



**ARCHDIOCESE OF CINCINNATI**  
**SAFETY AWARENESS/RISK ANALYSIS REPORT**  
 2018-2019

(For completion by: Business Manager  
 in consultation with Pastor and/or Principal)

**GENERAL INFORMATION**

Parish/School Name: \_\_\_\_\_ AOC Account # \_\_\_\_\_  
*(found on Assessment Invoice)*

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Number of Parishioners: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Have any changes occurred on the property in the last year (i.e. remodeling, repurposing, policies, construction, bought, sold, or demolished)?

- |                                     |                                      |                                    |                                      |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Church     | <input type="checkbox"/> Rectory     | <input type="checkbox"/> Convent   | <input type="checkbox"/> Autos       |
| <input type="checkbox"/> School     | <input type="checkbox"/> High School | <input type="checkbox"/> Hall(s)   | <input type="checkbox"/> Vans/Trucks |
| <input type="checkbox"/> Pre-School | <input type="checkbox"/> Garage      | <input type="checkbox"/> Residence | <input type="checkbox"/> Bus(es)     |
| <input type="checkbox"/> Gym        | <input type="checkbox"/> Storage     | <input type="checkbox"/> Other     |                                      |

Describe the changes for the above checked boxes:

Of Note:

- Prior to any new construction/remodeling over \$25,000, contact the Director of Property Management at the Archdiocese of Cincinnati.
- The offices of Risk Management and Property Management in the Archdiocese are here to help with any property or liability concerns. A team approach can expedite resolution to concerns and can help reduce potential hazardous property/operational exposures. Contact:
  - Director of Risk Management: Charlotte Carpenter 513-421-3131 x2852  
[ccarpenter@catholiccincinnati.org](mailto:ccarpenter@catholiccincinnati.org)
  - Director of Property Management: Joseph Mangan 513-421-3131 x6602  
[jmangan@catholiccincinnati.org](mailto:jmangan@catholiccincinnati.org)

## **RISK AWARENESS**

Please familiarize yourself with the proper risk management procedures to follow.

Visit: <http://www.catholiccincinnati.org/ministries-offices/risk-management/>

### **Contacts:**

Questions on Risk Management in the Archdiocese of Cincinnati:

Charlotte Carpenter, Director of Risk Management

Archdiocese of Cincinnati

[ccarpenter@catholiccincinnati.org](mailto:ccarpenter@catholiccincinnati.org)

100 E 8<sup>th</sup> St., Cincinnati, OH 45202

513-421-3131 x2852

Questions on Child Protection and Safe Environment in the Archdiocese of Cincinnati:

Joe Riede, Coordinator of Office of Safe Environment

Archdiocese of Cincinnati

[jriede@catholiccincinnati.org](mailto:jriede@catholiccincinnati.org)

100 E 8<sup>th</sup> St., Cincinnati, OH 45202

513-421-3131 x2855

Loss or Claim Incident:

Paul Kenkel, SCLA, Claims Manager

Gallagher Bassett (513) 779-2980 or (800)779-2980

Property and Liability Claims

[paul\\_kenkel@gbtpa.com](mailto:paul_kenkel@gbtpa.com)

Certificate of Insurance Coverage request:

Peggy Moser

[peggy\\_moser@gbtpa.com](mailto:peggy_moser@gbtpa.com)

4555 Lake Forest Drive, Suite 650 Cincinnati, OH 45242

Phone: (513) 779-2980

Fax: (866) 512-4069

Workplace Injury:

1. Complete an Accident Report and a First Report of Injury (FROI):

<http://www.catholiccincinnati.org/ministries-offices/risk-management/coverage/bwc-information/>

2. Maintain Accident Records Copies in parish/school files
3. Contact our Workers' Compensation Claims Administrator:

Kevin Fox, Claims Adjuster

[kevin\\_fox@gbtpa.com](mailto:kevin_fox@gbtpa.com)

Gallagher Bassett Services, Inc. (Branch 017)

