

# Diocese of Springfield Webinar Series

## #2 Maintenance/Custodial



**Office for Insurance & Benefits**  
Patrick Ketchum, Director

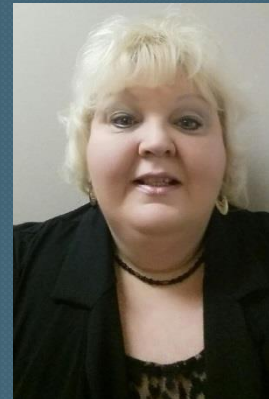
**HOGAN**  
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# Presented by:

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# Thank you for joining us!

- Welcome
- Please Mute Your Phone
  - \*6 = mute \*6 again to unmute
- Do not put the call on hold
  - If you need to take a call, hang-up and dial back in to re-join
- Web Platform “Adobe Acrobat”
  - Chat – send questions, comments
  - Or unmute and ask as we go!



# Topic Agenda



- Personal Protective Equipment
- Lawn Maintenance
- Hazard Communication/Chemicals  
(storing gas/paint)
- Roofs, Ladders
- Proper Lifting
- Importance of Hiring Certified Contractors

# Personal Protective Equipment (PPE)

- The use of Personal Protective Equipment or PPE, is a required part of every workday.
- PPE is designed to protect employees from workplace injuries or illnesses when:
  - engineering;
  - administrative controls; and
  - workplace practicescan not be managed to address a hazard.



# PPE: Gloves

- Designed to protect hands from numerous hazards including:
  - Lacerations
  - Burns
  - Punctures
- Employees working in fields ranging from construction to dentistry use gloves to protect themselves.



# PPE: Gloves Cont.

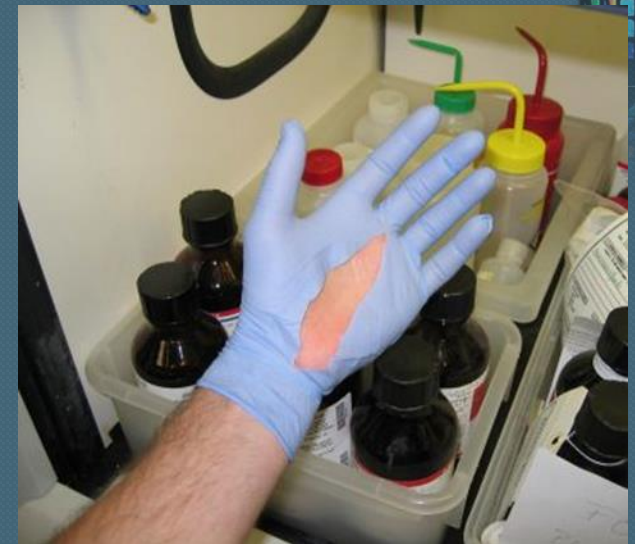
- No glove can protect you from all hazards, so they must be carefully selected for your particular job.
- Rubber gloves are used to protect hands against caustics, acids and other chemicals.
- Latex gloves are commonly used in the healthcare and food industries.
- If you handle chemicals, check the chemical's Safety Data Sheet or SDS to see if there's a particular kind of glove suggested.
- All cuts on your hands should be covered before you put your gloves on.
- This minimizes the likelihood of any contaminants entering your body if the gloves become punctured.
- Consider using gauntlet-style gloves to protect your wrists from liquids slipping down the wrist and into the glove





# PPE: Gloves Cont.

- Gloves should also be checked for cracks and holes, especially between the tips and fingers.
- Worn or damaged gloves should be replaced promptly
- All gloves should be kept clean and dry
- For work tasks that involve handling liquids or icy material, it's a good idea to have a spare set available for use while the other pair dries.





# PPE: Eye Protection

- The most commonly used type of PPE is eye protection, or safety glasses.
- Depending on the hazard, safety glasses can also have side shields or eye cup shields.
- Goggles, face shields, and welding helmets are other types of commonly used eye protection.



