

VOLUNTEER COORDINATOR MANUAL

INTRODUCTION

The history of the Catholic Church is built on people volunteering their time and talent. Having a well-managed volunteer program is critical to ensure volunteers remain safe and the liability risk to the parish and school is minimized.

Volunteers are a valued part of the Church and vital to the success of our ministries. Volunteers should be at least 18 years of age. If under 18, the volunteer should be accompanied by a parent or have been given permission by the parent to perform volunteer activities within their skillset while supervised by another adult.

Every volunteer should go through a screening process which will be covered within this handbook. A volunteer is not someone who is compensated for their service or under contract for their service. A volunteer is also not an employee functioning under their job description.

The guidelines in this handbook should be followed for those individuals who have frequent or recurring volunteer duties. It may not always apply to the one-time volunteer.

Selection, Screening and Assignment of Duties

When recruiting volunteers, announcements can be posted in the church or school bulletin, fliers can be sent home with school or religious education students, posters can be hung throughout the building, letters can be sent to each parishioner, or phone calls can be made to each household.

Volunteers should be required to complete a Volunteer Application, *Appendix A*. **Matching task to talent** of your volunteers should be a priority in this process. Make sure to utilize volunteers that are the appropriate age and that have the skills and physical ability necessary to perform the assigned tasks. Although not recommended, if a volunteer is asked to perform a task such as plumbing, electrical or roof work, the volunteer should be licensed. It is okay not to accept a volunteer for a certain position to limit risk.

When utilizing volunteers under the age of 21, there are certain limitations on the jobs they can do. For a list of guidelines, see **ACCEPTABLE & NON-ACCEPTABLE WORK DUTIES BY AGE GROUP**, *Appendix B*.

All volunteers are required to comply with (Arch)Diocesan policy on Safe Environment. Any volunteer that will be working with children or vulnerable adults should be required to have a background check completed. For those individuals that will be involved in fidelity (money- handling) positions such as counting collections, working with scrip, etc., we recommend credit checks be conducted.

Orientation and Training

Each volunteer should be properly trained in the correct use of any equipment or tools needed to perform the task. The equipment (parish or otherwise) should be inspected to determine that it is in safe operating condition and equipped with all applicable safety requirements. If there is any doubt, do not allow the equipment to be used. The parish should be responsible to provide any personal protective equipment for volunteers, as needed. Examples would be safety eyewear, gloves, hearing protection, hard hats, or a respirator.

Never allow a volunteer to provide any homemade equipment. Examples would include homemade scaffolds, ladders, grills, cooking equipment, dunking booths, playground, or carnival ride type equipment.

No one should be allowed to volunteer without being granted permission. For minors, a permission form from parents/guardians is required. See Parent/Guardian Consent Form, *Appendix C*.

Certain volunteer activities and projects may require a Release Form to be signed by the volunteer, especially for activities with an increased liability exposure such as construction activities. The (Arch)diocese may use their discretion to decide if a release form should be used on a broader basis. The Adult Volunteer Hold Harmless/Indemnity Agreement can be found under *Appendix D*.

Supervision & Support

Volunteers should have someone in command, so they know who to ask for guidance. Before any project or activity begins, supervisory staff or designated adult supervisors should be present to oversee the work. This is especially important when any minors are participating. Support for the volunteers should also be provided by designating someone they can go to with problems that arise from their volunteer work.

Choose supervisors wisely. Ensure they have the ability, temperament and are given the direction to ensure volunteers are used in a safe and effective manner.

Injury/Emergency Procedures

It is important to know what to do if a volunteer is injured, as well as know what to do in case of an emergency. First aid equipment and a well-stocked first aid supply kit should be available and easily accessible in areas used by volunteers. A telephone or other means to contact emergency responders should be available.

Volunteers should know who to call at the parish/school in case of an emergency or injury. If an emergency occurs, the Incident Investigation Report Form should be completed, *Appendix E*.

Inclement weather can also increase the risk associated with volunteer work. Outdoor work should be cancelled or postponed if threatening weather is predicted. It is also important to be mindful of sunburn and heat-related illness and hypothermia and cold-related illness.

GUIDELINES FOR COMMON VOLUNTEER ACTIVITIES

Construction Related Activities

Volunteers should not be allowed to use lifts or to be on or about roofs and scaffolds. Although discouraged, only trained adult volunteers should be allowed to use a ladder. See use of aerial platforms (lifts), scaffolding, and ladder safety information, *Appendices F, G and H*.

Only trained adults should be allowed to operate power tools, (i.e. drills, saws, etc). Protect your volunteers by making sure tools and equipment are in good repair, safety guards are in place, and ladders are inspected, etc. Be aware of any projects involving heavy items needing to be lifted or moved. The parish/school should ensure the volunteer is of the appropriate age and physically fit to perform such work.

Driving and Transportation Activities

Volunteer drivers must complete the Defensive Driving curriculum on CMG Connect. Directions to access this course is found under *Appendix I*. A Motor Vehicle Record check (MVR) is recommended.

Volunteers using their own vehicle should maintain minimum liability coverage on their vehicle of 100,000/300,000. The volunteer should be informed in advance that their insurance would be primary if an accident occurred.

