

3000 - CHANCERY

3100 FACILITIES

Series 3100

FACULTIES

AUGUST 4, 1969

Series 3100

3100

FACULTIES

3110 SPECIAL FACULTIES, ETC.

3120 VISITING PRIEST - MASS.

3100 FACULTIES (STATUTES - 1969 - #158)

Application for the Faculties of the Archdiocese should be made in writing and presented in person by the applicant to the Chancellor.

No priest, secular or religious, who is not known to be in good standing in his own diocese or community shall be invited to give missions, retreats, etc., within the Archdiocese.

3110 SPECIAL FACULTIES, ETC. (STATUTES - 1969 - #159)

Requests for any special faculties, privileges, permissions, etc., should be made in writing to the Chancellor. In each case, the reasons or causes prompting the request should be stated.

3120 VISITING PRIEST - MASS (STATUTES - 1969 - #160)

If a priest is to say Mass regularly in a church or chapel of the Archdiocese, his good standing with his own diocese or religious community should be known or established.

If a visiting priest has neither celebret nor credentials and he is unknown to the pastor or associate pastor, he may be permitted to celebrate Mass three times, provided he wears priestly attire, does not get any remuneration under any title from the church in which he celebrates Mass, and signs his name, office and diocese in the register kept in the sacristy for that purpose.

3200
STIPENDS

3200 STIPENDS

Series 3200

STIPENDS

AUGUST 4, 1969

Series 3200

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STIPENDS

3210 GENERAL GUIDELINES (STATUTES - 1969 - #63)

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3200

STIPENDS

3210 GENERAL GUIDELINES: (STATUTES - 1969 - #63)

All priests must have a special book for stipends received in which are to be noted the number, intention, offering and the actual acquittal. This book is subject to episcopal inspection at the time of canonical visitation. It should be shown also to the dean when he makes his annual visit to the Church.

Those who have an excessive number of intentions may send them to any priest of their choice. But it is strongly urged that they keep in mind those priests of our own Archdiocese who are in need of intentions. Surplus Mass stipends can be sent to the Chancery Office for distribution according to need.

3320 AMOUNTS (STATUTES - 1969 - #64)

The stipend for a low Mass to be said at the convenience of the celebrant shall be \$2.00.

The stipend for an announced Mass to be said at a specified time shall be \$3.00.

When a sum of money has been left for Masses in a will without a specified number of Masses to be applied, the stipend for each Mass shall be \$5.00.

It is allowed to receive a stipend that is larger than the offering specified above, provided it be freely and spontaneously given and, in the case of the poor, it is allowed to take less than the usual offering; but no one shall arbitrarily lessen or increase the amount of Mass stipends noted above.

Priests should never deny the poor the consolation that comes from having a Mass offered, celebrating it without any stipend.

3330 ALL SOULS' DAY (STATUTES - 1969 - #65)

In regard to the offerings made on November 2, let the faithful be told each year that these are not stipends in the proper sense, but alms on the occasion of the Commemoration of the Faithful Departed. Priests should celebrate some Masses, however, for the intentions of the donors. The offerings and obligations are to be equally divided among all the priests assigned to the parish.

AUG. 1969

3240 RESULT OF SURVEY FOR SUGGESTED STIPENDS AND BENEFITS

(Following is the result of a survey made by the Senate of Priests in December 1981. Eighty-five percent of the parishes responded to the questionnaire. What is listed is the median amounts for those who responded. It is presented to you only as the result of a survey and not as a policy or definitive guideline).

