

HABITAT FOR HUMANITY WORK CREW SAFETY: Construction Safety Policy

INTRODUCTION

Safety is everybody's concern and is always an important consideration at any construction sites. Building construction is one of the most dangerous occupations. Since Habitat work crews normally have a high proportion of inexperienced people, everyone must pay particular attention to safety. Each affiliate will provide safety training for all staff and volunteers that work on Habitat projects.. Each affiliate will also conduct a daily safety briefing to remind workers of critical safety issues.

Safety is based on knowledge, skill and an attitude of care and concern. Supervisors should instruct each worker about the proper procedures, potential hazards, and how such hazards can be minimized or eliminated. It is very important that everyone involved know about safe work practices and follow them.

Be conscious of the safety of others as well as yourself. If you are not familiar with an assigned task or required tools, stop and ask your supervisor.

BASIC SAFETY RULES

1. Follow all safety instructions and think before you do your work or task.
2. If you are uncertain about how to do a task or how to operate a power tool - ask a supervisor.
3. Concentrate on your task and eliminate distractions.
4. Know where the first aid kit is located and how to get emergency help.
5. Inspect all power tools, hand tools, ladders, and scaffolding on a daily basis.
6. Advise your supervisor immediately of any unsafe condition or hazard.

PROPER SAFETY EQUIPMENT

1. Proper clothing is as essential as the proper selection and use of tools. Wear clothes and gloves that are appropriate for the work and weather conditions. Loose clothing is dangerous around power tools.
2. Close-toed shoes with a thick sole are required; work boots are preferable. Any worker wearing sandals, flip-flops, crocs or other types of unsafe footwear shall not be permitted to remain at a construction site.
3. Hard hats are to be worn while doing demolition work, during framing, or when required by a supervisor.. Hardhats will be worn correctly with webbing and bills facing forward. Hard hats will be made available on each job site.
4. Safety glasses will be issued to every worker. Safety glasses shall be worn when operating power tools, driving nails, performing demolition activities or when instructed by a supervisor.
5. Dust masks shall be worn when installing insulation, sanding, or when instructed by a supervisor. The supervisor shall provide respirator training prior to use.
6. Ear plugs must be worn when using a power tool for a prolonged period of time or when instructed by a supervisor. **Rule of thumb:** if you have to raise your voice to be heard by someone standing two feet from you, you need hearing protection. Ear plugs will be made available on each job site.
7. A paint respirator shall be used by painters.



POWER TOOLS AND OTHER ELECTRICAL EQUIPMENT

In order to avoid electrical shock, the following rules must be obeyed:

1. Use power tools only after you have received instruction on its use. The instruction will be done by a supervisor familiar with the safe use of the tool. This instruction is required for all workers including experienced do-it-yourselfers. The trainee should use the power tool in the presence of the instructor and be able to demonstrate its safe use.
2. Hand tools are to be inspected daily prior to use. Power tools should be checked for defective switches, damaged cords, missing plugs, guards, or similar components. If defective, the tool shall be removed from service and repaired. Never lower or carry a power tool by its cord. Clean tools daily.
3. All electrical tools shall be double insulated or shall be grounded using a three-prong plug. Always utilize GFCI protected circuits or outlets.
4. Extension cords used on Habitat projects shall be constructed of SJ, SJO, SO or similar and be of the three wire type. Cords must not have frayed insulation or be fastened with staples hung from nails or suspended from wires. All extension cords shall have a three-pronged plug.
5. All temporary lights must be equipped with non-conductive guards.

HAND TOOLS

1. Always select the correct type and size of tool for your work, and be sure it is sharp and properly adjusted.
2. Guard against using any tool if the handle is loose or in poor condition. Dull tools are hazardous to use because excessive force must be used to make them cut. Dirt or oil on a tool may cause it to slip and cause an injury.
3. When using tools, be sure to hold them correctly. Most edge tools should be held in both hands with the cutting action away from yourself. Avoid using your hand or fingers as a guide to start a cut, but if it is necessary, use extreme caution.
4. Handle and carry tools with care. Keep edged and pointed tools turned downward. Carry only a few tools at one time, unless they are mounted in a special holder or carried in a tool belt. Do not carry sharp tools in your pockets.
5. Anyone working with a hammer at a height should wear a hammer loop or tool belt, and, when not in use, the hammer should be kept in the loop or belt and not placed on a sloping surface or other precarious position.
6. When not in use, tools should be kept in special boxes, chests, or cabinets.

