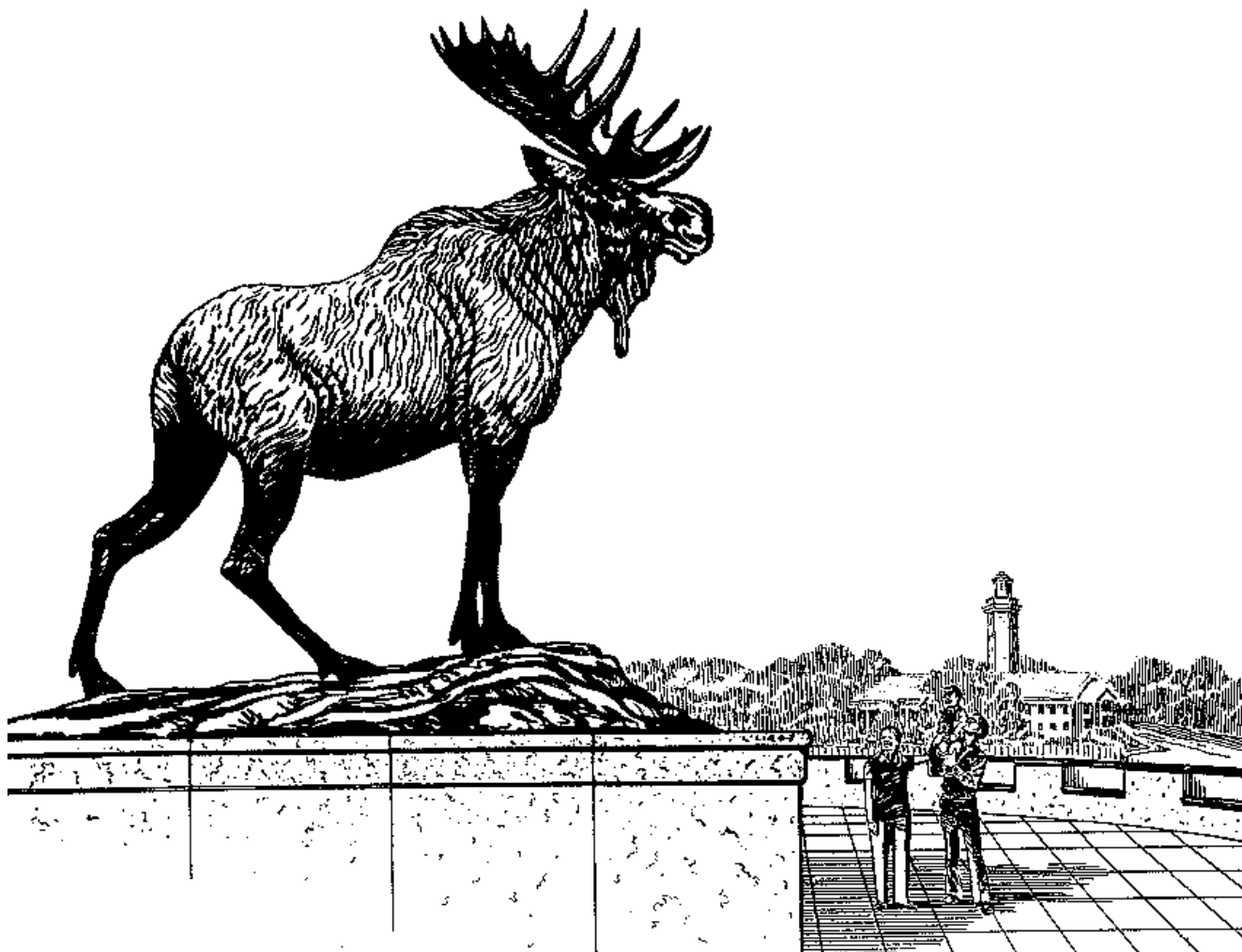


LOYAL ORDER OF MOOSE CONTINUOUS ACCIDENT PREVENTION “C A P” REFERENCE MANUAL



LOSS CONTROL DEPARTMENT

Moose International, Inc.
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Mooseheart, IL 60539-1119
Toll Free: 1-800-544-4407
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May 2009

Note: This edition supercedes all previous issues of this booklet.

A GUIDE TO THE CONTINUOUS ACCIDENT PREVENTION PROGRAM FOR LODGE AND FAMILY CENTER OPERATIONS

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ATTACHMENT

Loyal Order of Moose Lodge Safety Inspection Form

Introduction:

Loss prevention can be defined as our application of good work practices to the reduction of accidents and injuries. Good loss prevention programs do not “just happen,” they are the end result of the actions of people like you.

How is a good loss prevention program a benefit to the Lodge and Family Center operation?

Basically, a good loss prevention program is an effective way of recognizing, evaluating and controlling potential hazards in the lodge. We realize this material cannot cover every area that has a loss potential. However, we can work together in providing guidance based on experiences we have found that cause significant losses within our Lodge operations.

No one wants to see a member or employee injured due to an accident and we especially do not want a Lodge to be closed due to the expense of an accident. The fact is, we have the responsibility and ability to make a difference.