# PPE: Eye Protection Cont.

- Both face shields and welding helmets are designed to be worn over safety glasses.
- These are designed to shield your face from airborne particles like wood or metal shavings, molten metal, and liquid hazards.
- Airborne particulates also pose the dangerous threat of striking your eyes by entering peripherally, or from the ear side of your head.
- In cases like this, your eye protection must have side safety shields as well.
- Clip-on or slide-on side shields are allowed as long as they meet the requirements of the OSHA standard.



# PPE: Head Protection

- The OSHA requirement for head protection is very direct:
  - If your work requires you to be in an area where you might be hit on the head with a falling object, a protective helmet is required.
  - This includes areas where employees work below others who are using tools and materials that could fall, or who work beneath conveyor belts or machinery where objects could fall on them.
  - Employees who work near exposed electrical conductors must wear helmets that are specifically designed to reduce electrical shock.



# PPE: Head Protection Cont.

- Adjust the headband so there is adequate clearance between the shell and the headband.
- Helmets should be checked every day for signs of cracks or other damage.



# PPE: Hearing Protection

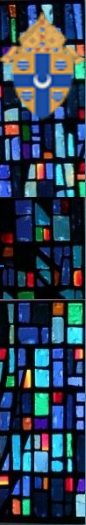
- Noise is generally defined as unwanted sound, and is a common problem in industrial settings.
- Sound intensity that exceeds an average of 85dBA over an 8-hour day may cause hearing loss.

dBA TABLE					
TIME	7 a.m. - 7 p.m.	7 a.m. - 7 p.m.	7 a.m. - 7 p.m.	7 p.m. - 7 a.m.	7 p.m. - 7 a.m.
FREQUENCY	$L_{25}$	$L_0$	Periodic/ Impulsive	$L_0$	Periodic/ Impulsive
Park/School, Residential	55	65	50	50	45
Commercial	60	70	55	55	50
Light Industrial	70	80	65	65	60
Industrial	80	90	75	75	70

# PPE: Hearing Protection Cont.

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- When the intensity of sound is at or above 140 decibels, a single exposure may cause permanent hearing loss.
- Examples of that sound range include the sound of a jet engine and certain types of gunfire or explosives.
- OSHA requires employers to place all workers who are exposed to 85 decibels of sound for an 8-hour period in a Hearing Conservation Program.



# PPE: Hearing Protection Cont.

- Hearing protection works by reducing the sound that enters the ear.
- All hearing protectors have a noise reduction rating, or NRR.
- The higher the number, the better the protection.
- Disposable ear plugs
- Reusable plugs



# PPE: Hearing Protection Cont.

- Whether you use disposable or reusable plugs, wash your hands and inspect both plugs before inserting them into your ears.
- Reusable plugs should be washed daily and stored in a clean case. Plugs that feel hard or appear discolored should be replaced as soon as possible.
- When your earplugs are inserted properly, your voice will sound louder to you.





# PPE: Hearing Protection Cont.

- Headband plugs are another type of hearing protection. These plugs resemble earmuffs.
- The ear muff covers each ear completely to block out noise.
- Check the condition of the cushion with each use and wash them as needed.
- To receive the best hearing protection, the muffs should fit firmly and comfortably over the ears.
- To prolong the use of headband plugs, keep them clean and don't bend or twist the band.



# Lawn Maintenance

- **General Checklist for Safety**
  - Ensure you are well rested. Stay hydrated with plenty of water and or sport drinks.
  - Familiarize yourself with the equipment you will be operating. Read all warning labels and instructions.
  - Always inspect your equipment prior to use
  - Be aware of your surroundings.