SUNDAY SUPPLY:

One Mass - No Preaching	20 - 30
One Mass - Preaching	25 - 35
Two Masses - No Preaching	30 - 40
Two Masses - Preaching	35 - 50

WEEKEND SUPPLY:

Masses and Confessions	40 - 60
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<u>DAY OF RECOLLECTION:</u>	50 - 100
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<u>WEEKEND RETREAT:</u>	100 - 200
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<u>TRIDUUM:</u>	150 - 250
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<u>MISSION/RETREAT/NOVENA (6-9 Days):</u>	300 - 600
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<u>GOOD FRIDAY PREACHING:</u>	75 - 150
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<u>PARISH ORGANIZATION - GUEST SPEAKER:</u>	25 - 50
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STIPENDS:

<u>WEDDINGS:</u>	40 - 60	(Celebrant stipend included in case of Nuptial Mass)
<u>FUNERALS:</u>	20 - 30	(If a stipend is <u>requested</u>)
<u>BAPTISM:</u>	5 - 10	(If a stipend is <u>requested</u>)
<u>ANNOUNCED MASS:</u>	3 - 5	(If a stipend is <u>requested</u>)
<u>UNANNOUNCED MASS</u>	2 - 5	(If a stipend is <u>requested</u>)

3300 BUILDING AND MAINTENANCE

Series 3300

REGULATIONS OF THE BUILDING AND MAINTENANCE COMMITTEE
OF THE
ARCHDIOCESE OF SAN FRANCISCO

SEPTEMBER 11, 1978

Series 3300

3300 REGULATIONS OF THE BUILDING AND MAINTENANCE COMMITTEE OF THE
ARCHDIOCESE OF SAN FRANCISCO.

3310 INTRODUCTION

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3351 Surety Bonds.

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SEPT. 1978

3300 REGULATIONS OF THE BUILDING AND MAINTENANCE COMMITTEE OF THE
ARCHDIOCESE OF SAN FRANCISCO

3310 INTRODUCTION

The Building and Maintenance Committee has been established by the Archbishop to help pastors and others in Church administration with the development and maintenance of Church properties. Members are available to offer suggestions and to assist in any way they can in the preparation and presentation of projects. The Committee is authorized to review and to make appropriate recommendations to the Archbishop for all proposals to construct, remodel and maintain buildings of the Archdiocese.

When there is proposed an expenditure of \$2,500.00 or more for site work, building remodeling, renovation, furnishings or major maintenance, the following procedures must be followed:

3320 New Building

3321 Initial

- 3321.1 Submit an application, available at the Chancery Office, outlining the project and requesting an appointment with the Building and Maintenance Committee, 445 Church Street, San Francisco, California, 94114. If consultation with an architect is necessary prior to the meeting, such selection of an architect is subject to the approval of the Archdiocese. (A list of architects is available from the Chancery Office).
- 3321.2 The estimated project will be submitted to the Finance Committee for its approval.
- 3321.3 The Archbishop will review the recommendations of the Finance Committee and the Building and Maintenance Committee and the pastor will be notified of his decision regarding the project.
- 3321.4 Only when the Archbishop's approval of the project has been received, may the pastor engage the architect and/or contractor. Contract forms of the Archdiocese must be signed by an attorney-in-fact of the Corporation Sole prior to the beginning of any work by the architect and/or contractor. These forms may be obtained at the Chancery Office.

3322 Preliminary Plans (Schematic Development Phase)

The pastor and architect must present plot plans, schematic drawings and probable construction cost to the Building and Maintenance Committee for review and approval. One copy of the plans should be sent to the Committee, c/o the Chancery Office prior to appearing before the Committee.

Plans for schools and convents must be presented for the approval of the Superintendent of Schools before presentation to the Building and Maintenance Committee.

Plans for altars, organs and sanctuaries shall be submitted also first to the Worship Committee.

3323 Working Drawings (Design Development Phase)

After the preliminary plans have been approved, the pastor will be authorized in writing to proceed with the final working drawings and specifications. The architect will then present these to the Building and Maintenance Committee for review. A reevaluation of the probable construction cost of the project should be made at this time. When the final working drawings have been approved in writing, the architect will assist the pastor in the selection of contractors approved to engage in work for the Archdiocese.

3324 Contracts and Bids

When the contract drawings (final drawings) and necessary bid documents have been completed, the project may be put out to bid or in special cases negotiated.