All volunteer drivers must comply with the (Arch)Diocesan Vehicle Safety or Fleet Safety policy.

No volunteer driver will be allowed to provide transportation on behalf of any (Arch)diocesan entity who has had any of the following citations or convictions in the past three years:

1. Operating a vehicle during a period of license suspension, revocation, or forfeiture
2. Driving under the influence of alcohol or drugs
3. Hit and run accident
4. Failure to report an accident
5. Negligent homicide arising out of the use of a motor vehicle
6. Using a motor vehicle for the commission of a felony
7. Operating a motor vehicle without the owner's authority
8. Permitting an unlicensed person to drive
9. Reckless driving
10. A combined total of three or more accidents and/or moving violations

Towing or attaching trailers or flatbeds to a vehicle is not allowed. The only exception is if the volunteer owns and has driven with an attached trailer due to their business or through personal ownership.

Contracting with a bus company is recommended when transporting large groups. Absolutely no 11 or more (including the driver) passenger vans are allowed to be used. For private passenger vehicles or when available on other vehicles, everyone must wear a seatbelt. Car seats and booster seats should be used to meet your state law requirements. Maximum driving duration is 8 hours with regular breaks being taken. Always be aware of the risk of fatigue.

Volunteers driving on behalf of the parish/school need to be safe and courteous drivers. Cell phones and other handheld electronic devices are not permitted to be used while driving. Except during an emergency, these devices should only be used when the driver has pulled off the road and is safely parked.

Volunteers should only be allowed to drive for tasks specifically targeted toward their volunteer activity.

Festival Activities

Do not allow volunteers to bring in any homemade grills or barbeque equipment. Only trained employees should light pilot lights for kitchen stoves and ovens. Always keep temporary external cooking equipment a safe distance from buildings. Volunteers should be instructed to monitor floors and walkways for spills or other debris.

Kitchen and Food Service/Preparation Safety

Kitchen volunteers should be trained on safe procedures for using the stove and other kitchen equipment to help them prevent injuries from burns, cuts, and punctures. Water and other spills can make floors slippery and lead to an increased risk of slips and falls. Non-skid mats are especially important to help prevent the risk of injury in the kitchen. Encourage volunteers to clean-up spills immediately. Volunteers designated to prepare or serve food should follow proper food handling guidelines, *Appendix J*.

Lawn Care Activities

Individuals should be 16 and older to operate manual push mowers. Ideally, individuals under 18 should not be allowed to operate riding mowers, trimmers, and other power equipment.

Ensure lawn care equipment is in good repair. Safety eye wear should be worn anytime the volunteer is using a trimmer, leaf blower, etc. See lawn mowing guidelines, *Appendix K*.

Other Indoor & Outdoor Safety Considerations

Slips, trips, and falls are a leading cause of injury for volunteers. Help volunteers avoid injury by maintaining your facilities and keeping them free from premises liability hazards. Examples include but are not limited to, ensuring walkways, parking lots and stairs are properly maintained, in inclement weather, ice and snow will need to be removed, maintain landscaping and trees, make sure flooring is smooth, and carpet lays flat and even, install safety mats in kitchens and rubber backed mats at entrances, recommend non-slip footwear, ensure your facility is well-lit inside and out, and provide ergonomic workstations, etc.

Fire safety is also important for the protection of volunteers. It is important to post evaluation plans in gathering rooms and other locations. Fire alarm systems and smoke detection devices should be maintained and operational. A minimum of two means of unobstructed egress should be provided.

Exit signage should be well lit. Check with your local fire authority to ensure your facility is compliant with fire safety regulations.

For risk management guidelines or best practice recommendations not covered within this manual, additional resources can be found on CMG Connect or please contact your Risk Management Representative at Catholic Mutual.

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VOLUNTEER APPLICATION FORM

This form is to be completed, signed and returned to the Volunteer Coordinator at the parish, school or agency at which you wish to provide volunteer services. A copy of this completed form will be kept on file.

Full				Email		Date	
Street		City	State	Zip	Daytime		Evening

Have you ever volunteered for a Diocesan location? ☐ yes ☐ no Are you 18 years of age or older? ☐ yes ☐ no
 If yes, give details: _____

I am interested in VOLUNTEERING at: ☐ school _____; ☐ parish _____; ☐ agency _____

Interested in volunteering for ☐ school activities ☐ religious education ☐ youth ministry ☐ coaching
☐ other _____

I am available ☐ mornings ☐ afternoons ☐ evenings ☐ weekdays ☐ weekends
 Date available _____

Volunteer Activities

Please list all current and previous volunteer activities beginning with your current or most recent position first. Use additional pages if needed. Include any other names worked under if different from the name you used on this form.

Parish/Company/Organization Name		Phone		From		To	
Address		City		State		Zip	
Duties/Responsibilities							
~~~~~							
Parish/Company/Organization Name		Phone		From		To	
Address		City		State		Zip	
Duties/Responsibilities							
~~~~~							
Parish/Company/Organization Name		Phone		From		To	
Address		City		State		Zip	
Duties/Responsibilities							

Volunteer Application Form cont.

References

Please provide two personal/professional references. If you have resided in this area for less than two years, please provide at least one reference from your previous area of residence.