# Lawn Maintenance: Mowers

- Tractors, riding and push mowers are the cause of more than 25,000 injuries annually. Most of these accidents affect the extremities.
- Seatbelts and overhead rollover protection
- Driving on an incline
- Mower Maintenance



# Lawn Maintenance: Power Sheers and Trimmers

- Never trim if you can't see the area you are trimming.
- Stay away from those walking near your area of work.
- Inspect all cords to ensure they are working properly.
- If plugged into an extension cord, be sure that it is plugged into to an outlet that has a GFCI.
- Never drape a cord in an area that is being trimmed.



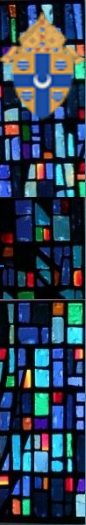
# Lawn Maintenance: Chainsaws and Weed whackers

- Never drop start a chainsaw.
- Keep chains sharpened to specifications.
- Avoid kickbacks by keeping the nose bar from contacting the ground or other areas of obstruction.
- Start the engine on firm ground in an open place, use two hands while having good balance and footing.
- Keep the weed eater's cutting part beneath waist height.
- Stop the weed eater abruptly if someone comes within 30 to 60 feet of you because weed eaters can fling debris violently, up to 30 feet.



# Hazard Communication/Chemicals

- OSHA's final rule requires employers to train employees on the new label elements and safety data sheet format.
- All other provisions are to be in effect by June 1, 2015, with two exceptions:
  - #1, **distributors** will be given an extra six months to ensure all manufacturer labels are updated.
  - #2 **all employers** will have an additional year to ensure that updated workplace signs, hazard communication program, and auxiliary training necessary for newly identified physical or health hazards, are in place.



# You Have a “Right-to-Know”

- The Occupational Safety and Health Administration (OSHA) created the Hazard Communication Standard (HAZCOM) with the intent to protect you from accidental contact with chemicals.
- The standard provides you with the “Right-to-Know” about the chemicals you may encounter on the job and explains how to protect yourself from the hazards associated with these chemicals.

**OSHA Federal Register: 29 CFR 1910.1200**



# Hazard Communication: Training

- **Employers must supply information to employees and provide training on:**
  - The chemical hazard(s) found in their work place, which involves:
    - Discussing the hazard communication program.
    - Reading the labels and/or SDS
    - Discussing the physical and health hazards of the chemicals
    - The use of any required personal protective equipment (PPE)
    - How to detect releases
- **Training should be completed:**
  - At the time of initial assignment
  - Whenever a new hazard is introduced into their work area





# Hazard Communication

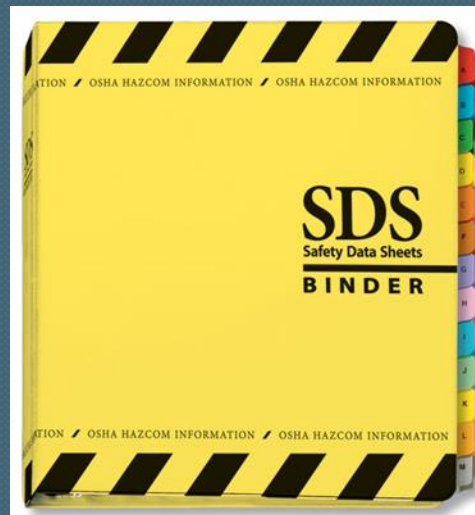


## ● **Specific Requirements**

- All chemical containers are labeled.
  - Incoming Chemicals are labeled properly.
  - SDS sheets are received with every chemical.
  - SDS Sheets are in English and are readily available.
  - Specific training for employees exposed to hazardous chemicals.
  - Special attention given to safety equipment and procedures.
- 
- **All subcontractors must submit their HAZCOM program prior to the start of work.**

# Safety Data Sheets (SDS)

- **Safety Information regarding the Chemicals**
- **All Chemicals Must Have an SDS**
  - New Forms have 16 sections
- **Location**
  - Easy Accessibility
  - Who has copies?