545 Metro Place So., Suite 250 Dublin, OH 43017-5367

Direct: 614-356-2271

Fax: 866-497-6024

Toll: 800-416-1826, ext. 2271

## **RISK AWARENESS (continued)**

### Checklist:

01. Yes No N/A Do all contractors (construction, building services, food services, maintenance, etc.) supply a certificate of insurance and of Workers' Comp? This is **required**.
- Liability insurance limits for general and auto should be \$1,000,000 minimum (\$2,000,000 preferred) Combined Single Limit. Statutory Requirements should be listed for Workers' Compensation. The Archbishop, Archdiocese, and Parish should be indicated as Additional Named Insured.
02. Yes No N/A Do all outside groups or parishioners that use your property for non-parish/school sponsored events purchase Special Events Insurance? This is **mandatory**.
- Direct all outside groups or parishioners to the Risk Management website <http://www.catholiccincinnati.org/ministries-offices/risk-management/coverage/special-events-coverage/> for online application and payment.
03. Yes No N/A Is the Risk Management (Charlotte Carpenter) contacted prior to ANY lease or rental agreement regarding the buildings listed on the previous page?
- The Archbishop is the only one who can sign real property leases or rentals.
04. Yes No N/A Do all new employees receive a New Employee Orientation?
- See documents available at <http://www.catholiccincinnati.org/ministries-offices/human-resources-office/new-employee-information-forms/>
05. Yes No N/A Are all new employees regularly scheduled to work 20+ hours/week notified of Automatic Enrollment into the 401(k) Plan?
06. Yes No N/A Do all new employees sign on receipt of the Employee Handbook and related policies?
07. Yes No N/A Are all new employees and volunteers instructed on VIRTUS and Selection.com requirements?
- Contact Joe Riede, Coordinator of the Office of Safe Environment (513-421-3131 x2855, [jriede@catholiccincinnati.org](mailto:jriede@catholiccincinnati.org)) for questions or concerns.
08. Yes No N/A Has the parish examined money collection policies with strong internal control processes? (Mass Collection Activities, Fund Raiser Activities, or Other)
09. Yes No N/A Do you use numbered security bags in Mass Collection Process?
- The cost of security bags will be reimbursed by the Archdiocese of Cincinnati. Invoice required for reimbursement. Send to AOC Finance Office c/o Charlotte Carpenter.
10. How often are deposits made?
11. Yes No N/A Are deposit times varied?
12. Yes No N/A Are different teams used for counting and handling purposes?
13. Yes No N/A Are money collection teams rotated?
14. Yes No N/A Prior to deposit, are collected monies kept in a safe?
- It is suggested that the safe combination be changed when staff who know the combination change.

15. Yes No N/A Is the safe locked at all times?

**RISK AWARENESS (continued)**

16. Yes No N/A Is a counter signature mandatory on all outgoing checks for all accounts?

- This is strongly suggested.

17. Yes No N/A Is the pastor a signatory on all parish group checking accounts?

- If so, the pastor should actively sign checks, and no stamps should be used. If a stamp exists, it should be destroyed.

18. Yes No N/A Is an inventory of all valuables maintained? (Vessels, Vestments, Artwork, Documents and Pictures)

- This greatly helps in the event of a loss.

19. Yes No N/A Has an inventory list via flash drive or CD of all valuables been sent to the AOC Finance Office c/o Charlotte Carpenter?

20. Yes No N/A Are all keys accounted for with only limited masters?

21. Yes No N/A Are sacristy doors locked?

- This is recommended.

22. Yes No N/A Are all buildings equipped with smoke detectors changed every ten years and batteries changed annually where necessary?

23. Yes No N/A Are all buildings equipped with emergency lighting?

- Bulbs should be routinely checked.

24. Yes No N/A Do all buildings have adequate exterior security lighting?

25. Yes No N/A Is surge protection used to prevent electrical surge damage?

- Includes building and individual electronic equipment.

26. Yes No N/A Are computer access passwords used and changed regularly?

- This should be mandatory when an employee terminates employment.

27. Yes No N/A Is anti-virus, anti-malware software used and updated regularly?

- This is strongly suggested.

28. Yes No N/A Are software programs and data backed-up regularly?

- This is strongly suggested. If the budget allows, offsite storage is encouraged.

29. Yes No N/A Is there a filtering program used on parish and school networks to limit access to unacceptable internet access?

30. Yes No N/A If the school utilizes a laptop program, are the laptops adequately stored, locked, and inventoried?

31. Yes No N/A Are all outside doors locked at all times in schools?

- This is a security and safety issue. Installation of cameras and a monitor at the front door with remote access for opening the door is strongly recommended.

32. Yes No N/A Is there a Crisis Management Program in place for schools? (Fire, wind storms, tornados and terrorism)

- Check requirements with the local municipality.
- Suggestion: Churches should create their own Crisis Management Program in case of fire, wind storms, tornadoes and terrorism.