Name			Name		
City	State	Phone	City	State	Phone
Relationship		Years Known	Relationship		Years Known

IMPORTANT – Please read and sign below

The information provided on this form is true and complete. If accepted as a volunteer, any misstatement or omission of fact on this form may result in suspension of my services. I grant permission to check my background and references and release the diocese and all diocesan locations from any and all liability that may result.

I further understand that all persons who will have contact with children or vulnerable adults are required to comply with Diocesan Safe Environment policies and procedures and are required to undergo a state and federal criminal background check.

Print Name: _____
Signature: _____
Date: _____

ACCEPTABLE & NON-ACCEPTABLE WORK DUTIES BY AGE GROUP

AGES	ACCEPTABLE WORK	NON-ACCEPTABLE WORK	ACCEPTABLE TOOLS TO USE	PROTECTION EQUIPMENT REQUIRED
10-14	-Simple cleaning operations such as dusting, mopping, and sweeping. -Light yard worksuch as raking, picking up branches/leaves. -Serving food at designated food distribution sites.	-No use of ladders or scaffolding. -No handling of toxic materials. -No use of power saws or other power- driven woodworking machines. -No structural demolition. -No operation of chain saws. -No operation of motor vehicles or power- driven hoisting apparatus. -No excavation operations. -No roofing operations or work on or related to roofs.	Ordinary cleaning and yard work tools such as brooms, shovels, rakes, wheelbarrows, mops, rags and buckets.	Long shirt and pants, shoes or work boots, work gloves (as appropriate to nature of work). Also, any Personal Protection Equipment (PPE) required per safety regulations for proper use of specific tools or materials.
15-17	As above, plus simple construction jobs such as putting up drywall, laying floors, tiles, carpets.	-No use of ladders or scaffolding. -No handling of toxic materials. -No use of power saws or other power-driven woodworking machines. -No structural demolition. -No operation of chain saws. -No operation of motor vehicles or power- driven hoisting apparatus. -No excavation operations. -No roofing operations or work on or related to roofs.	As above, plus hammers, pry bars, crowbars, floor scrapers.	As above
18-20	As above, including more advanced demolition and construction projects.	-No use of scaffolding. -No handling of toxic materials. -No use of power saws or other power-driven woodworking machines unless properly trained. -No structural demolition. -No roofing operations or work or related to roofs.	As above, plus drills and simple power tools.	As above
21 and older (Adult)	All work jobs typically expected of a mission worker and appropriate to skillset of volunteer.	-No roofing operations or work or related to roofs.	Any tools as appropriate to nature of jobs.	As above

PARENT/GUARDIAN CONSENT FORM

Participant's name: _____

Date of birth: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

I, _____ grant permission for my child, _____

Parent or guardian's name

Child's name

to participate in this parish/school event that requires transportation to a location away from the parish/school site. This activity will take place under the guidance and direction of parish/school employees and/or volunteers from _____.

Name of parish/school

A brief description of the activity follows:

Type of event: _____

Date of event: _____

Destination of event: _____

Individual in charge: _____

Estimated time of departure and return: _____

Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend _____, its officers, directors,

Name of Parish/School

employees and agents, and the Arch/Diocese of _____,

its employees and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish/school, its officers, directors and agents, and the Arch/Diocese of _____,

its employees and agents and chaperones, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/school or the Arch/Diocese of _____.

Signature: _____ Date: _____

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ADULT VOLUNTEER HOLDHARMLESS/INDEMNITYAGREEMENT

PARISH: _____

(PARISH is understood to include the Arch/Diocese of_____)

ACTIVITY PARTICIPANT OR FACILITY USER: _____

DATES OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ADULT VOLUNTEER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ADULT VOLUNTEER which arise out of the above named VOLUNTEER ACTIVITY at the above named PARISH including but not limited to any personal injury, property damage, disability, death, and sickness or disease including, without limitation, any communicable disease.

Additionally, the above named ADULT VOLUNTEER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned VOLUNTEER ACTIVITY which takes place during the above identified DATE(S) OF VOLUNTEER ACTIVITY that is brought against the PARISH by the above named ADULT VOLUNTEER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ADULT VOLUNTEER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____

INCIDENT INVESTIGATION REPORT FOR INJURIES

Complete this report for all incidents/injuries. (Also, complete this report for near-miss incidents/injuries). This report is for information only. All claims should be reported immediately to Catholic Mutual Group at (800) 228-6108.

Please read each question carefully and answer all questions as completely as you can. Please do not leave any blanks, unless the question does not apply.

Identification of the Accident:

Name of Injured: _____ Date of Accident: _____
Time of Accident: _____ Location of Accident: _____

Nature of Injury:

Exact part of body affected and type of injury: _____

Description of HOW and WHY accident occurred: _____

Names of witnesses: _____

Accident Prevention Information: Equipment, tool, or item causing injury: _____

Was accident caused by failure to use or observe safety practices, policies, or regulations? _____

Corrective Action:

What corrective action can be done to prevent a recurrence of this accident/injury? _____

Comments/Recommendations (by Safety Committee, Safety Director, or Supervisor): _____

Person(s) responsible for corrective action: _____

Safety Director/Manager Review: _____

Signed

Date

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USE OF AERIAL PLATFORMS (LIFTS)

Aerial platforms such as scissor lifts and boom lifts are periodically used by parishes and schools to perform various maintenance functions such as changing light bulbs, hanging banners, painting, etc. These lifts should be used by authorized personnel only who have been properly trained in the aerial platform's use and also trained to recognize the hazards associated with this type of equipment. Volunteers should not be allowed to operate this type of equipment. No one under the age of 21 should be allowed on these types of lifts.