# SAFETY DATA SHEETS



**Section 1, Identification** includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

**Section 2, Hazard(s) identification** includes all hazards regarding the chemical; required label elements.

**Section 3, Composition/information on ingredients** includes information on chemical ingredients; trade secret claims.

**Section 4, First-aid measures** includes important symptoms/effects, acute, delayed; required treatment.

**Section 5, Fire-fighting measures** lists suitable extinguishing techniques, equipment; chemical hazards from fire.

**Section 6, Accidental release measures** lists emergency procedures; protective equipment; proper methods of containment and cleanup.

**Section 7, Handling and storage** lists precautions for safe handling and storage, including incompatibilities.

**Section 8, Exposure controls/personal protection** lists OSHA's Permissible Exposure Limits (PELs); Threshold Limit Values (TLVs); appropriate engineering controls; personal protective equipment (PPE).

**Section 9, Physical and chemical properties** lists the chemical's characteristics.

**Section 10, Stability and reactivity** lists chemical stability and possibility of hazardous reactions.

**Section 11, Toxicological information** includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information\*

Section 13, Disposal considerations\*

Section 14, Transport information\*

Section 15, Regulatory information\*

**Section 16, Other information**, includes the date of preparation or last revision.










# Purchasing Chemicals

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- **Purchase Small Quantities and Small Containers**
  - **Minimize the Purchase of Large Quantities of Flammables**
- **Require Supplier to Provide a New SDS Every Time an order is placed**
- **Label Chemicals with Date of Purchase**
  - **Use within One Year**



# New Chemical Label HCS Pictograms & Hazards

<p><b>Health Hazard</b></p> 	<p><b>Flame</b></p> 	<p><b>Exclamation Mark</b></p> 
<ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p> 	<p><b>Corrosion</b></p> 	<p><b>Exploding Bomb</b></p> 
<ul style="list-style-type: none"> <li>• Gases under Pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Skin Corrosion/ burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame over Circle</b></p> 	<p><b>Environment (Non Mandatory)</b></p> 	<p><b>Skull and Crossbones</b></p> 
<ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

# Sample Label

**SAMPLE LABEL**



<p>CODE _____ Product Name _____</p>	}	<p><b>Product Identifier</b></p>	
<p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p>	}	<p><b>Supplier Identification</b></p>	

Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.

**In Case of Fire:** use dry chemical (BC) or Carbon Dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.

**First Aid**  
If exposed call Poison Center.  
If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.

**Hazard Pictograms**



**Signal Word**  
**Danger**

**Hazard Statements**

Highly flammable liquid and vapor.  
May cause liver and kidney damage.

**Precautionary Statements**

**Supplemental Information**

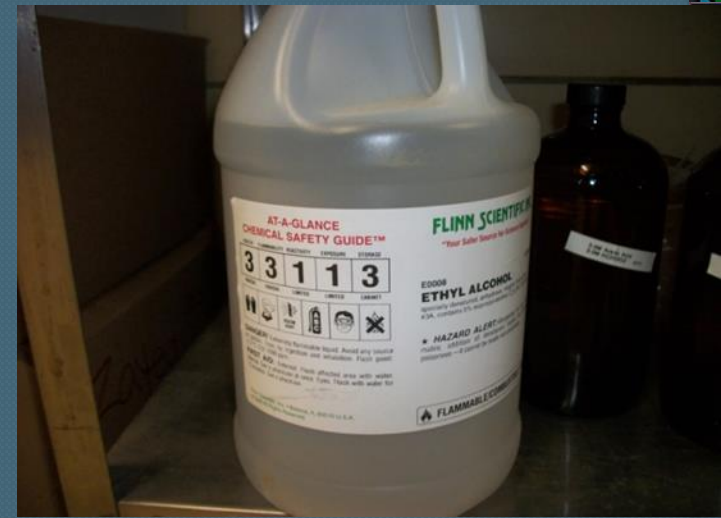
**Directions for Use**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fill weight: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Gross weight: \_\_\_\_\_ Fill Date: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

