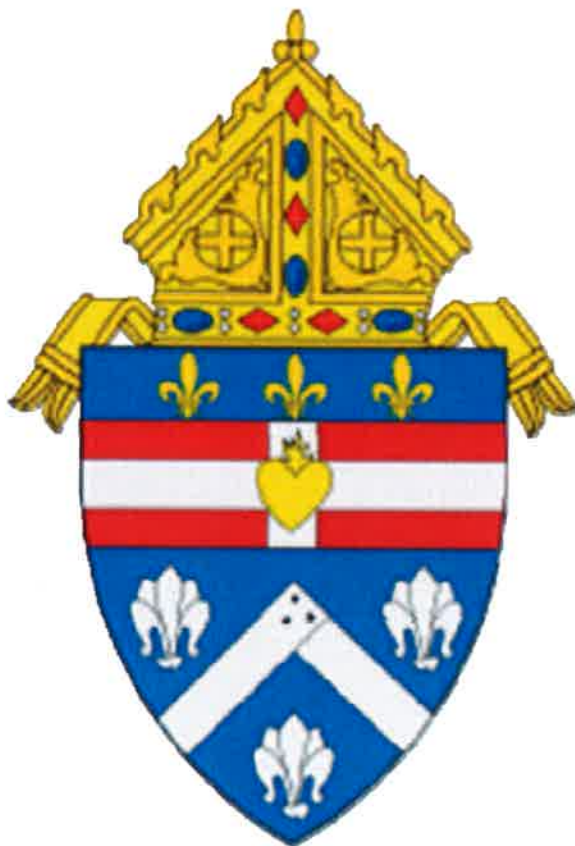


**Risk Management Best Practices with
Supporting Documents**

DIOCESE OF HOUMA-
THIBODAUX



Catholic Mutual “CARES”

Risk Management Information



Sign into www.catholicmutual.org

Click on “Member Login”

The user name is: **0352hou** and the password is **service**
(All lower case letters)

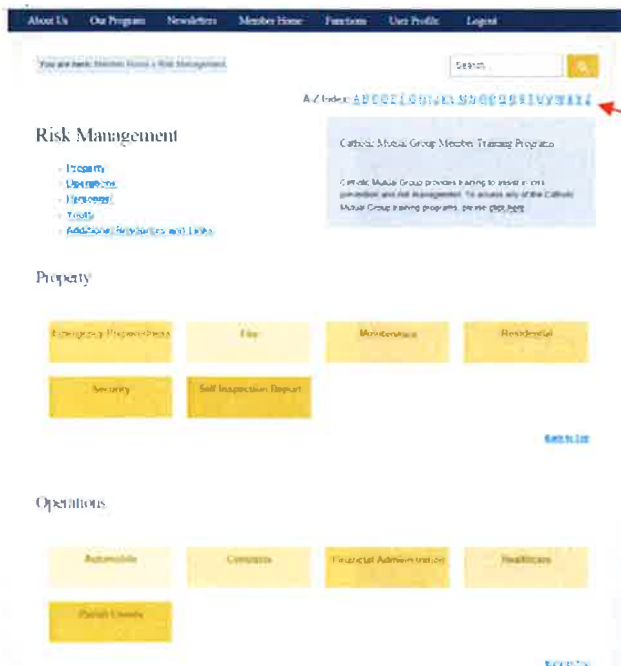
Click on “Login”



What would you like to do?



Once you are logged in, you are able to choose an area of interest.



The **Risk Management Info** tab will bring you to this screen where OUR ‘CARES’ policies, procedures, and other informational guides are located. You can search by letter, or by clicking on a specific category.

CARES

RISK MANAGEMENT INFORMATION

PROPERTY

Emergency Preparedness

Weather/Natural Disaster

After The Storm
Are You Ready For an Earthquake
Index of Government Earthquake Publications
Lightning Risk Assessment Guide
Power Interruption Pre-Planning Awareness
Reduction of Lightning Exposure
Safety and Survival in an Earthquake

Other

Automatic External Defibrillator (AED) Safety Presentation
Emergency Evacuation Safety Survey
Emergency Preparedness Overview
Lockdown Procedures
OSHA Bloodborne Pathogen Standards Safety Presentation
School Violence Prevention and Preparedness
Security Policy