### **RISK AWARENESS (continued)**

33. Yes No N/A Are existing Crisis Management Programs filed with the Archdiocese of Cincinnati Schools Office and with local authorities?
34. Yes No N/A Is there a policy and procedures plan for parish or school volunteers driving their own vehicles for parish/school events?  
  - Included should be items such as use of buses and/or private vehicles, qualified drivers, adequate supervision, adequate insurance/proof of insurance – see Risk Management Site.)
35. Yes No N/A Have provisions been made for First-Aid supplies, as well as access to emergency numbers during Mass, parish activities, and school activities?
36. Yes No N/A Are Adult Waiver and Release Forms collected for Parish sponsored events off campus?
37. Yes No N/A Are AED batteries inspected regularly and batteries and pads changed when expired?

**If any of the previous risk awareness answers were 'No', please contact Charlotte Carpenter (513-421-3131 x2852, [ccarpenter@catholiccincinnati.org](mailto:ccarpenter@catholiccincinnati.org)) to discuss the plan for making the answers 'Yes'.**

### **REAL PROPERTY RISK AND SAFETY AWARENESS**

Please familiarize yourself with the proper real property policies to follow.  
Visit: <http://www.catholiccincinnati.org/ministries-offices/property-management/>

#### **Contact:**

Questions on Property Management in the Archdiocese of Cincinnati:  
Joseph Mangan, Director of Property Management  
Archdiocese of Cincinnati  
[jmangan@catholiccincinnati.org](mailto:jmangan@catholiccincinnati.org)  
513-421-3131 x6602

#### **Checklist:**

01. Yes No N/A Are the property management standard contracts being used for all construction projects, service agreements, service calls, maintenance work with outside contractors, and professional services (i.e. architects and engineers)?  
  - See <http://www.catholiccincinnati.org/ministries-offices/property-management/new-improved-forms-and-contracts/> for all available forms.
02. Yes No N/A Are all real property projects over \$25,000 contracted through the property management office and signed for only by the Archbishop?  
  - Contact Joe Mangan, Director of Property Management Office to complete these contracts (513-421-3131 x6602, [jmangan@catholiccincinnati.org](mailto:jmangan@catholiccincinnati.org) ).

## **REAL PROPERTY RISK AND SAFETY AWARENESS (continued)**

03. Yes No N/A Are all realtor contracts signed only by the Archbishop?
04. Yes No N/A Are the property management standard contracts being used for all construction projects, service agreements, service calls, maintenance work with outside contractors, and professional services (i.e. architects and engineers)?
- See <http://www.catholiccincinnati.org/ministries-offices/property-management/new-improved-forms-and-contracts/> for all available forms.
05. Yes No N/A Is the property routinely walked, looking for slip, trip, and fall exposures?
06. Yes No N/A Is the school's AHERA asbestos binder readily available to view?
07. Yes No N/A Are maintenance staff trained and current in the OSHA 2-hour Asbestos Awareness Class?
- This is required for the school's asbestos representative.
08. Yes No N/A Are all areas that can possibly have lead and asbestos tested before any maintenance or construction work is completed?
- This includes but is not restrictive to items such as caulk, floor tiles, ceiling tiles, plaster walls, roofing, and pipe wrapping for asbestos.
  - This includes but is not restrictive to items such as paint, potable water piping, and stained glass for lead.
  - If areas are found to contain lead and asbestos they must be abated by a certified abatement company.
09. Yes No N/A Are stairs/hallways/rooms inspected for loose tiles and carpeting?
- If loose tiles are found, testing for asbestos should be done before performing maintenance.
10. Yes No N/A Are kitchen areas and appliances regularly inspected for safe use?
11. Yes No N/A Are classrooms, meeting rooms, sanctuaries, and residence areas regularly inspected for safety issues?
12. Yes No N/A Are elevator Certificate(s) current and posted?
13. Yes No N/A Are Evacuation Routes posted?
14. Yes No N/A Are boiler certificates posted?
15. Yes No N/A Are custodial closets locked?
16. Yes No N/A Are receiving rooms locked?
17. Yes No N/A Are Underground and/or Above Ground Storage Tanks routinely inspected?
18. Yes No N/A Are flammables stored in a fire approved cabinet?
19. Yes No N/A Are lockout/tagout procedure used?
20. Yes No N/A Are hand and power tools inspected regularly and do they have approved grounding?
21. Yes No N/A Are safe ladder usage techniques used? This is mandatory.
22. Yes No N/A Are all ladders stored in locked areas, away from children?