Bids shall be submitted to the Chancery Office in a sealed envelope with the name of the project and the general contractor marked on the outside of the envelope. These bids are opened at a designated time in the presence of the pastor, architect and representatives of the Building and Maintenance Committee.

Each bidder shall submit with his bid the names of all subcontractors and their respective bids.

The Archbishop then reviews the bids, awards the contract and notifies the pastor.

3325 Change Order

A request for a major change to be made during the course of construction for any additional work deemed necessary, must be submitted in writing for the approval of the Building and Maintenance Committee. Minor change orders of less than \$1,000.00 may be approved by the pastor.

3326 Project Reports

The pastor, in conjunction with the architect, is responsible for the successful execution of the work at the site.

All requests for progress payments must be submitted by the architect to the pastor for his approval. The pastor will send the bills to the Chancery Office with a request for payment.

At the completion of the project, the architect will send to the Chancery Office a detailed report of the total cost, including architect's fees, other fees for survey, surety bonds and total payments made to the general contractor, with a detailed breakdown of the project for major items such as site development, concrete, heating, plumbing, electrical, labor, etc. He must also file the Notice of Completion as required by law.

3330 Remodeling

For all remodeling projects in excess of \$2,500.00 an application must also be submitted outlining the project and requesting an appointment with the Building and Maintenance Committee. The procedure to be followed will be determined at that meeting.

3340 Maintenance

3341 Pastors/Administrators planning any major expenditure (\$2,500.00 or more) on maintenance projects should submit a letter to the Building and Maintenance Committee, explaining the nature of the project including a rough cost estimate. Mr. Charles Barberini, of the Building and Maintenance Committee, may be consulted at Heffernan, Keiler & Doble, Inc. (415) 546-9300.

3342 The Finance Committee's approval will be necessary before finalizing plans.

3343 Savings in some areas of summer maintenance (e.g., roofing, painting and paving) may be realized by combining projects of several parishes. A request for this service should be made to the Building and Maintenance Committee before March 1.

- 3344 After the Archbishop has approved the project, the pastor will receive written authorization to proceed.
- 3345 All contracts (\$2,500.00 or more) must be signed by an attorney-in-fact of the Corporation Sole prior to beginning any work.
- 3350 Surety Bonds and Insurance are the responsibility of the contractor. These requirements, where applicable, will be verified by the Archdiocesan Insurance Administrator at the time the contract is signed.

3351 Surety Bonds

Surety Bonds for Performance and Labor and Material are to be provided by the contractor on all contracts for new construction. Bonds are to be for 100% of the contract price, and are to be submitted on the current A.I.A. Document A311.

On competitive bidding the cost of the bonds is to be included in the contractor's bid price.

On negotiated contracts the cost of the Surety Bond is to be itemized as a separate cost.

Any request for waiving of the Surety Bond requirement on new construction must be approved. The inability of a contractor to be properly bonded may be reason for disqualification.

On contracts for remodeling of existing structures or for maintenance work, Surety Bonds may not be required at the discretion of the Building and Maintenance Committee.

All bonds are to be submitted to the Chancery Office for approval at the time the contract is delivered for signature.

3352 Insurance

Every contractor shall be required to provide Certificates of Insurance demonstrating that he carries acceptable Workers' Compensation and Liability Insurance. The details of the Archdiocesan insurance requirements will be included in the General Conditions at bid time or are available from the owner's Insurance Administrator, Heffernan, Keiler & Doble, Inc., P.O. Box 7443, San Francisco, California 94120.

The certificates are to be issued by the contractor's

insurance carrier and are to be filed with the owner's Insurance Administrator prior to contract signing.

The filing of insurance certificates applies to all work performed by independent contractors, whether it be new construction, remodeling or maintenance.