Fire

Fires and Fire Prevention

Candle Safety
Electrical Fire Safety – Keep an Eye on Those Extension Cords
Escape From Fire No Matter Where You Are
Fireworks Display Safety
Fire Prevention Checklist
Fire Prevention Safety Presentation
Fire Protection Safety Survey
Overheated Clothes Dryers Can Cause Fires
Portable Fire Extinguishers
Smoke Alarms
Space Heaters – What You Should Know

Maintenance

Cemeteries

Accident Investigation Report
Cemetery Inspection Report
Grinder Safety Guidelines
Hazardous Materials, Chemicals and Flammable Liquids
Ladder Safety
Lawn Mowing Guidelines
Machinery and Equipment
Portable Power Tools Checklist
Preventative Maintenance Checklist
Scaffolding
Use of Aerial Platforms (Lifts)
Wake Services Can Create Additional Liability Exposures for the Church

Equipment

Compressed Gas Cylinders – Safety Guidelines
Grinder Safety Guidelines
Hazardous Materials, Chemicals and Flammable Liquids



Ladder Safety
Lawn Mowing Guidelines
Machinery and Equipment
Portable Power Tools Checklist
Scaffolding
Sump Pump Guide: 101
Use of Aerial Platforms (Lifts)

Preventative Maintenance

Bleacher Construction Raises Life Safety Concerns
Chair and Table Maintenance
Do You Have a Mold Problem?
Ice and Snow Removal Procedures
Preventative Maintenance Checklist
Prevent Frozen Sprinkler Systems
Procedures to Follow When Water Damage or a Water Loss Has Occurred
Protect Your Property from Freeze Damage
Recommendations for Preventing and Reducing Mold Growth
Self Inspection Report
Steps to Reduce Roof Leaks
Summer Maintenance Checklist
Ten Things You Should Know About Mold
Underground Storage Tank Inspection Checklist
Vacant and/or Unoccupied Buildings

Other

Choir Loft Safety Survey
Facility Program Evaluation Overview
Facility Program Evaluation
Office Safety Survey
Parish Risk Management Manual

Residential

Carbon Monoxide – A Deadly Gas
Dog Ownership Safety
Escape From Fire No Matter Where You Are
Fire Prevention Checklist
Fire Prevention Guidelines for the Home
Home Electrical Safety Audit – Room by Room Checklist
Home Safety Survey
Residential Security
Residential Security Survey
Tips for Winterizing your Home

Security

Internet/Cyber

Cyber Security Practices
Cyber Security Tips
Data Protection Policy
Network Security Policy
Protecting Your Network

Facility

Automobile Security
Business Security
Conceal Carry Policy for School Faculty Members
Establishing a Key Control Policy Will Enhance Security
Lockdown Procedures
Neighborhood Watch
Perpetual Adoration
Protecting Yourself from Carjacking
Residential Security



Residential Security Survey
School Vandalism
School Violence Prevention and Preparedness
Security Policy (sample)
Security Profile – Suspicious Activity Described
Security Recommendations

OPERATIONS

Automobiles

11(including driver)-15 Passenger Van Policy
Automobile Security
Distracted Driving
Fleet Safety Program
Important Steps to Defensive Driving
Protecting Yourself from Carjacking
Vehicle Safety Policy
Volunteer Driver Form

Contracts

Non-Sponsored Building Use

Adult Hold Harmless/Indemnity Agreement
Addendum to Service Contract
Addendum to Lease
Facility Usage/Indemnity Agreement
Facility Usage/Indemnity Agreement with Non-Owned Auto
Contract Review/Facility Usage Policy (sample)
How Can an Outside Organization Cause You Liability Safety Presentation
Unaffiliated Organization Agreement

Sponsored Building Use

Adult Hold Harmless/Indemnity Agreement
CMG's Coverage & Indemnification Guidelines
How Can an Outside Organization Cause You Liability Safety Presentation
Parish Festival Vendor Hold Harmless/Indemnity Agreement

Construction

Addendum to Construction Contract
Addendum to Construction Contract (When Contractor Provides Builders Risk Coverage)
Addendum to Lease
AIA Documents (Needed Deletions)
Addendum to Service Contract
Contract Review/Facility Usage Policy (sample)
How Do I Know If My Parish Has Been Named as an Additional Insured?