It is everyone's individual efforts that make the difference. Only through the day-to-day efforts of the Administrators, Officers, members and guests can we demonstrate *continuous accident prevention* at the Lodge. By doing so, we will promote an efficient, cost effective operation.



This booklet was developed to provide Lodge and Family Center Administrators, Board members, and staff with a general reference to our *Loss Prevention Program*, termed (Continuous Accident Prevention) "CAP". The main purpose is to create a mind set of always thinking safety first in our Family Center activities.

Potential areas of loss are often identified by performing safety inspections at the Lodge and by asking for employee and member input. Other steps should be; reviewing past performance, using the material in this booklet and material distributed by the Association "CAP" Chairperson.

Typical examples of hazards found around Lodges and Family Centers:

- Slips, trips and falls;
- Electrical hazards;
- Improper lifting;
- Irresponsible alcoholic beverage service; and
- Unsafe equipment operation.

The Lodge Safety Inspection Form enclosed with this booklet is of special importance because it can help you identify the most common hazards found in your Lodge or Family Center operation.



The Lodge Safety Inspection Form must be completed and submitted to the Loss Control Department at Moose International, Inc., twice a year. **April 1st, October 1st.**

The Lodge or Family Center Safety Chairperson is responsible for the Lodge loss prevention program. The Chairperson should make information available so that all members and employees are aware of the program.

Eliminating accidents and injuries at the lodge depends upon the attitudes and actions of the Lodge Administrator, lodge officers, members and guests.

Always Think "Safety First"

I. LODGE AND FAMILY CENTER OPERATIONS

The two basic causes of accidents are unsafe acts and unsafe conditions. We must all share responsibility for minimizing potential accidents by helping to identify and control these basic causes.

Unsafe acts are immediately correctable by changing what people do, or don't do.

Examples:

- ❖ Poor housekeeping (i.e. trash removal).
- ❖ Using the wrong equipment.
- ❖ Removing or bypassing safety devices (i.e. electrical extension cords).
- ❖ Standing in an unsafe place (i.e. a doorway).
- ❖ Failure to wear personal protective equipment (i.e. gloves, aprons, etc.)
- ❖ Horseplay.



Unsafe conditions can affect areas that Lodge employees and volunteers work. Measures must be taken to prevent unsafe conditions.



Examples:

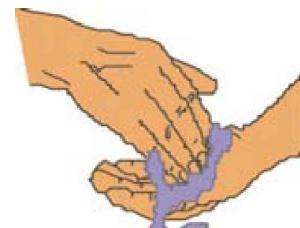
- ❖ Defective equipment, furniture, or tools.
- ❖ Lack of adequate equipment guard devices (i.e. stairway railings).
- ❖ Inadequate illumination (i.e. poorly lit rooms and or dance floor).
- ❖ Improper or inadequate non-slip shoes, protective clothing or equipment (i.e. hand protection and aprons.).

Each year Lodges and Family Centers experience a number of cases where someone reports illness due to what is suspected to be the result of “something they ate.” In recent years there have been numerous cases reported through the media of individuals who allege contracting food poisoning from a variety of food sources. It is important to remember that any surface or utensils used for food preparation, be clean and germ free. Expiration dates should be checked on all food products.

Clean hands, clothing and neatly groomed hair are all signs of taking pride in your work. Good personal hygiene is the first line of defense between infectious disease, toxic materials and the health of Lodge members, coworkers and guests.

Your appearance shows members you care, *so remember :*

- ✓ Most germs are killed with warm water and soap. That’s why hands and forearms should be washed often. Employees **must** wash their hands at the start of their shift, after using the bathroom and after handling raw food.
- ✓ Money is germ laden. When handling it, keep your fingers out of your eyes and mouth and away from food.



Perhaps the greatest area of long-term disability, is that relating to the strains and sprains of lifting and carrying objects that may be too heavy. Proper training procedures for this should be done in all Lodges to ensure safety for employees.

Safe lifting involves knowing your limits as well as the proper way of moving the objects, whether it is a case of beer or a chair. Many people have been injured because they were not trained to lift properly or because they did not ask for assistance when lifting something they are not physically capable of lifting.

The safe way to lift is, to face the item and...

- ✓ Evaluate the lift. Can you perform the lift unassisted without hurting yourself? **NEVER** attempt to lift or move a load that is too heavy for you! When in doubt **ask** for help.
- ✓ Stand close to the load and get a good grip.
- ✓ Ensure good footing.
- ✓ Keeping the load close to you, bend your knees - **not** your back.
- ✓ With knees bent, keep your back reasonably straight and using your leg muscles push your body and load up slowly and smoothly.



After the lift has been made, it is very important to turn correctly while carrying the object.

- ✓ Do not twist your body.
- ✓ Turn by shifting your feet or by taking short steps.
- ✓ NEVER block your vision with a load.

When putting the load down ...



- ✓ Don't twist your body. Twisting is a major cause of injury.
- ✓ Lower the load bending your knees, and letting your legs, not your back, do the work.
- ✓ Place the load on the edge of a surface then slide it back.

While most of us understand that improper lifting will cause an injury, injury can also result from improperly moving of objects too. Before starting the task, make sure that there are no obstructions in your way, or slippery spots in your pathway.

