

Habitat for Humanity of Simpson County
Work Crew Safety Manual

Introduction

Safety is everyone's responsibility especially on one of our construction sites. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. *According to Bureau of Labor Statistics (BLS): 40% of workers injured have been on the job less than one year.* Be conscious of the safety of others as well as yourself. Be cautious at all times and ask questions. Do not go ahead with a task if you are uncertain how it is done, or if you are unable to do it. Safety is based on knowledge, if you don't know ask the site supervisor or crew leader. If you think it is not safe it most likely isn't, common sense goes a long way when it comes to safety. Take care of yourself and others, safety first above everything else on our job sites.

General Safety Guidelines

1. Think before you do your work or task, ask yourself "is this safe?"
2. If you are uncertain about how to do a task or how to operate a power tool – Ask a Supervisor or Crew Leader before starting.
3. Concentrate on your task at hand and eliminate distractions.
4. Know where the first-aid kit is located and how to get emergency help.
5. Very important that we check all power tools, hand tools, ladders and scaffolding before we use them.
6. Advise your supervisor immediately of any unsafe or hazardous tool or condition. Take any tool out of service if you feel something is unsafe.
7. Always look out for others, especially new or inexperienced volunteers.

Proper Safety Equipment

- Proper clothing and PPE (Personal Protective Equipment) is essential to your safety during construction of one of our homes. Wear clothing and gloves that are appropriate for the work and weather conditions. Loose fitting clothing is dangerous around power tools. No one should wear open toe shoes like sandals on any of our work sites. It is strongly recommended that all workers wear work boots or thick-soled shoes when doing construction work. *71% of workers who suffered head injuries said they had no instruction concerning hard hats.*

The following are mandatory PPE (Personal Protective Equipment) that must be worn during certain phases of construction:

- Hard hats are to be worn while doing demolition work, framing, or when overhead work is ongoing. Also when deemed necessary by a supervisor.
- Protective glasses must be worn any time he/she is operating a power tool or when instructed by a supervisor.
- Each worker must wear a dust mask when installing insulation, sanding, when cleaning up in a dusty environment or when instructed by a supervisor.
- Ear plugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor.

All PPE stated above will be provided by HFH of Simpson Co before each work day begins. See your supervisor and ask for your PPE before you start working.

Power Tools / Electrical Equipment

A power tool should not be used without proper instruction on its use and on what can happen if the tool is not used properly. If you are inexperienced using a power tool please let your supervisor show you how to use it properly, and for the first few times you use that tool ensure a supervisor or a qualified person is there to instruct you as needed or until you are comfortable using that tool. Any defective tool should not be used and should be taken out of service until that tool can be repaired or replace. Other safety rules relating to Power tools are:

- Never lower or carry a power tool by its cord
- All power tools should be cleaned before storing
- Power tools should be checked for defective switches, cords, plugs and proper grounding
- A three-pronged plug must be used on all electric power tools
- Extension cords must not have frayed insulation or be fastened with staples, hung from nails or suspended from wires
- All temporary lights must be equipped with non-conductive guards

Hand Tools

Always select the correct type and size of tool for the job you are doing. Ensure all guards are in place, and that the tool is in good conditions. Handle and carry tools with care. Keep edged and pointed tools turned downward. If you are inexperienced using a power tool please let your supervisor show you how to use it properly, and for the first few times you use that tool ensure a supervisor or a qualified person is there to instruct you as needed or until you are comfortable using that tool. Any defective tool should not be used and should be taken out of service until that tool can be repaired or replace.

Ladders and Scaffolding

Inspect all ladders before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs and defects. Use only ladders that will reach the work. An extension ladder should reach 3 feet above the work level. If both of your shoulders are extended outside the ladder while you are working, you are reaching too far. Other safety rules to remember while working with ladders:

- When using an extension ladder, use the "4-to-1" rule: for every 4 feet of height, move the bottom of the ladder 1 foot away from the wall
- Always place your ladder on solid footing
- If there is a danger of the ladder moving while you work, tie it down
- If there is a danger of the ladder being hit, barricade it
- If the feet of the ladder are not level, dig the ground out under one foot rather than raise one foot with blocks
- Never use an aluminum ladder in the vicinity of electrical lines
- Never work from a ladder during inclement weather or on very windy days
- When climbing, always face the ladder

27% of workers hurt while using scaffolding said they received no information on safety regulations for scaffolding. Always inspect all scaffolding each day before using it.

