



Habitat
for Humanity[®]
of Sangamon County

Safety Manual



MISSION OF THIS MANUAL

- To create a safe working environment for all Habitat volunteers and staff.

The Site Supervisor *must...*

- Set and communicate expectations:
 - Work without any accidents.
 - Follow the guidelines and rules.
 - Everyone is responsible for the safety of fellow workers.
- Site leader and crew leaders play a key role in creating a safe environment.
- Crew leaders need to explain the safety guidelines for the specific task to be performed.
- Crew leaders need to demonstrate safe usage of the tools used and audit the crew's performance.
- All accidents need to be reported to the site leader, crew leader.
- An Accident Report (see attachment) needs to be completed for all accidents.
- All volunteers and staff will have signed a ***Release and Waiver of Liability Form*** and ***Parental Authorization Form*** (if applicable) prior to working. All forms will be available on-site, and completed forms will be delivered to the Habitat office for filing.

Accounting for Volunteers

- Site leader and/or volunteer coordinator(s) will be responsible for obtaining the names and contact information of all volunteers. ***Release and Waiver of Liability*** will be signed by each volunteer and filed with the Habitat office.

Group Guidelines

(For house sponsors & outside groups that volunteer on Habitat build sites):

- Prior to participating in a build, each group must review the expectations, rules, and guidelines.
- All participating group members will have signed a ***Release and Waiver of Liability Form*** and ***Parental Authorization Form*** (where applicable) prior to working. Forms will be available on site or sent to groups in advance of scheduled on site work. Completed forms will be delivered to Habitat office for filing.

TRAINING (volunteers, staff, homebuyers)

- Volunteers, staff and homebuyers will be asked to read the ***Safety Manual***.
- Individual one-on-one on site instruction will be given as necessary.
- To the extent practicable, experienced volunteers will pair up with inexperienced volunteers.

SOURCES OF POSSIBLE ACCIDENTS AND RULES FOR AVOIDING THEM

Lifting/Carrying:

- Lift with legs, bend knees and keep a straight back
- Have the appropriate number of people to lift/carry an object
- Do not lift more than you can handle alone, have a partner help if needed
- When carrying an object, watch for others to avoid hitting them
- Watch for tripping hazards

Tripping Hazards:

- Tools:
 - Keep tools close to your work area
 - When a tool is no longer being used, place in central area, out of traffic pattern
 - Carry tools with the sharp edge down
- Electric cords/air hoses:
 - Use proper length of cord, excess cord becomes a tripping hazard
 - Try to place the cords or hoses out of main traffic flow walkways
- Keep the floor clear of clutter
- Building materials:
 - Discarded material should not be left lying around (2x4's, nails, roofing, foam, etc.)
 - Keep all walkways clear of trash/debris
 - When done with project **CLEAN UP** area
 - **Pick up/straighten up** site at the end of each day (i.e. tools, scrap materials, etc.)
 - Clean up spills when they occur
 - Stack building materials in a safe manner
 - Stack materials out of main traffic flow areas
 - Remove all nails from boards that will not be used again or are scrap
 - Uneven ground around site:
 - Fill holes and/or ruts as needed

Proper Attire:

- No sandals or open-toed shoes may be worn on site, boots are recommended
- Wear a shirt at all times
- Shorts may be worn depending on weather and the job to be performed
- Do not wear loose clothing or jewelry when operating power tools

Personal Protective Equipment:

- Wear a hard hat when appropriate, or when directed by a leader/supervisor
- Wear goggles or safety glasses when operating any type of power equipment (table saw, roto-zip, skill saw, etc) to prevent dust, debris, or flying objects from entering eye
- Wear gloves when installing insulation, carrying building materials etc.
- Long sleeved shirt must be worn when installing insulation.
- Wear dust mask when installing insulation, using roto-zip, sanding drywall or when someone is sweeping causing heavy air borne dust
- Ear plugs or ear covers should be used when operating power equipment

Ladders:

- Use ladders for the purposes for which they were designed. Do not use ladders for skids, braces or workbenches, etc.
- Provide a stairway or ladder for any point of access where there is a break in elevation of 15 inches or more
- Make sure ladder size meets job demands
- Do not use step ladders as straight ladders, always open all four feet and lock spreaders in place on a step ladder and place in a level condition
- Use proper angles when using straight and extension ladders. When using a non-self-supporting ladder use the "four-to-one" rule: for every four feet of height, move the bottom of the ladder one foot from the wall
- Top of extension ladders must extend a minimum of three feet beyond the supporting object when used as an access to an elevated work area
- Before climbing extension ladders, make sure latches are properly engaged
- Extension ladders must be overlapped a minimum of three rungs
- Keep body near the middle of the ladder. Avoid leaning off the edge of a ladder. Move the ladder frequently so as not to be tempted to lean too far.
- Do not step on the top rung or platform on a step ladder
- Do not carry anything that will prevent holding on with both hands while ascending or descending the ladder. Use a tool belt, bucket or a tool bag to lift tools
- Only one person on a ladder at a time
- If it becomes necessary to place a ladder in or over a doorway, barricade the door
- Fiberglass or wood are the only acceptable ladders, because of conductivity of electricity and metal
- When climbing, always face the ladder
- 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 that the ladder will be hit, barricade it. If the feet of the ladder are not level, dig the ground out under one foot with the claw of a hammer rather than raising one foot with blocks