Always Think “Safety First”

II. KITCHEN AND FOOD PREPARATION

The kitchen area has a great deal of activity around a variety of equipment that requires operational training along with careful instruction on the use and safety of the equipment. Because kitchen equipment is designed to prepare food through heating, cutting and grinding; increased activity during “peak” serving times heightens the chances of an injury or accident unless proper care is exercised. This is why it is critical to those working in the Lodge kitchens to be properly trained.

The following items should be checked and monitored:

- ✓ Floors should never be slippery. In wet or greasy areas as near stoves, dishwashers or ice machines, the floors should be made of non-skid material or be covered with rubber mats.
- ✓ Spilled food or broken dishware should be cleaned up immediately. Vacuums or a broom and dustpan should be used for cleanup. *Never pick up broken glass with your hands.*



- ✓ All electrical equipment **must** be grounded. Even small appliances such as fans, toasters, hot plates, blenders, coffee machines and steam tables must be grounded. Install and use ground fault circuit interrupter (GFCI) systems. Do not use flexible “home” style extension cords.
- ✓ All electrical equipment must be unplugged or power disconnected before cleaning and/or any maintenance is to be performed.
- ✓ Exposed drive belts and chain and sprocket drives must be guarded.
- ✓ Exhaust hoods and ducts must be cleaned regularly, and any sharp corners protected.
- ✓ Machines used for slicing, cutting, grinding, etc. should have guards placed on all toggle switches to prevent accidental starting. All such machines should have their controls set to zero (neutral) when not in use.

- ✓ Portable fire extinguishing equipment must be of the proper type, mounted on the wall at least 3 ½ ft. from the floor, their location identified by a wall sign, and kept in good working order. Visual inspections should be done at least monthly and noted on the fire extinguisher inspection tag. A professional inspection should be made at least annually. (Check with your local fire safety codes.)
- ✓ Proper precautions should be taken when handling hot items.
- ✓ Caution should be used around automatic coffee makers of the filter type, with rotating hot water pipes that can cause severe burns if accidentally turned on while over an individual's hand.
- ✓ Hot water relief valves should be inspected at least monthly.
- ✓ There should never be horseplay in the kitchen.
- ✓ All counters, tables and cabinets should have any sharp edges protected.
- ✓ Knives and cutting tools should be kept sharp; and the cutting surface protected when not in use.



Equipment

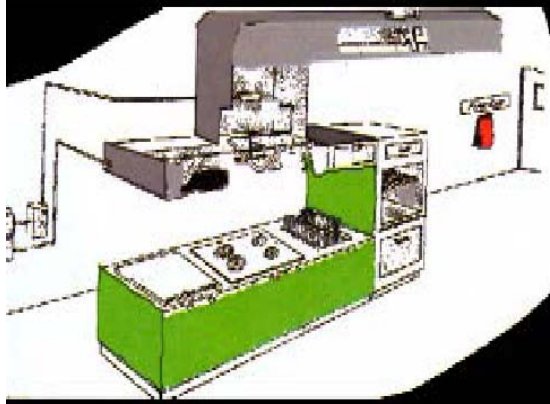
People cannot always be relied upon to act safely around equipment and machinery. We each react differently to the same environment because of physical, mental, or emotional changes that's human nature. Without exception, only trained and qualified individuals should be allowed to use equipment.

In the Lodge kitchen areas equipment having cutting, grinding, shearing, rolling, punching, pressing, mixing or other similar actions is common. They represent potential safety hazards unless properly guarded. The role of equipment guarding is to keep personal mistakes from causing injuries.

Always Think “Safety First”

Stove/Oven

Burns and “blow-back” remain the primary accident and injury exposure when working with gas equipment, such as stoves and ovens. These injuries often begin with the improper maintenance of the equipment, ranging from leaks in the gas line system to pilot lights that are out of service.



To minimize these exposures:

- ✓ Follow the manufacturer’s recommended maintenance procedures and have the systems serviced on a regular basis.
- ✓ The Range and hood automatic fire protection system should be kept clean and serviced at least annually with visual inspections done at least monthly and recorded on the system inspection tag.
- ✓ If a gas leak is detected during operations, immediately shut the system down and call the gas company for assistance.
- ✓ Never operate the stove or oven system without proper fire protection such as the range hood extinguishing system.
- ✓ Never use the gas system without operating the hood ventilation system.
- ✓ Change filters regularly.

Always Think “Safety First”

Deep Fat Fryer

A significant number of serious accidents have a direct relationship to the use of fryers.

Deep Fat Fryer Safety Guidelines:

- ✓ **NEVER** allow an untrained person to use the equipment.
- ✓ Be sure the fryer and ventilation system are in good working order and the controls (thermostat) work properly.
- ✓ Personal protective equipment and clothing should always be worn while cooking and/or cleaning the fryer. Personal protective equipment should include long sleeve shirts, long pants, safety glasses and protective gloves.
- ✓ When heating the fryer oils, maintain the correct temperature control. Too cold and the oils will not reach correct cooking temperatures. Too hot and the oil will begin to smoke and spoil.
- ✓ Use good housekeeping practices. Be sure that work areas such as the floor and tabletops are clear of anything that could cause someone to drop or lose control of the frying basket. Serious burns have resulted from contact with the heated baskets and food.
- ✓ Clean up all spills immediately. Many people are injured after slipping on grease that came from the fryer while the food was being transferred from the baskets to a counter or warming table.



