



# ARCHDIOCESE OF INDIANAPOLIS

## Safety and Loss Control News

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Archdiocese of Indianapolis • (317) 236-1558

Prepared by Gallagher Bassett Services, Inc.

## Preventing Frozen Water Pipes

Frozen and subsequently broken water pipes can do a distressingly thorough job of wreaking havoc on buildings, not to mention the dollar amount associated with this event. There are a number of actions that can be taken to protect buildings from this kind of winter emergency.

- **Seal cracks:** Caulk around door frames and windows and around pipes where they enter the house/building to reduce incoming cold.
- **Wrap all pipes in unheated areas:** Pipes in unheated areas such as crawl spaces, under the building/house, attic, garage and unheated basements should be wrapped to prevent freezing. Use insulating tape and wrap it over the entire length of exposed pipe. You can also use flexible molded pipe sleeves. Cover all valves, pipe fittings, etc. with insulating tape or fiberglass. It is not recommended to use electric heat tape for insulating water lines.
- **Protect outdoor pipes and faucets:** In some homes and buildings, the outside faucet has its own shut-off in the basement in addition to the shut-off valve for the entire building. If you have a separate valve for outside faucets, close the valve, remove hoses and drain the faucet. If you don't have a separate valve, wrap the outside faucets (hose bibs) in newspapers or rags covered with plastic.
- **Drain in-ground sprinklers:** Check the manufacturer's instructions for the best way to do this.
- **Open cupboard doors in the kitchen and bathrooms:** Water lines supplying these rooms are frequently on outside walls. Any air leaks in siding or insulation can cause these pipes to freeze. Leaving the doors open when the temperature is below freezing allows them to get more heat.
- **Let faucets farthest from the street or at the end of the system drip in below-freezing weather:** This will add to your bill, but the amount will be nothing compared to the inconvenience and cost if the meter or pipes freeze.
- **Turn off all water and drain the system if the home/building will be unoccupied for a long time:** Turn off the main shut-off valve, then turn on all faucets, sinks, tubs, showers, etc. and flush the toilets. Turn off the water heater. Then go back to the main shut-off valve and remove the plug so it can drain completely. When buildings are not in use, ensure that thermostats are set at a temperature that will prevent the freezing of pipes and plumbing.



When buildings are not in use, ensure that thermostats are set at a temperature that will prevent pipes and plumbing from freezing.

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# Snow Storm Emergency Response Plan

Storms seldom come at an opportune time. Therefore, an intentional, flexible snow removal system is necessary. This plan consists of several steps, each of which plays a key role in protecting people at your parish.

First, pay attention to the weather forecast. It is rare these days for a storm to develop without some advance awareness. Have someone in the parish that is responsible for deciding when the winter weather team should be activated. Each member of the team should have a specific responsibility or two to ensure that the parish is prepared for services. These will range from making certain the parking lots and sidewalks are cleaned to drying wet interior floors to making sure those members and visitors who need assistance making it out to their cars find the help they need. The team should have redundant roles; that is, there should be extra people assigned to each role in the event that one team member is absent.

When moving ice and snow, prepare a map of the parish grounds to identify places where snow and ice could accumulate and possibly refreeze; snow could fall from the roof; and snow and ice can be moved to minimize hazards from thawing and freezing again. Pay particular attention to areas receiving minimal winter sun, gutters and drainpipes, sidewalk corners, and doorways. Remember that ice and snow may start outside, but they get tracked into the building on shoes and boots. A plan for drying areas inside doorways is important. Use of mats, mops, carpet and other means of protecting against falls on wet floors will reduce the number of incidents.

Where possible, a reliable snow removal contractor for the parking lots can be a valuable resource. Make sure the contractor will be available on the days you have services or winter events planned. In addition, be specific on the ways the contractor will be called into service. Many contractors only come out following a predetermined amount of snowfall. Make sure the contractor is aware of your building and ground plan for removal, so that snow gets pushed to the places where it is least likely to become a second problem later. As with all contractors, check to ensure the contractor maintains their own insurance and check references.