Financial Administration

Safeguarding Monetary Assets

Fidelity Control Overview
Fidelity Control Safety Presentation
Financial Control Policy (sample)
Review of Parish Accounts and Financial Control Guidelines
Script Handling Guidelines

Healthcare

School Programs

Automatic External Defibrillator (AED) Safety Presentation
Flu Pandemic Preparedness
Healthcare Related Workplace Violence
OSHA Bloodborne Pathogen Standards Safety Presentation

Healthcare Liability Resources

Asthma Booklet
Bed Bug PowerPoint Presentation
Best Practice Guidelines for Medication Administration
Biohazard Brochure



Bloodborne Pathogens
Breaking the Chain of Infection PowerPoint Presentation
Childhood Obesity PowerPoint Presentation
Childhood Obesity Poster
Concussion/Head Injury
Concussion Poster
Ebola Virus Disease
Diabetic Quick Guide
Diabetic Brochure
Drug Use Resource Chart and Booklet
First Aid Quick-Guide
Food Allergies Booklet
Food Allergies Poster
Flu Prevention Measures
Flu Prevention Flyer
Hand Hygiene PowerPoint Presentation
Healthcare Liability Resource Guide
ICD Fact Sheet
ICD Poster
ICD Safety Guidelines
Infection Control Resource Guide
Lice Booklet
Medication Administration Training PowerPoint Presentation
Medication Administration Training Quick-Guide
OSHA Bloodborne Pathogen Standards Safety Presentation
Sample Policy for Medication Administration
Seizure Booklet
School Peanut Allergy Safety Guidelines
Suicide Brochure
Parish Nurse Program
Automatic External Defibrillator (AED) Safety Presentation
Guidelines for Parish Nurse/Health Ministry Programs
Healthcare Related Workplace Violence
OSHA Bloodborne Pathogen Standards Safety Presentation
Long Term Healthcare
Bed Bugs Presentation
Breaking the Chain of Infection Presentation
Hand Hygiene Presentation
Healthcare Security Threat Management Presentation
Infection Control
Infection Control Resource Guide
Resident Behavior Resource Guide
Understanding Bloodborne Pathogens Presentation
Employee Safety
Automatic External Defibrillator (AED) Safety Presentation
Back Injury Loss Control for Health Care Facilities
Bloodborne Pathogens
Concussion/Head Injury
Fire Prevention Safety Presentation
Healthcare Related Workplace Violence
OSHA Bloodborne Pathogen Standards Safety Presentation
Reducing Employee Injuries
Reducing Employee Injuries Safety Presentation



Parish Events

Activities

Bonfire Safety Guidelines
CM Safety Guidelines for Parish Hall Rental/Usage
Festival/High Risk Events Best Practices Checklist
Fireworks Display Safety
Fundraiser 5K Walk/Run Events
Guidelines for Parish Festivals
Haunted Houses Should Not Hold Real Dangers
How to Safeguard your Bingo Events
Liquor Liability
Resale of Items through Thrift Stores and Rummage Sales
Use of Inflatables/Bounce Houses

Agreements

Addendum to Lease
Addendum to Construction Contract
Addendum to Service Contract
Adult Hold Harmless/Indemnity Agreement
CMG's Coverage & Indemnification Guidelines
Parish Festival Vendor Hold Harmless/Indemnity Agreement
Unaffiliated Organization Agreement

PERSONNEL

Online Training

Online Training Course

Fire Safety
Preventing Slips, Trips & Falls
Preventative Maintenance
Be Smart Drive Safe
Church Transportation – Is It Necessary and Ministry-Based?
Youth Ministry - Everything Matters and Everyone has a Role
Safe and Successful Parish Festivals
Best Practices in Human Resource Management
Best Practices for Facilities Usage Management and operations
Best Practices for Financial Management and Cash Handling

Safety Presentations

Automatic External Defibrillator (AED) Presentation
Fidelity Control
Fire Prevention
How Can An Outside Organization Cause You Liability
Liability Issues in Your Youth Ministry Program
OSHA's Bloodborne Pathogen Standards
Reducing Employee Injuries
School Risk Management
Slips, Trips and Falls: Just What Are We Looking For?