The Green Deep Fat Fryer Poster must be posted in the kitchen area. The Green Deep Fat Fryer Poster can be obtained from The Loss Control Department of Risk Management at **no charge**.

DANGER!

Hot cooking oil or shortening causes severe burns. Never attempt to move a fryer containing hot oils or to transfer oils from one container to another.

WARNING!

Protective clothing such as long sleeve shirts must always be worn while cooking/working this equipment. In addition, protective gloves, aprons and safety glasses should be worn to prevent injury during filtering, boil out and cleaning.

DANGER!

Allow cooking oils and shortening to cool below 100 degree F, before transporting to a disposal area. Never use a filter pan or plastic bucket for this purpose.

Dishes and Glassware

Sooner or later, all of us have to deal with broken dishes and glassware. Injuries resulting from handling broken glass or from someone not cleaning up the glass include scratches, cuts, punctures, severed arteries or tendons and infections.

Several basic precautions are necessary when handling broken glass:



- ✓ Do not place broken glass in the sink or dishwasher.
- ✓ Persons working with glassware must be constantly alert for breakage, poor stacking and faulty cartons.
- ✓ Do not leave knives or sharp objects hidden in the dishwasher or in a pile of dishes. When there is reason to suspect broken glass, the water should be drained before attempting to remove it.
- ✓ Broken bottles and glass should never be put in wastepaper baskets or regular trash containers. Place broken china and glassware in the containers provided for that purpose.
- ✓ Load baskets for silverware so they can be handled safely.
- ✓ Do not use bare hands to pick up broken glass and china (use a brush and pan).
- ✓ Do not use glass containers to scoop ice.



Always Think “Safety First”

Coolers/Freezers

Coolers and freezer units provide several areas of potential accidents including; slips, trips, and falls, electrical shock and material handling. Special consideration must be given to the fact that a walk-in refrigeration unit is also considered a “confined space” and as such, an exit way must always be provided to protect against someone being trapped inside.

The Following Guidelines Should be followed:

- ✓ All walk in coolers, freezers and storage areas must be designed to open easily from the inside. No door to these areas should be locked until the area is checked and proven vacant.
- ✓ The unit manufacturer’s operating and service recommendations must be followed at all times.
- ✓ Any modification to the locking system of the door must be in line with the manufacturer’s recommendations.
- ✓ When lifting and moving heavy or awkward items such as beer kegs and cases, get help. Handcarts or hand trucks should be available to avoid strains or sprains.
- ✓ Every change in elevation or “step over” from the doorway to the service hallway or room must be marked or identified to minimize the potential for tripping.
- ✓ Rubber mats should be placed on the floor of any walk-in cooler or freezer.



Always Think “Safety First”

III. LODGE



The relaxed atmosphere and friendly surroundings of your lodge rooms can be the perfect environment for accidents and injuries. You should remember that it is your responsibility to provide a safe and healthful area for everyone who enters your Lodge.

You must provide furniture such as chairs and tables that are free of defects, and remove any furniture that is not safe. A broken or damaged chair or table provide the perfect opportunity for accidents, which could lead to injury.

You have probably seen someone sitting or leaning in a chair in such a way that an accident seemed “unavoidable.” And you may have all used the same chair (table) in a way that it was not designed for such as a step or barrier. Each of these examples can lead to a serious injury that could have been avoided.

In service areas such as the dining room...

- Never load too much on a tray or pile it so high that vision is obstructed.
- Always place dishes securely on trays.
- Keep floors as clean and dry as possible.
- When dishes, glassware, liquids or food are dropped or spilled on the floor remove them immediately or place a chair or table or a table over the spot until it is cleaned.



Always Think “Safety First”

IV: Life Safety: Emergencies

Exits



- ◆ Every exit must have the word “Exit” in plain legible letters not less than 6 inches high with the width of the letters not less than 3/4 inch.
- ◆ Doors, passageways, or stairways which are neither exits nor ways to exit, that may be mistaken for an exit, must be clearly marked “**Not an Exit**” or by a sign indicating their actual use (i.e. Store Room or Basement.)
- ◆ When the direction to the nearest exit may not be apparent, an exit sign with an arrow indicating direction of travel must be used.
- ◆ Exit access must be arranged so it is not necessary to travel toward any exit area of high hazard potential in order to reach the nearest exit.
- ◆ Areas around exit doors and passageways must be kept free of obstructions. The exit route must lead to a public way such as a parking lot or alley.
- ◆ No lock or fastening device may be used to prevent escape from inside the building.
- ◆ Nothing can impair the visibility of an exit sign, such as decorations, furnishings or other signs.
- ◆ A door from a room to an exit or to a way of exit access, must swing out in the direction of travel if fifty or more persons occupy the room. (Check local building code.)
- ◆ If occupancy is permitted at night, or if normal lighting levels are reduced at times during working hours, exit signs must be suitably illuminated by a reliable light source.
- ◆ Where occupants may be endangered by the blocking of any single exit due to fire or smoke, there must be at least two means of exit, remote from each other.