3400 USE OF CHURCH FACILITIES

Series 3400

A STATEMENT OF PRINCIPLES AND GUIDELINES GOVERNING
THE USE OF PARISH FACILITIES
BY NON-PAROCHIAL GROUPS
WITHIN THE ARCHDIOCESE OF SAN FRANCISCO

Approved by
Archbishop John R. Quinn
June 26, 1978

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3400 A STATEMENT OF PRINCIPLES AND GUIDELINES GOVERNING THE USE
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3400 A STATEMENT OF PRINCIPLES AND GUIDELINES GOVERNING THE USE
OF PARISH FACILITIES BY NON-PAROCHIAL GROUPS WITHIN THE
ARCHDIOCESE OF SAN FRANCISCO

3410 INTRODUCTION:

To assist pastors, administrators and existing committees in the parishes of the Archdiocese of San Francisco in enabling non-parochial groups and organizations to serve the people of their local communities, the following is a statement of the principles and guidelines by which parishes grant access to parish facilities by those non-parochial groups:

3420 PRINCIPLES

- 3421 Parish organizations have priority in the use of parish facilities.
- 3422 Granting the use of parish facilities to outside groups does not constitute an endorsement by either the local parish or the Catholic Church of the principles or philosophy of the group using those facilities.
- 3423 In cases where permission is given for use of facilities to a group which acts in support of a particular political issue, it must be clear that the facilities are available to those who are on the opposite side of the particular issue.
- 3424 Whatever prohibitions on the use of parish facilities there may be, e.g., receptions or dances, shall be decided by the pastor of the parish and/or whatever competent committee within the parish as may deal with the use of parish facilities.

3430 GUIDELINES

The following guidelines are offered in the light of the above principles and the parameters of property tax regulations and liability insurance responsibilities.

- 3431 Pastors, administrators and their appropriate extant parish committees are responsible for determining the needs which exist in their parish communities and how those needs will best be met through placing parish facilities at the service of their communities.
- 3432 A distinction exists between those church buildings which are constructed exclusively for worship and those

which are constructed as "multi-purpose" buildings. The primary purpose and function of the former is the prayer and worship of the Christian community. Whatever other uses are made of these church buildings should not be of such a nature as to contradict their primary nature and function. Hereinafter all remarks will pertain to multi-purpose church buildings and other parish facilities such as halls, schools, etc.

- 3433 A distinction must be made between weekly or once-only use of parish facilities and the permanent use of parish facilities. The former case means that non-parochial groups would hold regular or once-only meetings in parish facilities. The latter case means that a non-parochial group has the exclusive use of a parish facility or has leased such facility from the parish while the parish retains the right to use the facility for its own purposes. Any arrangements for leasing parochial facilities must be made through the Chancery Office and any lease must be signed by the Roman Catholic Archbishop of San Francisco or the Roman Catholic Welfare corporation of San Francisco or the duly authorized agent of these legal entities.
- 3434 The use of parish facilities is not granted to groups or organizations whose purpose, tenets, or objectives contradict the teaching of the Catholic Church; nor is use granted to those groups which would directly involve the Church in partisan politics in support of one candidate for civil office in opposition to other candidates for the same office. For example, Church facilities would not be open for use by a pro-abortion group; nor would a parish offer its facilities to one candidate for elective office and deny use of facilities to another candidate for the same office.
- 3435 Because many moral issues are addressed in and through political processes, e.g., initiative measures which have dealt with open housing, capital punishment, the rights of farmworkers, etc., parishes are encouraged to make available their facilities for community meetings which would serve as a forum for all concerned parties to a particular issue to have their position heard, questioned and evaluated by the community.
- 3436 While the parishes and their respective organizations exist to serve the needs of the people in the parish community, these parishes often lack the manpower and the expertise to serve all the needs of their people or all

the people of the community at large. Therefore, parishes are encouraged to make available their facilities to those non-parochial groups and organizations in the community which exist to meet the needs of the people of the community. Priority use of parish facilities pertains to parish groups, and it is therefore recommended that a calendar for use of all parish facilities be maintained in order to enable all potential users of parish facilities to plan ahead for such use.

