

verticalyouth ministries

Safety and Accident Policies and Procedures

Safety Procedure

The management expects each of the staff, regardless of his/her position with the church/organization, to cooperate in every respect with our safety program. Some of the major points of our program require that:

1. All injuries and accidents are reported immediately to your supervisor and to obtain medical aid without delay.
2. Personal protective equipment, where required, must be worn by all staff. There will be no exceptions to this requirement.
3. Hazardous conditions and other safety concerns must be reported immediately to your supervisor.
4. The staff will follow all safety rules. Failure to follow the rules will result in disciplinary action or removal from staff.

Accident Policy

1. When there is a staff member or a student injured your first priority is for them to receive medical help. Apply immediate first aid and if it is serious call 911 for help or bring the person to the hospital.
2. Let the supervisor know about the accident and explain the details.
3. Immediately call the parents of the student and let them know about the injury.
4. Fill out an accident report form and turn in to our office manager.

Accident Report Form

Injured's name _____ Age _____

Sex/Gender _____

Job description/title _____ Social security Number _____

Date and time of accident _____ Location _____

Task being performed when accident occurred _____

Date and time accident reported _____ To whom _____

Name(s) of witness(es)

Describe how the accident occurred

What part of body was injured _____

Describe the injuries in detail _____

Date and time you sought medical attention _____

Name of doctor and/or hospital _____

Could anything be done to prevent accidents of this type? If so, what

Signature of Staff _____ Date _____

Staff name _____