Always Think “Safety First”

Fire Protection Systems

We all lose in the event of a fire. Fire Safety is important in minimizing personal injury and property damage caused by fire.

A fire requires **fuel**; (i.e. paper, oil, gas, etc.); **a source of heat**; (i.e. an electrical spark, or flame from a water heater or stove); and **oxygen**. Removing any one of these will stop the fire from happening.

Some common causes of fires in Lodges are:



- 🔔 Electrical malfunctions such as electrical panel shorts, heavy power draw on electrical cords and overloaded receptacles.
- 🔔 Open flames such as from the kitchen stove, hot water heater and furnace.
- 🔔 Hot surfaces such as the kitchen grill, toaster, exposed light bulbs and electric heaters.
- 🔔 The build up of combustible coatings on surfaces such as the grease in the kitchen exhaust hood and floor polish/wax.
- 🔔 Smoking.

You should visually inspect your automatic sprinkler system monthly, including the system control area (room).

- ◆ Is there any indication of water leaking from any part of the system?
- ◆ Do the gauges work?
- ◆ Is the system's professional inspection current? (Automatic sprinkler systems must be kept in good operating order and tested by a qualified service representative at least once each year.)
- ◆ A sign should identify the location of the sprinkler control room.
- ◆ All employees should know the location of the system control valves so they can shut down the system if a water leak develops.
- ◆ The clearance between sprinkler heads and the top of combustible storage, such as boxes and decorations, must be at least 18 inches.



V. EQUIPMENT AND APPLIANCES

Electrical Safety

More fires are caused by electrical malfunction than any other mechanical reason. Each state has adopted minimum standards in building and electrical codes to meet basic requirements considered necessary for safety. Check your state and local codes.

Electrical codes include but are not limited to:



- ☒ Labeling of each disconnecting means, such as circuit breaker or fuse box must be legibly marked to indicate its purpose, unless its purpose is evident.
- ☒ Electrical panel boxes must have a 30-inch clearance from items in front of the panel.
- ☒ Outlets, switches, junction boxes, etc., must be covered.
- ☒ Every wire entering a wall panel box must be secured from contacting the sharp edges of the box.

One of the more common causes of electrical fires is the use of flexible electrical extension cords (i.e. household type).

- ☒ Flexible electrical cords cannot be used as a substitute for fixed wiring, run through doorways, windows, etc., or attached to walls/ceilings. (Caution should be used with Holiday lighting.)
- ☒ Flexible electrical cords, when used, must be of continuous lengths without splices or taps; fastened so that there is no pull on joints or terminal screws. Cords should be replaced when frayed or when insulation is worn.
- ☒ A “UL” listed surge protected electrical cord should always be used.

Always Think “Safety First”

Ladder Safety



Every year many Lodge injuries result from someone failing to take the time to use the appropriate ladder to reach items above floor level. Falls hurt and worse, they can disable or kill.

The danger is not only that of falling but also in having objects fall on you. Many of these accidents could be avoided by simply using the right piece of equipment such as a ladder or step-up (never use a chair or box).

- ⇄ The appropriate ladder or step-up should be used when there is a need to move objects on shelving, replacing lights or ceiling tile and/ or work with elevated seasonal decorations.
- ⇄ Warn those around you by signs or barricades that you are using the ladder. This minimizes the chance for someone to cause the ladder to be knocked over or be injured by the ladder.
- ⇄ Do not carry tools or materials up a ladder use a hand line or have help.

Always Think “Safety First”

VI. SLIPS/TRIPS/FALLS

Slips, trips, and falls account for the greatest number of accidents in the Lodge. It's known that the fallout from "slips, trips and falls" includes injuries, lawsuits and perhaps higher insurance assessments.

To help reduce accidents as well as the accompanying publicity and associated cost, you can take a number of relatively simple steps:

1. Keep the Lodge floor surfaces clean and dry.
2. Special attention should be given to all entrances, both inside and outside.
3. When cleaning floors, wet only a small area at one time and mop dry before cleaning another area.
4. If floors are cleaned while members and guests are still on the premises, close off the section to guide them away from the area. Place "**CAUTION**" signs out to alert people to the potential area of danger.



CAUTION WET FLOOR!

Always Think "Safety First"

Stairways and Platforms

Many disabling injuries are the result of falls on or near stairways. Statistics show that injuries in these areas are mostly fractures and sprains, but there are plenty of slip, trip and falls that cause painful cuts and bruises. Many stairway and platform accidents can be prevented through a series of basic measures that include good maintenance, housekeeping, handrails, and lighting.

A “**guardrail**” is required:

- ▲ When an open-sided floor or platform is 4 feet or more above the adjacent floor or ground level. The platform must have a rail minimum of 36 inches high on all open sides except where there is an entrance, ramp, stairway, or fixed ladder.
- ▲ Every stairway or floor opening must be guarded on all exposed sides, except the entrance to the stairway.
- ▲ If the flight of stairs has 4 or more steps, a stair railing on each open side is required.