All aerial platforms should be equipped with an Operator Manual and Safety Manual. Anyone operating the equipment must read both manuals before operating. If the manual is missing, do not allow the equipment to be used until a new manual is obtained by contacting the equipment dealer or the manufacturer.

Perform Inspection Before Operating

Before operating an aerial platform, an inspection of the equipment must be made. Items such as the hydraulic fluid level, tires, deck controls, guardrails, grease fittings, deck surfaces, hoses, belts and cables should be checked. If your inspection reveals a problem or damage to the aerial platform, do not operate the unit until repairs are made.

The area surrounding the equipment should also be inspected. Learn as much about the work area as possible. Be aware of potential hazards such as slippery surfaces, overhead hazards, holes, confined areas, narrow aisles, large rocks, obstructed vision, power lines, drop-offs, etc. The site should be checked on a regular basis for condition changes.

Aerial lift malfunctions can often be attributed to improper or lack of regularly scheduled maintenance. Improper care will hinder performance and increase the likelihood of accidents. Follow the maintenance schedule as defined in the Operator's Manual(s).

- ✓ Inspect the unit for loose, worn, broken or leaking components.
- ✓ Check all safety lights, gauges, warning alarms and horns.
- ✓ Perform scheduled lubrication and fluid level checks per operator's manual.
- ✓ Drain and change all fluids per operator's manual.
- ✓ Inspect all tires for cuts, nails, and other obstructions.
- ✓ Inspect stabilizing braces and outriggers.

The attached checklists should be reviewed and followed by any operator of an aerial platform to ensure the equipment is used as safely as possible. Please note, this checklist may not be all inclusive for your particular lift. Users need to refer to your unit's operating and safety manuals.

SCISSOR LIFT AND VERTICAL PERSONNEL LIFT

Getting Started

- ✓ Perform required inspections.
- ✓ Test operating controls.
- ✓ Make sure your shoes/boots are clean before climbing on.
- ✓ Use “three-point contact” with the machine when climbing.
- ✓ Never attempt to mount or dismount a moving machine.
- ✓ Never climb the elevating assembly to gain access to the platform.
- ✓ Know the capacity of the platform before operating.
- ✓ Know the weight of personnel, tools and other items placed on the platform.
- ✓ Make certain all handrails, toe boards, gates and entry chains are in place and secure before raising the platform.
- ✓ Never modify a lift.

Operating the Scissor Lift

- ✓ When operating your lift in an enclosed space, ensure proper ventilation.
- ✓ Dispense the weight of all items on the platform evenly.
- ✓ Do not carry materials on the rails.
- ✓ Make sure all outriggers, stabilizers, extendible axles, or other stability enhancing means are used as required by manufacturer before elevating.
- ✓ Make certain that your traveling surface is level anytime the platform is raised.
- ✓ If there is more than one person on the lift, only the designated operator should operate the controls.
- ✓ Operate the controls smoothly, avoiding sudden stops and starts.
- ✓ Never operate the controls except from the control station.
- ✓ Always be aware of pedestrians around the scissor lift.
- ✓ Do not place ladders or scaffolds on the platform or against the machine.
- ✓ Do not tie the platform to adjacent structures.
- ✓ Stay clear of power lines when operating the aerial lift.

Tip-over Hazards

- ✓ Never overload the lift – know its capacities.
- ✓ Do not operate the equipment in strong or gusty winds.
- ✓ Keep away from curbs, holes, edges and other level changes.
- ✓ Do not use controls to free a platform that is caught or snagged.
- ✓ Never override any safety device.
- ✓ If the tilt alarm sounds, immediately lower the platform (if applicable).

Fall Hazards

- ✓ Occupants may be required to wear “restraint” or “fall” protection on vertical lifts. Consult the safety manual and manufacturer.
- ✓ Keep all body parts inside the platform rails at all times.
- ✓ Never attempt to stand or climb onto a midrail, handrail or any other device (keep feet on the basket/deck at all times).
- ✓ Keep the platform clear of debris.
- ✓ Keep the entry chain and gates closed at all times.
- ✓ Do not exit the platform when it is elevated.

Collision Hazards

- ✓ Be aware of pedestrians in the area at all times.
- ✓ Check the work area thoroughly for overhead obstructions.
- ✓ Operate the scissor lift slowly near obstacles and other machines.
- ✓ Do not lower the platform unless the area below is clear of all personnel.
- ✓ Be aware when driving lift around corners, through intersections and entrances.
- ✓ Do not operate lift near any overhead crane or moving device.
- ✓ Use extreme caution when operating lift around docks, stairs or other drop-offs.
- ✓ When lowering the platform from the lower control station, the operator must remain clear of the descending platform.
- ✓ Secure all ropes, cables, and wire in unit. Do not let them dangle over the side.