# Chemical Storage

- Use NFPA Cabinet for Flammables
- Keep Chemicals in a Locked Room or Cabinet
- Do not leave chemicals available to unauthorized employees
- Acids should be kept in acid storage cabinets.
- Store corrosives below eye level
- Gas and Paint



# Chemical Storage

- **Cylinders must be secured properly.**
  - **Secure firmly at their center of gravity, not near the top or bottom.**



**\*Be sure to properly dispose of all old/  
unknown chemicals.**





# Ladders

- Stairways and Ladders are common source of injuries and fatalities among workers.
- Annually, there are 24,882 injuries and 36 fatalities
- Causes of ladder Accidents
  - Defective Ladder
  - Unsafe use
  - Lack of safety programs



# Construction and Types

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- Ladders are made of Wood, Metal or Fiberglass.
- Portable step ladders – self-supporting and non-adjustable.
- Two-section extension ladder – portable and adjustable in length.
- Fixed – permanently attached to a physical structure



# Load Capacity

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- I. Heavy Duty (250 lbs.)
  - Ia. Extra Heavy Duty (300 lbs.)
- II. Commercial/Medium (225 lbs.)
- III. Household/Light (200 lbs.)



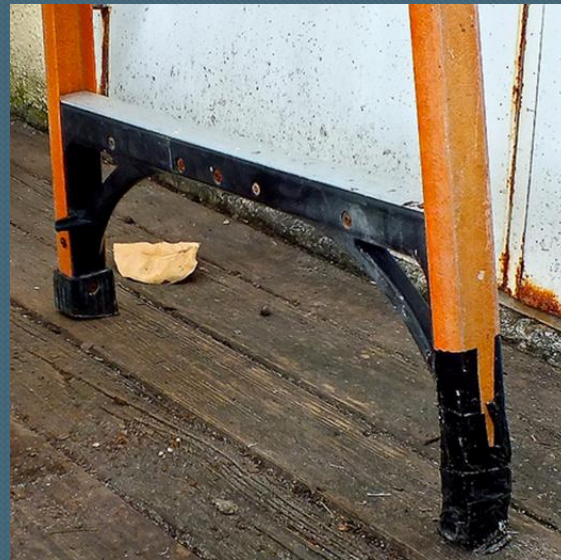
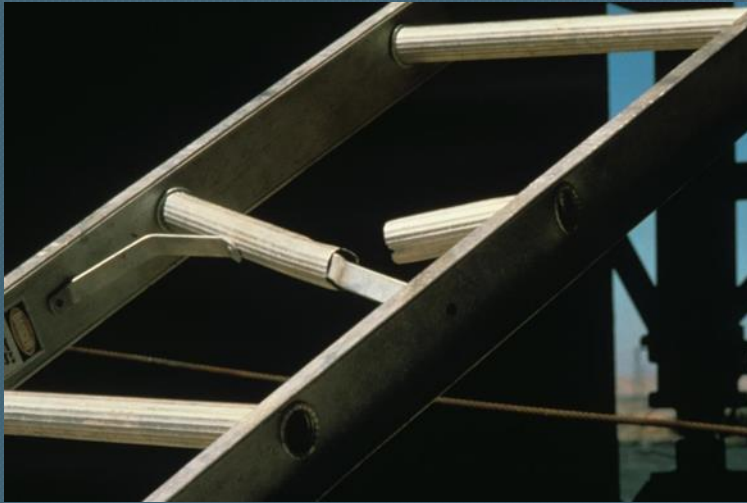
# Inspection of Ladders

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- Established formal schedule
- Assigned responsibility
- System to document and remove from service
- Prior to each use
- If dropped or exposed to prolonged periods of sunlight