- 3437 Because the Archdiocese of San Francisco could be held responsible for all personal injury and property damage liability for all activities which take place in its facilities, it is required that:

3437.1 No activity of a hazardous nature be permitted in the facilities of the parishes.

3437.2 All parish facilities are kept in safe condition regardless of who is using them; and

3437.3 There be in all parishes a safety program which is in compliance with California General Industry Standard 3203.

In accordance with the regulations found in the "Loss Control Program, Archdiocese of San Francisco," it is Archdiocesan policy that non-parochial groups using parish facilities obtain Certificates of Liability Insurance Coverage. The procedure for this is outlined in the "Loss Control Program, Archdiocese of San Francisco." For specific information, contact our Insurance Administrators at Heffernan, Keiler & Doble, Inc.

In accordance with the desire of the Church to be of service to the people of the several local communities of the Archdiocese by placing its facilities at the service of those people, exception to the above mentioned policy on Liability Insurance Coverage shall be determined on the parochial level by the pastors and those persons with whom they choose to share that responsibility.

- 3438 Recognizing the parameters of the laws governing the tax-exempt status of church facilities, it is recommended that if parishes request donations for the use of their facilities, the amount of the donation will not exceed the estimated necessary cost of the maintenance of the facility, and that these donations be clearly recorded in the parish books in order to avoid possible questioning of the tax-exempt status of the facilities.

3500 INSURANCE PROGRAM

Series 3500

INSURANCE PROGRAM

ARCHDIOCESE OF SAN FRANCISCO

REVISED: - 7/8/80

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3500 INSURANCE PROGRAM, ARCHDIOCESE OF SAN FRANCISCO

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3500 INSURANCE PROGRAM, ARCHDIOCESE OF SAN FRANCISCO

3510 INTRODUCTION:

PURPOSE: To protect assets in the most economical and prudent manner.

METHOD: Our insurance program incorporates certain self-insurance features which are intended to reduce our overall costs. In effect, this means that every parish or agency is participating in the payment of claims through its premium.

It also means that the cost of claims paid has a direct relationship to the premiums we must pay. Such a program demands an increased awareness and responsibility for safe conditions and for the correction of improper, hazardous, or unsafe situations. Accordingly, we have a comprehensive safety and preventive maintenance inspection program. We have available Building Maintenance Coordinators who will assist you with your responsibility of maintaining the parish plant. If you want their assistance, please call our Administrators.

The benefit of your attention will be a reduction in total claims, which have a direct bearing on your future insurance costs.

Also, your cooperation should lower your future maintenance costs.

SERVICE: Our program is administered by HEFFERNAN, KEILER & DOBLE, INC., 100 Mission Street, San Francisco, California 94105. Phone: 546-9300. For emergency service outside of business hours, call Frank M. Heffernan, Jr., 461-2349, or Peter Molinari - 461-1071.

BUILDING MAINTENANCE COORDINATORS: Peter Molinari and Chuck Barberini are available for consultation regarding building and maintenance projects, inspection of your properties, establishing safety and security programs and assisting in obtaining expert opinions in specified areas when necessary. They will be happy to meet with you to assist you in any manner appropriate. THERE IS NO CHARGE FOR THIS SERVICE.

CLAIMS: All claims should be reported to our Administrators during business hours, or if of a serious nature, as directed above. ALL INQUIRIES SHOULD BE REFERRED TO OUR ADMINISTRATORS.

JULY 1980

PREMIUMS: All premiums with the exception of Clerical Relief and Lay Employees Health & Pension Program will be billed by the Chancery Office in September for an annual term.

3520 ALL PROPERTY INSURANCE

All real and personal property belonging to the Archdiocese (as well as the personal property of Archdiocesan Clergy) is protected on an All Risk Basis excluding certain perils, particularly Earthquake and Flood.

All property is insured on a Replacement Cost Basis.