SAWS

1. Don't bind the blade of any saw. When cutting long panels, the blade may bind, and the saw mill will catch and kick back towards the operator. Use small wood wedges or shim shingles to spread the saw cut as you go along.
2. Keep the blade guard working – do not disengage the blade guard!. A spring-actuated blade guard can often become bent and won't slide quickly, or the spring can become stretched so the return is slow. Repair any damage to the guard as soon as it happens, and never tie the guard back out of the way.
3. Support what you are working on properly. Never attempt to cut something that could tilt or fall and cause the saw to slip.
4. Disconnect the plug from the power supply when the saw is not being used, before changing blades, when making cutting depth or bevel adjustments, or when inspecting or cleaning the saw.
5. Finger-tighten the depth and bevel adjustments before using the circular saw.
6. Do not use a washer or bolt to adjust the arbor size of the blade of the circular saw.

7. Grip the saw only by its handles when operating or transporting the saw.
8. Cut away from your body and below your shoulder level.
9. Do not hold the work piece against your body when making the cut.
10. Do not use if lower guard does not close briskly and completely cover the saw blade.
11. Do not wedge or tie the lower guard of the saw open.

LADDERS

1. Inspect a ladder before you use it. If the ladder is unsafe, don't use it. Look for wear and tear, loose rungs, and defects.
2. Use a ladder that will reach the work. Move your ladder with your work. If, while you are working, both of your shoulders are extended outside the ladder, you are reaching too far. Work from the top two steps of stepladders is prohibited. Stepladders are designed to be worked from and not to gain access to elevated work areas.
3. Extension and stepladders must be inspected for defects prior to each use. Never use an aluminum ladder in the vicinity of electrical lines, and never use a ladder outdoors during inclement weather or on windy days. Work will be performed while facing the ladder. Three-point contact must be maintained at all times. Never carry tools or materials in your hand, use a rope and/or approved bucket to raise tools and materials to raise tools and materials. Extension ladders must extend three feet above the supporting object when accessing elevated work areas and be tied off to prevent displacement. When extension ladders can not be tied-off, another employee will be required to secure the base of the ladder. When using an extension ladder, use the four to one rule: For every four feet of height, move the bottom of the ladder one foot away from the wall.
4. Place your ladder on solid footing. If there is danger of the ladder moving while your work, tie it down. If there is danger that the ladder will be hit, barricade it.

SCAFFOLDING

1. **All scaffolding shall be inspected, constructed, dismantled, and altered by a designated competent person recognized by Habitat for Humanity. This inspection shall be performed daily and prior to the shift.**
2. All scaffolds will be fully planked, braced, and guardrail systems installed (ten feet and above). Employees shall be tied-off when guardrails cannot be installed at heights of ten feet or greater.
3. Provide toe-boards, screen systems, or similar to protect those working below elevated decks and structures.
4. Never climb the cross-bracing or rails or posts, use a ladder to access each scaffold.
5. Scaffolds shall be loaded according to its designed capacity.
6. Side brackets shall not be used to support materials.
7. A 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.

CLEAN WORK SITE

1. A clean work site is a safe work place. This refers to the neatness and good order of the construction site. Maintaining good housekeeping contributes to the efficiency of the worker and is important in preventing accidents. Daily housekeeping is the responsibility of each employee on site.
2. Do not permit blocks of wood, nails, bolts, empty cans, pipe, wire, or other materials to accumulate on the work site, since they interfere with work, and can constitute a hazard.
3. Position building materials and supplies in carefully laid out piles to allow adequate aisles and walkways.

4. Store unused tools and equipment in chests, panels, or tool boxes, protecting both the tools and the workers.
5. Never leave a work site unguarded unless all tools and materials have been properly secured.
6. Protruding nails are to be pulled immediately.
7. Debris disposal is to occur at the end of the day.

ROOF SAFETY

Working on roofs requires special care and should only be undertaken by individuals in good physical condition. In all cases, volunteers will not be allowed to work on roofs unless it is under the direct supervision of a Habitat construction staff member. For roof work, a personal fall arresting system shall be used unless a safety rail has been installed at the base of the roof.

EMERGENCY MEDICAL CARE

If someone is injured on the job, immediately contact your supervisor and summon any needed medical help. You should also use the supplies located the first aid kit to stabilize the injury as much as possible until medical help arrives. Your supervisor is trained in first aid, and will help with any injured worker.

Clay County Habitat for Humanity, Inc. values the safety of all personnel and volunteers who enter our projects. By following the safety rules contained in this document, you will assist us in our continued efforts to maintain a safe and healthy work environment.

**While working on a Clay County
Habitat for Humanity, Inc. project,
if you find yourself unsure of
how to proceed . . .**



, find a CCHH supervisor, and ask for direction.

ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of Habitat for Humanity Work Crew Safety; that I have read it and reviewed it with my supervisor; and that I understand its contents.

Signature of worker _____

Name of worker (please print) _____

Date _____

Complete and return to supervisor of your work crew.