A “**handrail**” is required:

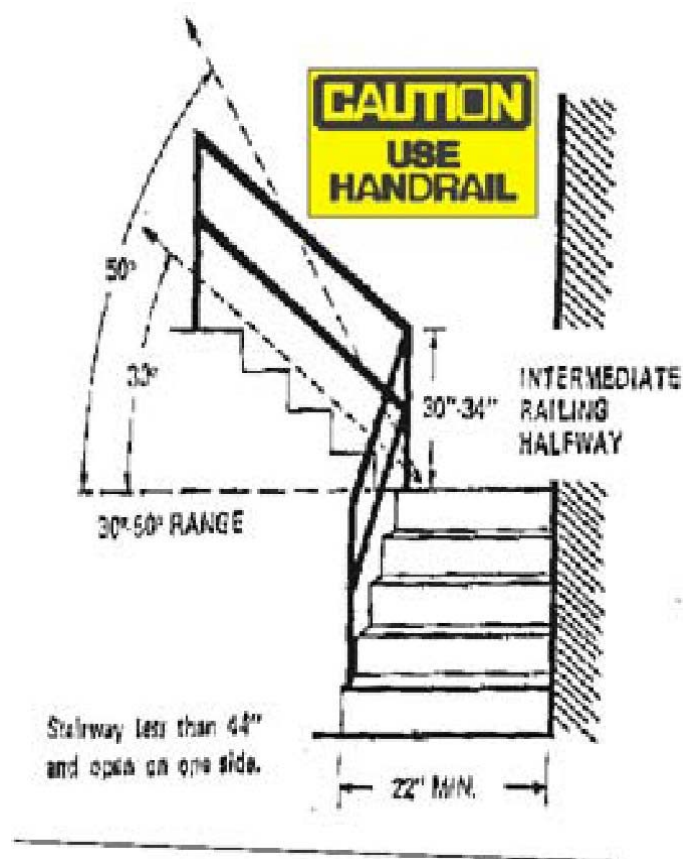
- ▲ When the width of the stairway is more than 44 inches, a handrail is required on both sides of the stairway.
- ▲ When both sides of the stairway are enclosed and less than 44 inches in width, at least one handrail is required, preferably on the right side descending.
- ▲ When the Stairway is 88 inches or more wide, an intermediate handrail located midway is required.
- ▲ The vertical height of the railing must be 30 to 34 inches and of construction similar to a standard guard railing.

Always Think “Safety First”

Fixed stairways are required to have:

- ▲ Uniform stair height and depth throughout the flight of stairs.
- ▲ All steps must be reasonably slip resistant.
- ▲ Vertical clearance above any stair to any overhead obstruction must be at least 7 feet, measured from the leading edge of the stair.

The major causes of “slips and falls” is poor footing brought on by surface changes such as ice, sand, mud, water, or debris; as well as faulty floor covering i.e. ripped carpeting and or loose tile. A good maintenance program is a great cure for “slips.”



Always Think “Safety First”

Outside The Lodge

Many accidents happen outside of your Lodge in areas that are generally considered public, such as sidewalks, driveways and parking areas. Nature also plays a hand in creating hazards in these areas. Snow and rain create primary sources of potential injury from slips, trips and falls.

Poor maintenance, inadequate lighting, and physical obstacles such as curb stops or unmarked steps often contribute to accidents. Your best intentions of providing better access to the Lodge with walkways and ramps can lead to additional exposures when they are not safeguarded with proper railings, lights and markings.



Several basic guidelines in maintaining an “accident free” area outside the Lodge include:

- 🚗 Maintain a well lit parking lot and service area.
- 🚗 Keep the area clean and free of obstacles.
- 🚗 Repair sidewalk cracks and damage immediately.
- 🚗 Keep the parking lot in good repair (i.e. cracks/potholes).
- 🚗 Identify parking areas and access with signs and markings to include handicap access.
- 🚗 Use markings such as contrasting colors of paint or signs to point out hazards such as parking bumpers, stops, and stairways.
- 🚗 Minimize the effects of weather by removing snow and using sand or salt on the walkways when appropriate.

Always Think “Safety First”

VII. ENVIRONMENTAL

Maintaining a clean and orderly Lodge contributes to a safer Lodge by reducing the potential for fire and the potential of accidents from slips, trips and falls.

- △ Accumulations of waste, scrap and spills of slippery material (oil) must be cleaned up promptly so they do not constitute a hazard.
- △ Trash should be disposed of regularly.
- △ Combustible material of any type should only be kept in places, which are isolated by fire resistant construction. If it is necessary to store combustible materials, a covered metal receptacle is suggested.
- △ The materials used for cleaning can create hazards. Oily mops and rags should be stored in closed metal containers, cleaned or discarded when necessary.



Waste Disposal



- ◆ Place trash in the containers provided for that purpose.
- ◆ Pick up refuse and keep the area neat.
- ◆ Keep cans covered.
- ◆ Do not pile empty refuse cans unless they're designed to be stacked.



