

**DIOCESE OF CHARLOTTE
RISK CONTROL PROGRAM**

GUIDELINES FOR PARISH AND SCHOOL OPERATIONS

XI. CONTRACTING FOR SERVICES

A. GUIDELINES FOR CONTRACTORS AND LEASES

Contractors

Whenever a contractor/vendor is performing services for the parish for a fee, the parish should obtain a certificate of insurance.

Renters/Lessees

When you provide your facilities for regular use to outside organizations and charge a fee for that use, you should obtain a signed contract and certificate of insurance. Please note that all contracts must be in the Bishop's name. Please refer to the Office of Diocesan Properties.

Insurance

The certificate should evidence minimum limits of liability protection of \$1,000,000. Workers' Compensation and vehicle coverage should also be evidenced for North Carolina's stationary amounts. The Bishop of Charlotte and your location should be listed as additionally insured before allowing the services to begin.

A certificate of insurance or policy endorsement rider from an insurance agent, should be obtained evidencing the proper coverage.

Minimum Coverage: The minimum acceptable coverage for liability limits from an individual is \$500,000. For a group or organization, the minimum is \$1,000,000.

Additionally Insured: The Bishop of Charlotte and your parish should be named as additionally insured.

Alcohol Liability: If alcohol is to be served or sold, the insurance certificate should evidence liquor liability.

B. VOLUNTEER RISK CONTROL PROCEDURE

SUBJECT:

Volunteers that perform construction, maintenance, repair, manual labor, or other similar tasks for the Diocese.

PURPOSE:

This guideline presents general loss control recommendations regarding some limitations that should be placed upon the scope of volunteer services.

These guidelines should also apply to court appointed community service workers. Also, check with the Pastoral Center regarding special guidelines for community service workers.

APPLICATION:

1. Analyze the job requirements prior to allowing volunteers to take charge: Before allowing volunteers to tackle a job, think about the hazards associated with the tasks. For example, does the job require special equipment; is there a potential that someone might fall; is there a potential for falling objects or will very heavy objects need to be moved, perhaps contributing to a back injury? Also, ask yourself, "Is this a job normally performed by contractors with specialized equipment and skills?" A "yes" answer to any of these questions probably indicates that volunteer labor is not appropriate.

The cost of a claim from a relatively minor injury to a volunteer could easily offset the cost of having a job done professionally.

2. Working above ground level: Falls, even from modest heights, can result in a catastrophic injury. Whenever possible, volunteers should work at ground level.

A. Ladders:

- i. No one under 18 years of age should be allowed to climb any ladder.
- ii. Volunteers should not climb higher than five feet off the ground. Ladders of an appropriate height should be used.

- iii. Ladders should be inspected before each use to help assure side rails and rungs are not broken or split and that the ladder is in good condition.
- iv. The manufacturer's directions for use (generally affixed to the ladder) should be strictly adhered to.

B. Scaffolds:

- i. Volunteers should be strictly prohibited from climbing or using any scaffolding.

C. Portable Work Platforms and Personnel Lifts:

- i. Volunteers should be strictly prohibited from operating or working from portable work platforms and personnel lifts (such as scissors lifts, boom buckets, etc.).

3. Painting:

The five foot climbing height limitation restricts the scope of painting operations that can be taken on by volunteers. In addition to the need for working above ground level, there are other serious hazards with painting operations. These hazards include improper lifting of heavy materials, misuse of spray painting equipment and chemical injury due to solvents.

- A. Volunteers should not be allowed to use "airless" spray painting equipment.
- B. Volunteers should, in general, be restricted to using water based paints.
- C. Volunteers should be cautioned of the dangers regarding the use of paint scrapers or other sharp objects associated with the painting process.
- D. Protective equipment, such as safety glasses, masks, gloves, etc., should be used as appropriate.

4. Electrical and Structural Work: Due to the possibility of severe injury to the volunteer and potential, related property losses, all electrical and structural work should be performed by licensed, professional contractors.

5. Hand and Power Tools: Serious wounds, amputations and electric shock represent severe liability exposures associated with power tool use. Hand tools can also cause serious injury. Generally, the use of power tools by volunteers should be discouraged.
 - A. No one under eighteen years of age should be allowed to operate power tools.
 - B. Parish owned power tools should not be used by volunteers.
 - C. Appropriate personal protective equipment should be worn. Safety glasses should be worn by all volunteers operating any power tools.
 - D. Powder actuated tools should not be operated by any volunteer.
 - E. Pneumatic nail and staple guns should not be operated by volunteers.
 - F. The use of specialized power tools such as power augers, concrete saws, abrasive saws, etc. by volunteers should be avoided.
 - G. The use of hand tools also presents a substantial exposure to bodily injury. Using common sense and protective equipment (such as safety glasses) are key to safe hand tool use.
 - H. All power tools must be visually checked prior to their use.
6. Lawn and Garden Equipment: Electric and gasoline powered lawn and garden equipment (lawn mowers, hedge trimmers, string trimmers, etc.) present potentially severe exposure to bodily injury. Generally, we recommend that volunteers not operate such equipment. If volunteers are, for some reason, allowed to operate powered lawn and garden equipment, such operation should be in compliance with the recommendations outlined under "#6 - Hand and Power Tools".
7. Lifting: Back injuries are a common result of improper lifting techniques. It is extremely important that sufficient help is available when volunteers are moving any type of heavy or awkward objects. Mechanical lifting and moving aids should be used as necessary.

Children and seniors should not be allowed to perform heavy lifting.
8. Rigging and Hoisting: Operations that require special rigging and hoisting equipment should not be attempted by volunteer labor.

9. Tree Trimming: Except for light pruning, tree trimming should be performed by professionals only.
10. Roof Work: Volunteers should not work on or about the roof of any building.
11. Security Services: Volunteers should not perform security services for Diocesan events. Utilize professional, licensed, insured security contractors. Follow Diocesan contract and risk control guidelines.