Volunteer Activities

Volunteer Program

Volunteer Coordinator Manual
Volunteer Coordinator Quick Guide
Volunteers and the Catholic Church Brochure
Volunteers and the Catholic Church Poster

Vehicle Usage

11(including driver)-15 Passenger Van Policy (sample)
Automobile Security
Distracted Driving
Fleet Safety Program
Online Driving Course Link
Protecting Yourself from Carjacking
Vehicle Safety Policy (sample)



Volunteer Driver Form

Other

Adult Hold Harmless/Indemnity Agreement

Workplace Safety

Employees

Accident Investigation Report
Distracted Driving
Employee Injury Analysis
Grinder Safety Guidelines
Hazardous Materials, Chemicals and Flammable Liquids
Hazing Prevention
Ladder Safety
Lawn Mowing Guidelines
Leading Causes of On-the-Job Injuries
Machinery and Equipment
Maintaining a Healthy Back
OSHA Bloodborne Pathogen Standards Safety Presentation
Portable Power Tools Checklist
Preventative Maintenance Checklist
Reducing Employee Injuries Manual
Reducing Employee Injuries Safety Presentation
Scaffolding
Safety and Health Committees Overview
Safety and Health Policy Statement
Safety Program Organization
Unsafe Actions and Unsafe Conditions
Use of Aerial Platforms (Lifts)
Workplace Safety Survey

Injuries

Accident Investigation Report
Automatic External Defibrillator (AED) Safety Presentation
Bloodborne Pathogens
Employee Injury Analysis
Fire Prevention Safety Presentation
Incident Investigation
OSHA Bloodborne Pathogen Standards Safety Presentation
Reducing Employee Injuries
Reducing Employee Injuries Safety Presentation
Slips, Trips and Falls – Ice and Snow Removal Procedures
Slips, Trips and Falls: Just What Are We Looking For? Safety Presentation
Slips, Trips and Falls Safety Survey
Slips, Trips and Falls – Some Basic Information

YOUTH

Schools

Administration, Building Safety, Maintenance & Risk Management

After The Storm
Automatic External Defibrillator (AED) Safety Presentation
Combustible Materials in Classrooms and Auditoriums
Conceal Carry Policy for School Faculty Members
Field Trip Risk Management Information
Fire Exit Drill Report
Fire Prevention Safety Presentation
Food Service Safety Survey
Guidelines and Procedures for Industrial Education
Hazardous Materials, Chemicals and Flammable Liquids
Lockdown Procedures
OSHA Bloodborne Pathogen Standards Safety Presentation
Procedures to Better Organize School Chemical Storage Areas



Reducing Employee Injuries
Safety Dress Regulations
Safety Rules for Kitchens
Safety Survey – Auditoriums, Stadiums and Gymnasiums
Safety Survey – Buildings and Grounds
Safety Survey – Classrooms, Offices and Special Rooms
Safety Survey – Food Service and Cafeteria Operations
Safety Survey – General Guidelines for Schools
Safety Survey – Science Laboratory
School Risk Management Manual
School Risk Management Safety Presentation
School Safety Overview
School Safety Survey
School Safety – TV Carts
School Vandalism
School Violence Prevention and Preparedness
Several Reasons Why Chemicals Should Not Be Stored in Alphabetical Order
Storage and Handling of Lab Chemicals
Vacant and/or Unoccupied Buildings

Safety Surveys

Office Safety Survey
Safety Survey – Auditoriums, Stadiums and Gymnasiums
Safety Survey – Buildings and Grounds
Safety Survey – Classrooms, Offices and Special Rooms
Safety Survey – Food Service and Cafeteria Operations
Safety Survey – General Guidelines for Schools
Safety Survey – Science Laboratory
School Safety Overview
School Safety Survey
School Safety – TV Carts

Security

Conceal Carry Policy for School Faculty Members
Hazing Prevention
Lockdown Procedures
School Vandalism
School Violence Prevention and Preparedness
Security Policy (sample)

Athletics

Athletic and Sporting Events – Parental/Guardian Consent Form and Liability Waiver
Athletic and Sporting Events – Risk Reduction Measures
Bike Helmets Help Reduce Injuries
Climbing Walls
Concussion Head Injury
Football Helmet Safety
Guidelines for Movable Soccer Goal Safety
Hazing Prevention
In-Line Skating/Roller Blading
Safeguarding the Health of the Athlete
Swimming Pool Rules and Procedures
Swimming Pool Safety Survey

Other Activities

Fundraiser 5K Walk/Run Events
Haunted Houses Should Not Hold Real Dangers
Resale of Items through Thrift Stores and Rummage Sales
Use of Inflatables/Bounce Houses



Equipment

Compressed Gas Cylinders – Safety Guidelines
Grinder Safety Guidelines
Ladder Safety
Machinery and Equipment
Portable Power Tools Checklist
Scaffolding
Sump Pump Guide: 101
Use of Aerial Platforms (Lifts)