Safe Shutdown

- ✓ Travel to a safe area, place platform in stowed position.
- ✓ Come to a complete stop, place controls in neutral, and shut off power.
- ✓ Only exit the scissor lift when the platform is completely lowered.

BOOM LIFT

Getting Started

- ✓ Perform required inspections.
- ✓ Test operating controls.
- ✓ Make sure shoes/boots are clean before climbing on.
- ✓ Use “three-point contact” with the machine when climbing.
- ✓ Never climb the elevating assembly to gain access to the platform.
- ✓ Know the capacity of the platform before operating.
- ✓ Know the weight of personnel, tools and other items placed on the platform.
- ✓ Once in the basket, close and secure gate.
- ✓ All personnel on the platform must wear “restraint” or “fall” protection.

Operating the Boom Lift

- ✓ Do not start or drive the lift in areas where flammable gases may be present.
- ✓ When operating the machine in an enclosed space, ensure proper ventilation.
- ✓ Check all control functions, steering, brakes, and elevation.
- ✓ Dispense the weight of all items on the platform evenly.
- ✓ Do not carry materials on the rails.
- ✓ Make sure all outriggers, stabilizers, extendible axles, or other stability enhancing means are used as required by manufacturer before elevating.
- ✓ Make certain that your traveling surface is level anytime the platform is raised.
- ✓ If the tilt alarm sounds, immediately lower the platform (if applicable).
- ✓ Never attempt to mount or dismount a moving machine.
- ✓ If there is more than one person on the lift, only the designated operator should operate the controls.
- ✓ Operate the controls smoothly, avoiding sudden stops and starts.
- ✓ Never operate the controls except from the control station.
- ✓ Do not use controls to free a platform that is caught or snagged.
- ✓ Never override any safety device.
- ✓ Do not place ladders or scaffolds in the basket or against the machine.
- ✓ Do not use the machine as a crane.
- ✓ Do not tie basket or lanyard to adjacent structures.

Tip-over Hazards

- ✓ Occupants and equipment must not exceed the maximum platform capacity.
- ✓ Lower the boom before driving.
- ✓ Do not raise the platform in strong or gusty winds.
- ✓ Do not operate boom lift near docks, hills or other steep inclines.
- ✓ Do not push off or pull toward any object outside the platform.
- ✓ Do not place or attach overhanging loads to any part of the lift.
- ✓ Do not use this machine on a moving surface or vehicle.

Fall Hazards

- ✓ Occupants must wear either “restraint” or “fall arrest” systems.*
- ✓ Keep all body parts inside the basket at all times.
- ✓ Never attempt to stand or climb onto a midrail, handrail or any other device (keep feet on the basket/deck at all times).
- ✓ Keep the basket clear of debris.
- ✓ Keep the entry gates closed at all times.
- ✓ Do not exit the platform when it is elevated.

Collision Hazards

- ✓ Be aware of pedestrians in the area at all times.
- ✓ Be aware of other equipment in the area.
- ✓ Check the work area thoroughly for overhead obstructions and power lines.
- ✓ Operate boom lift slowly near obstacles.
- ✓ Be aware when driving lift around corners, through intersections and entrances.
- ✓ Use extreme caution when operating lift around docks, stairs or other drop-offs.
- ✓ Secure all ropes, cables, and wire in unit. Do not let them dangle over the side.

Safe Shutdown

- ✓ Come to a complete stop, place controls in neutral.
- ✓ Idle engine for cooling purposes (if applicable).
- ✓ Only exit when boom is at a safe height.

***Consult Operating/Safety Manual and Manufacturer for specific requirements.**

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SCAFFOLDING

Scaffolding is a non-permanent platform that is set up to allow workers to reach heights. Scaffolding is used for maintenance, building construction or repair.

Three Important Requirements:

1. Only authorized and trained employees should be allowed on scaffolding. Employees must also be trained to recognize hazards associated with the type of scaffold being used.
2. Volunteers should not be allowed to use scaffold equipment.
3. No one under the age of 21 should be allowed on scaffold equipment.

Scaffolds and scaffold components should be inspected for visible defects by a qualified person. This must be completed before use and after any occurrence which could affect a scaffold's structural integrity. The following general requirements should be followed when constructing and using scaffolds. Please be advised these requirements are not inclusive of all applicable safety codes and standards.

Capacity

- ✓ Scaffold system and components shall be capable of supporting its own weight plus 4x the intended load.

Construction

- ✓ All platforms (working levels) shall be fully decked.
- ✓ Maximum gap between planks shall be no more than 1".
- ✓ The front edge of all platforms shall be no further than 14" from face of the work.
- ✓ Each end of a platform (10' or less) must extend over its support at least 6" but no more than 12".
- ✓ When work platforms overlap, the overlap must occur over supports and shall not be less than 12" unless restrained against any movement.
- ✓ Wood platforms shall not be covered with opaque finishes.
- ✓ Mixed scaffold components shall not be used.
- ✓ Scaffold components of dissimilar metals shall not be used.
- ✓ Never allow anyone to construct a makeshift scaffold. Example: Placing planks between 2 step ladders.