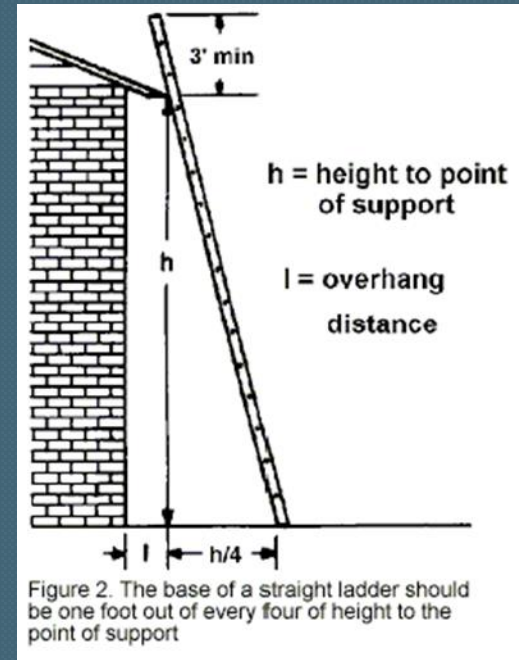


# Check for these Defects:



# Use and Safety Rules

- Set on firm, level, dry surface and against a solid support (if straight or extensive).
- Do not place ladders on any type of object to gain height.
- Place ladder at 4:1 ratio.
- Extend the ladder at least 36" above point of support
- Open ladders completely and secure spreader.







# Use and Safety Rules

- Secure the ladder with a rope or other equipment when available.
- Keep ladders away from walking, doorway, or driveways.
- Avoid contact to electrical if metal.
- Limit one person to a ladder
- Climb up and down the ladder slowly while facing it.
- Hoist tools or other equipment with a rope or tool pouch.





# Use and Safety Rules

- Don't overreach – move the ladder.
- Use both hands.
- Clean the soles of your shoes prior to use.
- Do not use:
  - Top two steps of a stepladder or;
  - Top 4<sup>th</sup> rung of an extension ladder.
- Tag and remove ladder if defects are noted.
- Inspect ladder prior to use or if dropped.
- Never paint or repair ladders.





# Use and Safety Rules

- Use guard or barricade if placed in traffic area.
- Keep area at base of ladder free of debris and tools.
- Never attempt to move the ladder while you are on it.
- Do not use ladders as sections of scaffolds.
- When using extension ladder, use a co-worker and lower section prior to adjustment.
- Do not tie short sections together to gain length.







# Care, Storage, & Transportation

- Tag defective ladders and put “out of service.”
- Refer to the manufacturer’s instructions.
- Store in a dry place – avoid heat or moisture.
- Rest ladders on support racks.
- Clean off grease, mud, or oil prior to use.
- Never paint a ladder.
- Ask for help for heavy or long ladders.
- Be alert when negotiating corners or stairwells.
- When transported in vehicles, secure ladders in place.
- Allow for safe access to ladder storage area.
- Purchase ladders that satisfy safety standards.





# Lifting/Back Injury Prevention

- The information is general in nature and intended for anyone who wants to keep their back healthy
- Please review Webinar #1
- Link: <http://ajg.adobeconnect.com/p55sf1fn06i/>



# Importance of Hiring Certified Contractors

Hiring a contractor with the right credentials can be the difference between a happy construction project and a nightmare. Making sure the contractor meets the following requirements to do business in your area is an essential step in the hiring process.

- Experienced
- Licensed
- Insured
- Bonded



# Importance of Hiring Certified Contractors

- Contractor Experience
- Hiring contractors with the expertise in the type of work that needs to be done
- Contractors that are established with a good reputation and have references
- Years of experience



# Importance of Hiring Certified Contractors

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- **Licensing**
- **Many States, Municipalities, and Cities require contractors to be licensed and/or bonded**
- **Construction Permits**



# Importance of Hiring Certified Contractors

- Insurance – Is the contractor insured?
- Is the insured using Sub-Contractors?
- Are the Sub-Contractors Insured?
  
