in writing on the Hazards form and will sign it.

2) In addition to reporting to their supervisor, employees may report the hazard through EthicsPoint. A report can be filed from any computer that can access the Internet by navigating to [www.ethicspoint.com](http://www.ethicspoint.com). Click on "File a New Report" and follow the on-screen instructions. Reports can also be filed by phoning **1-888-530-6693**, which is toll free and available 24 hours per day, 365 days per year.

3) Employees have the right to refuse to perform tasks or work under conditions that they believe are unsafe. Employees are to immediately report the situation they believe is unsafe to their supervisor. Employees may not leave the worksite until excused by their supervisor. The employee will initiate an Employee Reporting of Safety Hazards form. The supervisor will add their response and sign the form. If the employee still has concerns, he or she may take their concerns to the supervisor's manager, who will write a response on, and sign, the Hazards form. The manager's response is final.

4) Work injuries and illnesses must be reported immediately to the supervisor and to Human Resources. The affected employee and supervisor will complete an Incident Report within 2 days. If medical attention beyond first aid is sought, the employee must complete a **Workers' Compensation Claim Packet**, available in each ministry.

5) Accidents must be reported to the supervisor, investigated, and documented via the Incident Report.

Note: Injury Incident Report forms are available on the CRISTA intranet site.