Never use damaged or defective equipment and avoid rusted parts since their strength is unknown. Always follow these following rules:

- All scaffolding that is elevated 10-feet or more must be equipped with safety railings.
- All scaffolding must be equipped with a toe board
- All scaffold must be designed to support four times the weight of the workers and the materials resting on it
- Scaffolding components that are not designed to be compatible should not be mixed
- When erecting scaffolding, provide adequate sills for the scaffold posts and use base plates
- Use adjusting screws, not blocks, when on an uneven grade
- Use only properly graded and inspected lumber for planking. Inspect planking daily for splits and knots, and remove defective or damaged planking as needed

Housekeeping

A clean work place is a safe work place. Maintaining good housekeeping contributes to efficiency and more importantly in preventing accidents. Please, always position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways. Clean up all rubbish and scrap materials every day after work. Do not permit scrap material to accumulate at the work site. They interfere with work and can constitute a hazard. Keep tools and equipment that are not being used on our truck. Please remember we recycle all aluminum cans. Please put them in the recycling box.

Emergency Medical Care

If someone is injured on the job, contact your supervisor immediately and summon any needed medical help. We should use the supplies located in the first-aid kit to stabilize the injury as much until medical help arrives.

HFH of Simpson Co Critical Safety Rules for Volunteer Workers

1. Safety always comes first! If it's not safe don't do it!
2. Report any condition that looks unsafe
3. Wear a hard hat when overhead work is ongoing or as needed
4. Wear hearing protection in high noise areas (85 DbAs or higher)
5. Wear safety glasses or other eye protection when operating power saws or other equipment that may throw off small particles or make a lot of dust
6. Make sure all guards are in place when operating power saws
7. Use paper respirator when working in a dusty atmosphere
8. Wear gloves (leather is best) when handling wood or metal products
9. When possible keep electrical power cords off the ground
10. When possible use ground fault circuit interrupter (GFCI) when using electrical power tools
11. Never use broken or malfunctioning tools
12. Never use ladders as work platforms; use scaffolding instead
13. Do not use aluminum ladders around electrical power lines (use the 10' rule)
14. Make sure that guardrails and toe boards are in place when working on scaffolding platforms more than 10 feet high

15. If you have a cut report it to your supervisor for first aid treatment. If someone else cuts him/herself and blood gets on you, report this immediately to your supervisor. Clean up any blood on surfaces after an accident by wearing plastic gloves and using bleach to flush the area.
16. Do not enter a trenched area more than 4 feet in depth unless the trench is properly dug and a co-worker are present on ground level to sound an alarm and render assistance in case of emergency.
17. If you're not sure ASK, if you feel it's unsafe it most likely is. Seek help and ask questions before you do a task that you are new to or unsure of.
18. Always look out for each other. Always take care of each other.

Other Documents Related to Safety for our Work Crews

- Accident Report Form
- Acknowledgement Form for this Document
- Release and Waiver of Liability Form
- Parental Authorization
- Sign up Sheets at Work Site

Reference

- OSHA standards housekeeping 29 CFR part 1926.25
- OSHA standards fire prevention 29 CFR 1926.24,.150-155,.352
- OSHA standards personal protective equipment 29 CFR part 1926.28, 1926.95-96, 100-105 and 1910.132-134
- OSHA standards hand and power tools 29 CFR part 1926.300-307
- OSHA standards ladders 29 CFR part 1926.1050-1060
- OSHA standards scaffolding 29 CFR part 1926.450-453
- OSHA standards trenching 29 CFR part 1926.650-52
- OSHA standards roofing 29 CFR part 1926.501
- OSHA standards first-aid 29 CFR part 1926.50

I agree to abide by the Habitat for Humanity of Simpson County safety policies as outlined in this document:

Printed Name _____

Signature _____

Date _____