Do you know the names of the chemicals that are in your cleaning supplies without looking at the label? Do you know how to safely work with and handle the material? Do you know how to safely store the material? And, do you know what to do if someone becomes ill or injured while using the material? These questions can all be answered by reading the Material Safety Data Sheets (MSDS) provided with all chemicals.

If you don't know, you risk the potential of serious harm to yourself and/or others.

Whether it is the volunteer who develops a skin rash from using too much soap, the coughing of the person using fertilizers and pesticides or the custodian who is overcome by mixing bleach and ammonia while cleaning (mixing chlorine bleaches with cleaners that contain ammonia produces chloroamine, an irritating gas that is nearly as deadly as chlorine gas), the need to understand chemical safety is extremely important in Lodge operations.

Fuel Storage (Gas, Diesel, Heating Oil, and Propane)

With all of your consideration for the loss prevention issues normally found in the Lodge there are the additional requirements that involve the use and storage of substances such as fuels, paints and certain other flammable or combustible materials. Generally these involve the use of a fuel storage area, and in some cases an underground storage tank.



It is important that your Lodge “CAP” program includes an appropriate method to minimize the potential for harm that may be related to the accidental release of stored materials such as gasoline, diesel, heating oil, propane, chlorine, etc. that you use in the day-to-day activity of the Lodge. For proper storage, check your local codes.

You should have, at a minimum:

- The appropriate local permits or license i.e. authorization to operate or maintain the system.
- Annual service of the system by a qualified representative of the manufacturer, as required by your local authorities and or the manufacturer.
- Appropriate emergency response, containment and clean-up procedures in place, should a spill or accidental release of the material happen.



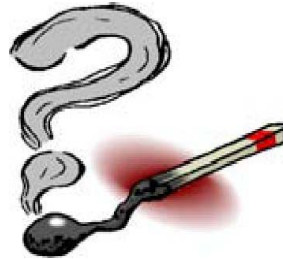
Always Think “Safety First”

VIII. WHEN AN ACCIDENT HAPPENS

No matter how trivial it may seem, every accident or incident that occurs at the Lodge must be reported immediately. Even when you did not see the accident or incident but rather “heard” that one occurred, you are required to investigate the incident and establish the facts. Your responsibility is fact finding, not fault finding.

Remember the 6 W’s and How:

- ? Who
- ? What
- ? When
- ? Where
- ? Why
- ? Witnesses
- ? How



Call our Third Party Administrator, Gallagher Bassett Services, Inc., 24 hours a day/7days a week at the Toll Free Number 877-566-6735.

Be prepared to answer the following questions:

- Name, address and telephone number of injured party.
- Person’s date of birth and social security number, if possible.
- Person’s occupation and membership status.
- Names and telephone numbers of any witnesses.
- Date and time of the incident and description of what happened.
- Nature of Injury – was medical care given. If so, what type.

Prompt Reporting of all incidents is very important in mitigating a possible claim. It also lets your members and guests know how important they are – and gives us the opportunity to assist them in their time of need.

If you need assistance or have general Claims questions, please contact The Claims Department at (630) 859-6615. It is important that we work together to manage every claim in a timely and cost effective way.

Remember always ask yourself, “What If?” “What if I had done this; would the accident or incident have occurred?”

All accidents have a cause. They don’t just happen. Let’s start eliminating the causes of losses and begin eliminating the accidents, which occur within our lodges.

Always Think “Safety First”

LOYAL ORDER OF MOOSE LODGE SAFETY INSPECTION FORM

Name and Position: _____ Date: _____
(Please Print)

Lodge Name and Number: _____

Lodge Address: _____

Using this Safety Inspection Form, quarterly audits should be conducted at the Lodge, with the direction of the Lodge Administrator (more often if needed): to help identification of areas where attention is needed, so that appropriate and timely, corrective action can be taken. Please send the completed form to the Loss Prevention Department at Moose International twice per year, by April 1st and October 1st. If you have any questions or comments, call your State Association's "CAP" Chairperson or the Loss Prevention Manager at Moose International at 1-800-544-4407.

Any item that is checked "NO" should have corrective action taken, as soon as possible.
 Once correction has been done, please indicate date of correction and action taken on line provided.

- | Yes | No | General/Fire |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. First Aid kit is available for use in kitchen and has appropriate supplies.
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Emergency numbers (Police/Fire/Medical) are posted near the telephone.
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The local Fire Department is familiar with the Lodge and operations.
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. An emergency evacuation (site) map is posted in the Social Quarters.
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The room maximum capacity sign is posted in the Social Quarters.
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The proper type(s) of fire extinguishers, adequate in number and size, as per local code, are properly wall mounted, located appropriately for hazard involved, identified and accessible.
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Fire extinguishers are "charged" and visually inspected at least monthly, inspections are noted on the inspection tag (annual inspections are completed by a professional service representative and records retained at the Lodge).
Date: _____ What corrective action taken: _____
_____ |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The kitchen range fire extinguisher system works and is included in the Lodge extinguisher inspections.
Date: _____ What corrective action taken: _____
_____ |

9. Ceiling sprinkler heads (when installed) have a minimum 18" operating clearance from all materials.
Date: _____ What corrective action taken: _____