Falling Objects:

- Avoid tools or personnel sliding off of the roof, install a cleate (a 2x4 or 2x6 nailed to the roof which will act as a stop if a tool or volunteer slips)
- Never leave tools on top of ladder when moving it
- Do not leave tools or other objects on ceiling rafters
- When raising and placing walls, secure immediately
- When leaning objects, ensure the angle is sufficient to prevent tipping over

Using Wrong or Poorly Maintained Tools:

- Use tools for their intended purpose **only**
- Use proper tool for the job being performed
- All cutting tools should be kept sharp.
- If a tool is broken, or in poor working condition, take it to the site supervisor and **do not use it**.

Training:

- Power tools should not be operated by anyone without proper instruction. (do not assume a person knows how to use the tool just because they say so, audit their performance until you are satisfied the operator is competent)
- No person under the age of 18 may operate any power tools

Roofing:

- Take precautions when climbing onto or off the roof
- When roofing, wear shoes with a soft sole with tread
- Loose materials and sawdust should be removed frequently from the roof surfaces

Guards and Safety Interlocks:

- All guards and safety locks should be kept in good working order or the piece of equipment should be taken out of service until repaired,
- Any guards or safety lock provided by the mfg. **must not** be removed and kept in working order

Automatic Nailers:

- Are not normally used by our volunteers and **only** used with permission from the Site Supervisor
- Goggles must be worn when using autonailers
- Do not point nailers at people
- When clearing a jam, take the battery out or disconnect the air supply.
- When holding an object to be nailed, keep hands at least 4" away from nailer
- Do not stand directly in front of nailer
- Do not stand below someone using an automatic nailer
- Do not carry the tool with finger on the trigger

Electrical:

- Do not use frayed or worn electrical cords (keep in good repair)
- Maintain all electrical tools in safe condition and check regularly for defects
- Avoid running electrical cords thru puddles of water
- Do not use a ladder within 10 feet of a power line
- Care should be taken to use the appropriate length cord to avoid the excess cord from creating a tripping hazard.
- Try to place cords out of traffic areas where it can cause a tripping hazard. (tape cord to floor, hang on nail or wall, if possible)
- Do not use plug if ground prong is broken or cut off. Give cord to Site Supervisor for repair or replacement
- Never carry power tool by the cord

Saws:

Rules for operating all saws:

- Use both hands
- Use proper length and type of blade
- Set the depth of the saw so that it is deep enough to cut only the material being cut.
- Ensure blade is sharp
- Make sure the blind side of object being cut is clear of people, objects, etc
- Make sure material being cut is properly supported
- Use eye protection when operating power saws
- Use ear protection when operating power saws
- Use of a dust mask is optional but recommended
- Ensure the blade is sharp and is correct for the saw being used
- Use the blade guard that was provided by manufacture of the saw
- Technique for operating table saws:
 - Stand to the side of the saw vs. behind the blade and material being cut
 - Always push material being cut between the blade and the fence
 - Use a push stick if distance between the blade and fence is 4" or less (push stick is used between blade and fence)
 - Never use the miter guide and the fence at the same time
 - The chop saw or skill saw is preferred when making a cross cut. If table saw must be used, use the miter guide
 - Keep amount of blade exposed through piece being cut to a minimum
 - Have two people to cut sheet material
- Technique for operating circular saw:
 - Keep cord clear of saw
 - Ensure objects beneath material being cut is clear of path of the saw blade
 - Use combination blade for skill saw
 - Use minimum blade depth
 - Do not over-extend your reach
- Technique for operating chop saw:
 - Start saw before setting blade to the piece being cut
 - Keep hands clear of blade
- Rules for operating a roto-zip:
 - Be sure collar is on the saw and set to proper depth
 - Ensure blade is sharp (if not, replace)
 - Use dust mask, eye protection and ear plugs

Box Cutters/Razor Knives:

- Wear gloves
- Cut away from your body, never cut towards yourself
- Do not use a dull blade, change blade if cutting edge is dull
- Keep your mind on your work
- Always close the cutter or retract the blade when finished
- Do not carry box cutters in your pocket or aprons, unless the blades are securely covered
- Do not use blade as a screwdriver, can opener, or as a pry bar

Air Compressor, Lines, Air Operated Guns:

CAUTION: Compressors generate 80 to 90 PSI pressure throughout the system. Treat with CAUTION!