There is a \$10,000.00 limit on the Theft protection. If higher limits for special collections or certain situations are necessary, contact our Administrators.

The personal belongings of Archdiocesan Clergy are covered as above, subject to a \$5,000.00 limit per person.

EACH CLAIM IS SUBJECT TO A \$100.00 DEDUCTIBLE PER OCCURRENCE.

3530 LIABILITY INSURANCE

Personal injury and damage to property of others that is the legal responsibility of the Archdiocese is covered no matter where it occurs. This includes injuries on and off our premises.

All Archdiocesan Clergy are included for a limit of \$50,000.00 each as respects their Personal Liability. THIS DOES NOT APPLY TO CLAIMS ARISING FROM THE USE OF PERSONALLY-OWNED OR LEASED AUTOMOBILES.

3540 AUTOMOBILE INSURANCE

3541 ARCHDIOCESAN-OWNED VEHICLES

All owned and leased automobiles damaged as a result of a collision are covered subject to a \$100.00 deductible if the automobile has a value in excess of \$750.00. All automobiles are covered for fire & theft, with a \$50.00 deductible. Medical Payments coverage is afforded the drivers and occupants of Archdiocesan automobiles, subject to a \$2,000.00 limit. An identification card, which will be supplied by our Administrators, should be placed in the glove compartment of each automobile.

JULY 1980

All registration or "Pink Slips" must be on file with our Administrators. All automobiles should be registered to the church, school or agency with their local address. The LEGAL owner, however, should be either "The Roman Catholic Archbishop of San Francisco, A Corporation Sole" or the appropriate corporation involved with the address of the headquarters of that corporation.

3542 PERSONAL AUTOMOBILES

All individually-owned or leased automobiles must be insured by the Priests in accordance with Statute 184 of the Archdiocese. It is the personal obligation of the Priest and not that of the Parish, to see that such automobiles are adequately insured, particularly with regard to Liability. We suggest a \$300,000.00 Combined Single Limit Bodily Injury and Property Damage to the minimum. Physical Damage Coverage (Collision and/or Comprehensive) is up to the discretion of the individual. Any Religious Community owned or leased automobiles in the Archdiocese should follow these same recommendations.

3550 BOILER

All boiler and pressure vessels are insured. Necessary inspections are made by the insurance company. All permits are issued by the insurance company and when received should be posted in a conspicuous place near the described object.

3560 WORKERS' COMPENSATION

All lay employees are covered for on-the-job injuries and sicknesses. Their medical bills are paid in full and if they are off work more than 3 days, as a result of an injury or sickness, their salaries are paid in part.

3570 FIDELITY COVERAGE

All institutions and agencies of the Archdiocese are protected by a Fidelity Bond as respects their employees. THERE IS NO COVERAGE ON PARISH EMPLOYEES.

3580 CCD

All students, lay volunteers and helpers involved in the CCD Program are covered for bodily injury sustained as a result of an accident while engaged in CCD activities.

3590 CERTIFICATES OF INSURANCE

JULY 1980

Before any contract is entered into by a parish or agency of the Archdiocese, a Certificate of Insurance must be obtained from the other contracting party, if applicable. The Certificate of Insurance should contain the following:

3591 LIMITS OF LIABILITY

The limits depend upon the type of activity. The MINIMUM limit, however, should be \$300,000.00 Combined Single Limit Bodily Injury & Property Damage. A more hazardous operation requires a MINIMUM limit of \$1,000,000.00 Combined Single Limit Bodily Injury and Property Damage (carnival companies, bus companies, building contractors, guard services, etal).

3592 ADDITIONAL NAMED INSURED

The Roman Catholic Archbishop of San Francisco, A Corporation Sole or any of the other corporations of the Archdiocese who might be involved and all of their officers, agents and employees shall be included as additional named insureds.

3593 WORDING

The Certificate should contain the following wording:

'THIS POLICY SHALL BE PRIMARY AND NOT CONTRIBUTING WITH ANY OTHER INSURANCE IN EFFECT FOR THE ADDITIONAL NAMED INSURED.'