Exits/Stairways

10. Exits are identified with an "EXIT" sign, and not blocked or hidden from view.
Date: _____ What corrective action taken: _____

11. Doors are kept unlocked during hours of operations or equipped with panic bars.
Date: _____ What corrective action taken: _____

12. Doorways that could be confused as an exit are marked as "NOT AN EXIT" and a sign stating where it leads to, i.e. "Storeroom."
Date: _____ What corrective action taken: _____

13. The direction of travel in all hallways/passageways to the nearest EXIT is marked with a sign and arrow showing the way to the outside EXIT doors.
Date: _____ What corrective action taken: _____

14. The "emergency" lighting system works (has no manual by-pass switch) and will automatically activate in the event of power failure.
Date: _____ What corrective action taken: _____

15. Every stairway is well lit and in good repair. Those having four or more steps have a hand rail. Those 88 inches or more in width have an intermediate midway stair railing.
Date: _____ What corrective action taken: _____

16. All open-sided floor or platform areas such as a "stage", that are 4 feet or more from the adjacent floor, have railings on all sides.
Date: _____ What corrective action taken: _____

Floor and Walking Surfaces

17. Floor coverings such as tile and carpet are in good repair and have no holes.
Date: _____ What corrective action taken: _____

18. Carpeting is in good shape, with no torn or loose threads that could cause someone to trip and fall. The carpet on stairways is tight with no loose ends.
Date: _____ What corrective action taken: _____

19. Tile areas, i.e. kitchen floor, are kept clean and in good repair; broken, chipped, or missing tile has been replaced or the area leveled to prevent trips/falls.
Date: _____ What corrective action taken: _____

20. Rugs and mats, i.e. doorway and kitchen, are clean and secured from movement, so that someone will not trip over them or their turned-up edge.
Date: _____ What corrective action taken: _____

21. The dance floor has a “non-slip” treatment or other material to prevent slipping.
Date: _____ What corrective action taken: _____

22. Portable signs indicate wet-mopped floors or temporary hazards.
Date: _____ What corrective action taken: _____

Kitchen/Bar Areas

23. Proper lifting techniques are used when moving “heavy” items.
Date: _____ What corrective action taken: _____

24. Dollies and/or carts are used when moving “heavy” items.
Date: _____ What corrective action taken: _____

25. Compressed gas cylinders are secured, to prevent them from falling over or
from having the control valve damaged.
Date: _____ What corrective action taken: _____

26. The meat slicer blade is set at zero when not in use.
Date: _____ What corrective action taken: _____

27. All “cutting” knife blades are protected to prevent accidental cuts.
Date: _____ What corrective action taken: _____

Electrical

28. All electrical wall outlets have appropriate covers and have not been modified to
feed more lines than originally designed, i.e. two plug-ins equal two plugs.
Date: _____ What corrective action taken: _____

29. Only UL listed “surge protected” electrical extension cords are in use.
Date: _____ What corrective action taken: _____

30. All electrical equipment is properly grounded.
Date: _____ What corrective action taken: _____

31. All electrical wall panel boxes have at least a 30 inch clearance in front of
their door. Each circuit breaker or fuse port is marked as to what it controls
and every wire leading into or out of the panel box has protection against
contacting the metal frame of the panel box.
Date: _____ What corrective action taken: _____

Hazardous Chemicals

32. A written inventory of all hazardous chemical substances, i.e. ammonia, bleach,
metal cleaners, etc., is kept on hand in the Administrator’s office.
Date: _____ What corrective action taken: _____

33. All employees are aware of the hazards related to the chemicals used in the
Lodge, and how to protect themselves from chemical harm.
Date: _____ What corrective action taken: _____

34. Flammable and combustible liquids (paints, solvents, etc.) are stored in metal safety cabinets or off premises.
Date: _____ What corrective action taken: _____

Rest Rooms

35. Customer and employee facilities have clean sinks, mirrors and commodes.
Date: _____ What corrective action taken: _____

36. Floors are dry and clean.
Date: _____ What corrective action taken: _____

37. Soap and towels or air dryer provided.
Date: _____ What corrective action taken: _____

38. Employees are required to wash hands thoroughly before leaving the rest rooms.
Date: _____ What corrective action taken: _____

39. Lights operate satisfactorily.
Date: _____ What corrective action taken: _____

Parking Lot/Sidewalk Areas

40. Parking areas have adequate lighting; curbs and parking spaces are identified (marked), handicap parking and access is appropriate (signs, ramps, restricted).
Date: _____ What corrective action taken: _____

41. The sidewalk and paved parking area is in good repair (no pot-holes, or broken/raised cement). Curbs and parking stops/blocks are clearly marked (painted).
Date: _____ What corrective action taken: _____

42. Steps and ramps are well maintained, identified/marked and have adequate lighting and rails. Step-ups and or step-downs are clearly identified.
Date: _____ What corrective action taken: _____

43. Non-slip material such as salt or sand is provided for stairs, ramps, outside doorways and parking areas as appropriate, i.e. during periods of bad weather.
Date: _____ What corrective action taken: _____

Comments: _____

HELPING OUR LODGES

HELP THEMSELVES!