Use

- ✓ Scaffolds and components shall not be loaded in excess of their capacities.
- ✓ Scaffolds and scaffold components shall be inspected for visible defects by a competent person before each use and after any occurrence which could affect a scaffold's structural integrity.
- ✓ Any damaged scaffold components shall immediately be repaired or replaced.
- ✓ Scaffolds shall be at a safe distance from powerlines, a minimum of 10'.
- ✓ Scaffolds shall be erected, moved and/or dismantled under the supervision of a person qualified in erection/dismantling.
- ✓ Working on scaffolds during storms and high winds is prohibited.
- ✓ Keep work platform organized and free of debris.
- ✓ No makeshift devices or ladders (to increase work height) can be used on scaffolds.
- ✓ Outriggers or braces to prevent scaffold from tipping should be used whenever available. Outriggers must be used if the work platform height is more than 4 times the width of the scaffold. If scaffold is erected in an open area, outriggers must be installed on both sides (not ends) of the scaffold.

Fall protection

- ✓ Guardrail systems (including midrails) shall be installed along all open sides and ends of the scaffold.
- ✓ The top guardrail must be 36"- 42" above the platform.

Falling object protection

- ✓ Employees subject to falling objects shall be protected by barricades, toeboards, screens, and hard hats.
- ✓ Toeboards shall be at least 4" high.

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LADDER SAFETY

Ladders are involved in many tragic accidents, some of which are fatal. Your life literally can depend on knowing how to inspect, use and care for this tool. Always try to use the “buddy system” when using a ladder. One individual should assist in holding the ladder in place while the other ascends/descends the ladder. Individuals under the age of 18 should never be allowed to work on ladders. Only authorized and trained individuals should be allowed to use ladders.

Inspecting Ladders

Before using any ladder, inspect it. Look for the following faults:

1. Loose or missing rungs, cleats or bracing
2. Loose nails, bolts, or screws
3. Cracked, broken, split, dented, or badly worn rungs, cleats, or side rails
4. Wood splinters
5. Corrosion of metal ladders or metal parts
6. Missing or damaged side rails or foot pads

If you find a ladder in poor condition, don't use it! Immediately report it. It should be tagged and properly repaired or immediately destroyed. Be advised, any repair can only involve replacement of an identical part. No alteration or change can ever be made to a ladder.

Using Ladders

Choose the right type and size ladder. Except where stairways, ramps, or runways are provided, use a ladder to go from one level to another. Keep these tips in mind:

1. Be sure straight ladders are long enough so that the side rails extend above the top support point by at least 36 inches.
2. Don't set up ladders in areas such as doorways or walkways where others may run into them, unless barriers protect them. Keep the area around the top and base of the ladder clear. Don't run hoses, extension cords, or ropes on a ladder that would create a trip or fall hazard.
3. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other objects. Never splice two ladders together.

4. Set the ladder on solid footing against a solid support. Don't try to use a stepladder as a straight ladder.
5. Place the base of straight ladders out away from the wall or edge of the upper level about one foot for every four feet of vertical height. Don't use ladders as a platform, runway, or scaffold.
6. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.
7. To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
8. Always face the ladder and hold on with both hands when climbing up or down. Don't try to carry tools or materials with you.
9. Don't lean out to the side when you're on a ladder. If something is out of reach, get down and move the ladder over.
10. Most ladders are designed to hold only one person at a time. Two may cause the ladder to fail or throw it off balance.
11. On a step ladder, never stand above the indicated top most safe step or on the cross braces.
12. Store ladders in well-ventilated areas, away from dampness.
13. Ensure you do not exceed the maximum weight limit allowed for the ladder.

Remember to practice safety. Don't learn it by accident.

Fast Fix for Loose Ladders

Tightening the metal braces can return a loose ladder to rock-solid.

1. There's probably at least one wobbly wooden stepladder lurking in the garage, shed, or basement. Often, these ladders simply are too old to be fixed. But, often you can return a loose ladder to rock-solid status by tightening its metal braces.
2. Locate the hex nuts on the outside of the ladder rails; there should be one at each rung. Tighten the nuts with a wrench, then check to see if the ladder is more stable. If it's still a little wobbly, tighten the nuts again. If any wobble remains after the braces have been fully tightened, the ladder is beyond repair and must be replaced.

Ladder Safety Tips

Important ways to prevent accidents on an extension ladder:

1. For many exterior chores, you need an extension ladder. Here's a way to keep it steady. Support the ladder base with a 2x4 cleat. Cut the cleat about 12 inches longer than the width of the ladder. Then drive two 16-inch long 2x4 stakes a foot into the ground. Screw the cleat to the stakes and stand the ladder against it.

2. Keep these safety rules in mind:

- a. Stand the ladder only on dry, level ground, never on top of mud, ice, or snow.
- b. The distance from the house to the base of the ladder should equal one-fourth the height of the ladder.
- c. When working on a ladder, don't overreach. Keep your hips within the vertical rails.

*We acknowledge the information provided by
Texas Workers' Compensation Commission*

(Revised 03/2024)

CMGConnect

End-User Instructions

Step 1: Accessing CMG Connect

Go to <https://CMGConnect.org/> and select your organization's name from the drop-down field. Click **Go to Organization** to be brought to the correct landing page. (Sample shown below).

