

## **PREFACE**

This Risk Management Manual has been assembled to provide information and assistance to parishes and schools regarding common activities and loss exposures.

The policies and procedures reviewed are not intended to replace or supersede Archdiocesan policies already implemented. Our goal in providing this manual is to support and strengthen procedures currently being used.

Many of the injuries, accidents and property damage claims that occur at our locations are preventable. The importance of having adequate safety training, risk management procedures and appropriate maintenance procedures in place cannot be emphasized enough. We would ask that you review and use this manual to better protect and safeguard your employees, parishioners, guests, and facilities. Your parish administrator or parish council should gain a basic understanding of the subjects listed. Specifics can be reviewed in stages or as applicable situations arise.

Please contact the Risk Management Office at (503) 233-8351 if you have any questions, concerns regarding safety, or risk management issues not addressed in this manual.