## **REAL PROPERTY RISK AND SAFETY AWARENESS (continued)**

23. Yes No N/A Is chemical compliance (SDS paperwork in order and available for reference?
24. Yes No N/A Is Personal Protective Equipment (PPE) available and used when chemicals are in use?
25. Yes No N/A Are plugs and outlets inspected and found to be in excellent condition?  
• If there are issues, the plugs and outlets must be replaced/repaired.
26. Yes No N/A Are electrical service boxes labeled correctly and locked?
27. Yes No N/A Are electrical Exit signs functioning?
28. Yes No N/A Are emergency lights in good condition?
29. Yes No N/A Are fire extinguishers inspected regularly and in excellent condition?
30. Yes No N/A Are fire suppression and detection systems professionally inspected on a regular basis?
31. Yes No N/A Are sump pumps installed with battery backup and checked regularly?
32. Yes No N/A Is playground equipment inspected regularly and reviewed for safety?
33. Yes No N/A Are parking lot(s) inspected regularly and pot holes filled?
34. Yes No N/A Are exterior walks inspected regularly for loose concrete and trip hazards?
35. Yes No N/A Are exterior steps/railings inspected regularly for safety and maintenance issues?
36. Yes No N/A Are window conditions evaluated regularly and caulking maintained?  
• Caulking can be asbestos containing, so have caulking tested for asbestos before repairing.
37. Yes No N/A Are roof conditions examined on a routine basis?  
• Roofing can be asbestos containing, so have roofing tested for asbestos before repairing.
38. Yes No N/A Are roof hatch(es) secured and locked?
39. Yes No N/A Is tuckpointing inspected annually, and inspections logged?
40. Yes No N/A Is Programmed Maintenance (PM) done on HVAC systems?  
• Pipe insulation can be asbestos containing, so have pipe insulation tested for asbestos before repairing.
41. Yes No N/A Are backflow check valves inspected annually on water systems?
42. Yes No N/A Do capital replacement plans exist for expensive, essential items such as roofs, boilers/AC, windows—esp. stained glass, tuckpointing, parking lots?

**If any of the previous real property risk and safety awareness answers were 'No', please contact Joseph Mangan (513-421-3131 x6602, [jmangan@catholiccincinnati.org](mailto:jmangan@catholiccincinnati.org)) to discuss the plan for making the answers 'Yes'.**

## ATHLETIC AND STUDENT LIABILITY RISK AWARENESS

### Checklist:

01. Yes No N/A Are regular inspections performed of the athletic facilities on parish/school property (i.e. baseball/softball/football/soccer/hockey field(s), basketball court, swimming pool, tennis courts)
02. Yes No N/A Do coaches, volunteers, and teachers involved in sponsored sports periodically attend seminars, workshops, camps, etc. for training in first-aid, the care and prevention of athletic injuries, supervisory responsibilities, and special training and conditioning techniques to keep participants injury-free?
03. Yes No N/A Is there a policy and procedure for transportation of participants?
  - Included should be items such as use of buses and/or private vehicles, qualified drivers, adequate supervision, adequate insurance/proof of insurance – see Risk Management Site.)
04. Yes No N/A Have provisions been made for First-Aid supplies, as well as access to a telephone and emergency numbers during games and practices?
05. Yes No N/A Are parent permission/release forms required for sports?
06. Yes No N/A Is a field trip policy established and enforced, as required by the Archdiocese?
07. Yes No N/A Does the field trip policy include the use of parent permission/release forms?
08. Yes No N/A Does the field trip policy include the use of volunteer driver information sheets, if applicable?
09. Yes No N/A Is a ratio of ten (10) students or less for every one (1) teacher/chaperon maintained during field trips or outside activities as per the Child Protection Decree?

**If any of the previous athletic and student liability risk awareness answers were 'No', please contact Charlotte Carpenter (513-421-3131 x2852, [ccarpenter@catholiccincinnati.org](mailto:ccarpenter@catholiccincinnati.org)) to discuss the plan for making the answers 'Yes'.**



<p>The parish representatives listed below have reviewed and implemented the information contained in the Archdiocese of Cincinnati RISK AWARENESS Evaluation Report.</p>	
<p>Pastor:</p> <p style="text-align: center;">Signature: _____</p>	<p>Date: _____</p>
<p>Business Manager:</p> <p style="text-align: center;">Signature: _____</p>	<p>Date: _____</p>
<p>Principal:</p> <p style="text-align: center;">Signature: _____</p>	<p>Date: _____</p>
<p>Maintenance Manager:</p> <p style="text-align: center;">Signature: _____</p>	<p>Date: _____</p>

**PRIVILEGED AND CONFIDENTIAL, ATTORNEY WORK PRODUCT, INSURED-INSURER PRIVILEGE**

*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.*

Thank You.

Return form to:

Paul Kenkel  
**Gallagher Bassett Services**  
 4555 Lake Forest Drive  
 Suite 650  
 Cincinnati, OH 45242