You may still have to deploy your own crew to clear snow and ice if the contractor is not available or does not clear particular areas. Many parking lot contractors are reluctant to clear sidewalks and steps. These areas should be checked, and if needed cleared, for the times before, between and following services. Be prepared to restrict egress from a doorway if slick conditions or the potential for falling snow or ice exists, until the hazard can be cleared.

Access to proper supplies is an essential part of a winter plan. Whether it is warning cones for wet floors, mops, mats, shovels or a compound to melt snow, having the supplies on



hand and accessible will make or break your plan. Someone should be assigned responsibility for inventory before the season and after any of the equipment or supplies are used to ensure they are back in place and available in sufficient quantity. Trying to clear the sidewalks of a large parish with only a single remaining shovel will seem a task beyond simply daunting, and there is nothing worse than realizing that the supply room is locked as the blizzard rages outside.

## Written Snow and Ice Removal Plan

A written Snow and Ice Removal Plan is an excellent tool to use and reference for ensuring that snow and ice exposures are taken care of promptly and effectively. When developing a Snow and Ice Removal Plan, be sure to include information on the following items:

- Individuals responsible for snow/ice removal
- Utilization of a snow and ice removal log
- Contractor selection guidelines
- Frequency of snow/ice removal procedures
- Use of sand or salt
- Proper claim-handling practices

It is important to maintain a Snow/Ice Removal Log. This log includes pertinent data demonstrating that snow/ice has been cleared from the walkways and other surfaces on the property. The log should include the name of the individual or contractor who removed the snow/ice, estimated snowfall amounts, the presence of any ice buildup, temperature, action taken, dates and times, inspection notes and any unusual conditions.

Enclosed in this newsletter are sample Snow and Ice Removal Plans for building exterior areas and interior entrance areas.

# Inspecting and Maintaining Floor and Entry Mats

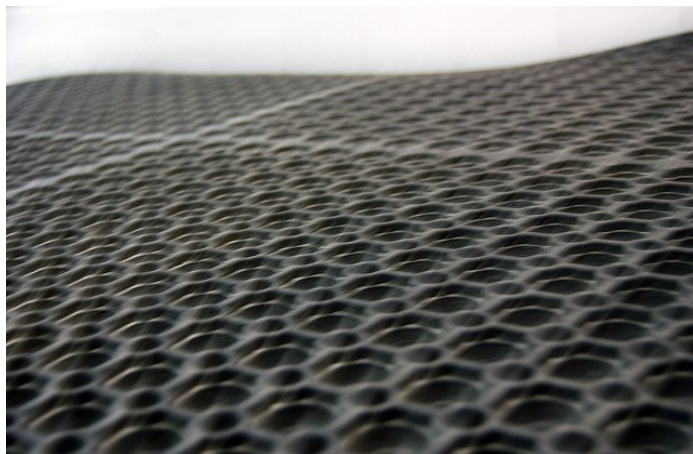
*Cintas Corporation published a White Paper entitled, Floor Mats: A Key Component of Your Slip and Fall Prevention Strategy. The White Paper provides information on how to properly use floor mats to prevent slip and fall accidents. The information contained in this article is excerpted from that White Paper. To access the White Paper, log on to [www.cintas.com](http://www.cintas.com).*

The National Safety Council estimates that more than 25,000 slip and fall accidents occur every day in the U.S. It is important to remember that slips and falls are preventable. Major contributors to slips and falls are unsafe conditions and a general unawareness of potential risks. The following article discusses where to place floor mats, the types of floor mats to use, mat maintenance, educating staff on addressing hazards, and includes a floor safety checklist along with the latest ANSI Standard information for Floor Matting.

