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**The Roman Catholic Church of the Diocese of Phoenix**  
**Human Resources Policies and Procedures**

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Policy 2-7.1.12 Employee Health and Safety

Employee health and safety are of vital concern to the Diocese of Phoenix. Accordingly, employees are not required to work at jobs known to be unsafe, unhealthy, or hazardous. If employees believe their work environment is hazardous or unhealthy, they should report it immediately to their supervisor. The Diocese of Phoenix expects all employees to share this responsibility for safety and health, and to comply with all safety rules and regulations.

Procedures:

Each employee is responsible for individual safety. Employees are obligated to report promptly to their supervisor any accident or injury even if the injury does not appear to be serious.

If the employee requires medical attention, the supervisor should arrange to have the employee driven to the contracted occupational clinic (Banner Occupational Clinic or Concentra) to receive medical care as soon as possible. If an occupational clinic is not available, or if the injury occurs after hours, arrange to have the employee driven to a hospital emergency room. Do not let injured employees drive themselves to the clinic or hospital. Whenever possible, employees should be encouraged to use a Diocese of Phoenix recommended occupational clinic.

For serious or life threatening injuries, call 911 for emergency assistance.

In the event of a job related illness or injury, the supervisor and/or employee (if able) must complete an Employee Accident/Illness Report if applicable at their location. The injury must be reported to the human resources representative or the appropriate authority at the location as soon as possible. The human resources representative or appropriate authority will gather all employee personnel information as well as the injury information in order to report the injury to the Diocese of Phoenix workers' compensation insurance carrier. Report all job related injuries or illnesses regardless of how minor.

If the employee is unable to return to work, available sick time may be used for the first 7 days pay. Once workers' compensation insurance payments begin, all pay is stopped until the employee is released back to work. The employee must have a return to work release before returning to work.

All information regarding the job related illness or injury must be filed in the employee's confidential file.

See Form: [Employee Accident/Illness Report](#)

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Policy: Employee Health and Safety Signature Page

Approved by Bishop Thomas J. Olmsted on October 27, 2006