3594 NOTICE OF CANCELLATION

Thirty Days (30) prior written notice of cancellation of or material change to the policy should be given to the Certificate Holder.

FOR INFORMATION CONCERNING CLERICAL RELIEF ASSOCIATION, PLEASE CONSULT THE CLERGY PERSONNEL POLICY, Series 7600.

FOR INFORMATION CONCERNING DEPARTMENT OF EDUCATION BENEFIT PROGRAM, PLEASE CONSULT THE EDUCATION BOOK.

3600 LOSS CONTROL PROGRAM

Series 3600

ARCHDIOCESE OF SAN FRANCISCO

LOSS CONTROL PROGRAM

SEPTEMBER 1981

Series 3600

3600 ARCHDIOCESE OF SAN FRANCISCO
 LOSS CONTROL PROGRAM

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ARCHDIOCESE OF SAN FRANCISCO

LOSS CONTROL PROGRAM

3610 INTRODUCTION

A comprehensive Loss Control Program must be based upon sound engineering, education and enforcement, if it is to be successful. Safe working conditions must be provided for employees. All properties must be free of unsafe conditions that cause accidents or property loss.

The safety standards that follow are established as MINIMUM REQUIREMENTS for all Archdiocesan Institutions and facilities. Supplemental programs and procedures should be established when indicated for the control of a specialized operation.

3620 ASSIGNMENT

3621 The Archbishop of San Francisco has initiated a policy that assures:

3621.1 The safety of our Religious, Employees, Parishioners and adequate protection of all our Archdiocesan properties.

3621.2 Compliance with all the laws and ordinances that affect the safety of persons and property.

3621.3 Frank Heffernan and Pete Molinari will coordinate all Archdiocesan Safety activities. Among their duties are:

- Developing and administering the Archdiocesan Loss Control Program.
- Investigating accidents, particularly those of a more serious nature.
- Coordinating with the Chancery Office appropriate corrective action to avoid recurrence of accidents.
- Maintaining accident records.
- Distributing information to the various parishes and other Archdiocesan agencies.
- Providing regular reports to the Chancery Office on the current loss experience.

- 3622 Implementation of the program requires the full co-operation of all parishes and other Archdiocesan Agencies.
- 3623 Pastors and administrators are responsible for the success of the program as it affects them and for the safety record at their respective locations. They will be responsible for maintaining a safe work place, operating safe vehicles with qualified and licensed drivers, reporting and investigating accidents and other losses and for the education and training of employees.

3630 SAFETY COMMITTEES

3631 ARCHDIOCESAN

An Archdiocesan Safety Committee shall include one priest from each of the Counties; a representative from the Department of Education; one representative from the Chancery Office, and two representatives from our insurance administrators.

Meetings will be held semi-annually to review safety problems and make appropriate recommendations.

3632 PARISH

It is recommended that each Parish establish a safety committee or appoint a safety coordinator. The functions of the Committee or Coordinator shall be to review accidents, provide for in-service training of staff personnel regarding safety and anything else that might be appropriate.

3633 SCHOOL

It is likewise recommended that each school establish a safety committee from the teaching staff and parent-teacher association. Its functions would be to review accidents and to provide for in-service training of staff personnel regarding safety and anything else that might be appropriate.

3640 ACCIDENT REPORTING AND INVESTIGATION

- 3641 California Law requires an employer to report within five days every industrial injury or occupational disease which
- a) results in lost time beyond the day of injury, or,
 - b) requires medical treatment other than first aid.

This requirement applies to all employees of the Archdiocese and cannot be ignored. It is the responsibility of each Parish and Institution to see that this is done. The necessary forms can be obtained from the insurance administrator.

- 3642 Religious and Lay personnel are required to report immediately to our Insurance Administrators the following:

Automobile accidents involving Archdiocesan vehicles; accidents involving possible bodily injury and damage to property of others; and losses to Archdiocesan property resulting from any cause.