To create a new account, complete the three sections under the *Register for a New Account* area. This includes basic account information, personal, and affiliation. Complete ALL required boxes.

CONNECT
Find your Organization Below

Select an Organization

Go to Organization

Existing Accounts

Do you have an account? If so, you don't need to sign up for a new one. Click the "Sign In" button in the upper right hand corner of this window. Otherwise, register for a new account below.

Sign In

Register for a New Account

Account Personal Affiliation

Enter your first, middle, and last name as they appear on your driver's license or official identification. Do not use prefixes, i.e., Rev., Fr., Sr., Jr., Don.

First Name *

Username *

Password *

Address 1 *

Address 2 *

City *

State *

Zipcode *

Phone *

Date of Birth *

Previous

Account Personal Affiliation

Select the Primary Parish/School at which you Volunteer or Work. (Search or scroll down to find your parish.)

Please select

Please Select a Role *

Choose a Role

I participate as a/an: *

- ☐ Clergy/Religious
- ☐ Driver
- ☐ Employee
- ☐ Volunteer

Previous Register

Please select the category that best describes how you participate at your location. Selecting the correct box(es) during this step will allow the platform to assign the correct training modules to your dashboard.

your local parish/school administrator.

Account Login

Username

Password

☐ Remember me

Sign in

[Forgot Username?](#) [Forget Password?](#)

Please note:
If you have not created an account in the system, you may actually already have an account in the system that was imported by your Diocesan Safe Environment office.

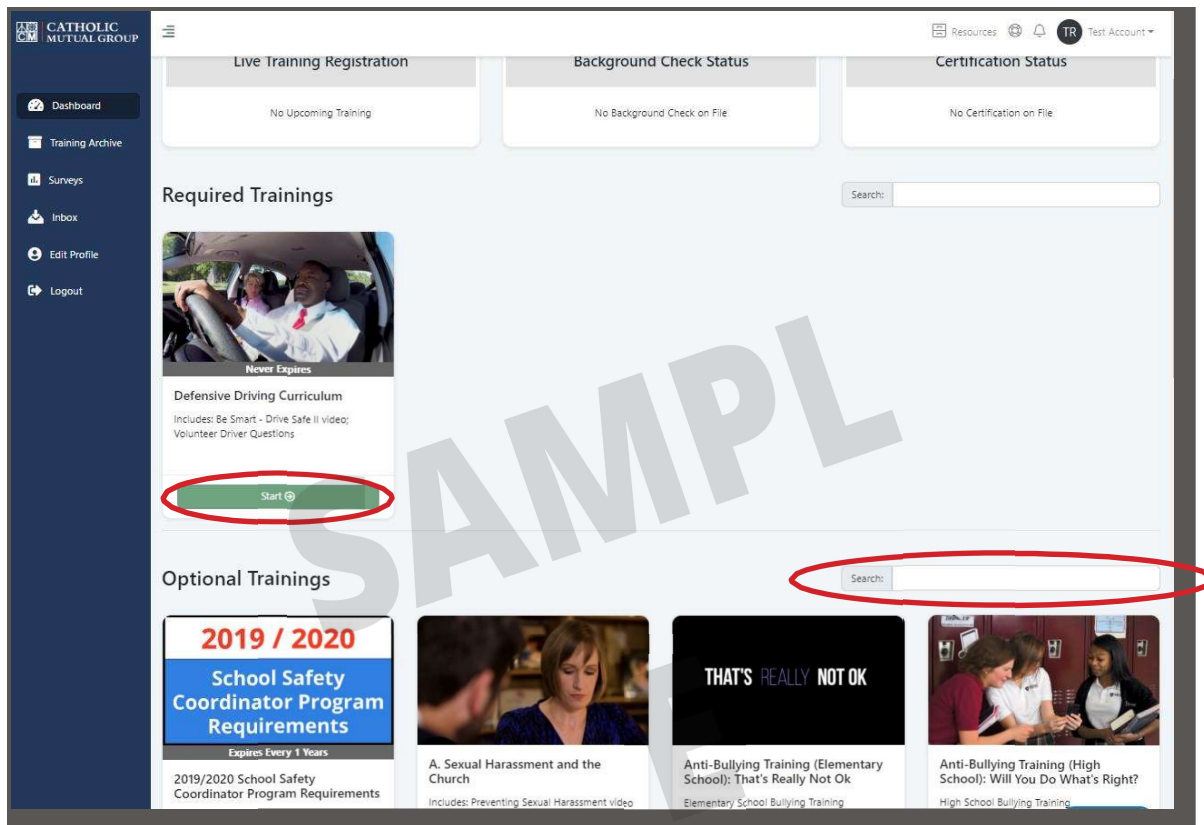
If you have done training in the past, you may already have an account. Please login with your previous username and password by clicking the "Sign In" button at the top right of the page.

If you cannot remember your username and password and have an email address in the system, please click **Forgot Password**. Please contact cmgconnect@catholicmutual.org or click [Support](#) if you need assistance accessing your account.

Step 2: Locate and Open Trainings

Once you have completed the registration process, you will see the training curriculums. Click **Start** to begin. *Note: Available curriculums will vary based on your organization customization as well as the participation category you selected when registering for your account.*

To view other Optional Trainings, scroll down on the page and/or search for desired training by title.