Playground Safety

General Guidelines for the Playground
Playground Equipment Safety Inspection Checklist
Playground Guidelines for the Elementary School
Playground Leader’s Checklist
Playground Maintenance Checklist

Childcare/Preschool

Child Care Centers – Risk Reduction Measures
Preschool Child Care Agreement
School and Preschool Prescription Drug and Medicine Authorization
School/Peanut Allergy Safety Guidelines

Agreements

Parent/Guardian Consent Form/Liability Waiver

Checklists

Festival/High Risk Events Best Practices Checklist

Maintenance

After The Storm
Bleacher Construction Raises Life Safety Concerns
Chair and Table Maintenance
Do You Have a Mold Problem
Hazardous Materials, Chemicals and Flammable Liquids
Lawn Mowing Guidelines
Preventative Maintenance Checklist
Procedures to Follow When Water Damage or a Water Loss Has Occurred
Recommendations for Preventing and Reducing Mold Growth
School Safety Survey
Steps to Reduce Roof Leaks
Summer Maintenance Checklist
Ten Things You Should Know About Mold
Underground Storage Tank Inspection Checklist
Vacant and/or Unoccupied Buildings

School Safety by the Kids

School Safety Contest

Other

Food Service Safety Survey
Safety Rules for Kitchens
Safety Survey – Food Service and Cafeteria Operations
School Peanut Allergy Safety Guidelines

Youth Ministry/Religious Education

Youth Ministry Program

Youth Ministry Manual
Youth Ministry Online Training Brochure
Youth Ministry Poster
Youth Ministry Quick Guide



Activities

Bonfire Safety Guidelines
Camping Guidelines
Chaperone Guidelines/Behavior Standards
Climbing Walls
Field Trip Risk Management Information
Fireworks Display Safety
Haunted Houses Should Not Hold Real Dangers
In-Line Skating/Roller Blading
Mission Work Trips – Service Projects
Use of Inflatables – Bounce Houses
Youth Trips Involving Overnight Stay

Automobile/Transportation

11(including driver)-15 Passenger Van Policy (sample)
Automobile Security
Distracted Driving
Fleet Safety Program
Protecting Yourself from Carjacking
Volunteer Driver Form
Vehicle Safety Policy (sample)

Other Safety

Automatic External Defibrillator (AED) Safety Presentation
Fire Drills – A Must For Religious Education Classes
Hazing Prevention
Liability Issues in Your Youth Ministry Program Safety Presentation
OSHA Bloodborne Pathogen Standards Safety Presentation

(Revised April 2015)

Risk Management Best Practices

Risk Management Best Practices

- Risk Management Best Practices
- Transportation Best Practices/Defensive Driving and 11 (including driver) - 15 Passenger Vans
- Festival/High Risk Events Best Practices
- Facility Security Best Practices
- Youth Ministry Best Practices
- Parish Nurse/Health Ministry Best Practices
- Volunteer Administration Best Practices
- Online Training

Diocese of Houma-Thibodaux Risk Management Best Practices

The Diocese of Houma-Thibodaux introduces its Risk Management Best Practices. The Best Practices address facility and operational issues that bring unique risk to the Church. The Best Practices address the following areas:

- Transportation and 11 (including driver) - 15 Passenger Vans
- Parish Festivals
- Security
- Youth Ministry
- Volunteer Administration
- Parish Health Ministry
- Online Training

The Best Practices that follow are an abbreviated version of the full Best Practices documents. For additional information and to view the full documents, please visit Catholic Mutual's website.

Catholic Mutual's website must also be visited to access the online training. Below is information to visit and enter the Catholic Mutual website.

- Sign into Catholic Mutual's website www.catholicmutual.org
- Click on "Member Login"
- The user name is: **0352hou** and the password is **service** (all lower case letters).
- Click on "Login"

At this point you can either view the Risk Management Best Practices documents or begin the online training

To view the Risk Management Best Practices documents:

- Select "My Diocese"
- Select document you would like to view

To begin the online training:

- Select "Online Training"
- Click "Please click here."
- Select a language
- Select a subgroup – From the drop-down menu, select and click on the Diocese of Houma-Thibodaux
- Select a subgroup again – From the drop-down menu, select your location
- Confirm your selection is correct
- Select a course from the drop-down menu
- Click "Launch Course"