



## RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	<b>Business Managers and Building and Grounds Committees</b>
Date:	April 2014
From:	Clifford Watson – Risk Control Consultant Direct Line: 920-431-6302 e-mail: <a href="mailto:clifford.watson@aon.com">clifford.watson@aon.com</a> Barbara Wiegand, Facilities and Properties Director, <a href="mailto:bwiegand@gbdioc.org">bwiegand@gbdioc.org</a>
Re:	<b>Spring Thaw Safety Tips</b>

Spring is an ideal time to inspect in and around your buildings for wear and tear and safety hazards. From cracked foundations to clogged gutters to heaving sidewalks, improperly maintained buildings can lead to possible injuries as well as expensive repairs down the road. Consider the following safety tips:

### Interior:

- Make sure your sump pump and/or back flow valves are working properly.
- Inspect your basement foundation for cracks that will allow water seepage and initiate repairs.
- Check the attic for moisture and surface discoloration that could occur from roof damage.

### Exterior:

- Inspect sidewalks and parking lots for cracks, heaving, potholes and other damage due to the shifting ground. Use cones, hi-vis paint / tape, or other means of attention grabbers to protect employees, guests and parishioners until a permanent fix can be made.
- Look for pools of melted snow during the daytime. These pools may turn to black ice overnight and need to be addressed prior to employees, guests and parishioners walking or driving in the area. Put out ice melt before leaving at night and then check for ice again the next morning before buildings open.
- Sweep up loose gravel or dirt on playgrounds to eliminate slips.
- Clear gutters, downspouts, and window wells. Repair leaks and loose gutters, and make sure water can flow off your roof and away from your foundation and basement windows.
- Repair loose or damaged siding.
- Clear drainage ditches and culverts. Remove all debris to keep water flowing into sewers.
- Be sure exterior walls are well painted and sealed.

If you believe that you may have an issue please contact the Catholic Mutual Group claim department. Attached is the most current Incident Report Form for all claim reports to Catholic Mutual Group.

# Incident Report Form 2014-2015

To Report an **AUTOMOBILE** Claim 24/7 Call 1-855-807-3262

All other claims call 800-228-6108

## Property / Liability / Auto / Crime

Parish/School: (Name & Complete Mailing Address)		Phone:	
		Fax:	
		E-mail:	
Contact:		Title:	
Date/Time of Incident:		Specific Location:	
Injured Party: Name/Address/Age: (include parent or guardian name if a minor)			
Phone Number:		Alternate Number:	
Injured Party: Parishioner <input type="checkbox"/> Volunteer <input type="checkbox"/> Vendor <input type="checkbox"/> General Public <input type="checkbox"/> Other Please check the most applicable description as it relates to the incident.			
Medical or First Aid Offered? Yes <input type="checkbox"/> No <input type="checkbox"/>	Accepted or Refused		Transported by Ambulance:
Description of Accident or Damage:			
Were Photographs Taken? – Suggested for property losses over \$5,000, vehicle accidents and liability claims that may have premises factors involved:			
Public Authority Contacted: Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Authority:		Incident Report Number:
Auto Claim Information:	Vehicle Involved - Year:		Make/Model:
Witnesses: Name/Address/Phone:			
Additional Comments/Information: (If additional space is required, please use reverse side or an additional page)			
Date:		Completed By:	
Please complete and report immediately with as much information as available at the time of loss. Submit this report directly to Kathy Mussman, Katie Cox, Shawn Knoll at Catholic Mutual Group. Preference for submission: E-mail: <a href="mailto:kmussman@catholicmutual.org">kmussman@catholicmutual.org</a> & <a href="mailto:kcox@catholicmutual.org">kcox@catholicmutual.org</a> & <a href="mailto:smknoll@catholicmutual.org">smknoll@catholicmutual.org</a> Fax: 402-551-9138 or Phone: 800-228-6108 Also submit a <b>copy</b> to Aon Risk Solutions: Laura Erdmann: <a href="mailto:laura.erdmann@aon.com">laura.erdmann@aon.com</a> or fax 920-431-6352.			
<b>RETAIN A COPY IN YOUR PERMANENT FILE</b>			