

First steps: Occupational health and safety –ABC

How to begin

You can support the church in matters of safety for co-workers and visitors even without any specific education. Every co-worker is obliged to support the leadership in these matters anyway. If you have any questions, you may contact USB. The managers and a team of volunteer specialists from different independent churches are ready to give you advice and will provide you with best practice material.

You can contact us in English: info@usb-net.de, phone 03741-28 18 24.

A **Equipment**

At first have a look at the **fire extinguishers**. There should be at least one for every building and in larger sections of the building. They have to be checked every two years by a specialized company.

Second the **First-Aid Box** has to be checked periodical. It must be easy to find and to reach by every adult person (guests as well). The contents should be complete and within the expiry date. You must have a small "First-Aid Box C" according to DIN EN 13157.

Escape routes have to be marked with **phosphorescence signs** above the entrance. In the escape routes you are not allowed to store combustible material and the way must be wide enough to pass.

B **Teaching**

The Work Insurance Associations (Berufsgenossenschaften, abbreviation: BGen.) offers most of their brochures in German for free, for example the „**BGV A1**“ which contents “The basics of prevention”. You can contact your regional centre of the Verwaltungs-BG by mail, phone or e-mail (www.vbg.de). Most brochures are available as download on website: www.arbeitssicherheit.de.

Seminars and teachings of the VBG are usually for free for you as their member. Even the costs of a course for “Safe car driving” (see: www.vbg-fahrtraining.de) and the course for “First aid at work” is covered by them.

The Verwaltungs-BG (VBG) sends their magazin „**Sicherheitsreport**“ to all members for free. It should be handed to safety assistants; even additional magazines can be ordered without extra fees.

USB organizes every two years a central conference „**Arbeitsschutz-Tagung**“ for our co-workers and also for interested people from independent churches with lectures, suggestions and examples of best practice solutions and time to talk with other colleagues.

Every six months we send the **USB-Newsletter** and the **USB-Infos** with different themes that give suggestions for a better practice. You can use it as a basis for the yearly teaching of the co-workers in your church.

C **Check**

By using the list “**regular checks**” (wiederkehrende Prüfungen) you will find out, if the people, which are trained in first aid, have had their regular teaching and if the portable electrical gears or the fire-extinguishers have been checked. If you want somebody to support you in these matters, you should appoint a person as „**safety-assistant**“ (Sicherheitsbeauftragten), who will take care of it. Our company USB offers you also a risk-assessment. The costs are covered by the membership subscription of your denomination.

Your occupational health and safety manager
 Dipl.-Ing. (FH) Martin Breite