Floor mats can be very helpful in preventing slips and falls but they can also be potential hazards if the mats are not placed in the proper location or are not regularly maintained. The first step in your program is to identify where to place mats. Logical places to put mats include areas where there is the presence of excess moisture, dirt or grease such as in front entryways and loading docks. In kitchens mats should be used at beverage stations, ice machines and cooking stations. The following are key areas to consider placing mats:

- **Entrance Zones:** Placing mats at building entrances, back doors, side doors and employee entrances will help to minimize the risk exposure of a slip or fall due to dirt, water or other substances that may be tracked into the building. "The Carpet and Rug Institute (CRI) recommends that a minimum of 12 to 15 feet of mat coverage should be provided to remove 90 percent of tracked soil (or moisture)."
- **High-Risk Zones:** Transitional walkway areas such as those from bathrooms leading to hallways or walkways leading from kitchen or dishwashing areas are places considered high risk zones for dirt, moisture and grease. Placing mats in these areas will protect the floors from becoming slippery.
- **High-Traffic Zones:** Areas with heavy foot traffic such as hallways and those in front of offices, classrooms and the sanctuary are considered high-traffic zones. Protecting and maintaining flooring in these areas not only reduces the chance of slip and fall accidents, but also reduces wear and tear on the flooring along with reducing housekeeping costs.
- **Productivity Zones:** Anti-fatigue mats are another tool that can be used to help employees reduce the amount of fatigue their bodies experience from excessive standing in kitchens, workstations or reception areas.

Once placement of the mats is identified, the next step is to



choose the appropriate mats. Use mats that are certified/rated as "high traction" by the National Floor Safety Institute (NFSI). These mats have a backing that prevents them from moving, buckling, rippling or curling, which can lead to slip, trip and fall accidents. Certified high traction mats have backings that provide the highest level of slip resistance.

Maintenance of the mats in your facility is another critical component for providing safe walking surfaces. Mats that curl at the edges, buckle or do not absorb dirt and/or moisture can cause slips, trips and falls. Mat care should be included in the diocese's housekeeping and maintenance program. Inspect them regularly for the buildup of dirt and contaminants as well as deterioration. Vacuum mats on a daily basis to remove debris. Mats should also be vacuumed after periods of heavy, high traffic. Rubber mats can be rinsed with water to remove dirt or soil.

In addition, keep a supply of matting on hand so that soiled mats can be replaced during periods of inclement weather or high-traffic periods. An ongoing schedule for laundering floor mats should also be established. Carpet mats should be cleaned professionally to protect their backing. Another option to consider is using a serviced mat program where professionals replace and/or clean matting on a regular basis.

Educating staff on the exposures that contribute to slips and falls is another critical component to preventing these types of accidents. Train staff on established safety procedures, cleaning operations and inspection procedures. Instruct maintenance staff on how to apply floor cleaning products in accordance with the manufacturer's recommendations. Post written slip and fall prevention and accident handling policies in conspicuous places. Keep records of employee training that include the individual's name, subject matter covered, training materials and the date of training.

*(Continued on page 4)*

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If there are any subjects you would like to see addressed in this newsletter, or questions about a topic presented, please contact Ms. Amanda Weller, Gallagher Bassett Services, Inc., Two Pierce Place, Itasca, IL 60143, Telephone: 815-236-5170, Email: [Amanda\\_Weller@gbtpa.com](mailto:Amanda_Weller@gbtpa.com).

The information contained in this report was obtained from sources which to the best of the writer's knowledge are authentic and reliable. Gallagher Bassett Services, Inc. makes no guarantee of results, and assumes no liability in connection with either the information herein contained, or the safety suggestions herein made. Moreover, it cannot be assumed that every acceptable safety procedure is contained herein, or that abnormal or unusual circumstances may not warrant or require further or additional procedures.

*(Inspecting and Maintaining Floor and Entry Mats, continued from page 3)*

Keep in mind that the conditions affecting your matting system will vary based on traffic, seasonal conditions and daily maintenance practices.

Another solution is to work with a matting service provider. This type of provider will conduct an audit of your facility and make recommendations as to where mats should be placed, as well as what types of mats to use. A matting service will also work with your organization to develop a maintenance system for the mats. When using a matting service, make sure the service places an emphasis on safety and uses NFSI-approved mats for optimal traction.