- Ask for a certificate of insurance
  
- Is the Insurance Carrier an “A” rated company
  
- Does the contractor’s coverages and limits meet the Diocese requirements – We will be speaking more regarding insurance coverages and certificates on the Webinar next week



# Importance of Hiring Certified Contractors



- Bonds
- Does the project require a bond per the Diocese's requirements
- Is the contractor able to produce a bond for the project
- Is the bonding company "A" rated

# Importance of Hiring a Certified Contractor

- Construction Contract
- Every project, maintenance agreement, or service contract should have a Contract signed by the Contractor/Company and the designated person representing the Parish, School, or Office
- Contracts address the following topics:
  - Contract Date
  - Contract Price or Pricing
  - Scope of Work
  - Completion Date of the Project
  - Liquidated Damages if applicable
  - Insurance and Bonds requirements
  - Indemnity Provision – Hold Harmless Agreements
  - Fixed Cost or Time and Materials Contract
  - Payment Schedule
  - Warranties





## Certificate of Insurance Request Forms

Parish Rep Login

### Documents

- Contractor Agreements 6.3.2013 (202 downloads) **Popular** [Download](#)
- Letter To Use With Contractors Showing Minimum Limits Required (315 downloads) **Popular** [Download](#)
- Request Liquor License (341 downloads) **Popular** [Download](#)
- Sample Certificate Of Insurance (257 downloads) **Popular** [Download](#)
- Special Events Liquor Liability Form (392 downloads) **Popular** [Download](#)
- To Use Property Or Equipment Owned By Others (257 downloads) **Popular** [Download](#)

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### Contact Details

1615 West Washington  
Springfield, IL 62702

(217) 698-8500

Monday-Thursday 8 am to 5-15 pm





# Importance of Hiring a Certified Contractor

- For more information regarding the Diocese requirements regarding Insurance and the requirements for contractors, please contact:

**Patrick Ketchum**  
**Director, Office for Insurance & Benefits**  
**Diocese of Springfield**  
**pketchum@dio.org**  
**217-321-1222**  
**Insurance@dio.org**



# Maintenance/Custodial Review

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- Any questions?

- Personal Protective Equipment
- Lawn Maintenance
- Hazard Communication and Chemical Safety
- Ladder Safety
- Back Injury Prevention
- Certified Contractors



# Upcoming Webinars

**All webinars will be held at 9:30 AM, except where noted below.**

#	Date	Topics
1	October 7, 2015 Complete!	<b>School Safety:</b> Use of step ladders in classrooms for accessing bulletin boards and hanging items, proper lifting, safe use of heaters and appliances.
2	October 14, 2015 Complete!	<b>Maintenance/Custodial:</b> Use of personal protective equipment, proper lifting, lawn maintenance, Hazard Communication/chemicals (storing gas/paint), roofs, ladders, and the importance of hiring certified contractors.
3	October 21, 2015	<b>Insurance:</b> Certificates of Insurance—how these documents protect the parish and diocese and when you must have them. Definition of bonds and their benefits—what they are, who they protect, and why they are needed. Claims reporting and procedures.
4	November 4, 2015	<b>Property:</b> Quarterly Self-inspection Reports, obtaining loss control credits, completing the form(s) and what to look for. Property maintenance tips—hauntings from the past, good reminders.
5	November 11, 2015 <b>*1:30 PM</b>	<b>Catastrophic Planning:</b> Developing and maintaining an Active Shooter Plan. Items you need to know for All-hazards planning.
6	November 18, 2015	<b>Trips and Falls:</b> How do we address this most frequently reported incident? Exposures in churches and schools will be discussed. Holiday safety tips.



# Diocese of Springfield Webinar Series

Thank you for taking the time to participate in the webinar today. Join us for others in the series!

Please enjoy your day and stay safe!



**Office for Insurance & Benefits**  
Patrick Ketchum, Director

**HOGAN**  
INSURANCE  
GROUP, INC.