- 3643 All accidents must be thoroughly investigated. The information obtained should include the names and addresses of all witnesses. In liability situations, this includes automobile and premises accidents; no statement should be made without consultation with a representative of our insurance company. Damage to Archdiocese property may not be repaired without the permission of the Chancery Office.

- 3644 A copy of completed accident and loss reports must be kept by the local safety committee or coordinator for use in accident prevention work. Reports of accidents involving employees (Workers' Compensation), must be kept on file for five (5) years after the year of accident.

3650 SAFE PRACTICES

Safe operating practices should be developed by each parish and school. Guidelines should be developed for the safe use of equipment, the use of personal protective devices, work habits of persons and attitudes toward safety. If possible, someone in the parish who has expertise in this field should be consulted.

3660 NEW EQUIPMENT

New equipment purchased should meet safety requirements. One way to accomplish this is to put a statement in your equipment purchase orders or contracts that "the articles covered by this Purchase Order or Contract conform with the safety orders of the State of California and with the standards of the William-Stieger Occupational Safety and Health Act of 1970."

3670 SAFETY INSPECTIONS

Safety Inspections are essential to the maintenance of safe conditions and practices. They also serve as an educational and a participation program for those involved.

SEPT. 1981

- a. Inspections are to be made on an annual basis, by a qualified person. The report should be reviewed by the Pastor and, where necessary, corrective action taken.
- b. A self-inspection form is to be completed and one copy sent to the Chancery Office and one copy kept in the parish files.

3680 PUBLIC SAFETY

The safety of our parishioners, students and the public at sponsored events such as festivals, athletic contests and meetings held on or off our premises is of utmost importance. It is, therefore, important that exterior and interior walking surfaces are adequately illuminated and maintained; that parking lots are illuminated during darkness hours; that seating stands are inspected and maintained safely; that all furniture used for public seating and/or in school classrooms is kept in good repair; and, that playgrounds and athletic equipment are regularly inspected for defects and where noted, IMMEDIATELY REPAIRED OR REPLACED.

BEFORE GUARD SERVICES ARE HIRED IT SHOULD BE DETERMINED THAT THEY HAVE PUBLIC LIABILITY INSURANCE AND THAT VERIFICATION OF COVERAGE IN THE FORM OF A CERTIFICATE BE GIVEN TO OUR INSURANCE ADMINISTRATORS.

Before festival companies or other third parties are hired to perform a service for a parish, SIMILAR INSURANCE PROTECTION AND HOLD HARMLESS AGREEMENTS MUST BE OBTAINED AND APPROVED BY HEFFERNAN, KEILER & DOBLE, INC.

3690 USE OF BUSES

Extreme care should be taken when renting or chartering "buses" for the transportation of children or adults of the parish or school. It is suggested that you obtain, in writing, from the parents or guardians of children, acknowledgement of the fact that you are going to transport this group either by private automobile or public transportation to or from a particular destination.

Written permission to take a child to a healthcare facility should the need arise also is highly recommended. It is extremely important that the integrity and competence of the people involved in transporting the children is known to the Pastor, Principal or Supervisor of the event.

The reputation of the public transportation company should be thoroughly investigated. In no case should a parish or school "rent" a bus and provide its own driver. It is recommended if a bus or van is required that the bus and driver be "Chartered" from a properly licensed bus company. Certificates of Insurance evidencing public liability and property damage protection of not less than \$1,000,000.00 and indicating that the insurance is primary and not contributory with any other insurance MUST be furnished prior to signing the charter.

FOR SCHOOL BUSES, PLEASE REFER TO THE DEPARTMENT OF EDUCATION BOOK.

FOR CERTIFICATES OF INSURANCE, PLEASE REFER TO SERIES 3590.

3700 LAY HEALTH INSURANCE

3600 LAY RETIREMENT PLAN