### Floor Safety Checklist

- Protect entryways
- Keep mops on hand and easily accessible
- Assign a staff member to oversee flooring conditions
- Clear exterior walkways of snow, ice and/or debris
- Consider using microfiber matting
- Monitor and protect high traffic and transitional areas
- Focus on areas where water may puddle
- Increase the frequency of mat rotation
- Educate staff on floor safety and maintenance
- Deep clean mats and flooring

### ANSI Standard for Floor Matting

In 2012, the American National Standards Institute B101 Committee on Slip, Trip and Fall Prevention released its

newest walkway standard: ANSI/NFSI B101.2012, "Standard Guide for Commercial Entrance Matting in Reducing Slips, Trips and Falls." This standard aims to eliminate slip, trip and fall hazards by outlining where and how mats should be placed, as well as identifying the hazards associated with improper placement and use.

Entranceway matting is designed to remove moisture from pedestrian footwear, thereby reducing slips and falls. However, hazards exist when this matting becomes buckled, curled, or flipped over. This new standard provides guidance in proper use, maintenance, and inspection of entranceway floor matting. ANSI standards are available for purchase on their website at: [www.webstore.ansi.org](http://www.webstore.ansi.org).

*-Information excerpted from [http://ohsonline.com/articles/2012/08/31/2012-standard-released.aspx?sc\\_lang=en](http://ohsonline.com/articles/2012/08/31/2012-standard-released.aspx?sc_lang=en) and "Floor Mats: A Key Component of Your Slip and Fall Prevention Strategy," Cintas Corporation, [www.cintas.com](http://www.cintas.com).*



## SNOW AND ICE PLAN BUILDING EXTERIOR (SAMPLE)

### Materials Key

- RS = Rock Salt
- CC = Calcium Chloride
- S = Sand

Location: \_\_\_\_\_

Employee Name	Date	Time	Approx. Temp	Approx. Snowfall/ Action Taken	Ice Build Up/ Action Taken	Fire Eqpt. Access?	Exterior Lights?
Bill Stark	1/15/13	10:15 PM	5° F	3" - Cleared walkways (by 11:00 PM)  Plowing contractor cleared parking/access road (done 11:30 PM)	Hand spread 10 lbs CC at entrance doors  Contractor spread CC/S at stop signs and intersections	OK	Burned out light pole #6 (SW Corner of lot)

Notes: 1/15/13 - Bulb for light pole #6 to be replaced (work ticket #96-402). 1/16/13 - Bulb replaced by day maintenance (#96-402 completed).

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## SNOW AND ICE PLAN INTERIOR ENTRANCE AREAS (SAMPLE)

Location: \_\_\_\_\_

Employee Name	Date	Time	Weather Conditions	Action/Inspection Items		
				Mats	Signage	Mopping
Bill Stark	1/15/13	7:00 PM	Snowing	Placed at all 3 doors	Main lobby entrance	Mopped at 7:00 – To be checked every ½ hour
Jamie Dunn	1/15/13	7:30 PM	Snowing	OK at all 3 doors	Main lobby entrance	Mopped floor
Bill Stark	1/15/13	8:00 PM	Snowing	Replaced main entrance mat (soaked)	Main lobby entrance	Mopped floor
Bill Stark	1/15/13	8:30 PM	Snowing	Ok at all 3 doors	Main lobby entrance	Mopped floor (changed water)
Jamie Dunn	1/15/13	9:00 PM	Snowing	Ok at all 3 doors	Main lobby entrance	Mopped floor
Bill Stark	1/15/13	9:30 PM	Snow tapering off	Ok at all 3 doors	Main lobby entrance	Mopped floor
Jamie Dunn	1/15/13	10:00 PM	Snow stopped	Ok at all 3 doors	Main lobby entrance	Mopped floor

Notes: \_\_\_\_\_  
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