Step 3 (Optional): Print Certificate

When you have reached the end of the training, click on your dashboard and find your completed training. Click **Print Certificate** to view and download your completion certificate.



<https://CMGConnect.org>

Catholic Mutual...CARES:

Proper Food Handling and Storage

Due to the illnesses and incidents which have occurred across the United States, there has been more media coverage and information concerning food poisoning. Recently, this has included newspaper articles and television news programs. All have reviewed illnesses which can and have occurred. What is your risk of exposure, and what safeguards should you practice to reduce the potential of a foodborne illness?

Handle food safely

Meat and poultry processors have begun providing additional labeling on packages to better educate and protect consumers. Government agencies including the USDA have been underway in establishing stricter testing and inspection requirements for food processors, as well as programs to assess food safety along the entire food distribution chain. It is important to understand that an improved inspection system can't replace good sanitation and safe food handling by those food handlers responsible for the final storing, preparing, and serving of food. This would include restaurants, schools, parishes, and consumer households. As many schools and parishes routinely prepare and serve food, the following information is being provided to review safe storing, preparation, and serving of food.

- Refrigerators should be kept at 40 degrees or cooler. Freezers should be kept at 0 degrees. Raw meat and poultry should be refrigerated as soon as possible after purchasing or receiving. At the grocery store or deli, keep raw meats and poultry separated from other perishables. Never thaw frozen meat and poultry on the kitchen counter. Thaw them in the refrigerator. If in a hurry, thaw in a bag under cold running water. If a microwave is used for thawing, the food should be immediately cooked. Always refrigerate when marinating food.
- Canned goods should be stored in a cool, dry area and should be free of cracks, dents, and bulging.
- Cooked or prepared food requiring refrigeration should never be left unrefrigerated for more than two hours. In a warm environment, food should sit out no longer than one hour. Refrigerate or freeze cooked/prepared foods in shallow containers rather than deep containers.
- Refrigeration and freezing does not kill bacteria on food which sat out too long and has started to spoil. When in doubt, throw it out.

Two of the more common types of food poisoning are caused from salmonella and E.coli bacteria. At least 40,000 salmonella infections are reported annually. Experts estimate 500,000 to 4 million infections actually occur.

Any raw food of animal origin (i.e. meat, poultry, eggs, raw milk, fish, and shellfish) may carry salmonella. Food can be contaminated with E.coli when a food handler or cook does not follow good sanitary procedures. Critical to this is washing hands after using a bathroom.

Don't let bacteria spread or grow

The key to preventing an exposure is to not allow any contamination while preparing food and to effectively destroy bacteria during the cooking process. The following steps will greatly reduce the likelihood of a food related illness.

- Inspect the food to see if there are any signs of contamination or spoilage. Fish, poultry, fruits, and vegetables should be thoroughly washed/rinsed.
- Always wash your hands with soap prior to handling and preparing food. You should also rewash your hands prior to preparing another type of food or when using a new knife/utensil.
- Raw meats, fish, and poultry should be cut on an acrylic cutting board, not wood. Use a wood cutting board for fruits and vegetables only.
- Never serve food on a plate or platter which raw meat, fish, or poultry was cut or prepared on.
- Never let raw meat, fish, and poultry or their juices come in contact with other foods.
- If the work area was cleaned with a dishcloth, always immediately switch to a clean one or use disposable paper towels.
- After cleaning utensils and work areas, an additional measure is to sanitize. This can be done using 2 to 3 teaspoons of household bleach in one quart of water, then thoroughly rinsing with cold water.
- Always cook food thoroughly. Only thorough cooking destroys bacteria. Thermometers are recommended to determine if the internal temperature of the food you are cooking has reached a safe temperature. Internal temperatures should reach 160 degrees. If the food includes poultry, the temperature should reach 185 degrees.
- If serving food for an extended period, hot foods should be kept above 140 degrees and cold foods below 40 degrees.

More information

Additional information is available on the Internet from the USDA Food Safety and Inspection Service Home Page at <http://www.usda.gov/fsis>, or by calling the USDA Meat and Poultry Hotline at 1-800-535-4555. Another source is your local government Health Department.

Catholic Mutual...CARES

LAWN MOWING GUIDELINES

- Persons under the age of 18 should not be allowed to operate tractors, trimmers, riding lawn mowers or other power equipment.
- No persons, other than the operator, should ride on tractors or lawn mowers.
- While not recommended, with proper training, individuals over the age of 16 could be allowed to operate a manual push mower.
- Persons under the age of 16 should not be allowed to fuel any gasoline- powered equipment.
- All fuel should be stored in properly labeled and approved containers. Type II safety cans are recommended. Quantity of fuel should be limited to 5 gallons or less.
- Safety glasses and hearing protection should be worn at all times.
- Manufacturer's maintenance and safety guidelines for all equipment should be followed. Frequent inspection of equipment is essential.
- Persons under the age of 16 should be given tasks appropriate to their age and skill level. Tasks such as raking or bagging would be acceptable. Heavy lifting should not be allowed.
- Many states require work permits for employees that are minors. Check with your state requirements to ensure compliance.