- Guns and hoses should only be connected **before** the compressor is started
- Guns and hoses should only be disconnected after the compressor is shut off and the air bleed off
- DO NOT connect or disconnect components while the system is charged
- DO NOT depress the trigger on the gun unless the gun is pressed against a wooden surface
- Gun jams **should not** be cleared while the system is under pressure, disconnect from air supply or unplug from electrical source

Wall Board Lift:

- Check lift to ensure proper assembly and in good working order before attempting to operate
- Check cable to ensure it is not frayed or worn
- Ensure frame is perpendicular to ground
- Ensure tripod pin is locked in open position
- Load 1 piece of board at a time with arms extended
- Position lift before raising and tilting the board
- Control the descent of the lift with the winch handle, releasing the brake will result in a rapid descent

Other General Precautions:

- Try to avoid distractions when you are performing a task---FOCUS
- Avoid horseplay, practical jokes, or other activities that may create a distraction/accident
- Try to anticipate pinch points and keep hands clear
- Always look before you step, you may end up off the roof or in the basement and in the hospital
- Always keep open accesses covered to avoid someone falling through

Blood-Born Pathogens:

- All cuts or wounds should be cleaned and bandaged immediately
- An incident report must be filled out at the time of the incident
- Blood on any surface such as tools, drywall, studs, decking, etc must be flushed with chlorine bleach and wiped off immediately
- Disposable gloves should be worn when blood is involved to avoid contact

MEDICAL AND EMERGENCY RESPONSE (ON-SITE)

Chain of Command

- Site leader/crew leader will assess the situation and determining whether an emergency exists that requires activating emergency procedures
- Site leader/crew leader will direct all efforts in construction area including evacuation if necessary
- Site leader/crew leader will ensure that outside emergency services (i.e. medical aid, local fire departments, utility companies) are called in when necessary
- Site leader/crew leader will direct the shut down of site operations when necessary.

Communication

- Site leader/crew leader will have a means of communication and obtaining information while at work site (i.e. cell phone, battery powered radio)

In the event of Tornado or Inclement Weather...

- Site leader/crew leader will be aware of current weather conditions in area and tornado formations
- If a tornado is sited or the community warning system has been activated, site leader/crew leader will instruct all volunteers to go into the basement area of the house or an interior area of the house with no windows.
- If there is no shelter at the site, site leader/crew leader will instruct volunteers to either go to the closest shelter in the area (neighbors home, business) or lie down in a low area with their hands covering the back of your head and neck
- In the aftermath of a tornado, site leader/crew leader will assess situation, any injuries and contact emergency services if needed.
- If there is inclement weather, site leader/crew leader will assess working conditions and if need be stop all work and reschedule for another time.

In the event of bodily injury/illness...

- Site leader/other medically trained person will assess the injury/illness.
- If the injury/illness is minor (i.e. small cut, abrasion, scrape) the injury will be treated on site using the first aid kit designed for emergency use.
- If the injury/illness requires that the volunteer who is conscious seek professional help, (i.e. possible broken bones, cut needing stitches) the site leader/other medically trained person will assess whether the volunteer can be transported to a local hospital or if an ambulance is needed.
- If the injury/illness is serious, (i.e. falling from roof, possible heart attack) the site leader/other medically trained person will contact 911 immediately and will remain on the line until the police and emergency services arrive. The victim will be kept quiet and will not be moved, vital signs of the victim will be monitored. If the victim falls unconscious or stops breathing, CPR will be performed until emergency services arrive.

In the event of toxic gases, chemical spills, fires, explosions...

- The site will be equipped with a working fire extinguisher to be used for any small contained fire
- Site leader/crew leader will immediately contact 911 in the event of toxic gases, chemical spills, large uncontrollable fires and explosions
- If the eyes or body of a volunteer has been exposed to injurious corrosive materials, eye washes or suitable equipment for quick drenching or flushing can be used for immediate emergency use.

Accident Reporting

- All injuries / accidents will be immediately reported to the site supervisor.
- If the injury / accident requires medical help / EMT / or ambulance, the site supervisor will contact emergency services. The site supervisor is trained in first aid and will make use of medical supplies located in the first aid kit to stabilize the injury as much as possible until medical help arrives.
- The site supervisor will contact the Habitat office to report the accident as quickly as possible.
- Both the site supervisor and injured party (depending on medical condition of injured party) will fill out separate accident report forms as soon as possible after the occurrence of the accident. The site supervisor will deliver the completed forms to the Habitat office.
- Based on the information in the report and medical conditions of the injured party, (i.e., were emergency services dispatched?, did the injury require stitches?, did the injury require hospitalization or hospital emergency services?) the Executive Director / Chairman of the Board will contact the insurance company, inform them of the accident and find out what procedures are required by the insurance company.
- The Executive Director / Chairman of the Board will notify HFHI of the injury / accident.

ACCIDENT REPORT FORM

Information of Person filling out form *if other than Injured Party*

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Position: () Volunteer () Staff

Information of Injured Party

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Position: () Volunteer () Staff

Information: Injury / Accident

Date of Injury: _____ Time of Injury: _____

Place of Injury: _____

Who was present at the time of injury / accident?

How did the injury occur? Describe the injury in detail.

Was first aid administered at the time of the injury? If so, describe.

Was professional medical treatment sought? If so, give name and address of treating practitioner/hospital.

Describe treatment. **Yes** **No**

Name: _____ Signature: _____

Date: _____